

RWU Laboratory, Shop, and Studio Injury, Illness, and Incident Reporting Procedures for Employees, Students, and Visitors

**For all campus emergencies:
RWU Public Safety: 401-254-3333**

Employees (including student employees - work study or payroll – while on the clock):

- Immediately report all injuries to supervisor, who will call Public Safety. Call Public Safety directly if supervisor is not available. Complete an **EMPLOYEE** report form with supervisor (online). Include detailed descriptions for each item.
http://rwu.co1.qualtrics.com/jfe/form/SV_0MV1N5rbZUtV5nT
- Submit report form electronically within **24 hours**



Students and Visitors:

- Immediately report all injuries to instructor, technician, or monitor on duty, who will call Public Safety. Call Public Safety directly if instructor, technician, or monitor is not available.
- Complete a **STUDENT/VISITOR** report form (paper) with instructor, technician, or monitor. Include detailed descriptions for each item.
https://www.rwu.edu/sites/default/files/ehs_student_injury.pdf
- Submit report form to Health Services (student) or EHS (visitor) within **24 hours**

