



POLICIES & PROCEDURES

CITY OF FLINT, MICHIGAN

ON THE JOB INJURIES/ILLNESSES

PURPOSE: To establish a policy and procedure to handle on-the-job injuries or illnesses.

STATEMENT OF POLICY: The City of Flint shall provide for the treatment and care of on-the-job injuries and illnesses as outlined by the State of Michigan's Worker's Disability Compensation Act of 1969 and its Administrative Rules.

PROCEDURE:

1. Any incident involving a City of Flint employee should be reported to that employee's supervisor immediately.
2. Employees who are injured between the hours of 7:00 a.m. and 4:00 p.m. Monday through Friday must report to the City of Flint's Employee Health Clinic. Employees injured when the clinic is closed on weekends or holidays must call 766-7380. The City Physician will return the call and instruct the employee or supervisor as to what procedure to follow.
3. Life threatened or seriously injured employees should report directly to Hurley Medical Center's Emergency room. Examples include:
 - Head Injury with loss of consciousness
 - Broken Bone
 - Deep lacerations requiring sutures
 - Chest pain or Chest Trauma
 - Electrical Shock
 - Large surface burns involving body, hands, face etc.
 - Smoke or toxic substance inhalation
4. Employees treated at Hurley Medical Center are to follow the hospital physician's instructions as to their return to work.
5. Any injured/ill employee must report to the Employee Health Clinic on the next regular business day at 7:00 a.m. Employees unable to report on the next business day following an injury/illness must call the clinic the next business day.

ON THE JOB INJURIES/ILLNESSES continued

6. Failure to follow-up with the Employee Health Clinic may result in loss of injury pay and in disciplinary action.

7. All injured employees must complete an “Injury Report” detailing the cause of the incident in question. The injury report must be submitted to the Employee Health Clinic.

ISSUED:

DATE:

DEPARTMENT: RISK MANAGEMENT

APPROVAL: _____

LAST REVISED: