



Environmental Safety and Health (ESH) Procedure

Steps to Take Following a Work-Related Injury or Illness

For Employees (including student employees injured on the job):

1. Report your injury to your supervisor as soon as possible.
2. Seek treatment for your injury if needed. **If it is a medical emergency, call or have someone else call 911 or Campus Police at 5-5555.**

You may seek medical treatment for your injury at a care provider of your choosing, however the following are nearby providers you may wish to utilize:

- a. Concentra Urgent Care (Arbutus)**
1419 Knecht Ave, Baltimore, MD 21227
Open 24 Hours
Phone: 410-247-9595
 - b. Express Care Urgent Care Center**
3815 Wilkens Ave, Baltimore, MD 21229
Open 9 am to 9 pm daily
Phone: 667-212-5920
 - c. Patient First**
6333 Baltimore National Pike, Catonsville, MD 21228
Open 8 am to 8 pm daily
Phone: 443-514-1361
 - d. UMBC Center for Well Being**
Located between Susquehanna Hall and Chesapeake Hall, behind True Grit's
Open 8:30 AM to 5 PM Monday through Friday
Phone: 410-455-2542
After Hours: 410-455-3230
3. Complete an [Employee's Report of Work-Related Injury Form](#), even if the injury is minor or you did not need to seek medical treatment. If you need a paper form, notify ESH at 5-2918.

For Supervisors:

1. Provide any necessary immediate assistance to the injured employee.
2. Complete a [Supervisor's Report of Work-Related Injury Form](#).



3. Confirm if there were any witnesses to the incident and have any witnesses complete an [Accident Witness Statement](#).
4. If this injury was research or laboratory related please fill out a [Laboratory Incident Report Form](#) and submit to esh@umbc.edu

All incident forms are available in paper form and can be requested from ESH at 5-2918. Paper forms should be scanned and emailed to esh@umbc.edu or faxed to ESH at 410-455-1166.

For more information, [click here for the Brochure Guide for the Injured Worker from Chesapeake Employers Insurance](#).

NOTE: For all others, including students who are not student employees at UMBC:

If you need treatment following an injury/illness on campus, report to Retriever Integrated Health (RIH), located at the Center for Well Being. For more information visit <https://health.umbc.edu/> or call 410-455-2542. Hours 8:30am to 5 pm M-F. After hours, call 410-455-3230. If you are experiencing an emergency, call Campus Police at 410-455-5555.