

ASSESS

IS AN INJURY SEVERE?

Any period of not breathing or difficulty breathing, severe injuries, major burns, loss of consciousness or other life-threatening injuries?

YES

CALL 911 IMMEDIATELY

(9-911 if on campus); Campus Security 319-398-7777

NO

FIRST AID

Provide first aid, if necessary.

CARE

EMPLOYEES

- Must go to Mercy Medical Facilities when available
- More information on which facilities to use can be found on the Workers Compensation Process document
- Injured employees should NOT drive themselves

STUDENT AND VISITORS

- May choose the emergency room/clinic of their choice
- Must be transported by emergency personnel or a friend/family member
- Kirkwood employees can NOT transport injured students and/or visitors

REPORT

- Must report injury/illness to their Supervisor and to Human Resources immediately or as soon as possible
- Get employee, supervisor and witness reports completed and sent to Human Resources as soon as possible

- Injury Report must be generated by students' supervisor or faculty member where student/visitor is injured
- Student must complete and sign report as well as the supervisor or faculty member
- Dean or Director should be notified
- Completed reports should be sent to Director, Risk Transfer

- Work Comp Process document is located on KIN at Employee Information > Employee Forms Plus > W > Workers Compensation
- Employee, Supervisor and Witness Reports are located on KIN at Employee Information > Employee Forms Plus > W > Workers Compensation
- Student/Visitor Injury Reports and Procedures can be found on KIN at Employee Information > Safety > Claims Reporting > Student and Visitor Injuries