

WORKPLACE INJURY – WHAT TO DO

IF YOU ARE CRITICALLY INJURED: Call 911

- You or someone Inform your Supervisor immediately.
- Supervisor inform Human Resources immediately AND initiate Accident Report (Link below),

Link to Accident Report Form: (When you click below, HR page will pop up. Click on **Forms** and the first form to pop up is Accident Report. You can print and fill out by hand or fill out on your computer and print and sign.)

<http://inraweb.stockton.edu/eyos/page.cfm?siteID=27&pageID=24>

NON-CRITICAL INJURIES: DURING REGULAR WORKING HOURS (M-F 8 – 5)

- Call Human Resources as soon as possible – ext. 4384
- Immediately fill out Accident Report (Link above) completely, sign and date.
- Supervisor sign and date.
- Completed accident report to HR ASAP.
- HR will make appointment at Atlanticare-Occupational Medicine, address below.

NON-CRITICAL INJURIES: DURING EVENING/WEEKEND HOURS

- Immediately inform your supervisor or another individual working with you.
- Immediately fill out Accident Report (Link above) completely, sign and date.
- Accident report to HR immediately (slip under door if necessary).
- Go to Atlanticare-Urgentcare office listed below. **DO NOT** give them your personal insurance information, but specify that this is a **work-related accident** and your Human Resources office will call them the following working day with a claim number.

ATLANTICARE-URGENTCARE-OCCUPATIONAL MEDICINE:

Egg Harbor Township (preferred)
2500 English Creek Avenue
Bldg. 900 – Suite 908-909
Hours: Mon-Sun – 8:30 am – 9:00 pm

If you are injured and these offices are closed, go directly to the emergency room at Atlanticare.

Again, make sure they are aware that it is a WORK-RELATED INJURY.