

Guidelines for Handling Injuries on Campus

On-the-job injuries of Central Michigan University Employees/Student employees, based on severity of the injury, are either immediate attention emergencies or non-emergencies. **Call 911 and seek medical attention immediately in the event of an emergency.**

All injuries that occur at work should be reported as soon as possible (preferably within 24 hours) to the Workers' Compensation office at 774-7177. Faculty, staff and student employees requiring medical treatment for work-related injuries/illnesses should seek treatment at one of the following CMU designated medical providers:

McLaren Central Michigan - Occupational Medicine Program

1523 S. Mission (next to Rally's)

779-5600

Monday - Friday, 8am - 4pm

Closed Saturday and Sunday

McLaren Central Michigan – Readycare Walk In Clinic

Use this facility when Occupational Medicine is closed (*except for bloodborne pathogen exposures and emergencies*)

1523 S. Mission (next to Rally's)

773-1166

Monday - Sunday, 8am - 8pm

McLaren Central Michigan - Emergency Services

Emergency Facility - Use this facility for critical emergencies or when Readycare is closed

1221 South Drive

Follow-up visits must be scheduled at McLaren Central Michigan - Occupational Medicine Program

Note: If an injured employee/student employee 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.

General Reminders:

- **NEVER CLEAN UP BLOOD OR FLUIDS CONTAINING BLOOD YOURSELF.** Call the Facilities Management Service Center at 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 non-emergency situations, if the injured person is unable to transport self, call CMU Police at 774-3081 for on-site assistance. **Transportation of injured persons is to be done by qualified personnel only and not CMU Faculty or Staff.**
- 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 CMU Police at 774-3081 for assistance.
- Anyone who is exposed or thinks they may have been exposed to blood should contact University Health Services at 774-6599 for instructions.

The following links are available resources whenever an injury occurs:

https://www.cmich.edu/fas/fsr/rm/risk_management/Pages/Injuries.aspx

https://www.cmich.edu/fas/hr/HRCentralHealthImprovement/Pages/Workers_Compensation_.aspx

<https://www.cmich.edu/fas/hr/Documents/Procedures%20for%20Reporting%20WC%20Incidents.pdf>

https://www.cmich.edu/office_provost/ORGS/Lab_Safety/Pages/Safety-Data-Sheets-.aspx