

Southwestern University  
Office of Human Resources

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# Hurt on the Job!

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- ◆ 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.

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Human Resources

512.863.1807 or 512.863.1435

University Police

512.863.1944 or 911

Safety Office

512.863.1677