

<b>University of Pittsburgh Safety Manual</b>	EH&S Guideline Number: <b>01-003</b>	
Subject: <b>INCIDENT AND INJURY REPORTING</b>	Effective Date: 01/27/2017 Review Date: 01/10/2022	Page 1 of 1

## INCIDENTS AND INJURIES UNIVERSITY OF PITTSBURGH

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 **1-800-633-1197 (UPMC Work Partners)** and provide as much information as you can about the injury or illness.

If emergency medical treatment is required, call University Police [412-624-2121 Pittsburgh Campus].

If employees require non-emergency medical treatment, this treatment will be provided by one of the licensed physicians or health care providers listed on the University Health Care Provider Panel. <https://www.risk.pitt.edu/workers-compensation/healthcare-provider-panels-and-workplace-postings>

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

**Employee Health Services (MyHealth@Work)**

3708 Fifth Avenue  
Medical Arts Building, Suite 500.59  
Pittsburgh, PA 15213  
(7 AM – 3:30 PM, Monday-Friday)  
412-647-4949

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. EH&S encourages 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 412-624-9505.