

Southwestern University
Office of Human Resources

Hurt on the Job?

- ◆ Contact your supervisor immediately. If he/she is unavailable contact the Human Resources department or University Police.
- ◆ If emergency, go directly to the nearest emergency room. Contact Human Resources as soon as possible.
- ◆ Non-emergency: Injured employee's supervisor should;
 - Call Human Resources.
 - Complete accident report.
 - Send employee to the HR Office.
 - If medical attention is needed, HR will coordinate.
 - Follow-up with Safety Officer to complete accident investigation.
- ◆ If after hours, contact University Police. If warranted call 911.

Human Resources

512.863.1807 or 512.863.1220

University Police

512.863.1944 or 911

Safety Office

512.863.1677