

University of Tennessee Safety Policies, Procedures & Guides

Policy Name: Injury and Illness Management Guide	Approval Date: July 31, 2015
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Injured or Ill Employee (staff, faculty, or student worker on-the-clock)

In the event an employee is injured or becomes ill:

1. Ensure they receive medical attention.
2. Call **911** to summons Rural Metro or UT Police at **974-3111** if the accident or illness is serious. An ambulance will be dispatched to transport the worker to a hospital.
3. For non-serious injuries or illnesses the employee must notify their supervisor. The employee and supervisor will the call UT's Worker's Compensation administrator (CorVel) at: **866-245-8588**

The employee and supervisor select the option to speak with a nurse for immediate care. The nurse will direct the employee to a nearby healthcare provider.

The supervisor shall call **866-245-8588** and select the option for first notice of loss reporting the day following the accident.

Additional information about Workers Compensation coverage can be found at:

<http://treasury.tn.gov/wc/>

The injured/ill employee may be transported by self, co-worker or ambulance.

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Injured or Ill Student

1. Ensure they receive medical attention.
2. Call **911** to summons Rural Metro or UT Police at **974-3114** if the accident is serious. An ambulance will be dispatched to transport the injured student to a hospital.
3. For non-serious injuries or illnesses the student can be treated at or by:
 - a. Student Health between 8 a.m. and 4:30 p.m. Monday through Friday, except Wednesday which is 9 a.m. to 4:30 p.m.
 - b. UT Medical Center emergency room.
 - c. Their medical provider.

The injured/ill student may be transported by self, acquaintance, or ambulance.

A Report of Occurrence form should be completed and submitted to the Risk Management Office (phone number **865-974-5409**) or <http://riskmanagement.tennessee.edu>.

Information on Student Health Insurance can be found by contacting Student Health at **865-974-3135** or the website at: http://studenthealth.utk.edu/insrec_studentinsurance.php.

Injured or Ill Visitor

1. Ensure they receive medical attention.
2. Call **911** to summons Rural Metro if the injury or illness is serious. An ambulance will be dispatched to transport the individual to a hospital.
3. For non-serious injuries or illnesses the individual should seek care as directed by their healthcare provider.

The injured/ill visitor may be transported by self, acquaintance, or ambulance.

Notify UT Police (**974-3114**) and Risk Management (**974-5409**).