

REPORTING INJURIES – INFORMATION TO BE PROVIDED TO HMC CONSTITUENTS

**INJURY REQUIRING IMMEDIATE MEDICAL ATTENTION OR
INJURY THAT HAPPENS OUTSIDE OF BUSINESS HOURS**

Remain calm and do not move the injured party unless his/her location poses a possible danger.

INJURED PARTY	WHO TO CALL
<ul style="list-style-type: none"> • EMPLOYEES** • STUDENTS • VISITORS • OTHERS 	CAMPUS SAFETY (909) 607-2000
	<i>or</i>
	FIRE/LIFE/SAFETY <ul style="list-style-type: none"> • 9-911 – on-campus phones* • 911 – cell and off-campus phones <p><i>If the 911 City Dispatch system is called, also contact Campus Safety as they will assist Claremont PD/Fire or other responders in locating the injured party.</i></p>

Individuals responding to an incident are to use their judgment when determining if the injury is serious/life threatening and necessitates calling the local 911 City dispatch system.

**Via campus phone:*

911 = Campus Safety

9-911 = Fire/Life/Safety – City Dispatch System

**INJURY NOT REQUIRING IMMEDIATE MEDICAL ATTENTION OCCURRING
DURING REGULAR BUSINESS HOURS (MONDAY – FRIDAY)**

INJURED PARTY	WHO TO CALL
<ul style="list-style-type: none"> • EMPLOYEES ** 	CUC WORKERS COMP (WC)/ DISABILITY OFFICE (909) 621-8847
	<i>or</i>
	HMC HUMAN RESOURCES (909) 621-8512
<ul style="list-style-type: none"> • STUDENTS • VISITORS • OTHERS 	CAMPUS SAFETY (909) 607-2000 Complete HMC Injury/Incident Report (Student/Visitor Accident Form)

Individuals responding to an incident are to use their judgment when determining if the injury is serious/life threatening and necessitates calling the local 911 City dispatch system.

**** ADDITIONAL RESPONSIBILITIES FOR SUPERVISORS**

Complete the Supervisor's Report of Occupational Injury/Illness form and ensure that the injured employee completes the Employee's Report of Occupational Injury/Illness form. Submit both form to the CUC WC/Disability Office. Forms are available at www.hmc.edu/hrforms (Accident Report Forms).