

What to do if a workplace accident or illness occurs...

1. Employee notifies supervisor or department manager

a. Incapacitation (unconscious/non-responsive):

- i. Call **9-1-1**
- ii. Supervisor stays with the employee until medical assistance arrives. Do not move them unless *explicitly* instructed to do so by emergency dispatch.
- iii. Once medical professionals arrive, supervisor calls SSIF at **785-296-2364** to make the first report of injury. Be ready with the employee's: *Name, Date of birth, Time of injury, Location of treatment.*
- iv. Supervisor notifies the employee's emergency contact

b. Emergency Situations (seriously injured, profuse bleeding, major head injury, broken bone(s), etc.):

- i. If the employee is able to drive, they drive to the nearest urgent-care or emergency care facility. There is a non-exhaustive list of local medical centers on the accident report form.
- ii. If the employee is unable to drive, supervisor arranges other transportation or calls **9-1-1** to request emergency ambulatory services.
- iii. Supervisor calls SSIF at **785-296-2364** to make the first report of injury. Be ready with the employee's: *Name, Date of birth, Time of injury, Location of treatment*
- iv. Supervisor notifies the employee's emergency contact

c. Minor Injuries (injury that needs treatment but not an emergency):

- i. Supervisor brings the employee to a private space and stays with them to call the 24/7 Nurse Triage line at **833-756-2007**.
- ii. Employee follows the instructions from the nurse.

d. No Treatment/No Injury (very minor injury that the employee does not wish to seek care/no injury at all): Go to Step 2.

2. Employee or Supervisor completes an Accident Report (go to the www.wichita.edu/accidentreport page) and send to TotalRewards@wichita.edu within three (3) calendar days.

**You may seek treatment prior to SSIF authorization if you feel it's necessary, but you will need to proceed using your own health insurance. If your SSIF claim is denied, you'll be responsible for any billing for your injury or illness.*

Please visit the Work Comp page (<https://www.wichita.edu/workcomp>) for more information.