



Employee & Supervisor Incident/Injury Quick Guide

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

Findlay Campus

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

Oregon Campus

[US HealthWorks Urgent Care](#) 3028 Navarre Ave, Oregon OH 43616. Hours: Monday through Friday 8am to 6pm. 419-697-6850.



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; 8 am-8 pm

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

Whitehouse Campus

[Waterville Urgent Care](#) 7224 Dutch Rd, Waterville, OH 43566 Hours; 9am -9pm

Monday – Sunday Phone: 419-517-0146

Supervisor 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 complete.
- Collect witness and non-witness statements
- Complete the [Supervisor Investigation Form](#)



- Return to HR as soon as possible:
 - Employee's incident report
 - Witness Reports
 - Supervisor 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 be rumored about the incident. Describe as though outside party is reading
- Maintain contact with injured employee & HR