

EMPLOYEE ACCIDENT/INJURY OR ILLNESS PROCEDURES

The following procedures are to be followed in case of an accident, injury or illness to any employee that occurs while in the performance of duties for Grand Rapids Community College. **NOTE:** To be considered an employee you must be on Grand Rapids Community College payroll at the time of injury. If you are not working at the College but are contracted through a temporary service, we are not responsible for your treatment. Please contact the HR Benefits Office (Ext. 4052) if this situation occurs.

If you are injured on-the-job: You must report your injury promptly to Campus Police (X-4010) and your Supervisor or Department Head. Injured employee must complete an "EMPLOYEE INJURY REPORT FORM", have your supervisor sign the form and send a copy to the Human Resources/Benefits Office. It is imperative that you report all injuries, regardless of severity, even if medical treatment is not necessary. Employees should promptly report all work-related injuries, even if the injury is discovered later or the work related injury is not rapidly apparent.

If the injury is life threatening: Please go to the nearest emergency room or call 911. Campus Police or Human Resources/Benefits Office (Ext. 4052) should be contacted as soon as possible.

If injury occurs after regularly scheduled GRCC hours when Campus Police are not on campus, and immediate medical attention is needed, employee should seek treatment at the After-hours Emergent Injury Care: Blodgett Hospital. If the injury is life threatening, please go to the nearest emergency room or call 911. Human Resources/ Benefits Office (Ext. 4052) should be contacted during the next business day.

Seeking treatment for non-life threatening injury: An "Occupational Services Authorization to Treat" form must be obtained prior to seeking medical treatment at Spectrum Health Occupational Clinics for any on-the-job injury. Individuals listed on the bottom of this page have been approved to authorize treatment and can provide you with Authorization to Treat Form. **Note: Medical services received from an employee's personal physician will not be paid by Grand Rapids Community College.**

After treatment: Return any after care instructions to Supervisor or Department Head for review of restrictions, if any. After reviewing, supervisors are required to send all paperwork to the Human Resources/Benefits Office, Administration Building-2nd Floor at the DeVos Campus – Attn: Maria Belmares Herrera.

Physician referrals: If treatment by a Specialist is necessary, the workers compensation carrier will review referral request and contact Spectrum Health before scheduling you with the proper physician or specialist. Spectrum Health Occupational clinic should not contact you for anything else at this point. If they do, please refer them to the Human Resources/ Benefits Office (Ext. 4052).

Spectrum Health Occupational Service Clinics	Hours subject to change, call first (616) 391-2778
• Downtown: 426 Michigan Street NE	Monday-Friday 7:00 am - 5:00 pm
• South 28th St: 3350 Broadmoor SE	Monday-Friday 7:00 am - 5:00 pm
• Grandville: 6105 Wilson Ave SW	Monday-Friday 7:00 am - 5:00 pm
• Greenville: 705 S. Greenville West Dr. Suite 102 B	Monday-Friday 7:30 am - 4:30 pm
• Ada: 7128 Fulton St E	Monday-Friday 7:00 am - 5:00 pm
After-Hours Emergent Injury Care: Blodgett Hospital Location-1840 Wealthy St SE (Adjacent to Emergency Room) (616) 391-0234	

Only those people listed below can "Authorize Treatment":

Campus Police Officers 4010

Raleigh J. Finkelstein Hall, (Main Building)

Tina Hoxie (Main) 3926
Chris Allen (Student Employment) 3738
Robert Green 3952
Danelle Sedore (Printing) 3964

DeVos Campus-Administration Building

Maria Belmares Herrera (HR/Benefits) 4052
Cathy Kubiak (HR Director) 3971
Danielle Flaumenhaft (HR Generalist) 3132
Laura Caulk (HR Generalist) 3195

Leslie E. Tassell M-TEC

Julie Parks (Godfrey M-Tec) 3714
Erin Rozek (Godfrey M-Tec) 3820
Cheryl Cole (M-Tec) 3808

Facilities

Jim VanDokkumburg (Facilities) 3978
Carol Kramer (Facilities) 4057
Joe Milito (Facilities) 4118
Jeff Smoes (Facilities) 3716

Applied Technology Center (ATC)

Dave Emelander (ATC) 3760
Amy Mansfield (ATC) 3959
Pam Miller (ATC) 4342

Learning Resource Center

Brian Beecher 3869
Bryan Wible 3955

Calking Science

Mike Rowe 3250
Donald Dykstra (3rd Shift) 3250

Spectrum Theater

Pat Baldrige 3952

Sneden Hall

Dewayn Faber (Facilities) 2182
Marisol Blanco 2263

Preschool

Maureen Milarch 2412
Jeanne Lacy 4004
Melissa Boman 2411

Student Community Center

Raynard Ross (Student Center) 4154
Lina Blair (Student Center) 2934

Lakeshore M-Tec

David Selmon (Lakeshore M-Tec) 3170

Fordfield House

Whitney Marsh 4261
Timmy Johnson 4780
Esequiel Cortez 3958
Bryson Dolly (3rd shift) 3958

GRAND RAPIDS COMMUNITY COLLEGE WILL ONLY ACCEPT THE RESPONSIBILITY FOR PAYMENT OF MEDICAL SERVICES WHEN SUCH SERVICES ARE PROVIDED UNDER THE PROVISIONS OUTLINED ABOVE. IF YOU HAVE ANY QUESTIONS OR CONCERNS, CONTACT HUMAN RESOURCE AT (616) 234-4052.