



GRCC Employee Injury Report Form

Employees are required to report all accident/injuries to **Campus Police at (616) 234-4010, and their supervisor or department head** within 24 hours of an accident/injury. Report on this form all accident/injuries, including diseases which arise out of and in the course of employment. Entire form must be completed. **If medical treatment is needed, it is imperative that you follow the correct procedure.**

Injured Employee:

Full Name: _____ Home Phone: _____
 Street Address, City, State, Zip: _____
 Date of Birth: _____ Sex: _____ SS#: _____
 Occupation: _____ Building Assigned: _____
 Place of Accident or Exposure: _____ Did accident/injury occur on employer's premises? _____
 Date of Injury: _____ Time of Injury: _____ AM or PM Start Time of Shift: _____ AM or PM
 Description of Injury _____

What was employee doing just before the incident occurred? _____
 How did injury occur? _____
 Describe the nature of injury or illness: _____
 Part of body directly affected by the injury or illness _____
 What object or substance directly harmed the employee? _____
 Witness to accident: _____

If medical assistance is needed it is imperative that you follow the correct procedure. A signed authorization slip must be obtained from authorized personnel. This authorization to treat form must accompany you to the clinic.

Do you wish to seek treatment? YES NO

Supervisor Signature-Date: _____

Employee Signature-Date _____

Spectrum Health Occupation Clinic Locations:

Urgent Care Monday to Sunday 8 a.m. to 8 p.m. (walk-in clinics)

Alpine 2332 Alpine Ave NW Grand Rapids, 49544	East Beltline 2750 E. Beltline Ave NE Grand Rapids, MI 49525	Ada 7128 Fulton Street E. Grand Rapids, MI 49301	West Pavillion 6105 Wilson Ave SW Wyoming, MI 49418	South Pavilion 80 68 th Street SE Grand Rapids, MI 49548
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Occupational Health Locations-by appointment only. Schedule an appointment online: spectrumhealth.org/schedule

426 Michigan Street NE Grand Rapids, MI 49503 Mon to Fri: 7 a.m. to 5 p.m.	4600 Breton Road SE Kentwood, MI 49508 Mon to Fri: 7 a.m. to 5 p.m.	705 S. Greenville West Drive, Suite 102 Greenville, MI 48838 Mon to Fri: 7:30 a.m. to 4:30 p.m.
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After-Hours Emergent Injury Care: Blodgett Hospital Location-1840 Wealthy St SE (Adjacent to Emergency Room) (616) 391-0234

IF YOU HAVE ANY QUESTIONS OR CONCERNS, CONTACT HUMAN RESOURCE AT (616) 234-4052.