

# CEDARCREEKCHURCH

## Employee & Direct Report Incident/Injury Quick Guide

- Injury/incident occurs
- Call 911 or seek treatment if serious or life threatening
- Employee must report injury to Direct Report immediately, no later than end of day or as soon as possible after the incident. If the Direct Report is not available, please contact the Associate Pastor or Campus Pastor at your location.
- Employee fills out [Employee Incident/Injury Report](#) and return to Direct Report immediately, no later than end of day.
  - All questions on form must be completed (preferably handwritten or if online form signed by employee after HR reviews with them)
- If medical treatment is needed please seek attention at the occupational facility near your campus location. See options below:

### **Findlay Campus**

[Well at Work](#), 3949 N Main St. Findlay OH 45840 Hours: 8am-5pm Monday – Friday  
Available 24/7 Phone: 419-425-5121

### **Perrysburg Campus**

[Great Lakes Urgent Care](#), 25660 N. Dixie Hwy Perrysburg, OH 43551  
Hours: Monday – Friday 9am-8pm, Sat & Sunday 9am-2pm Phone: 419-872-5343

### **South Toledo Campus**

[Toledo Urgent Care](#) 505 Reynolds Rd, Toledo, OH 43615 Hours: 8am-8pm Monday – Sunday Phone: 419-517-0146

### **West Toledo Campus**

[West Toledo Urgent Care](#) 2627 Tremainsville Rd, Toledo, OH 43614  
Hours: 9am -9pm Monday – Sunday Phone: 419-517-0146 Extension 2

[Sylvania Urgent Care](#) 4405 N. Holland Sylvania Avenue, Toledo OH 43613  
Hours: 8am-Midnight Phone: 419-517-0146 Extension 1

**CEDARCREEKCHURCH**  
29129 Lime City Rd  
Perrysburg, OH 43551  
419-661.8661

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## **Whitehouse Campus**

[Waterville Urgent Care](#) 7224 Dutch Rd, Waterville, OH 43566 Hours; 9am -9pm Monday - Sunday Phone: 419-517-0146

Employee will need to provide all medical documentation in person to HR immediately following **every visit to physician or medical facility** (next day if after work hours).

## **Direct Report Responsibilities:**

- Investigate incident immediately
- Assess area and facilitate any immediate changes necessary to create a safe environment
- Contact Facilities if more attention is needed
- Contact all witnesses and provide [Witness Form](#) for them to fill out
- Collect witness and non-witness statements
- Complete the [Direct Report Investigation Form](#)
- Return to HR immediately:
  - Employee's incident report
  - Witness Reports
  - Direct Report Investigation Form
- Note regarding forms: Please complete all lines fully on every form. Differentiate between what was actually seen and heard compared to what might rumored about the incident. Describe as though outside party is reading
- Maintain contact with injured employee & HR