Occupational Injury Guidelines

1) Determine the seriousness of the injury and if medical attention is needed. If the injury is an emergency, inform your supervisor and report to an emergency treatment facility. If an ambulance is needed, dial 911 IMMEDIATELY. Initial emergency care is exempt from Designated Medical Provider (DMP) requirements. Notify Office of Safety immediately regarding severe injuries that require ambulance response at 777-3441.

2) If medical attention is needed and it is not an emergency, contact UND’s Primary DMP: Altru Occupational Health, 1300 Columbia Road So., Phone 780-1546.
   OR
   A DMP you have specifically identified in writing (prior to injury).

3) Complete and submit an Incident Reporting Form within 24 hours of the work-related injury. It is located on this web site: http://und.edu/finance-operations/environmental-health-and-safety/forms.cfm. Supervisor must also complete the Incident Investigation Form within 24 hours and that is located on this web site as well.

4) Workers compensation claims are filed online by Office of Safety directly from the Incident Reporting Form. You will be contacted to sign your claim for benefits.

5) To sign your claim form, come to Office of Safety at 3851 Campus Road (second floor of University Police Department). If your injury limitations prevent you from coming to sign your claim, arrangements can be made to have the claim form brought to you. Once signed, Office of Safety will send the claim form to Workforce Safety & Insurance.

6) Contact Office of Safety at 777-3341 for any questions.

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