

Reporting a Workplace Injury

A work related injury is an injury which occurs at work because of activities you perform as part of your job responsibilities

Call 9-1-1 if an injury is severe or life threatening – Then notify Security and Human Resources

Employee (includes all faculty, adjuncts, staff and student workers)

1. Immediately notify your supervisor if you are injured at work
2. Complete “Employee First Report of Injury” form and return it to your Supervisor
 - ❖ If injured on-the-job, you have the right to seek medical evaluation/care at an SMCC authorized clinic
 - ❖ Thru MEMIC, SMCC has insurance to cover employees who are injured while performing work related activities
 - ❖ You can not be terminated solely for being injured on-the-job
3. If you decline medical evaluation at the time of injury but, later change your mind, notify Human Resources ASAP to schedule an appointment.

Supervisor of Employee

1. Provide employee with “Employee First Report of Injury” form
2. Complete the “Supervisor’s Injury Report” form
3. Submit both the Employee and Supervisor forms to Human Resources within 24 hours of employee injury - Sooner if evaluation/care is needed

Forms above are located on the Staff portal of MySMCC intranet

Human Resources @ 207-741-5568

1. Schedule first appointment with SMCC authorized clinic for medical evaluation at employee’s request
2. Notify injured employee of clinic appointment
3. Document the employee injury with MEMIC