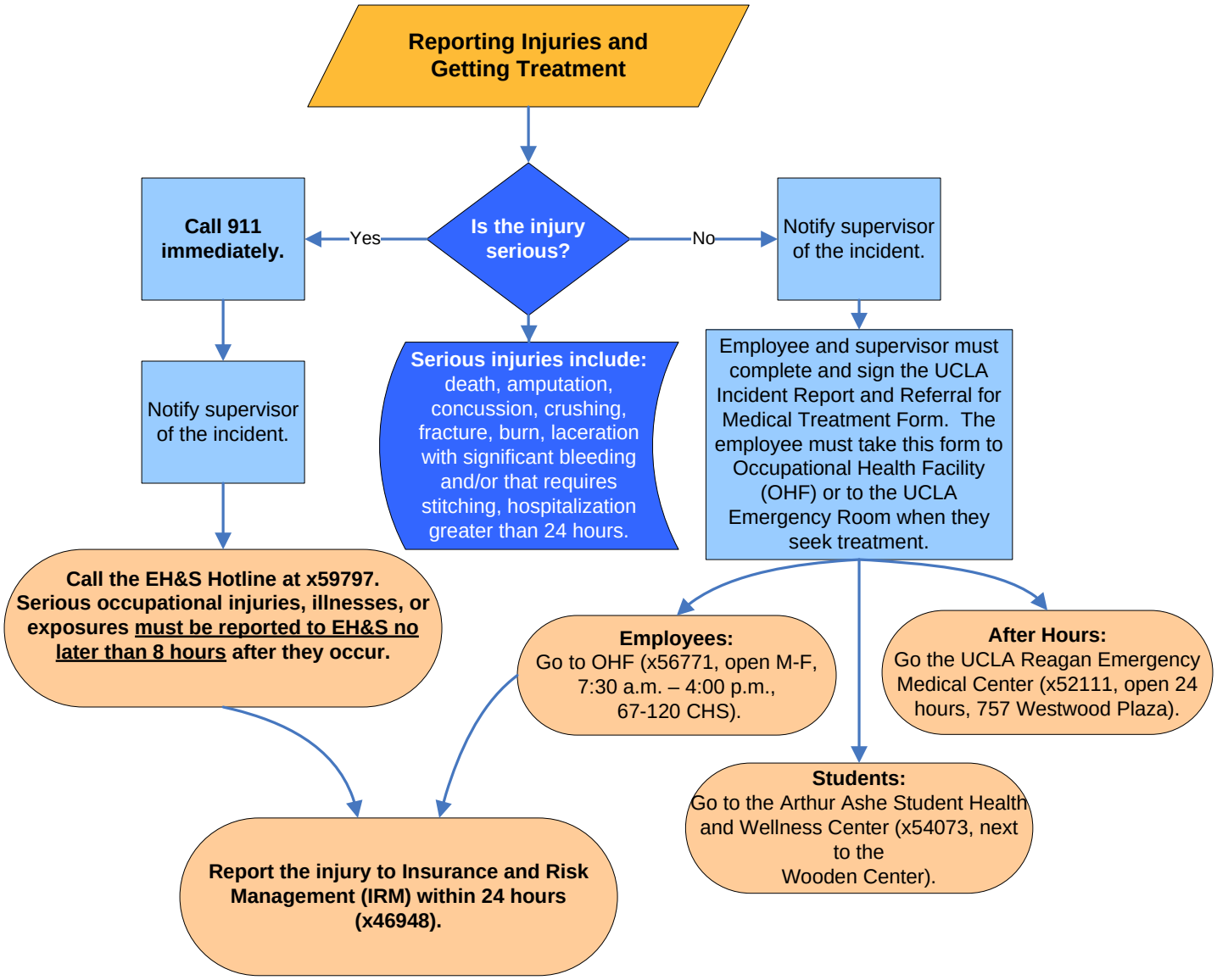
Reporting Injuries and Getting Treatment
Is the injury serious?
Yes
No
Call 911 immediately.
Notify supervisor of the incident.
Serious injuries include: death, amputation, concussion, crushing, fracture, burn, laceration with significant bleeding and/or that requires stitching, hospitalization greater than 24 hours.
Notify supervisor of the incident.
Employee and supervisor must complete and sign the UCLA Incident Report and Referral for Medical Treatment Form. The employee must take this form to Occupational Health Facility (OHF) or to the UCLA Emergency Room when they seek treatment.
Call the EH&S Hotline at x59797. Serious occupational injuries, illnesses, or exposures must be reported to EH&S no later than 8 hours after they occur.
Employees: Go to OHF (x56771, open M-F, 7:30 a.m. – 4:00 p.m., 67-120 CHS).
After Hours: Go the UCLA Reagan Emergency Medical Center (x52111, open 24 hours, 757 Westwood Plaza).
Students: Go to the Arthur Ashe Student Health and Wellness Center (x54073, next to the Wooden Center).
Report the injury to Insurance and Risk Management (IRM) within 24 hours (x46948).