WORKPLACE INJURY INFORMATION

What to do if it happens to you
What to do if an incident occurs

1. **Near Miss (no help needed)**
   - Manage cleanup
   - Inform PI or lab supervisor

2. **Need Help (non medical)**
   - Call REM/911
   - Inform PI or lab supervisor

3. **Need Help (medical)**
   - Call 911 if emergency or seek medical attention if non emergency
   - Inform PI or lab supervisor

4. **First Report of Injury within 24 hours and submitted to REM**

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**Incident**

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**Need Help (medical)**

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**Emergency**

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**Near Miss**

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**Inform PI or lab supervisor**

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**Call REM/911**

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**First Report of Injury within 24 hours and submitted to REM**

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**Purdue University**
First Report of Injury Form

To ensure this form functions properly, save and open it using Adobe Acrobat or Acrobat Reader (Version 8 or Newer).

FIRST REPORT OF INJURY

EMPLOYEE INFORMATION
Employee Name:  
Department Name:  
Date of Hire:  
Operations and Maintenance employee?  
Compensation provided by:  
Supervisor Name:  
Supervisor Telephone:  
Person Completing Form:  

INCIDENT INFORMATION
Date of Injury or Illness:  
Time of Event:  
Time Employee Began Work:  
Date is Approximate:  
Cannot be Determined:  
What was the employee doing just before the incident occurred?  
How did the injury occur?  
What part of the body was affected?  
How was it affected?  
What object or substance directly harmed the employee?  
In what building did the incident occur?  (If applicable)  
What is the exact location of the incident?  
Do you expect the employee to lose work beyond the date of injury?  
If YES, what was the last day worked?  
If employee died, when did death occur?  
Were there any witnesses?  
If YES, list witnesses:  

TREATMENT INFORMATION
Did the employee require treatment from a medical provider?  
If so, where was the treatment given?  (if the facility is not in the campus directory, please enter the district that appears)  
West Lafayette  
IPFW  
Northwest (Hammond)  
Northwest (Westville)  
EMERGENCY OR AFTERNOON  

RESOURCES
Supervisor's Accident/Miss Investigation Form  
Worker's Compensation Website  

SUPERVISOR ONLY
The preferred way to submit this form is via email by clicking "Submit by Email" button on this page. The email submission method is the gold-standard. Faxing and phone calls should only be used when a computer is not available.  
If a computer is not available, print and fax this form to JMP at 765.677.5472 or call Christine Nygaard at 765.721.7061.

ATTENTION: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

This form can be accessed at:
https://www.purdue.edu/ehps/rem/documents/forms/froi.pdf

For further injury details on filling out/submitting this form, go to
Treatment Facilities

• **Non-emergency and follow-up care:**
  – Regional Occupational Care Center (ROCC), 1321 Unity Pl., Suite A, Lafayette, IN. [8 am to 6 pm]

• **Urgent/Immediate care when the above is closed:**
  – Franciscan Express Care West Lafayette, 915 Sagamore Parkway West, West Lafayette, IN. 47906 [8 am to 8 pm, 7 days a week]
  – Unity Immediate Care Center, 1321 Unity Pl. Suite B, Lafayette, IN 47905 [8 am to 8 pm, 7 days a week]

• **Emergency care:**
  – Franciscan Health Lafayette-East, 1701 South Creasy Lane, Lafayette, IN 47905
  – IU Health Arnett, 5165 McCarty Lane, Lafayette, IN 47905
Treatment Facilities

• Do not go to PUSH (Purdue University Student Health) for work-related injuries if you are an employee (faculty, staff, graduate student, hourly undergraduate, etc.). Only undergraduates receiving research credit can seek treatment at PUSH.

• If you are outside of Purdue’s campus areas, contact your supervisor, or contact Christie Nygaard at JWF Specialty (company that manages Purdue’s workers compensation) at 800-359-6659, for information about where to go for care.

• If the situation is a medical emergency, call 911. If you are calling from a non-campus phone, let the operator know that you are on the Purdue campus. The operator either will transfer your call to the Purdue dispatcher or will call for the Purdue ambulance.

• Whenever there is doubt about the severity of an injury, err on the side of caution and call an ambulance.