



After Hours Post-exposure, Work Related Injuries, & Post-Accident Information for Supervisors

Post Exposure

___ **Employee receives counseling and treatment (if warranted) at either Hillcrest ER or Providence ER.**

___ **If source taken to Providence ER.** The employee exposed registers at Providence ER and will receive treatment and assessment. Providence ER has the Transporter, Affidavit and agreement forms.

___ **IF source taken to Hillcrest ER.** The employee exposed registers at Hillcrest ER. The exposed employee must complete the following forms. These forms are obtained from their Supervisor.

___ Get *Voluntary Consent* form signed by source and arrange blood draw from the source person.

___ Obtain medication from HEB Pharmacy located at Wooded Acres if prescribed by treating physician.

___ Complete the *Transporter Exposure Form* if the source person is transported to the ER.

___ Complete the *Affidavit Requesting Testing Following Exposure* form and deliver to EHS within 72 hours after exposure.

___ Complete City of Waco *Supervisor's Report of Injury* form and deliver to EHS as soon as possible.

___ **Instruct employee to report to EHS** the next working day for results of PE lab and follow up instructions.

Work Related Injuries

___ Employee reports injury to supervisor and goes to Hillcrest/Providence ER for treatment if needed.

___ Supervisor completes the *Report of Injury Form* and forwards/ fax's it to EHS. *EHS fax number is 750-5423.*

___ Employee reports to EHS on next EHS business day. **Follow-up is necessary for ALL work related injuries.**

___ Prescriptions may be filled at HEB Wooded Acres Pharmacy.

Workers' Compensation Carrier:
Sedgwick CMS Risk Management
3625 Royal Lane, Suite 175
PO Box 631670
Irving, TX 75063
1-866-573-7742

Post Accident Testing

Guardian: 1-888-576-7171

EHS cell-----254-749-8141
(Nurse: Cheryl Creek RN, Margaret Cowart RN)

Gary Urban, Risk Manager-(cell) 254-749-4614

During regular business hours, report to EHS within 1 hour of exposure and within 24 hours of an injury.