**University of Colorado Boulder: Procedures for Work-Related Injuries or Illness, Including Animal Bites, Severe Allergic Symptoms, and Sharps Exposures.**

It is the policy of the University of Colorado at Boulder (UCB) that all incidents that result in an injury or severe illness to faculty, staff or students be appropriately documented and reported. If a work-related incident, accident, injury or illness occurs:

1. **Medical Treatment**
   1. In case of life or limb-threatening emergency call 911 or go immediately to the nearest emergent or urgent care facility. Immediately administer appropriate first aid, including thoroughly washing any wounds or exposed areas with soap and water, if at all possible.
   2. If non-emergency care is needed for a work-related illness or injury that has occurred during regular weekday working hours, go to one of the UCB Designated Medical Providers (DMPs: Arbor Occupational Medicine, Workwell Occupational Medicine, Concentra Occupational Medicine). See the back side of this page for contact information and directions.
   3. After hours or while traveling, go to the nearest urgent or emergent care facility.
   4. Sharps injuries that include exposure to human blood, body fluids, tissues, tissue culture cells are considered to be injuries with a potential for transmitting bloodborne pathogens. Prompt evaluation and treatment is necessary for these injuries.
2. **Reporting** 
   1. Report the work-related injury or illness to your supervisor immediately. You or your supervisor should notify the Biosafety Officer at 303-492-8683 or at [holly.gatesmayer@colorado.edu](mailto:holly.gatesmayer@colorado.edu) . (The BSO may confer with Occupational Health Specialist, IACUC administrator, veterinarian, or Occupational Health RN.)
   2. You must file a worker’s compensation injury report form within 4 days of the work-related injury / exposure or illness onset. Report the incident on the URM website and use the on-line reporting form.
   3. Sharps injuries must be reported on the URM’s needle stick exposure report form.
   4. All injury reporting forms can be found at the URM’s website at <https://www.cu.edu/content/fileclaim>
3. **Eligibility**
   1. All UCB employees, paid UCB staff, graduate students receiving a traineeship or stipend administered by UCB, undergraduate work-study students and paid undergraduate student assistants are eligible to be seen by UCB DMPs.
   2. Some individuals are not covered by UCB Worker’s Compensation: All visiting or resident scholars who do not receive payment via UCB (e.g., Howard Hughes Medical Institute Fellows) must follow the work-related exposure / illness or injury protocol outlined by their parent institution or outside funding source. Contract or consulting employees are also not covered by UCB Worker’s Compensation; they need to follow the work-related exposure / illness or injury protocols established by their parent institution or consult with their personal health care provider.
4. **Payment and questions:**
   1. All bills from medical providers must be sent to University Risk Management:

University Risk Management (<https://www.cu.edu/content/fileclaim>)

1800 Grant Street, Ste 700

Denver, CO 80203

Fax: 303-860-5680

* 1. For further questions, contact URM at: 303-860-5682 or 888-812-9601

**Addresses, Contact and Hours of Operation Information for UCB Designated Medical Providers (\*DMPs):**

1. Arbor Occupational Medicine (M-F, 8 a.m. – 5 p.m.):

1690 30th St. (in the shopping plaza on the Northeast corner of 30th and Arapahoe, nearest to campus)

Boulder, CO 80301

303-443-0496

1. Workwell Occupational Medicine (M-F, 8 a.m. – 5 p.m.):

3434 47th Street, Suite 100 (on the Southeast corner of 47th and Hwy 119)  
Boulder, Colorado 80301

303-219-5022

1. Concentra Urgent Care (M-F, 8 a.m. – 8 p.m.; Sat: 10 a.m.-6 p.m.)

2200 28th St. (in the shopping plaza on the Northeast corner of 28th and Glenwood, in North Boulder)

Boulder, CO 80301

(303)541-9090

4. In case of emergency, may seek care at Boulder Community Hospital Emergency Department:

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| 1100 Balsam (North Broadway & Balsam) or Boulder, CO 80304  303-440-2273 | 4747 Arapahoe Avenue Boulder, CO 80303 (720) 854-7000 |

DMP: Designated Medical Provider

URM: University Risk Management

UCB WC: University of Colorado at Boulder, Worker’s Compensation