

# Procedure: On-the-job Injuries

Revised, March 1999

## MEDICAL ATTENTION: Faculty and Staff

1. If you are injured during normal working hours and need emergency or routine medical attention, please report the injury to Human Resources in person, if possible (or call them, Ext. 2100). You should go to the:

Middlesex Hospital Occupational Medicine Outpatient Center  
534 Saybrook Road  
Middletown, CT 06457  
(860)343-4627

At the center you will be examined, treated if necessary and possibly referred.  
**NOTE:** Go directly to the center if you believe your injury requires treatment without delay.

2. For emergency medical attention after hours, go to the Emergency Room at Middlesex Hospital. If you are unable to get to the Emergency Room on your own, call Public Safety (Ext. 3333, emergencies ONLY!), call an ambulance or call 9-911 for area emergency services.

## MEDICAL ATTENTION: Graduate and Undergraduate Student Workers

1. During the academic year, you receive emergency and non-emergency medical care at Davison Health Center on campus (Call Public Safety, Ext. 2345, if you need help to get there). The Health Center, which is open around the clock, will refer you if you need more specialized care.
2. All summer and during some breaks in the academic year, when the Davison Health Center is closed, you should follow the same instructions as Faculty and Staff.

## REPORTING: Faculty, Staff and Students

Please report all work-related injuries or illnesses to Human Resources as soon as possible -- within 24 hours unless you are incapacitated ( in which case, your department should notify Human Resources for you). An accident report will be completed based on your statement. Obviously, this is of secondary importance if prompt medical attention is required.

## QUESTIONS?

Please call Human Resources, Ext. 2100, with any questions about work-related injuries.

# EMERGENCY TELEPHONE NUMBERS

Wesleyan Public Safety Office:	Ext. 3333 (For Emergency only) Ext. 2345 (For all other needs)
Middletown Fire Department:	9-911 (For Emergency) 9-346-8622 (For non-emergency)
Middletown Police Department:	9-911 (For Emergency) 9-347-6941 (For non-emergency)
Davison Health Center: (Open only during regular academic year. Call Public Safety otherwise.)	Ext. 2470 (If a doctor or ambulance is needed, the nurse on duty can take care of it).
Middlesex Hospital, Emergency Services	9-344-6686 (For alerting Emergency Room). Hospital cannot call an ambulance. Dial 9-911.
Wesleyan Human Resources:	Ext. 2100
Middlesex Hospital Occupational Outpatient Center	9-343-4627
Connecticut Poison Information Center "HOT LINE"	9-1-860-343-2722

## OTHER IMPORTANT TELEPHONE NUMBERS

Facility Manager:	*Don Albert	Ext. 2729	Home: 345-4367
Safety Officers:	*Don Albert	Ext. 2729	Home: 345-4367
	*Jeff Gilarde	Ext. 3473	Home: 267-7601
	*Bill Nelligan	Ext. 2771	
Radiation Safety Officers:	Bill Firshein	Ext. 2432	Home: 342-0889
	*Don Albert	Ext. 2729	Home: 345-4367

\*Safety officers can be contacted by personal pagers by calling Public Safety.

Transportation: If you are not in need of an ambulance but do need a ride to the Health Center, Outpatient Center or the Emergency Room, call Public Safety.

cell  
539-532