

# Washington University School of Medicine

## Injury/Illness Procedures for

### Washington University Employees in BJH Laboratory Buildings



#### Life-Threatening Injury

- Contact BJH Security at **362-0911** immediately for transportation to the Barnes-Jewish Hospital (BJH) Emergency Room, 400 N. Kingshighway.
- Send the completed "Report of Injury or Illness" form to the Washington University Worker's Compensation office at Campus Box 1084. For a copy of the form call **(314) 935-5547**.

#### Non Life-Threatening Injury



- Contact BJH Security at **362-0911** or WU Protective Services at **2-HELP (314) 362-4357** for transportation to BarnesCare. If after-hours (between 4:30 p.m. and 8:00 a.m.) Security will arrange to have the employee transported to the Barnes Emergency Room.
- Call the Worker's Compensation office at **(314) 935-5547** for authorization to treat the employee at BarnesCare and to request a "Report of Injury or Illness" form.
- Send the completed "Report of Injury or Illness" form with the injured/ill employee to BarnesCare.

#### 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.
- Call Protective Services at **2-HELP (314) 362-4357**
- If the exposure involves blood or body substances, call the Infectious Disease Division 24-hour hotline at **(314) 747-3535**.
- Protective Services will escort the injured employee directly to the BJH Emergency Room.
- Emergency Room staff will contact the Ophthalmology resident on-call.
- Protective Services will contact Environmental Health & Safety's emergency responder to fax a MSDS to the BJH ER. The BJH Emergency Room fax number is 747-3338.
- Call the Worker's Compensation office at **(314) 935-5547** for authorization to treat the employee and to request a "Report of Injury or Illness" form.
- Send the completed "Report of Injury or Illness" form to the Washington University Worker's Compensation office at Campus Box 1084.

#### Chemical Odors or Spills

- If a hazardous chemical is spilled, leave the lab immediately and call BJH Security at **362-0911** or WU Protective Services at **362-HELP (314) 362-4357**.



#### 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 blood/body substance exposure and follow the instructions for Washington University employees or students.



#### Skin Exposure

- Immediately flush affected area continuously with water for 15 minutes.
- During this time, call BJH Security at **362-0911** or WU Protective Services at **2-HELP (314) 362-4357**. Security will arrange the transport of the employee to either BarnesCare or the BJH Emergency Room depending on the severity of the exposure.
- Call the Worker's Compensation office at **(314) 935-5547** for authorization to treat the employee at BarnesCare and to request a "Report of Injury or Illness" form.
- Call EH&S at **(314) 362-6816** to request that a MSDS be faxed to the 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**.



#### Facility Related Emergencies (Fire, Explosion, Flood, Tornado, etc.)

- Call BJH Security at **362-0911**.



#### IN OFF-SITE CLINICS:

- Emergency contact number: \_\_\_\_\_
- Emergency contact name: \_\_\_\_\_

#### DEPARTMENT CONTACTS:

- Department emergency contact number: \_\_\_\_\_
- Department emergency contact name: \_\_\_\_\_