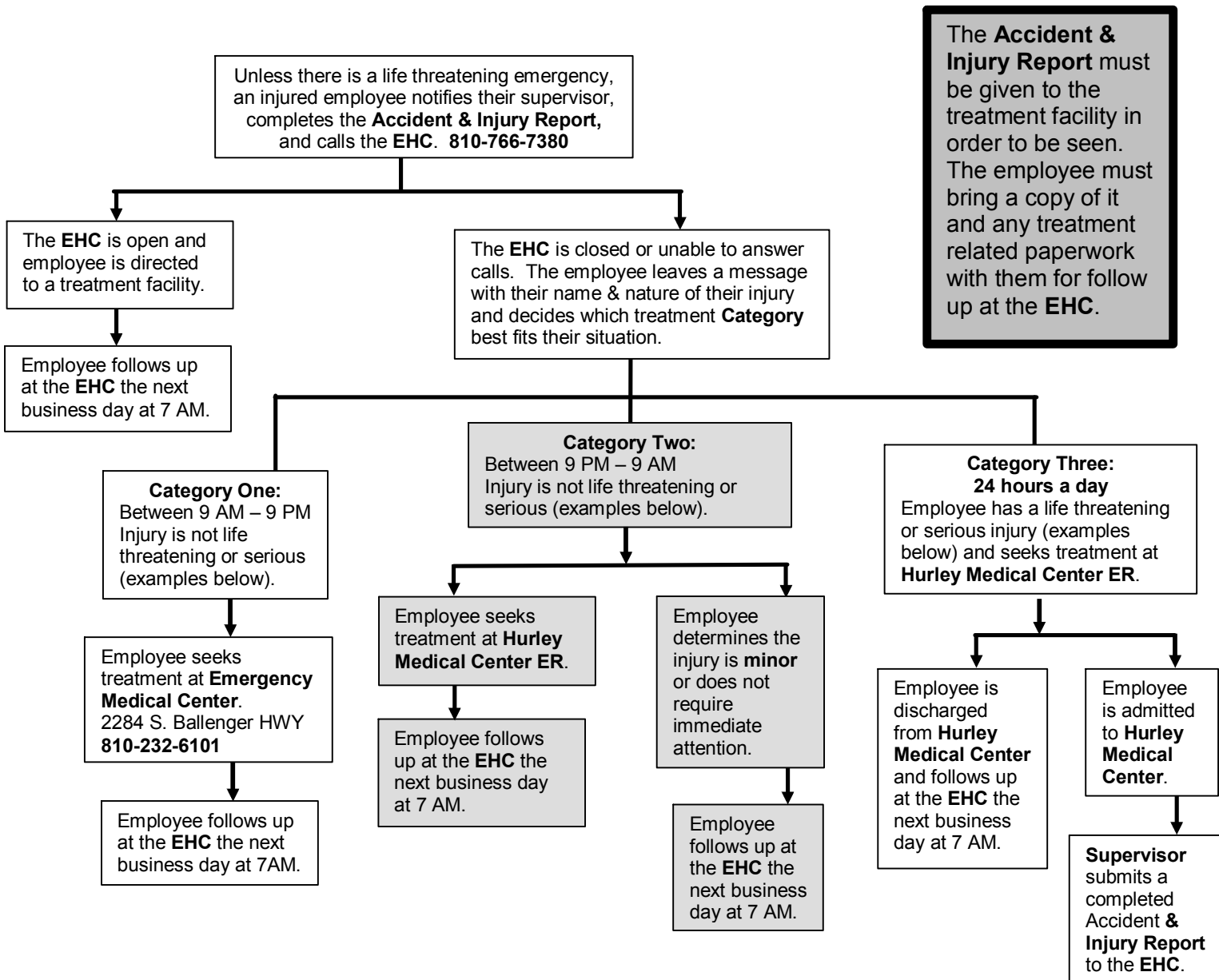




# EMPLOYEE HEALTH CLINIC (EHC) INJURY REPORTING PROCEDURES



## NOTE:

All work related injuries must be reported to the Employee Health Clinic as soon as possible.

### Category One and Category Two examples:

- ◆ Abrasions, cuts, lacerations
- ◆ Muscle aches, strains, and bruises
- ◆ Joint pains, sprains
- ◆ Back pain
- ◆ Small and Medium sized burns

### Category Three examples:

- ◆ Electrical shock injuries
- ◆ Head injury **with loss of consciousness**
- ◆ **Visibly** broken bones
- ◆ Deep cuts that **do not stop bleeding** with the application of pressure
- ◆ Chest Pain or Chest Trauma
- ◆ Large surface burns involving body, hands, face, etc.
- ◆ Smoke or toxic substance inhalation
- ◆ **Crush Injury** – injury that occurs when part of the body is squeezed between two objects causing internal damage and bleeding (trench cave-in, car accident, etc.)

**CHEMICAL EXPOSURES** accompanied by symptoms listed in the MSDS (Material Safety Data Sheet) for the chemical in question should **report to the hospital emergency room nearest the location of exposure.**

**Please be advised: If an employee fails to follow these procedures they may be held responsible for the cost of treatment. If a supervisor fails to follow these procedures their cost center shall cover the additional cost incurred.**

### Employee Fatality/ Multiple Hospitalization Reporting

Part 1904.8 of the MIOSHA Occupational Health Standard requires that notification be made to the Department of Labor within eight hours of a work-related fatality or hospitalization of three or more workers. In order to ensure these accidents are reported for all shift and weekend employees, the following procedure has been developed:

1. Secure victim(s) and area if possible.
2. Call 911
3. Call 766-7125 (24 hours/day, 7 days/week). Press 0 (zero) if phone mail answers.
4. Leave information on: who you and the victim are, what happened, exact accident location, where victim is being taken (i.e. hospital etc.)
5. Call supervisor/foreman to report accident.
6. Stay at scene until Risk Management (identified by a City identification badge) debriefs and releases you.
7. DO NOT release any information to the media or bystanders.