

Washington University School of Medicine Injury/Illness Procedures

Off-Site Clinic Emergency Procedures

Life-Threatening Injury



- Call 911 immediately for transportation to the nearest Emergency Room.
- Supervisor to complete “Report of Injury or Illness” form.
- Send the completed “Report of Injury or Illness” form to the Worker’s Compensation office at Campus Box 1084. For a copy of the form call (314) 935-5547 or go to ehs.wustl.edu.

Non Life-Threatening Injury



- Inform supervisor of injury/illness and seek medical attention.
- Supervisor should call the WU Worker’s Compensation office at (314) 935-5547 for permission to have employee receive treatment at designated treatment facility and to request a “Report of Injury or Illness” form.
- Send the completed “Report of Injury or Illness” form with the injured/ill employee when they receive treatment at the designated medical treatment facility.
- Send the completed “Report of Injury or Illness” form to the WU Worker’s Compensation office at Campus Box 1084.

Eye Exposure/Injury



- For any substance in the eye (chemical, infectious, radioactive, blood, body fluid, particulates, etc.), immediately flush affected area with water for 15 minutes.
- Seek medical attention at designated medical treatment facility.
- Contact Environmental Health & Safety (EH&S) at (314) 362-6816 to request that a MSDS be faxed to the designated medical treatment facility.
- Call the WU Worker’s Compensation office at (314) 935-5547 for permission to treat the employee and to request a “Report of Injury or Illness” form.

Local Emergency Room or Medical Treatment Facilities

- Local ER: _____
- Medical Treatment Facility: _____



IN OFF-SITE CLINICS:

- Emergency contact number: _____
- Emergency contact name: _____

Chemical Odors or Spills



- Contact the landlord of the building or local emergency response team for spill remediation.
- Contact the landlord of the building or building facility maintenance for response to odors, floods or other “building” type of emergencies.

Needlestick, Puncture Wound, Blood or Body Substance Exposures



- Immediately wash affected area with soap and water (for skin exposures) or flush with water (for mucous membrane exposures).
- Call the Infectious Disease Division 24-hour hotline at (314) 747-3535.
- Press 3 for a needle stick injury or body substance exposure and follow the instructions for Washington University employees or students.
- Call the Worker’s Compensation office at 935-5547 for permission to treat the employee and to request a “Report of Injury or Illness” form.

Skin Exposure



- Immediately flush affected area continuously with water for 15 minutes.
- Seek medical attention at designated medical treatment facility.
- Supervisor should call the WU Worker’s Compensation office at (314) 935-5547 for permission to have employee receive treatment at designated medical facility and to request a “Report of Injury or Illness” form.
- Contact EH&S at (314) 362-6816 to request that a MSDS be faxed to designated medical treatment facility.

Radioactive Isotope Spills/Personnel Contamination



- Follow directions on the posted emergency procedures and call Radiation Safety at (314) 362-3476. After hours call the emergency pager at (314) 826-3440 or Protective Services at 2-HELP (314) 362-4357.

DEPARTMENT CONTACTS:

- Department emergency contact number: _____
- Department emergency contact name: _____

Note: Washington University ID Badge should be presented at time of treatment
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