Q: What should I do if an injury occurs?

A: How to respond to an on-the-job injury *and* how to ease back into work through the Transitional Work Program.
Q: What should I do in case of injury?

A: What to Do First

- If the injury is an emergency on the Charles River Campus, call the Boston University Police at 617-353-2121. Then call the Boston University Occupational Health Center (BUOHC) at 617-353-6630 to report the injury and the name of the hospital to which the employee was referred. **If the injured employee is a researcher or supporting research, you must also call BU’s Research Occupational Health Program (BUROHP) at 617-414-7647.**

- If the injury is an emergency on the Medical Campus, call the Boston University Public Safety Department at 617-414-4444. Then call the Boston Medical Center’s Occupational & Environmental Medicine Department (BMCOEM) at 617-638-8400 to report the injury and the name of the hospital to which the employee was referred and **if the injured employee is a researcher or supporting research, you must also call BU’s Research Occupational Health Program (BUROHP) at 617-414-7647.**

- If BUOHC or BMCOEM is closed at the time of the injury, go to any area hospital or to your primary care physician. BUOHC is open Monday through Friday, 9 a.m. to 5 p.m.; BMCOEM is open Monday through Friday, 7:30 a.m. to 4 p.m.

- In all cases, report the accident to the employee’s supervisor.

A: For the EMPLOYEE

- The injured employee must schedule an appointment at BUOHC or BMCOEM within 24 hours—or on the next business day—if he or she receives initial treatment outside of BUOHC or BMCOEM.

- An injured employee with urgent or non-urgent injuries that have occurred during normal hours of operation must be evaluated at BUOHC or BMCOEM. Employees working in research must call BUROHP at 617-414-7647.

- The employee should keep his or her supervisor informed of plans to return to work.

A: For the SUPERVISOR

- The supervisor must complete an Accident Report and Analysis form within 24 hours of the accident. The Accident Report and Analysis form, and Department of Industrial Accident forms (form 101 and form 118), along with an explanation of Workers’ Compensation, can be found at www.bu.edu/cfo/risk-management/risk-management-resources/workers-compensation.

- On the Charles River Campus, the supervisor must contact the Emergency Control Desk at Facilities Management & Planning at 617-353-2105 and Environmental Health & Safety at 617-353-4094 if a hazardous condition exists.

- On the Medical Campus, the supervisor must contact the Public Safety Department at 617-414-4444 if a hazardous condition exists.

- The supervisor must contact BUROHP at 617-414-7647 if the injury occurs in the Research Department of either campus.

*It is essential that injured employees receive the necessary medical care as soon as possible.*
Q: Where should I go for treatment?

A:

### Emergency

In case of an emergency, go to the nearest hospital emergency room or call Boston University Police at 617-353-2121 on the Charles River Campus and Boston University Public Safety at 617-414-4444 on the Medical Campus.

All injuries to employees who perform research or support research on either campus must be reported immediately to the principal investigator or supervisor and BUROHP at 617-414-7647.

### Area Hospitals

- **Boston Medical Center**
  Menino Pavilion
  Emergency Department
  751 Albany Street
  Boston, MA 02118
  617-414-4075
  www.bmc.org

- **Beth Israel Deaconess Medical Center**
  West Campus
  Emergency Department
  One Deaconess Road, W/CC-2
  Boston, MA 02215
  617-754-2323
  www.bidmc.org

- **Brigham and Women’s Hospital**
  Neville House
  Emergency Department
  75 Francis Street
  Boston, MA 02115
  617-732-5640
  www.brighamandwomens.org

- **St. Elizabeth’s Medical Center**
  William F. Connell
  Emergency Department
  736 Cambridge Street
  Boston, MA 02135
  617-789-2666
  www.caritaschristi.org

### Urgent & Non-Urgent

On the Charles River Campus, please go to the Boston University Occupational Health Center (BUOHC).

930 Commonwealth Avenue West
(Entrance on Pleasant Street)
617-353-6630
www.bu.edu/buohc
Hours: Monday–Friday, 9 a.m. to 5 p.m.

On the Medical Campus, please go to Boston Medical Center’s Occupational & Environmental Medicine Department (BMCOEM).

850 Harrison Avenue
Yawkey Ambulatory Care Center (YACC1)
617-638-8400
www.bmc.org/oem
Hours: Monday–Friday, 7:30 a.m. to 4 p.m.

If BUOHC or BMCOEM is closed and the injury or illness requires immediate medical attention, go to the nearest hospital emergency room and schedule an appointment at the appropriate clinic (listed above) for the next business day.

All injuries to employees who perform research or support research on either campus must be reported immediately to the principal investigator or supervisor and BUROHP at 617-414-7647 for triage and referral to the appropriate provider.
TRANSITIONAL WORK PROGRAM

When possible, modified or transitional work assignments will be made available to employees as a positive means of rehabilitation following a disabling work injury.

