

WORK RELATED INJURY/ILLNESS

Employees who are injured or become ill on the job due to work related activities, must immediately notify their supervisor of their injury or illness. The supervisor must then complete the first page of the Employer's First Report of Accidental Injury [Secure Online Form requires a RU NetID] by the end of the employees' work shift. The remaining pages of the form must be completed within five (5) working days of the date of the accident.

In the event of a serious injury or illness, immediately call 9-1-1.

For assistance in investigating or reporting an accident, please contact REHS at 848-445-2550 or REHS-Newark 973-972-3694.

Online Form - myrehs.rutgers.edu

Health at 848-932-8254.

For students with injuries and illness contact:

Rutgers University - New Brunswick	Health Services	732-932-7402	http://health.rutgers.edu/
Rutgers University - Newark	Health Services	856-225-6005	http://health.newark.rutgers.edu/
Rutgers University - Camden	Student Health Services	848-932-8254	http://healthservices.camden.rutgers.edu/
RBHS - New Brunswick/Piscataway	Student Health	732-235-8993	
RBHS - Newark	Student Health Services	973-972-8219	http://njms.rutgers.edu/departments/family_medicine/shs/
RBHS - Camden/Stratford	Student and Employee Health	856-566-6825	

Supervisor or employee must contact the their locations respective Occupational Health Department to receive treatment.

If Occupational Health is closed, the employee must go to the nearest hospital emergency room and contact Occupational Health Department on the next business day for further treatment.

For any serious or life-threatening work-related injuries, supervisors or employees should call 911 immediately or report to the nearest emergency room for treatment. Upon discharge from the hospital, employees should contact the Occupational Health Department to arrange follow-up care.

For any questions associated to work-related injuries and illnesses, please contact Occupational Health at 848-932-8254.

Employees with non-work-related injuries and illnesses must see their personal physician for treatment.

All work related injury/illness medical expenses are covered by the University through its Workers' Compensation insurance carrier. If an employee decides to seek treatment on their own and bypasses Occupational Health or Risk Management, they are responsible for paying their medical bills.

<http://policies.rutgers.edu/PDF/Section40/40.3.1-current.pdf>

For Rutgers employees or lab workers with needle stick injuries or potential bloodborne pathogen exposure:

- New Brunswick/Piscataway Campuses - Supervisor or employee must contact the Rutgers Occupational Health Department immediately at 848-932-8254 to receive treatment.
- Camden or Newark Campuses - Supervisor or employee must contact the Occupational Health Department immediately at 848-932-8254 to arrange treatment. Camden employees may also contact the Student Health Center in Camden at 856-225-6005 for treatment.
- For all other Rutgers off campus sites, stations and/or farms - Supervisor or employee must contact the Occupational Health Department at 848-932-8254 to arrange treatment.
- Rutgers Biomedical & Health Sciences at Newark and Scotch Plains - Supervisor or employee must contact New Jersey Medical School Occupational Medicine Services in Newark immediately at 973-972-2900 for treatment.
- Rutgers Biomedical & Health Sciences at New Brunswick/Piscataway - Supervisor or employee must contact Robert Wood Johnson Medical School Employee Health in Piscataway immediately at 848-445-0123 for treatment.
- For all Biomedical and Health Sciences off-campus facilities, clinics, or University Correctional Health Care - Supervisor or employee should contact either NJMS Occupational Medicine Services in Newark at 973-972-2900 or RWJMS Employee Health in Piscataway at 848-445-0123 for treatment.
- After hours or on weekends, employee should report to nearest emergency room immediately for treatment and then contact Occupational Health in New Brunswick, Occupational Medicine Services in Newark, or Employee Health in Piscataway to arrange for follow-up care.

For RBHS Students who sustain needle stick injuries or potential Bloodborne pathogen exposure:

Time is crucial. Act quickly as follows:

- Wash exposure site thoroughly with soap and water (or water only for mucous membranes).
- Notify resident or other supervisor of your rotation AND the nursing supervisor, who should request source-person clinical information and blood work (e.g., HBsAG, HCV antibody, HIV) unless HIV, HBV, and HCV status is already known.

On campus or close to campus, go immediately to:

- Newark & Scotch Plains: Student Health Services 973-972-8219 (8-5 M-F) After hours: Go to ED at University Hospital 973-972-5123
- Piscataway & New Brunswick: EOHSI Employee Health Service 848-445-0123 (8-4 M-F) After hours: Go to RWJUH ED 732-937-8944
- Stratford: Internal Medicine 856-566-6845

Off campus: Go immediately to:

- Nearest Emergency Department or call 866-HIV-CHEC (866-448-2432) for advice & to locate the nearest ED

It is very important to report all exposures and get follow-up care at:

- Student Health Services-Newark (DOC 1750), 973-972-8219; or EOHSI Employee Health Service-NB (170 Frelinghuysen Road, Piscataway), 848-445-0123; or Rowan SOM Internal Medicine-Stratford (UDP 3100) 856-566-6845.
- Get appropriate tests, e.g., for HIV, HBV panel, HCV BUN, creatinine, U/A, LFTs, amylase, CBC w/diff & pit, electrolytes, glucose, urine pregnancy test when appropriate.
- Get risk-assessment counseling and chemoprophylaxis (if needed). If elected, chemoprophylaxis should begin as soon as possible after exposure, best within hours of exposure.
- Complete incident report.
- Send bills to your insurance company; send any unreimbursed expenses to your Student Affairs Dean.

Injury to Students, Guest or the Public

If an injury occurs to students or members of the general public and is witnessed by an employee, then the employee must complete the Injury Report Form for Students or Public and forward it to Risk Management.

Injury Report Form for Students or Public: <http://riskmanagement.rutgers.edu/students-or-public>

Employee Access to Medical & Exposure Records

Rutgers University provides employees exposed occupationally to toxic substances or harmful physical agents access to their medical records and relevant exposure information in accordance to applicable standards regulated by the N.J. Public Employees Occupational Safety and Health (PEOSH) Program. Rutgers employee medical records are maintained by the Occupational Health Department and exposure records are maintained by Rutgers Environmental Health and Safety (REHS). This PEOSH regulation was enacted to ensure that all workers (or their designated representatives) have access to such records upon request. Employees desiring access to or copies of their medical or exposure records concerning their working conditions or workplace should visit Occupational Health Department to formally request it. Employees must be informed on an annual basis of the existence of this regulation and of these rights. This notice is posted to satisfy this requirement.