

## Reporting Serious\* Injuries to EH&S

\*A serious injury is defined as loss of limb or permanent disfigurement would occur if medical attention is not received.

### For serious injuries occurring during office hours:

1. Immediately contact EH&S at x46200.
2. Secure the incident scene from all access and preserve all evidence for up to 48 hours, unless otherwise notified by EH&S. Call UCIPD for assistance.
3. Complete online incident form (<https://www.ehs.uci.edu/apps/hr/index.jsp>).

### For serious injuries occurring after hours/weekends:

1. Contact UCIPD and provide injured employee's info, nature of injury, date/time, and a CONTACT person's cell phone number (person who was at the scene, supervisor, etc...).
2. UCIPD will contact on-duty EH&S person.
3. On-duty EH&S person will contact the contact person via his/her cell phone for injury details.
4. Secure the incident scene from all access and preserve all evidence for up to 48 hours, unless otherwise notified by EH&S. Call UCIPD for assistance.
5. Complete online incident form (<https://www.ehs.uci.edu/apps/hr/index.jsp>).