

## If You Are Injured

- Contact your supervisor immediately
- Contact Risk Management  
**Office - (405) 587-0009**  
Cyndi Hays – (405) 587-0836 or (405) 312-9218  
Amy Kessler - (405) 587-0833 or (405) 208-9800  
Ian Wolfe – (405) 587-1010 or (405) 496-5689
- Fill out the Injury & Illness Report on the OKCPS Website  
Found under the “Risk Management” tab under Departments on the OKCPS website or go to Staff Tools and click on Injury & Illness Form then complete and submit.
- If you require medical treatment during normal business hours Risk Management will provide transportation and direct you to the appropriate location.
- After business hours: Please contact Cyndi Hays at 405-312-9218, Amy Kessler (405) 208-9800 or Ian Wolfe at 405-496-5689
- Post-accident drug screening is required for all OKCPS Employees who seek medical treatment.
- After treatment follow up with Risk Management and your Manager/Administrator regarding your work status and condition. You will not be allowed to return to work without providing the proper paperwork from your visit to the doctor.

**IF YOUR INJURIES ARE SERIOUS OR LIFE THREATENING  
CALL 911 FOR TRANSPORT TO THE NEAREST  
APPROPRIATE MEDICAL FACILITY**