

# GRCC Employee Injury Report Form

**Employees are required to report all accident/injuries to Campus Police at (616) 234-4010, and/or 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.)** If you wish to seek medical treatment, you will need an "Occupational Services Authorization to Treat" form before going to one of the centers listed below.

**INJURED EMPLOYEE:**

Name of Employee: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Street Address, City, Zip: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Sex: \_\_\_\_\_ S.S.#: \_\_\_\_\_

Occupation: \_\_\_\_\_ Building Assigned: \_\_\_\_\_

Place of Accident or Exposure: \_\_\_\_\_

Was the accident/injury on employer's premises? \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_ Start Time of Shift: \_\_\_\_\_ AM or PM

Description of Injury: \_\_\_\_\_

What was employee doing when injured? \_\_\_\_\_

How did it happen? \_\_\_\_\_

Name of object or substance which directly injured 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 your supervisor or other authorized personnel. This authorization **must** accompany you to the clinic.

Do you wish to seek medical treatment?     YES     NO – NOT AT THIS TIME

\_\_\_\_\_  
Supervisor Signature – Date

\_\_\_\_\_  
Employee Signature – Date

Spectrum Health Occupational Services – 4 locations:			
ADDRESS	HOURS		PHONE
426 Michigan St. NE (Downtown Location)	Monday – Friday	8:00 a.m. to 6:00 p.m.	(616) 391-2778
3350 Broadmoor Ave SE (South of 28th Street)	Monday – Friday (After Hours Initial Care 7-days/week until 10:00 p.m.)	8:00 a.m. to 6:00 p.m.	(616) 391-2778
6105 Wilson Ave SW (West Pavilion Location)	Monday – Friday (After Hours Initial Care 7-days/week until 10:00 p.m.)	8:00 a.m. to 6:00 p.m.	(616) 391-2778
(Note: Hours are subject to change, please call prior to visit).			
<b>After-Hours Emergent Injury Care:</b>			
Blodgett Hospital (Adjacent to Emergency Room) – 1840 Wealthy St SE			(616) 391-0234

COPIES TO: White – Benefits Office    Yellow – Supervisor    Pink – Injured Employee

