Washtenaw I S D
A REGIONAL EDUCATIONAL SERVICE AGENCY

MEMORANDUM

DATE: August 22, 2022

TO: ALL WISD Employees

FROM: Cassandra D. Harmon-Higgins, Esq.
Executive Director, Human Resources and Legal Services

RE: ***Reporting an Incident and/or Employee Injury***

The Washtenaw Intermediate School District ("WISD" or "District") Board Policy requires all incidents that involve students and or staff, on or off district property, to be reported. When an employee is injured during the course of his/her workday, following the procedures (referenced below) will ensure immediate care for the employee and proper processing of paperwork required by the District and/or insurance carrier:

I. If injury does not require medical treatment:

1. Employee must notify his/her supervisor immediately (or as soon as possible following the incident[1]).
2. Employee must complete and sign the appropriate sections on the (attached) Accident Report form. The form includes the date, time, place of the incident, names of persons involved, nature of the injury (to the extent that it is known), along with a detailed description of all relevant circumstances.
3. Supervisor must complete and sign the appropriate sections on the (attached) Accident Report form.
4. Supervisor must send the completed, endorsed Accident Report for to the Human Resources Department ***within two (2) days*** of the incident (for submission to the ISD's workers compensation carrier).

II. If injury requires medical treatment:

1. Employee must notify his/her supervisor immediately (or as soon as possible following the incident).
2. Supervisor must direct the employee to go to Michigan Urgent Care ("MUC").
3. Supervisor must call the Human Resources office immediately to notify HR of the incident so HR can provide verbal authorization to the MUC (when they contact HR).
   Note: Pursuant to WISD Policy #8442, any incident that results in an injury, however slight, to a student, an employee of the District, or a visitor to the schools must be reported promptly and in writing to HR.
   a. Employees do not need to wait to go to the MUC, however authorization will be required prior to treatment.
   b. The primary HR contact for obtaining the authorization or questions regarding reporting incidents/injuries is Becky Mullins (HR Supervisor). If you are unable to reach Ms. Mullins, please contact Nicole Hubler (HR Specialist).

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[1] If the incident is not reported immediately after the incident, a detailed explanation of why it wasn't must be provided and included in the written submission. (Pursuant to Board policy, an employee's failure to comply with reporting requirements may result in disciplinary action).

5. Employee must complete and sign the appropriate sections on the (attached) Accident Report form.
6. Supervisor must complete and sign the appropriate sections on the (attached) Accident Report form.
7. Supervisor must send the completed, endorsed Accident Report for to the Human Resources Department ***within 2 days*** of the incident (for submission to the ISD's workers compensation carrier).
8. The MUC will forward a Summary and/or Restriction report to the HR Department.
9. When either report is received from the MUC, HR will forward a copy of the report to the immediate supervisor and inform him/her if the employee will need time off or if the employee may return with restrictions.
    i. ***If restrictions***
    HR will verify (with the supervisor) whether accommodations can be made in the employee's current role, or if the employee is unable to perform job duties with the required restrictions.
    ii. ***If time off work is required***
    HR will input the leave duration into Red Rover. **Before an employee is allowed to return to work, a written release from MUC must be received by the HR Department** (to ensure the employee has been medically cleared to perform the essential functions of his/her position and for inclusion in the employee's medical file).

If you have any questions, please contact me (ext.1311) or Becky Mullins (ext.1314). Thank you.

cc: Naomi Norman, Superintendent
File

EMPLOYEE/SUPERVISORS ACCIDENT REPORT

CLAIMANTS PERSONAL INFORMATION

NAME: LAST _____ FIRST _____ MIDDLE _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

SOCIAL SECURITY NUMBER _____

DATE OF BIRTH _____ DATE OF HIRE _____

JOB POSITION _____

❍ MALE ❍ FEMALE

MARITAL STATUS _____ NUMBER OF DEPENDANTS _____ GENDER

INCIDENT INFORMATION

DATE OF INJURY _____ TIME _____ DATE REPORTED _____ ACCIDENT LOCATION _____

DRIVERS LICENSE # _____ DRIVERS LICENSE STATE _____

Accident description/Summary of incident? _____

_____

WITNESS: NAME _____ PHONE NUMBER _____

What part of the body was injured? _____ Nature of injury? _____

Initial medical treatment: ❍ NONE REQUIRED ❍ REFUSED ❍ FIRST AID ONLY ❍ PHYSICIAN/TREATMENT FACILITY VISIT ❍ EMERGENCY ROOM VISIT

Location of treatment? _____

TO BE COMPLETED BY SUPERVISOR OF INJURED EMPLOYEE

How did accident happen? _____

Describe injury (include body part): _____

Where did the accident occur? _____

Detail any machine or equipment involved: _____

What was the employee doing prior to the injury? _____

What was the employee doing at the time of the injury? _____

What conditions were present at the time of injury? _____

Was corrective action taken? _____

Has it been done? ❍ YES ❍ NO If no, give reason: _____

SIGNATURES

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

HR USE ONLY:

CLAIM NUMBER _____

DATE RECEIVED _____ DATE SUBMITTED _____

Michigan Urgent Care AND OCCUPATIONAL HEALTH

Michigan Urgent Care - Ann Arbor
3280 Washtenaw Avenue
Ann Arbor, MI 48104
734-389-2000 Main
734- 389-2005 Fax
Daily 8am-8pm
Manager: Larry Gibson

Michigan Urgent Care - Brighton
2300 Genoa Business Park Drive, Suite 120
Brighton, MI 48114
810-844-0400 Main
810-844-0804 Fax
M-F 8am – 8pm/Sat & Sun 8am - 6pm
Manager: Cody Gregg

Michigan Urgent Care - Clinton Township
22500 Metro Parkway Suite 100
Clinton Township, MI 48035
586-267-9300 Main
586-267-9304 Fax
M-F 8am – 8pm/Sat & Sun 8am - 6pm
Manager: Deon Wagner

Michigan Urgent Care - Dundee
100 Powell Drive, Suite 8
Dundee, MI 48131
734-823-5900 Main
734-823-5425 Fax
M-F 8am – 8pm/Sat & Sun 8am - 6pm
Manager: Greg Goss

Michigan Urgent Care - Ferndale
641 West 9 Mile Road
Ferndale, MI 48220
248-206-1600 Main
248-206-1605 Fax
M-F 8am – 8pm/Sat & Sun 8am - 6pm
Manager: Christina West

Michigan Urgent Care - Grosse Pointe
20311 Mack Avenue
Grosse Pointe Woods, MI 48236
313-499-6000 Main
313-499-6001 Fax
Daily 8am – 8pm
Manager: Larry Gibson

Michigan Urgent Care-Waterford
5800 Highland Road
Waterford, MI 48327
248-290-5700 Main
248-290-5695 Fax
M-F 8am – 8pm/Sat & Sun 8am - 6pm
Manager: Cody Gregg

Occupational Health Contact
Heather O'Brien,
Occupational Health Liaison
734-206-2620 Direct Phone
734-217-2222 Direct Fax
occhealthMI@nextcare.com

PrimaCare MEDICAL CENTERS NextCare URGENT CARE Access MEDICAL CENTERS URGENT CARE Michigan Urgent Care AND OCCUPATIONAL HEALTH