

# Staff Reporting an Accident or Injury at Work

Our District is committed to providing employees with a safe work environment. If an accident or injury occurs on the job, we have a protocol with our insurance provider, Risk Administration Service, Inc (RAS), for employees to report the accident or injury.

In the past, employees completed a paper "Injury Form" for submission to Human Resources. Now, employees should:

- 1) Notify their principal or department supervisor regarding the accident or injury.**
- 2) Call the RAS OnCall Nurse at 1-855-736-9482 to report the accident or injury.**

**If injured at work, tell your principal/department supervisor right away and call:**

**RAS OnCall Nurse at:  
1-855-736-9482  
24-Hour/7 Days a Week**

## The RAS OnCall Nurse

The RAS OnCall Nurse is on call at any time, day or night, and is specifically trained to immediately assess the injury and recommend the best course of action.

The Nurse works with employees to complete the state required "first report of injury" report. The report is sent to RAS automatically. RAS will work directly with the employee regarding the accident or injury and determine eligibility for workmen's compensation.

## Create a Shortcut Using your Cell Phone

Put the RAS OnCall Nurse number on your cell phone! In case of an emergency, it will be there for you!

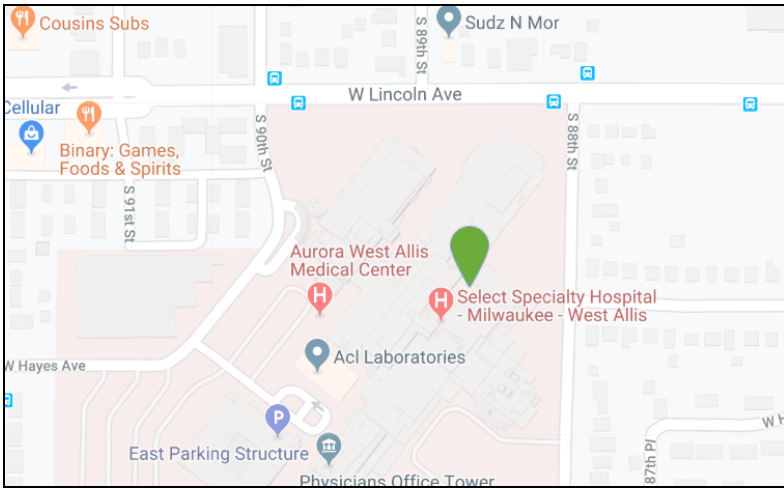
## Easy Reference for Local Access to Healthcare

**The RAS OnCall Nurse may refer you to the closest hospital:**



Aurora West Allis Medical Center:  
8901 W Lincoln Ave  
West Allis, WI 53227

Phone: 414-328-6000  
24 hours/day, 7 days a week.



The RAS OnCall Nurse may refer you to the Wellness Center:



9333 West Lincoln Avenue, West Allis, WI 53227

#### Hours of Operation

Monday-Thursday  
7:00 a.m. - 6:00 p.m.

Friday  
CLOSED

Saturday  
(open the 2nd Saturday of every month)  
8:00 a.m. - 12:00 p.m.

#### Office Phone/Fax

Phone: 414-604-3098

Fax: 414-546-3133

#### Appointment Scheduling

Appointments are required. Please schedule an appointment prior to arriving at the Wellness Center by calling the Toll-Free Scheduling Line at 866-959-9355.

Questions? Contact Melissa Cherney, Human Resources Specialist 414-604-3063 or [cherneym@wawmsd.org](mailto:cherneym@wawmsd.org)