In the event of an accident, injury, or incident there are procedures that are to be followed whether or not you are filing a workers’ compensation claim. The employee and supervisor must report all accidents or incidents to Risk Management as soon as they occur or are made aware of the condition.

The following are some general guidelines to help you through the process of reporting:
1. Notify your supervisor of the injury or incident immediately.
2. Complete the appropriate report form and deliver to Risk Management.
   ♦ If the incident does not require medical attention, complete the Employee Injury/Incident and deliver to Risk Management within 24 hours.
   ♦ If the injury requires non-emergency medical attention call Risk Management at ext. 1347 to notify them and complete and deliver the Employee Injury/Incident form within 24 hours.
   ♦ Risk Management will provide you with a list of medical facilities that accepts workers’ compensation claims. Do not seek medical attention at Carl R. Darnall Hospital on Ft. Hood or at Scott & White in Killeen, they are not a Workers’ Compensation providers.
   ♦ and delivered to Risk Management within 24 hours or as soon as possible thereafter.
3. To return to work you must have the treating doctor provide a Return to Work/Work Status Report.

You will not be allowed to return to work without a written release from the healthcare provider.

If the injury requires emergency medical treatment, call 911 and then immediately notify Campus Police. As soon as possible after the injury, notify your supervisor and Risk Management and follow up with the Report Forms, which should be completed for a full explanation of Workers’ Compensation see Policy No. 400 in the Safety Policies and Procedures Manual which can be found online at


Health Tips

Skin cancer is the most common form of cancer in the United States. The two most common are basal cell and squamous cell carcinomas and they are highly curable. Melanoma is the third most common skin cancer and is more dangerous.

Ultraviolet (UV) rays are an invisible kind of radiation that comes from the sun, tanning beds, and sunlamps. UV rays can penetrate and change the skin cells, causing it to change the texture of your skin, age prematurely and can lead to skin cancer.

It is more common in people with fair skin than dark skin, and both men and women are affected.

- If you notice changes on your skin that do not go away within a month, talk with your doctor.
- Check the skin on all surfaces of your body, even in your mouth.
- Watch for a new mole or other new growth on your skin.
- Check for changes in the appearance of an old growth on the skin or scar (especially a burn scar).
- Watch for a patch of skin that is different in color and becomes darker or changes color.
- Watch for a sore that does not heal—it may bleed or form a crust.

Insects And Scorpions

Stinging or biting insects or scorpions can be hazardous to outdoor workers. Stinging or biting insects include bees, wasps, hornets, and fire ants. Outdoor workers at risk of exposure to them include farmers, foresters, landscapers, groundskeepers, gardeners, painters, roofers, pavers, construction workers, laborers, mechanics, and any other workers who spend time outside.

The health effects of stinging or biting insects or scorpions range from mild discomfort or pain to a lethal reaction for those workers allergic to the insect’s venom. Anaphylactic shock is the body’s severe allergic reaction to a bite or sting and requires immediate emergency care. Thousands of people are stung by insects each year, and as many as 90–100 people in the United States die as a result of allergic reactions. This number may be underestimated as deaths may be mistakenly diagnosed as heart attacks or sunstrokes or may be attributed to other causes.

Recommendations for Protecting Workers

Employees should protect their workers from stinging insects by training them about:
- Insect identification.
- How to prevent exposure.
- What to do if stung.

Preventing Insect Stings

Workers should take the following steps to prevent insect stings:
- Wear clothing to cover as much of the body as possible.
- Avoid perfumed soaps, shampoos, and deodorants.
- Avoid flowering plants when possible.

First Aid

If a worker is stung by a bee, wasp, or hornet:
- Wash the site with soap and water.
- Apply ice to reduce swelling.
- Have someone to stay with the worker to make sure they do not have an allergic reaction.

Scorpions

Scorpions usually hide during the day and are active at night. They may be hiding under rocks, wood, or anything else lying on the ground. Some species may also burrow into the ground. Most scorpions live in dry, desert areas. However, some species can be found in grasslands, forests, and inside caves.

Symptoms of a scorpion sting may include:
- A stinging or burning sensation at the injection site.
- Restlessness.
- Slurred speech.
- Abdominal pain and cramps.

These symptoms usually subside within 48 hours. Stings from a bark scorpion can be life-threatening!

If you know you are allergic to insect bites/stings and carry medication, such as an epi-pen, you may want to let your supervisor and coworkers know so they can assist in an emergency situation.

You can find more information on:
http://www.cdc.gov/niosh/topics/insects/

Heat Stress

Workers who are exposed to extreme heat or work in hot environments may be at risk of heat stress. Exposure to extreme heat can result in occupational illnesses and injuries.

Heat stress can result in:
- Heat stroke.
- Heat exhaustion.
- Heat cramps, or heat rashes.

Heat can also increase the risk of injuries in workers as it may result in:
- Sweaty palms.
- Fogged-up safety glasses.
- Dizziness.

Burns may also occur as a result of accidental contact with hot surfaces or steam. Workers at risk of heat stress include outdoor workers and workers in hot environments such as firefighters, bakery workers, farmers, construction workers, miners, boiler room workers, factory workers, and others.

Workers at greater risk of heat stress include those who are 65 years of age or older, are overweight, have heart disease heat.

or high blood pressure, or take medications that may be affected by extreme prevention of heat stress in workers is important. Employers should provide training to workers so they understand what heat stress is, how it affects their health and safety, and how it can be prevented.

Symptoms of Heat Stoke Include:
- Hot, dry skin or perfume sweating.
- Hallucinations.
- Chills.
- Throbbing Headache.
- High body temperature.
- Confusion/dizziness.
- Slurred Speech.

Fist Aid

- Call 911 and notify supervisor.
- Move the sick worker to a cool shaded area.
- Cool the worker using methods such as soaking their clothes with water, spraying, sponging, or showering them with water, fanning their body.

Heat Exhaustion

Heat exhaustion is the body’s response to an excessive loss of the water and salt, usually through excessive sweating. Workers most prone to heat exhaustion are those that are elderly, have high blood pressure, and those working in a hot environment.

Recommendations for Workers

- Gradually build up to heavy work.
- Take more breaks in extreme heat and humidity.
- Drink lots of cool water or liquids
- Take your breaks in cool and shady areas.
- Wear light-colored, loose-fitting, breathable clothing such as cotton.
- Avoid alcohol, and drinks with large amounts of caffeine and sugar.

http://www.cdc.gov/niosh/topics/heatstress/