



Transporting Injured Employees

To establish guidelines for transporting injured or ill employees located on the University of Arizona Campus or in the city of Tucson, the following guidelines should be implemented.

Serious Injury or Illness

Call 911 if an employee becomes seriously injured or ill while on duty. If a person has suffered or may be suffering a heart attack or stroke, has severe breathing difficulties or is not breathing, has lost consciousness after an injury, has an epileptic seizure, has suffered a fractured neck, spine or femur, has gone into shock, has lost a significant amount of blood, has had a limb amputated, etc., any responding employee must:

- Call 911 and request assistance describing the situation
- Notify the injured or ill person's supervisor
- Provide any first aid and comfort prior to the arrival of emergency personnel
- Never drive or move anyone with the above injuries or illness

A UAPD officer will always respond to 911 calls and be in communication with dispatch and paramedics. UAPD cannot transport injured employees. The responding officer will provide a written case number for the incident.

Non –Serious Injury or Illness

If an employee is not seriously ill or injured while on duty, then accompany that person to a medical care facility by whatever means deemed appropriate such as, walk, drive, or use a UA vehicle.

- Locate the MSDS (if applicable) and provide to injured employee
- Notify the employee's supervisor
- Supervisors shall ensure that they or a co-worker, accompany the injured or ill person to the medical care facility but they must let the medical facility know the injury or illness is work related
- The injured/ill employee can drive on himself or herself to a medical facility. The employee can choose to go to any medical facility
- Provide the employee with the Workman's Comp address and phone number to give to the medical personnel for work related injuries

If emergency personnel are clearly not necessary and if the employee requires medical attention or wishes to return home but feels he/she cannot manage alone, the injured/ill employee may notify, or request to have notified, a family member or another individual arrange for transportation.