

## UIW Employee and Student Injury/Illness Reporting

1. The appropriate response to an injury or exposure to a UIW employee or student is detailed below. Both employees and students must report any injury or exposure through the Report of Injury Form, which will be routed to either Human Resources for Employees, or the CARE Team for students. For any life-threatening injuries, call 911 immediately.
2. Employees must notify Human Resources within 24 hours of any injury or exposure. Human Resources will coordinate with employees on next steps under Texas Workers Compensation Laws. Please see Medical Treatment section for local medical treatment providers.
3. Students must complete the Report of Injury form within 24 hours of any injury or exposure. The UIW CARE Team will coordinate with students to ensure proper care is provided through the student's personal health insurance.
4. EHSRM will coordinate with both students and employees in the event of a Bloodborne Pathogen Exposure following UIW's [Bloodborne Pathogens Exposure Control Plan](#). Under some circumstances, EHSRM will investigate and coordinate incidents to determine if a financial response is required. Such final recommendations will be forwarded to the Business and Finance. The Dean of Campus Life will be informed in cases whereby a student injury is reported.
5. The goal of these processes is to ensure that both employees and students are provided the appropriate care and assistance following an injury or exposure resulting from activities related to the University of the Incarnate Word.

### ACCIDENT REPORTING AND TREATMENT

In the event of an injury or accident to any UIW Employee or Student requiring medical treatment, please follow these steps immediately after your injury. For an occupational injury or illness (as defined by Texas Workers' Compensation Laws), all UIW/SACHS employees are covered by Workers' Compensation Insurance.

Students are covered by their personal health insurance and needlestick insurance policy if applicable. If you are injured on the job or feel that you have an illness caused by your work, **STOP WORKING**, and report the condition to your supervisor. Failure to report such an injury or illness promptly may disqualify you from receiving benefits.

Every injury, regardless of its severity, must be reported by the employee to his/her supervisor. The supervisor must report the incident to the [Human Resources Office](#) as soon as possible, **IN NO CASE LATER THAN TWENTY-FOUR (24) HOURS**, following the occurrence. The injured employee/student will need to complete the [Report of Injury Form](#). Prompt reporting of an injury/illness will help prevent problems and delays in receiving benefits, including medical care you may need to avoid further injury.

## MEDICAL TREATMENT

The following participating providers are available in your area to provide prompt, efficient and high-quality medical care. In the event of an injury requiring immediate medical attention, call 911 or proceed to the nearest hospital for emergency services.

### **First Aid Only**

UIW Health Services Clinic  
(210) 829-6017  
[UIW Health Services Website](#)

### **Medical Care Centers**

NOVA Medical Center  
8522 Broadway # 111,  
San Antonio, TX 78217  
(210) 293-1700  
[NOVA Website](#)

### **Texas Med Clinic, Urgent Care Clinic**

1007 NE Loop 410  
San Antonio, TX 78209  
(210) 821-5598  
[Texas Medical Clinic Website](#)

After Normal Business Hours and Weekends: Please go to the **nearest Hospital Emergency Room**.

