

UNIVERSITY OF MICHIGAN-DEARBORN

REPORTING A WORK-RELATED INJURY

Work-Related Injury

All work-related injuries in all departments at the University of Michigan – Dearborn must be reported to Business Affairs by the employee’s supervisor. If medical assistance is needed, contact Public Safety & Environmental Health at extension 3-5333 or 911 from any campus phone.



When and How to Report a Work-Related Injury to Business Affairs

The employee is responsible to notify their supervisor immediately after a work-related injury occurs. The supervisor is responsible for reporting the injury to Business Affairs within 24 hours of the injury.

Steps to Take	Employee Role	Supervisor’s Role in a Work-Related Incident
<i>When & How to Report</i>	Notify your supervisor immediately after the injury occurs.	Report all work-related injuries to Business Affairs within 24 hours. Complete the Work-Connections <i>Illness or Injury Report</i> form and mail it to Business Affairs at 1090 AB. The form is available at http://www.umich.edu/~connect/pdf/iirf.pdf
<i>If Medical Treatment is Needed</i>	Let your supervisor know that you would like medical treatment.	Notify Business Affairs at 3-5110 or Public Safety at 3-4914. They will send an authorization to the primary Midwest Health Center, P.C. located at 9301 Middlebelt Road, Romulus, MI 48174. (Monday – Friday 7 am – 6 pm). After hours and weekend authorization will be provided to the “after hours” Midwest Health Center, P.C. located at 5050 Schaefer, Dearborn, MI 48126. Authorization must be sent to Midwest Health Center prior to treatment. Refer the employee for medical treatment to, Midwest Health Center, the University’s designated treatment facility for work-related injuries.
<i>Life-Threatening Injury</i>	Contact Public Safety & Environmental Health at extension 3-5333 or 911.	

Questions can be forwarded to Business Affairs at 3-5110 or Public Safety at 3-4914.