



# Washington University School of Medicine Injury/Illness Procedures

## 2-HELP (362-4357) Protective Services



### Life-Threatening Injury



- Contact Protective Services **2-HELP (314) 362-4357** 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 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.) Protective Services will transport the employee to the BJH 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 Protective Services at **2-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 Protective Services at **2-HELP (314) 362-4357**. Protective Services 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 treatment facility. Please call Protective Services **2-HELP (314) 362-4357**.



### 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**.



**IN HOSPITALS** (BJH North, BJH South, Center for Advanced Medicine (CAM), and St. Louis Children's Hospital)

- Call BJH/SLCH Security (314) 362-0911
- Call BJH/SLCH Environmental Health & Safety at (314) 454-7008

### IN OFF-SITE CLINICS:

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



### 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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