

➤ Process for Work Related Injury or Illness

Employee Health Services (EHS)

Located: 1 North, McLaren Flint

**NEW HOURS: Monday 7:00 am - 12:00 pm · Tuesday 12:00 pm - 3:25 pm
Wednesday - Friday 7:00 am - 3:25 pm (closed 12:30 pm to 1 pm)**

1. Notify your manager or supervisor of your work related illness or injury.

2. Fill out a health care workers incident report

- Complete an electronic incident report on any McLaren computer. Click on the McLaren Safety First icon. Then on the left side of the screen select New File. Select Employee Event and complete the form. When complete click OK to submit report.



3. Report to EHS

- You will be evaluated by the EHS RN and referral made to appropriate physician, if indicated.
- Return immediately to EHS after every follow-up visit with physician. Bring slip regarding work status so the EHS RN can manage your case.
- When placed on early return to work, EHS will locate a position for you, within your restrictions, you will receive in writing, date, time, place, and whom you report to for work. The disposition sheet must be signed by you indicating you understand your responsibilities when on early return to work (ERTW).
- You must take the disposition slip to your manager to be placed back to work.
- All follow-up appointments must be kept. Employees may not return to work until documentation of their work status has been presented to employee health.

4. If incident is an exposure to blood or body fluids:

- Cleanse injury site well
- Fill out an electronic incident report (described above) and come to EHS ASAP for follow-up (within the first 2 hours if possible).

5. When injured and EHS is closed, report to the emergency department if immediate treatment is needed. If this incident is regarding a sharp or mucous membrane exposure: notify the hospital nursing supervisor immediately. You can reach the supervisor through the operator. Follow-up with EHS on next normal business day after all injuries or exposures.



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EMPLOYEE HEALTH

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