

Accident Reporting

Department of Chemistry

November 30, 2005

Who to call for a medical emergency: Call 911 http://www.uh.edu/police/medical_emergencies.html
In cases where it is not an emergency, but medical assistance is needed, UHPD can assist in getting the individual to the University Health Center. The non-emergency number is 713-743-3333.

Accident Reporting

(Source: [UH EHRM Laboratory Safety Manual 2005.02.18](#))

All accidents should be reported to the Principal Investigator, Laboratory Coordinator or Supervisor. Accidents resulting in even minor medical treatment or observation must be reported to the Environmental Health and Risk Management Department, Workers' Compensation Coordinator.

An accident can be reported to the Environmental Health and Risk Management Department by calling 743-5858. If the accident is minor and requires no medical treatment then a written report can be submitted to the Environmental Health and Risk Management Department (Attention: Claims Coordinator).

Forms to Complete (within 24 hours of the accident)

Accidents involving students or visitors:

- Complete a [Student/Visitor Accident Form](#)
- Submit a copy to the DBA. The copy will be kept on file. In the event the student seeks medical examination from the Student Health Center, the department will be billed. The copy of the accident report should be attached to the bill when it is processed for payment.

Accidents involving employees (student workers on payroll, staff, faculty)

- Complete the Worker's Comp forms which can be found in the Workman's Compensation Manual on the EHRM web site at: http://www.uh.edu/parking/ehrm/ehrm_manuals.html .
- Submit a copy of the Workman's Comp forms to the department to be included in the employee's personnel file.

5.2 Injury and Illness

(Source: [UH EHRM Laboratory Safety Manual 2005.02.18](#))

For medical treatment due to an injury received in a laboratory environment, the affected person must seek medical care and report the injury to the Workers Compensation Coordinator Claim Coordinator within 24 hours of the incident.

For minor injuries first aid kits should be accessible and fully equipped for use. First aid kits are only recommended for incidents that do not require emergency care. The kits should be periodically checked by the Laboratory Supervisor or Principal Investigator to ensure the availability of proper first aid treatment supplies in case of an accident. It is the Principal Investigator's responsibility to:

1. Always have the first aid equipment readily available.
2. Keep essential supplies in the first aid kit at all times.

It is the faculty, staff, or student's responsibility to notify the Principal Investigator, Laboratory Supervisor or Department Chair if they become ill or injured from exposure to any chemical, biological, or radiological agent utilized in the laboratory.

The Principal Investigator, Laboratory Supervisor, Department Chair or an individual acting on their behalf the day the incident is reported should:

1. Document the work related injury or illness.
2. Ensure that the injured person(s) receive prompt medical treatment.
3. Report the illness or injury to the Workers Compensation Claim Coordinator within 24 hours.

For more detailed information on illness and injuries refer to the UH Workers' Compensation Manual provided by the EHRM at www.uh.edu/plantops/ehrm.

The EHRM prefers that all incidents be reported, even those which do not result in injury, if there is a potential for personal injury in the future.

5.3 Medical Consultation and Examinations

(Source: [UH EHRM Laboratory Safety Manual 2005.02.18](#))

All employees are covered by workers' compensation insurance in case of incidents, injuries, and illnesses. The University requests that employees report every incident to their immediate supervisor, and ask that the Employer's First Report of Injury form be filed with the Workers Compensation Claims Coordinator in the EHRM. The University of Houston Workers' Compensation Manual should be reviewed for "Employee Responsibilities" specifically if the injured employee is losing time.

Immediately following a workplace injury or illness, the employee is entitled to emergency medical attention (if required) at the University Health Center or at any area hospital emergency room. Follow up care under workers' compensation insurance must be approved by the State Office of Risk Management.