These temporary assignments will allow employees to maintain wage stability and allow the University to maintain the workforce. Transitional or modified assignments are temporary and are expected to lead to an eventual return to full duty.

Procedure

The medical provider at the Occupational Health Center or Occupational & Environmental Medicine Department will complete the required information on the Boston University Injury/Illness Treatment form. At the time of initial or follow-up appointments, the medical provider will assign physical work capabilities in accordance with the injury and treatment modalities. An initial prognosis will be offered that specifies the length of the disability or restrictions. Changes in functional abilities will be coordinated with work restrictions on an ongoing basis.

The injured employee’s supervisor will evaluate the capabilities and seek to identify appropriate work within the department as soon as possible. Risk Management, Human Resources, BUOHC, BMCOEM, and the BUROHP, when appropriate, will work with the department and supervisor to identify job modifications or transitional work to meet the employee’s capabilities. Department supervisors/managers will communicate with the BUOHC or BMCOEM and with BUROHP when appropriate if there are any questions regarding the ability of the department to accommodate employee capabilities.

Review Process

The duration of transitional duty is contingent upon periodic medical examinations. The employee should always work closely with the department supervisor or manager, Human Resources, Risk Management, and the Occupational Health Center/ Occupational & Environmental Medicine Department and with BUROHP when appropriate.

Frequently Asked Questions

Q: When do my Workers’ Compensation checks start?
A: You should expect a decision on your claim within 14 days from the date in which the third-party administrator receives the first report of injury form.

Q: Where do I go if the Occupational Health Center or the Occupational & Environmental Medicine Department is closed when my accident occurs?
A: If the accident occurs when BUOHC or BMCOEM is closed, go to any area hospital or to your primary care doctor. If you are working in research at the time of the incident, call BUROHP immediately at 617-414-7647. You must call BUOHC at 617-353-6630 if you are injured on the Charles River Campus and BMCOEM at 617-638-8400 if you are injured on the Medical Campus within 24 hours of the injury to schedule an appointment.

Q: Can I receive ongoing treatment for my work-related injury through the Occupational Health Center or the Occupational & Environmental Medicine Department?
A: Yes, the University established BUOHC and is associated with BMCOEM in order to provide convenient locations for treatment.

Q: If I am able to return to work with restrictions, will I be able to return to work?
A: The University will make every effort to accommodate restrictions that will allow an employee to return to work.

Q: If I am released to return to work on a part-time basis only, will I be compensated for my lost wages?
A: Yes, in accordance with Massachusetts regulations, workers’ compensation will pay you 60 percent of the difference between your earnings prior to the injury and your current earnings.

Q: How does this program work?
Boston University Contacts

Occupational Health Center
930 Commonwealth Avenue
Phone: 617-353-6630
Fax: 617-353-6848
www.bu.edu/buohc

Boston University Police
32 Harry Agganis Way
Phone: 617-353-2121
www.bu.edu/police

Boston University Medical Campus Public Safety
750 Albany Street
Phone: 617-414-4444
www.bumc.bu.edu/publicsafety

Human Resources
Charles River Campus
25 Buick Street
Phone: 617-353-2380
Fax: 617-353-0088

Medical Campus
801 Massachusetts Avenue
Crosstown Center Building
Phone: 617-638-4610
Fax: 617-638-8820
www.bu.edu/hr

Environmental Health & Safety
Charles River Campus
704 Commonwealth Avenue
Phone: 617-353-4094
Fax: 617-353-5646

Medical Campus
85 E. Newton Street, M-470
Phone: 617-638-8830
Fax: 617-638-8822
www.bu.edu/ehs

Facility & Staff Assistance Office
270 Bay State Road
Phone: 617-353-5381
Fax: 617-353-7970
www.bu.edu/fsao

BMC Occupational & Environmental Medicine Department
850 Harrison Avenue
Yawkey Ambulatory Care Center
Phone: 617-638-8400
Fax: 617-638-8406
www.bmc.org/oem

Risk Management
25 Buick Street
Phone: 617-353-3020
Fax: 617-353-8028
www.bu.edu/risk

Facilities Management & Planning
Charles River Campus
120 Ashford Street
Control Desk and Emergency Service
Phone: 617-353-2105
www.bu.edu/bupp

Medical Campus
761 Harrison Avenue
Phone: 617-638-4211
Emergency Control Center
Phone: 617-638-4144
www.bumc.bu.edu/bumc-facilities

Research Occupational Health Program
Evans Building, 8th Floor
72 East Concord Street
617-414-7647 (ROHP)
www.bu.edu/rohp