

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: IX:12:00

Date: October 1994

**Subject: Emergency Response to a Work Related Accident**

In the event an employee is injured on the job, the individual must promptly report the incident to their immediate supervisor and the University Police. If the incident prevents the employee from reporting the incident to the University Police immediately, the supervisor should do so. Should the incident require a University Police Officer to arrive at the site of the incident, the Officer will call for an ambulance, if necessary. Under no circumstances should an employee go to the Weigel Health Center, transport an injured employee to a local hospital, or attempt to apply first aid without proper training.

If an employee needs further medical treatment beyond the initial intervention for a work related injury, he/she should contact the appropriate service provider as designated by their health insurance benefit plan. Employees should advise their health care provider that their injury is work related.

The mission of the Weigel Health Center is to provide medical services to the College's student population. Moreover, the health insurance benefit plans available to employees through the State, except graduate student employees, do not recognize the Weigel Health Center as a service provider.

Please direct any questions related to this policy to your immediate supervisor or the Human Resource Management Office.