

What should you do if you are injured at work????

EMERGENCY

Call **Campus Safety** at **3-3333** or **911**

In general, you will be directed to a Med-1 Clinic located at:

1140 Monroe Ave Suite 150
Grand Rapids, MI 49503
Phone 459-6331
Hours: 24/7/365
OR

4433 Breton Ave SE
Kentwood, MI 49508
Phone 281-6000
Hours: Mon – Fri 7:00am – 6:00pm

NON-EMERGENCY

Call **EH&S** at **6-8591** or **299-2246 (cell)**
or Human Resources at 6-6495

You will be given directions on how to obtain medical care

How serious does an injury need to be for an Injury report to be required?

If you are hurt from an incident that happens while you are at work, fill out an Injury Report whether or not you seek treatment. It is always best to have a report filed in case a minor injury progresses to something more serious. Report injuries to your supervisor and file an Injury Report within 24 hours of any injury.

Which doctor or med center should you go to for an injury that happens at work?

All Calvin staff and student employees must go to MED-1 Occupational Services for medical care when an injury or illness is work related. Call Pat Buist, Campus Safety, Building Services Managers, or Human Resources for instructions before you seek medical attention.

What paperwork is needed for MED-1?

You must obtain a Treatment Authorization form from EH&S located in the Physical Plant, a Campus Safety Supervisor, Building Services Supervisors, or Human Resources.

Who provides transportation to MED-1?

Transportation to the MED-1 Clinic may be coordinated by Campus Safety. Usually supervisors, co-workers, or EH&S officers provide transportation.

What are the MED-1 Leonard Clinic hours?

The clinic is open 24 hours, 7 days a week, 365 days a year.

What about student employees who are injured on the job?

The same procedure is followed as with any other Calvin College employee.

Can I go to Health Services if I'm injured on campus?

No, Health Services only provides health care to students, not faculty, staff or student employees. They are not set up to handle emergencies.

Who gives first aid at Calvin?

For first aid or to get help notifying Emergency Medical Services (EMS) call Campus Safety at 3-3333 (526-3333 on a cell phone).

What form must be filled out?

Fill out an Employee Injury Report form.

<http://www.calvin.edu/admin/physicalplant/ehos/emergency/injuries-illnesses/injuryreport.pdf>

Report injuries to your supervisor and file an Injury Report within 24 hours of any injury.

Who cleans up the blood and body fluids after an injury or illness that takes place in Commons Dining, Knollcrest Dining or PCC?

Creative Dining staff have been trained on the Bloodborne Pathogens standard and have a written Exposure Control Plan. The responsibility for cleaning up the blood, etc. lies with the Creative Dining staff. Although Campus Safety officers will respond to give first aid, they are not necessarily responsible for the clean-up. Please call Ada Castle if you need information or assistance on how the clean-up should be done.