

# How to Report an Injury

**FOR SUBSTANTIAL INJURY OR DEATH - CALL STEPHANIE 850-261-0089**

**If you are injured on the job, follow these instructions:**

If your injury is a life threatening emergency dial 911

If your injury is NOT life threatening, Immediately report it to your employer. That means your direct supervisor or department director.

**Where to I go for medical treatment?**

For injuries sustained during normal business hours, seek care at:

<b>Baptist Medical Park– Nine Mile</b>	<b>or Baptist Medical Park- Airport</b>
<b>9400 University Parkway</b>	<b>5100 North 12<sup>th</sup> Ave</b>
<b>Suite 401B, 4<sup>th</sup> Floor</b>	<b>Suite 101</b>
<b>Pensacola, FL 32514</b>	<b>Pensacola, FL 32504</b>
<b>Phone: 850-208-6400</b>	<b>Phone: 850-208-6130</b>

**Both Locations Hours: M – F 7a.m. – 7 p.m.**

For after-hours AND emergency care, our approved 24-hour-a-day provider is:

**Gulf Breeze Hospital**  
**1110 Gulf Breeze Pkwy**  
**Phone: 850-934-2020**

**INFORM THE MEDICAL FACILITY THAT YOUR INJURY IS WORK-RELATED**  
**INSURANCE CARRIER: Public Risk Management, Johns Eastern Co, Inc. P O Box**  
**110279, Lakewood Ranch, FL 34211**

**Provide Employee with HealthESystems Temporary Prescription Benefit Card.**



**PUBLIC RISK MANAGEMENT**

**Call: 1-800-749-3044**

**24 hours a day, 365 days a year**

- to report the injury
- to receive first aid information
- to receive authorization for treatment

## **Post Accident Alcohol Testing**

**ProHealth Medical Care**  
**3298 Summit Blvd, Ste 33**  
**Pensacola 850-434-4991**

**After-hours collections call:**  
**Debbie DuFour 712-7486**

**Dewayne Wright 619-1854**

***An injured worker has an obligation to report a work related accident within 30 days after he or she knew, or should have known, an injury in the course and scope of employment was sustained.***



# IN CASE OF AN ACCIDENT

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- Call for medical aid if necessary. Immediately report the accident to the police and call your supervisor.
- Secure accident scene -- pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
- Call the police. All accidents, regardless of severity, must be reported to the police.
- Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
- Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident. DON'T argue with anyone.
- Provide the other party with your name, address, phone number, driver's license number, and insurance information.
- Provide a copy of the accident record and/or your written description of the accident to your immediate supervisor ASAP.



# DRIVER SAFETY

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- The use of a City of Gulf Breeze vehicle while under the influence of **intoxicants and other drugs is forbidden** and is sufficient cause for discipline, including dismissal.
- No driver shall operate a City of Gulf Breeze vehicle when his/her ability to do so safely has been **impaired by illness, fatigue, injury, or prescription medication**.
- All drivers and passengers operating or riding in City of Gulf Breeze vehicles **must wear seat belts**, even if air bags are available.
- **No unauthorized personnel** (e.g. Hitch-hikers) are allowed to ride in City of Gulf Breeze vehicles.
- Drivers are **responsible for the security** of City of Gulf Breeze vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
- **Head lights shall be used 1/2 hour** after sunset and 1/2 hour before sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.