

## IF YOU ARE INJURED ON THE JOB...

1. Report the injury **immediately** to Public Safety by calling 359-7500, no matter how minor.
2. Report the injury to Human Resources by calling 359-7619 and inform your supervisor.
3. In **NON-EMERGENCY** situations, seek medical treatment, if necessary, at one of the following approved initial treatment sites:

### **Monday – Friday, 8:00 a.m. to 5:00 p.m.**

Fruitville Walk-in Urgent Care  
3420 Fruitville Road  
Sarasota, FL 34237  
941-954-8686

### **AFTER 5:00 p.m. and on Weekends**

Sarasota Memorial Hospital  
1700 S. Tamiami Trail  
Sarasota, FL  
(941) 917-9000

**In EMERGENCY situations, call 911 *and* Public Safety at 359-7500. Treatment should be provided at the nearest qualified medical facility or provider. Report the injury the next business day to Human Resources and your supervisor. (After the emergency has been controlled, you will be required to treat with a network provider.)**

4. Report back to your supervisor **and** Human Resources with written doctor's instructions.
5. If you must lose work, keep your supervisor **and** Human Resources informed of your status at least weekly.
6. Return to work as soon as medically possible. Ringling College will make every effort to accommodate light duty restrictions.