



SAFETY SERVICES

EMPLOYEES

1. If incident/injury is emergent in nature and you are on campus notify RMU Police at 412-397-2424 immediately. If at Island Sports Center or other outside location and contact local emergency services at 911.
2. Report incident to your supervisor or person on duty within 24 hours of incident occurring.
3. Complete the following forms:
 - [Employee Injury/Incident Report](#)
 - [Worker's Compensation Information Notice](#)
 - [Worker's Compensation Employee's Acknowledgement](#)

Providing as much detail as possible, and submit to your Supervisor for signature ASAP.

4. After review and signature from your Supervisor please submit all forms to Laura Todd, Human Resources by interoffice mail or email todd1@rmu.edu or deliver in person at Revere Center within 24 hours of incident occurring.
5. If seeking medical attention, select a Physician from one of the Worker's Compensation Physicians Panels found on the [Safety Website](#) – Click Physicians Panels

SUPERVISORS

1. Confirm that the incident reported actually occurred.
2. Identify witnesses, if any, and collect a statement if applicable.
3. Provide employee with information and guidance on the incident reporting process.
4. Verify that all forms have been completed with as much detail as possible once received from affected employee and sign the Employee Injury/Incident Report Form.
5. Confirm with employee that forms were submitted to Human Resources and/or Safety Services.

For More Information, Contact:

Tim J. Kirsch, CIH
Senior Director, Capital Projects and Safety
kirsch@rmu.edu
412-397-6282 Phone

Jamey Koss
Coordinator, Capital Projects and Safety
koss@rmu.edu
412-397-5978 Phone

HUMAN RESOURCES/SAFETY SERVICES OFFICES

- HR will follow up with employee regarding the incident and with claim information within 24 hours of receipt of incident forms.
- Safety Services will examine physical and environmental hazards that may have contributed to the incident within 24 hours of receipt of incident forms and follow up with employee regarding incident.
- HR and the Safety Services will communicate regarding outcomes/action items from the investigation.
- Additional departments will be notified, if necessary, of the incident.