

WHAT TO DO

WHEN YOU'RE INJURED AT WORK

McLaren
Safety
First



REPORT YOUR INJURY IMMEDIATELY

- Immediately notify manager/supervisor if an event in the work environment led to an injury or illness.
- If medical treatment is necessary, leader should refer employee to Employee Health Services (EHS) for assessment and treatment referral during business hours. **If EHS is closed, please contact house supervisor for instructions.**
- Injuries requiring emergent treatment should be directed to emergency room and referred to follow up with EHS on the next business day (must be authorized by leader).
- Injured employee must report incident as soon as possible via electronic submission of an Employee Report of Injury in **McLaren Safety First**. If unable, have leader submit report.

WHAT TO DO IF A SHARP INJURY OCCURS

- If stuck by a contaminated sharp or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available.
- Immediately report to Employee Health or as directed by subsidiary policy.
- Employee must complete McLaren Safety First.
- Employee should report source's name, date of birth, location and employee ID.

McLAREN'S WORKERS' COMPENSATION POLICY

- Employee will be scheduled with a McLaren affiliated provider.
- In Michigan, all medical treatment during the first 28 days post injury must be authorized in advance by employee health, the McLaren Workers' Compensation Coordinator or McLaren's Workers' Compensation insurance carrier.
- If an employee seeks or obtains treatment outside the recommendation of McLaren from a physician or other medical professional of his or her own choosing, within 28 days following the work-related illness or injury, McLaren reserves the right to deny payment for the treatment.
- Injured employees requiring follow-up care are required to follow state laws governing workers' compensation and should refer to policy *MHC_0351 Workers' Compensation*.