



# Need to Report a Workplace Injury/Illness? Make sure you follow these steps

STEP 1: Notify your Manager and Contact the HR Department to get authorization to go to Hurley Urgent Care/ Occupational Health  
[One Hurley Plaza, Flint, MI 48503](#)

STEP 2: Submit all incidents by using link below OR scanning the QR Code.

[Link to Submit Workplace Injury/Illness](#)



## IMPORTANT INFORMATION

### Restrictions

Only the Police and Fire Department are eligible for Light Duty while on Restrictions. If your paperwork states that you have restrictions, you are not to return to work until you are off of restrictions. **Please notify your Manager and Payroll Clerk of your restricted status.** All paperwork from Hurley Occupational Health is sent directly to the HR Department.

### After Hours/Weekend Injuries/Illnesses (Between 4:30 PM -8:00 AM)

If an injury or illness occurs after hours or on weekends, employees are to go to Hurley's Emergency Room. **Employees and/or their Manager must contact HR and provide ER Discharge paperwork. You must submit the injury/illness incident via the link or QR Code above by 8:00 AM the next regular business day after injury/illness occurs.** **DO NOT RETURN TO WORK UNLESS YOU HAVE RETURN TO WORK CLEARANCE**



As a reminder, in all emergency situations, please call 911 or go directly to the nearest hospital. Employees who have work injuries that occur after hours and on weekends need to go to Hurley's Emergency Room.