

## **ON THE JOB INJURY**

Your supervisor will inform you of safety rules and regulations that pertain to your work area. You must observe all warning and directive signs and exercise care in your job duties.

If you are injured at work, report the injury to your supervisor and seek appropriate treatment immediately. You must complete a First Report of Injury form within 24 hours of the injury. This form should be given to your supervisor who will forward it to the City's Risk Manager.

If the accident is not an emergency and occurs during regular office hours, you must be seen by a City physician at Mercy Occupational Health at 269 N 1st Ave (phone 339-3921) in Iowa City. If the accident occurs after office hours or on the weekend, you should go to the Emergency Room at Mercy Hospital, 500 Bloomington Street (phone 339-0600) in Iowa City. (In some cases, it may be closer to take the injured employee(s) to University Hospital. Employees should use their own discretion in an emergency situation.) The City does not authorize chiropractic care for Worker's Compensation injuries.

Worker's Compensation may provide payment of all reasonable and necessary medical care needed to treat an injury incurred while at work. Depending on the nature of the injury and after a prescribed time, you may be eligible for disability payments. Worker's Compensation provides that the employer may choose the physician to treat an injury. The City has chosen Mercy Hospital and Mercy Occupational Health (see above).

## **RIGHT TO KNOW LAW**

The Occupational Safety and Health Administration (OSHA) issued the Hazard Communication Standard as a "Right to Know" law for employees. It guarantees that your employer provides information to you about hazardous or potentially hazardous materials you may work with or be exposed to in the workplace.

If there are chemicals that may present a physical hazard, the area will be clearly posted. Information about the chemicals and procedures to be used in the event of exposure is contained in Safety Data Sheets (SDS). Each division has SDS pertaining to their area. Your supervisor will inform you of the location of the SDS, potential dangers of the workplace and preventive measures to maintain a safe working atmosphere.