

Southwestern University
Office of Human Resources

Hurt on the Job!

Guidelines for Supervisors

- ◆ Communicate to your subordinates that ALL injuries on the job should be reported to you immediately.
- ◆ If emergency, take employee directly to the nearest emergency room. Contact Human Resources as soon as possible.
- ◆ Non-emergency:
 - Call Human Resources.
 - Complete accident report.
 - Send employee to the HR Office.
 - If medical attention is needed, HR will coordinate.
 - Follow-up with Safety Officer to complete accident investigation.
- ◆ If after hours, contact Campus Police or 911, if warranted.

Human Resources

512.863.1220 or 512.863.1435

Campus Police

512.863.1944 or 911

Safety Office

512.863.1677