

Date: May 15, 2015

To: University of Dayton supervisors

RE: Reporting emergency medical care for University employees

Dear University of Dayton supervisors,

There are new reporting requirements from the Occupational Safety and Health Administration (OSHA) and we are requesting your assistance. Starting immediately, anytime an employee (including student employees) needs to leave work to seek emergency medical care for any reason, Human Resources needs to be notified as soon as possible. Please contact Jen Duwel or Teresa Hanson at x92541. If after hours please leave a detailed message. The University is required to report to OSHA any inpatient hospitalization within 24-hours of notification.

Please note that we are happy to meet with you and your leadership team to discuss the details of this new reporting requirement.

Thank you for your assistance.

Office of Human Resources
Facilities Management, Environmental Health & Safety/Risk Management