

University of Pittsburgh Safety Manual	EHS Policy #	01-003
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ACCIDENTS AND INJURIES

An accident is an unplanned occurrence that may result in damage to people, property, equipment, or the environment. When accidents are reported promptly, injured employees, students, and visitors receive timely medical care and unsafe conditions receive prompt corrective action.

University employees should report all on-the-job accidents, injuries, or illnesses to their Supervisor and provide as much information as you can about the injury or illness.

If emergency medical treatment is required call Pitt Police at 412-624-2121 (4-2121).

If you require non-emergency medical treatment, this treatment will be provided at:

Concentra Medical Center Oakland

120 Lytton Avenue, Suite 275
Pittsburgh, PA 15213
(412) 621-5430

To ensure that the University of Pittsburgh will pay bills associated with medical treatment, you **must** select from one of the licensed physicians or health care providers listed on the University Health Care Provider Panel.

If the on-the-job injury involves a Bloodborne pathogens exposure (such as a needle stick, contaminated sharp, blood/body fluid splash, etc.), or involves an animal or occurs in an animal facility medical treatment must be obtained at:

Employee Health Services

3708 Fifth Avenue
Medical Arts Building, Suite 500.59
Pittsburgh, PA 15213
(412) 647-3695

The Supervisor is responsible to:

- Complete a copy of the Employer's Report of Occupational Injury or Disease (LIBC 344), [Additional Injury Report Information Sheet](#) and signed [Employee Acknowledgement](#). Send them to Workers' Compensation (412-624-1817) within one business day of your knowledge of the incident. These reports can be downloaded from either the Budget and Controller website or the EH&S website (under On the Job Injuries.)
- Immediately notify Workers' Compensation if an employee misses at least one day of work because of that injury.
- Notify Workers' Compensation when an employee returns to work after a workers' compensation leave.

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All accidents should be investigated and reviewed by department supervisors as soon as possible with the expectation that root causes will be determined and this information will be used to improve safety, as well as to prevent similar accidents from occurring. EH&S is available to assist in this process. We encourage supervisors to complete an investigation for all injuries and illnesses, including "near misses". If you would like assistance with an investigation or have questions, please call EH&S at 624-9505.