

SAGANING

ASSOCIATE RESPONSIBILITIES FOLLOWING A WORK RELATED INJURY

Notify your supervisor **IMMEDIATELY** and complete an injury report. Notify security if it is a serious injury as they are First responders. Regardless if treatment was sought the department needs to return all Injury Reports to the HR Department located in the West Wing room 151. **FAILURE** to notify a supervisor immediately and complete the injury report may result in a dispute of your claim and/or disciplinary action per the Associate Handbook.

If the injury occurs between 8:00 a.m. and 5:00 p.m. Monday-Friday, the associate must visit the HR department, with a completed Injury Report. If needed, an appointment with the Rural Health Clinic will be scheduled between the hours of 8:00a.m. – 5:30p.m. Monday through Friday. The Rural Health Clinic is closed for lunch from 12:00p.m-1:00p.m.

For an injury occurring after HR and Rural Health Clinic's business hours or weekends, or on a Holiday:

- a) If it is an injury that is **NOT** considered an **EMERGENCY** and can wait until the Rural Health Clinic is open, the associate should contact HR after 8:00 a.m. on the next business day.

- b) If it is an injury that requires **EMERGENCY** care, or is a laceration requiring stitches, the associate may seek medical attention at St. Mary's of Michigan Standish Hospital ER, (989) 846-4521.
Monday through Friday after Rural Health Clinic hours.
Saturday and Sunday

All paperwork must be signed and brought to the HR Department. The emergency room is **ONLY** to be used if the Rural Health Clinic is not open, for stitches, or if the injured associate is in need of immediate, critical emergency treatment.

The associate needs to punch out before seeking medical treatment at one of the approved facilities listed above. Upon returning, employee must punch back in. **THE ASSOCIATE WILL BE PAID FOR THEIR FIRST VISIT**. The associate needs to bring the original paperwork back to the HR Department. If this occurs on the weekend or a holiday, paperwork can be left at the HR Department's offices. If the associate returns from the doctor with restrictions, they are to be accommodated for the remainder of his/her shift, and/or their next scheduled work day.

ASSOCIATES ON RESTRICTIONS OR WITH AN ACTIVE CLAIM CANNOT WORK OVERTIME

If an associate seeks medical attention after HR hours, they will need to see or call the HR department at the beginning of the HR department's next business day at (989) 775-5924 or (989) 775-5925. If needed, an appointment at Rural Health Clinic will be scheduled.

Michigan Law allows the employer to provide reasonable medical care for the first 10 days from the start of care.

Associates on Workers' Compensation need to schedule their physical therapy and physician appointments during their time off, if possible. They will only be compensated for the first visit to the doctor.

Workers compensation benefits can be discontinued, if the associate is:

- a) Not cooperating with treatment plan
- b) Missing appointments for no reason, without attempting to call or reschedule them
- c) Not attending special physician appointments
- d) Failing to follow through with treatments, such as physical therapy and occupational therapy

Additional Injury Reports and contact numbers are located outside of the HR Offices. If needed, supervisors can be contacted for questions or concerns when offices are closed.