Welcome to Westminster College!
Westminster College is committed to providing a safe and healthy campus environment for students, faculty, and guests. Part of this commitment includes informing new College employees of the procedure for reporting EHS Incidents, which include:

Any unplanned/unintentional event in which a fatality, injury, illness, or property damage has occurred or could have occurred.

- Injury or Illness
- Needlestick injuries or cuts from sharp objects that may be contaminated with human blood or bodily fluids
- Fire / Explosion
- Hazardous Material Spill
- Property Damage
- Alarm Activation (fire alarm, emergency exit door alarm or security alarm)

Procedure
The first action in the event of an incident is to determine whether anyone has been injured, and the extent of those injuries. Preserving life and preventing medical emergencies from worsening is the first priority.

1. If the injury is potentially life-threatening, call 911 immediately to ensure the injured person(s) receives medical attention.
   a. After ensuring that emergency medical responders are on the way, contact the Director of Campus Safety or Campus Patrol as soon as possible to notify them of the incident.
   b. Preserve the scene. Prevent others from entering the area where the injury occurred until the Director of Campus Safety or Campus Patrol can respond to take control of the situation.

2. If the injury is not life-threatening but requires medical attention, arrange for the injured person(s) to be transported to the nearest urgent care clinic or emergency room.

Preferred urgent care clinic:

**FIRSTMED Clinic**
Mon – Fri, 7:00 AM to 7:00 PM
441 S. Redwood Road
Salt Lake City, UT 84104
Phone: 801-973-2588
www.firstmedclinic.com
If the injury occurs outside the hours listed above or during a holiday for which the preferred clinic is closed, the injured person(s) should go to the nearest emergency room.

3. If the injury can be adequately treated with first aid procedures, administer first aid if trained to do so.

4. Complete an EHS Incident Report Form, making sure to enter the appropriate information in all the required fields. Include as much information as possible about the event, including:
   a. Date / time of the incident
   b. Type of incident
   c. Location of the incident
   d. Injury/Injuries – Who was hurt? How were they hurt? What kind of treatment have they received?
   e. Sequence of events
   f. Witnesses

Use Westminster College’s online EHS Incident Report Form to submit a report, including reports of work-related injuries or illnesses which may result in a workers compensation claim. The report can be found at the following location:

https://www.westminstercollege.edu/internal-content/resources-and-services/risk-management/ehs-incident-report

Or by opening up a web browser from a campus computer, which will default to the Westminster resources and services page.

- Click on “Faculty and Staff”
- Click on “Risk Management” under the Administrative Services heading
- Click on “Environmental Health & Safety Incident Report Form” on the right-hand side of the screen

Enter all of the required information and click “Submit.” The completed report will be forwarded to the Director of Campus Safety, who will be in touch with you regarding the report to gather any additional information.

You are encouraged to review 504 EHS Incident Reporting and Investigation Policy and Procedure, which is available on the Policies page of the Westminster College website.

If you have any questions about the EHS Incident Report Form or procedure, please contact the Director of Campus Safety at 801-832-2529 or by emailing bbuckley@westminstercollege.edu.