



WORKPLACE INJURY WHAT TO DO

IF YOU ARE **CRITICALLY INJURED**: **CALL 911**

- Inform your supervisor immediately or have someone inform your supervisor immediately
- Supervisor should inform Human Resources immediately AND immediately initiate Accident Report filling in as much information as known regarding time/place of accident and employee information.

Note: Forms are on our Human Resource website; click on "Forms" Accident Report is first item.

Accident and Safety Forms [Accident Report for workplace injury or illness](#)

NON-CRITICAL INJURIES: DURING REGULAR WORKING HOURS (M-F 8 – 5)

- Call Human Resources as soon as possible – ext. 4384.
- Immediately fill out Accident Report with complete detail of accident, sign and date.
- Have your supervisor sign and date "Supervisor's section" (lower right corner).
- Bring completed accident report to Human Resources.
- If you feel you need to be treated by a doctor, Human Resources will make arrangements for you to receive treatment and evaluation of your injury at Atlanticare Occupational Medicine, address below

NON-CRITICAL INJURIES: DURING EVENING/WEEKEND HOURS

- Immediately inform your supervisor or another individual working with you.
- Immediately fill out Accident Report with complete detail of accident, sign and date.
- Bring completed Accident Report to Human Resources.
- Go to Atlanticare-Urgentcare office listed below. **DO NOT** give them your personal insurance information, but specify that this is a **work-related injury** and your Human Resources office will call them the following working day with a claim number.

ATLANTICARE-URGENTCARE-OCCUPATIONAL MEDICINE:

Egg Harbor Township (preferred)
2500 English Creek Avenue
Bldg. 900 – Suite 908-909
Hours: Mon-Sun – 8:30 a.m. – 9:00 p.m.

Atlantic City
2015 Pacific (enter parking lot on Arkansas)
Atlantic City, NJ 08401
Hours: Mon-Sun – 8:30 a.m. – 7:00 p.m.

Phone to schedule either: **(609) 677-7200**

If you are injured and these offices are closed, go directly to the emergency room at Atlanticare.

Again, make sure they are aware that it is a WORK-RELATED INJURY.



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