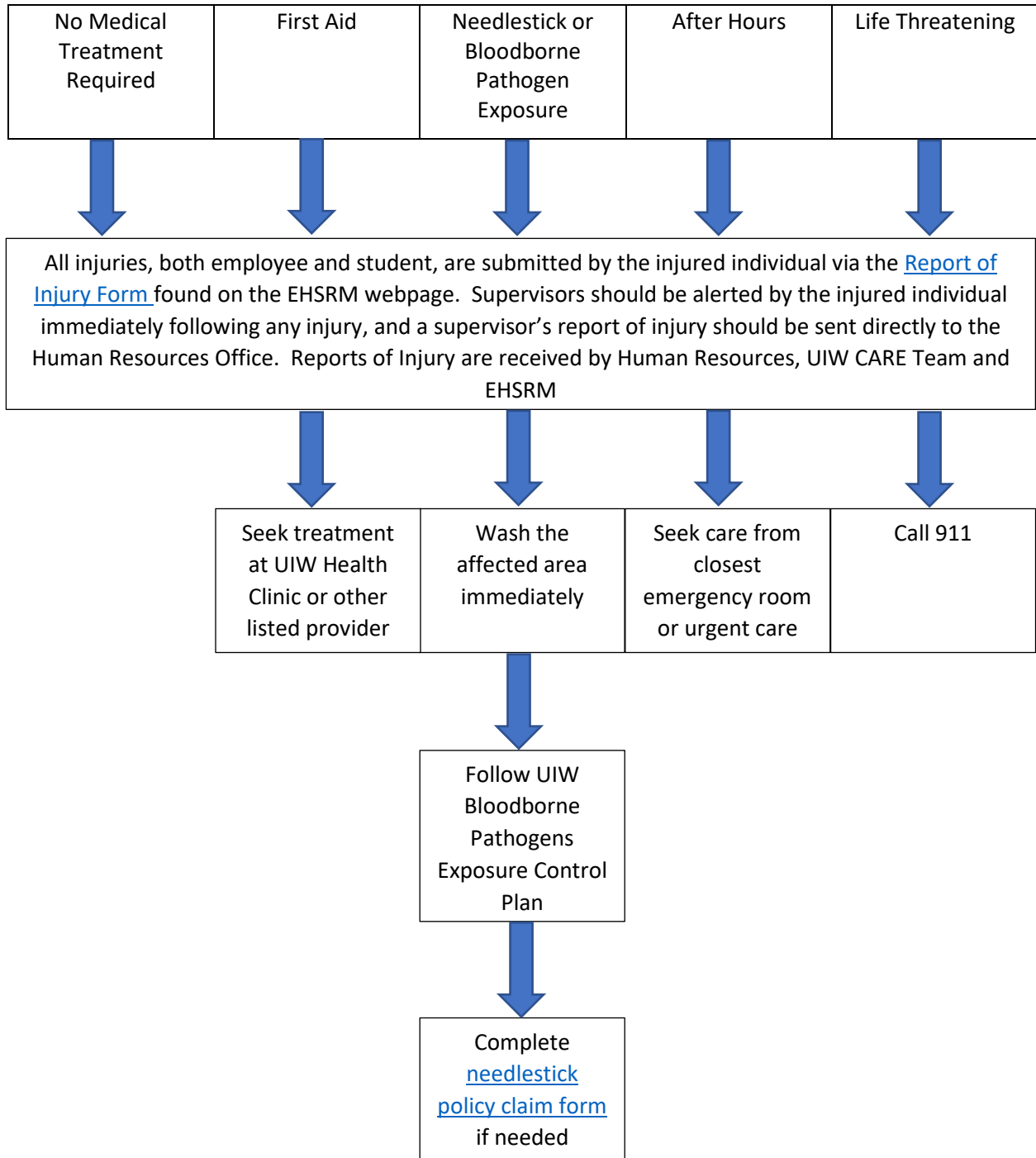
## UIW CONTACT INFORMATION

Human Resources  
[uiwhr@uiwtx.edu](mailto:uiwhr@uiwtx.edu)  
(210) 829-6019

Environmental Health,  
Safety & Risk Management  
[uiwsafety@uiwtx.edu](mailto:uiwsafety@uiwtx.edu)  
(210) 829-6035

UIW Police  
[PDAdmin@uiwtx.edu](mailto:PDAdmin@uiwtx.edu)  
(210) 829-6030

# Flowchart



Following any Report of Injury, Human Resources/CARE Team will contact the affected individuals within 24 hours to answer any questions or to assist with next steps. Environmental Health Safety & Risk Management will coordinate with any injured employees or students with Needlestick or Bloodborne Pathogen exposures and assist with next steps