What to do if an Employee Suffers a Work Injury or Incident

Assess for Medical Attention

Contact the Supervisor

If only first aid is required, render first aid as needed.

If medical attention is needed, send the injured worker for medical care at Concentra, or to a medical provider of their choice*

Call TUPD, at 4-4444 if an ambulance is required.**

For serious or life-threatening incidents, immediately contact the OHR at 4-2162

Forms to Complete
Employee, Supervisor, and Witness Statement Forms.

Even if the injured worker does not seek medical treatment, the forms must be completed to document the incident

Send the Employee, Supervisor, and Witness Statement Forms, along with any pictures or video of the scene, to OHR within 24 hours of the event being reported:
Email leavebenefits@Towson.edu, or fax 4-6320, 4-6321

If the employee later seeks treatment, or seeks treatment with a provider other than Concentra, inform the OHR and forward any medical documentation received to the OHR.

Questions - call the OHR at 410-704-2162

*Employees may treat with a provider of their choice. Employees who treat with a provider of their choice must follow up with Concentra or another facility approved by the university’s Workers’ Compensation insurance provider.

**Employees sent to the ER by ambulance must follow up with Concentra or another facility approved by the university’s Workers’ Compensation insurance provider.

October 2019