

Title/Subject: Guidelines for Handling Injuries on Campus

Applies to:  faculty  staff  students  student employees  visitors  contractors

Effective Date of This Revision: January 1, 2018

Contact for More Information: Risk Management, Environmental Health and Safety, Workers' Compensation Office

Board Policy  Administrative Policy  Procedure  Guideline

---

The University has standard procedures for assisting individuals who need medical treatment as a result of an injury while on campus. Faculty, staff and student employees handling these situations should use the following information.

A. Immediate Attention Emergencies:

Call 911 and seek medical attention immediately in the event of an emergency. Once the injured party receives medical attention, report the incident immediately, following the appropriate procedures indicated below.

B. Handling and Reporting All Employee (including student employee) Work-related Injuries:

1. Faculty, staff and student employees requiring medical treatment for non-emergency work-related injuries / illnesses should seek treatment at one of the following CMU designated medical providers:

**McLaren Central Michigan - Occupational Medicine/ ReadyCare Walk-in Clinic**  
1523 S. Mission Street, Mt Pleasant, MI 48858

**McLaren Central Michigan - Fast Track or Emergency Department**  
1221 South Drive, Mt Pleasant, MI 48858  
*Use this facility only when McLaren Central Michigan - ReadyCare is closed.*

***If an injured employee (to include student employees) chooses to see his/her own medical provider or seek treatment at facilities other than those listed above, the employee may be responsible for any incurred expenses.***

In the event on-site assistance is needed, call the CMU Police department at 989-774-3081. Employees should NOT attempt to transport the injured person

---

Authority: George E. Ross, President

History: June 1, 2004

Indexed as: Guidelines for reporting injuries on campus; Injury Reporting on campus; Student injuries; Injuries to visitors; transportation guidelines for injured persons.

Title/Subject: Guidelines for Handling Injuries on Campus

---

2. Call the CMU Workers' Compensation office at 989-774-7177 as soon as possible (preferably within 24 hours) to report the incident. Give a detailed account of the incident including name of injured person, date, time, location, injury, description of what happened, medical treatment sought, if any and a campus phone number for follow up questions, if any.

*A 24-hour voice mail system is available to report incidents when the office is closed.*

3. The CMU Workers' Compensation office will complete an Employee Accidental Personal Injury Report and authorize any treatment that is required. The supervisor will receive a copy of the incident report to review with the injured employee. All parties should sign the form including the witnesses and return the form to the Workers' Compensation office in the South Grounds Building. The supervisor and injured employee are encouraged to keep a copy for their records.

C. Handling and Reporting All Student Injuries:

1. Encourage the injured person to seek medical treatment, if appropriate. The student may contact CMU Health Services at 989-774-6599 or go to Foust 200 for assistance between 8:00 a.m. and 5:00 p.m.
2. If the injured student is unable to transport him / herself for treatment, phone the CMU Police department at 989-774-3081 for on-site assistance. Faculty and staff members should NOT attempt to transport the injured student.
3. Faculty or staff members providing assistance should inform the injured student that he/she is responsible for all medical expenses. The injured student should submit related medical bills to his/her own insurance company for coverage. DO NOT promise the bill(s) will be paid by the University.
4. The faculty or staff member providing assistance must complete an Accidental Personal Injury Report form. The Accidental Personal Injury Report form is available online at [www.cmich.edu/fas/fsr/rm/risk\\_management/Pages/Forms.aspx](http://www.cmich.edu/fas/fsr/rm/risk_management/Pages/Forms.aspx). The completed original form should be sent to the Director of Risk Management and Environmental Health & Safety, 1303A West Campus Drive, Mt Pleasant, MI 48859, emailed to [RISK@cmich.edu](mailto:RISK@cmich.edu) or faxed to 989-774-1303. The department should retain a copy for their records.

D. Handling and Reporting All Visitor (including students from other Universities) or Vendor Injuries:

1. If appropriate, encourage the injured person to seek medical treatment with any off-campus medical provider.
2. If the injured person is unable to transport him / herself for treatment, phone the CMU Police department at 989-774-3081 for on-site assistance. Faculty and staff members should NOT attempt to transport the injured person.
3. Injured individuals will be responsible for their own medical expenses. They should submit related medical bills to their own insurance company for coverage. DO NOT promise the bill(s) will be paid by the University.
4. Faculty or staff member providing assistance must complete an Accidental Personal Injury Report form. The Accidental Personal Injury Report form is available online at: [www.cmich.edu/fas/fsr/rm/risk\\_management/Pages/Forms.aspx](http://www.cmich.edu/fas/fsr/rm/risk_management/Pages/Forms.aspx). The completed original form should be sent to the Director of Risk Management and Environmental Health & Safety, 1303A West Campus Drive, Mt Pleasant, MI 48859, emailed to [RISK@cmich.edu](mailto:RISK@cmich.edu) or faxed to 989-774-1303. The department should retain a copy for their records.

Title/Subject: Guidelines for Handling Injuries on Campus

---

General Reminders:

- NEVER CLEAN UP BLOOD OR FLUIDS CONTAINING BLOOD YOURSELF. Call CMU Facilities Management office at 989-774-6547 for cleanup assistance.
- In all chemical exposure situations, the treating medical facility will be expecting a copy of the Safety Data Sheet (SDS). The department must send them the SDS immediately or as soon as reasonably possible following a chemical exposure--preferably by fax or with the injured person.
- In all situations, it is the injured person's right to deny transportation and/or treatment. The injured person may seek treatment with the medical provider of his/her choice.
- If you are in doubt about how to handle the situation, call the CMU Police department at 989-774-3081 for assistance.
- Anyone who is exposed or thinks they may have been exposed to blood should contact CMU Health Services at 989-774-6599 for instructions.

If you have questions or comments about these procedures, please contact:

Risk Management, Environmental Health & Safety  
989-774 3741

Workers' Compensation Office  
989-774-7177

*Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.*