What should you do if you are injured at work?

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

**NON-EMERGENCY**
Call EH&S at 6-8591, 6-6342 or 616-299-2246 (cell)
or Campus Safety at 6-6452
You will be given directions on how to obtain medical care

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

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

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

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 Form whether or not you seek medical 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. Injury Reports are sent to EHS in the Physical Plant.

Which doctor or med center should you go to for an injury that happens at work?
All Calvin employees, including student employees, must go to MED-1 Occupational Services for medical care when an injury or illness is work related. Call EHS (x68591 or x66342) for instructions before you seek medical attention. If EHS is not available, you may also call Campus Safety or Building Services Managers for instructions and an authorization form.

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 or a Building Services Supervisor. Authorization forms are easily accessible outside of office SR 107 (Heather Chapman) in the Physical Plant.

Who provides transportation to MED-1?
If the injured person is able to drive, s/he may drive to their Med-1 clinic of choice. Otherwise, supervisors, co-workers, or EH&S officers provide transportation if the injured party cannot drive. Campus Safety cannot drive an injured person to the clinic, but they can help ensure that the person gets a ride to the clinic.

What are the MED-1 Clinic hours?
The Leonard clinic is open 24 hours, 7 days a week, 365 days a year.
The Breton clinic is open 7:00 am – 6:00 pm Monday –Friday.
For those living closer to the lakeshore, there is a clinic located in Holland. You may treat there if it’s more convenient. This clinic is open 7:00 am – 6:00 pm Monday –Friday.
What about student employees who are injured on the job?
The same procedure is followed as with any other Calvin College employee. They need to complete an injury and medical treatment is taken care of at Med-1.

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 also 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?

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 are 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.
Creative Dining employees should inform their immediate supervisor of their injury and seek medical treatment at a Spectrum Med Center.
Calvin students working for Food Services need to report their injury to their immediate supervisor, fill out an injury report form and seek medical treatment at Med-1. The injury report and any future medical treatment will get routed to EHS in the Physical Plant.

What about injuries at Calvin Seminary?
Employees of Seminary should report injuries to Karen DeYoung. If Karen is not available, injuries may be reported to EHS at Calvin (ext 68591 or 66342). If medical treatment is needed, Seminary employees need an authorization form (from Karen or EHS) and then may go to one of the Med-1 locations. Karen will handle filing a workers compensation claim on behalf of the injured person.

Who should you contact with questions?
Heather Chapman, Environmental Health & Safety at 526.8591
Jennifer Ambrose, Environmental Health & Safety at 526.6342