



# WHEN A WORKPLACE INJURY OCCURS

## RESPOND



**A | Obtain medical attention immediately.**

**For Emergency Medical Services:**

Dial 911

**For non-emergencies, seek first aid or call and proceed to the Longest Student Health Center as necessary:**

360 Hardy Rd, Mississippi State, MS 39762

Phone: 662-325-2431

**B | Ensure the area is safe to prevent further injuries.**

## REPORT



SCAN TO  
SUBMIT REPORT

**A | Inform your supervisor immediately.**

**B | Supervisor submits an injury report within one business day.**

[OCRM.MSSTATE.EDU/REPORTING](https://ocrm.msstate.edu/reporting)



## REVIEW



**A | Review incident to determine cause(s).**

**B | Take corrective action to prevent further incidence.**

**IF YOU FEEL AN UNSAFE CONDITION CAN POSE POSSIBLE HARM TO OTHERS, INFORM YOUR SUPERVISOR OR SUBMIT A SAFETY PAWS ([EHS.MSSTATE.EDU/PAWS](https://ehs.msstate.edu/paws)).**



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**A | Obtain medical attention immediately.**

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**For non-emergencies, seek first aid or call and proceed to Name: \_\_\_\_\_ as necessary:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**B | Ensure the area is safe to prevent further injuries.**

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