



POLICY SPOTLIGHT – ACCIDENTS AT WORK

February, 2006

Frequently Asked Questions

(A complete policy statement is included on the back of this page)

Q. If I have an accident at work, such as falling on a patch of ice, and have not been injured, do I need to report the incident to Human Resources?

A. Yes. We want to make sure that, in the event you experience symptoms later, we are able to handle the situation appropriately. We also want to make certain that the condition that caused the injury is reported so that it can be addressed, preventing other injuries.

Q. What do I do if I am injured at work on a weekend or during non-business hours?

A. If it is not an emergency, a *Concentra Medical Center* physician should be contacted at (515) 265-1020 or (515) 278-6868. He/She can assess your situation over the phone and make recommendations for immediate care and follow-up treatment at *Concentra Medical Center* the next business day. The call center is open 24 hours a day, seven days a week. For emergency treatment of a work related injury or illness (or any non-emergency treatment that should not wait until clinic hours the next business day as recommended by the *Concentra Medical Center's* on-call physician) seek treatment at Mercy Hospital Medical Center Emergency Department. Report the injury to Security at 811.

Q. If someone is injured on campus and appears to need immediate emergency care, do they need to go to *Concentra Medical Center* first?

A. No. In the event of an emergency, including the occurrence of severe pain, call an ambulance by dialing 911. Once you have done so, you should also call Security at 811, Gary Johnson at 271-4804 and Kris Rossmiller at 271-3125.

Q. What do we do if a visitor/student to Drake is injured on the premises?

A. If it is an emergency dial 911 and then call Security at 811. If it is not an emergency, call Security at 811. In both instances, Security will investigate and file a report of the incident and forward a copy to Donna Blunck at 271-3116, Business and Finance.

If an incident occurs in a class or meeting and Security is not called, an "Incident Form" must be filed within 48 hours and submitted to Business and Finance (Fax: 271-4169). Business and Finance will follow-up with the injured party to ensure appropriate handling.

DRAKE UNIVERSITY POLICY WORK RELATED INJURIES AND ILLNESSES

Non-Emergency Medical Treatment

If you are injured or become ill as a result of your work, you must immediately inform your manager. As needed, a medical appointment will be scheduled at the University's designated medical clinic. A copy of your job description should be taken to the clinic to assist in determining any work restrictions. If the treating physician releases you to return-to-work, every effort will be made to accommodate any restriction. After a work-related accident occurs, your manager will meet with you to complete an accident report. All work-related accidents must be reported to Human Resources, including accidents that occur during weekends, holidays and non-business hours.

Emergency Medical Treatment

For emergency medical response, dial 911 and then call Security at 811 to report an emergency, work-related injury or illness.

Workers' Compensation Insurance

Drake provides workers' compensation insurance to all eligible employees. This insurance provides medical, surgical and hospital treatment along with payment for lost wages resulting from work-related injuries and illnesses.