Cal State East Bay is committed to providing a safe working environment for all employees. However, in the event an employee experiences an injury or illness resulting from employment, the incident must be reported to the Manager/Supervisor and Risk Management.

**Injury/illness must be reported to a Manager/Supervisor within 8 (eight) hours**
- The manager/supervisor will need to fill out the Supervisor’s Injury and Illness Incident Report with employee. Completed form is submitted to Risk Management.
- Employee will need to complete the Employee’s Injury and Illness Report and submit to Risk Management.
- If the injury or illness occurs after normal business hours or on the weekend, please contact the University Police Department at (510) 885-3791 or use any campus telephone and dial 911.
- Contact your manager/supervisor and Risk Management the next business day.

**Medical treatment**
- **Call 911 immediately** from any campus phone if the injury/illness requires emergency assistance.
- **First Aid** injuries or illnesses that require minor medical attention can be referred to Student Health Services. This campus medical facility is designated to treat FIRST AID injuries and illnesses that require no more than one visit. Risk Management will need to be contacted to obtain a medical referral to Student Health Services.
- **Injuries/Illness beyond First Aid** will be referred to a designated occupational medical facility by the Risk Management Office unless there is a Notice of Predesignation of Personal Physician form on file.
- **Injuries/illnesses occurring on weekends or after work hours** should be directed to the nearest emergency room. Contact the University Police Department at (510) 885-3791 or use a campus phone and dial 911. Risk Management should be contacted the next business day to report the accident.

**Off Work**
- If the physician certifies that the employee is unable to work, the employee should be instructed to bring the medical note to Risk Management. Employee will need to keep Risk Management and the Manager/Supervisor up-to-date on their on-going medical status.

**Return-to-Work Program**
- If the employee is released by the physician to return to work without restrictions, a medical release must be received by Risk Management prior to the employee’s return to work.
- If the physician releases the employee with "modified" work restrictions, the manager/supervisor and Risk Management will review the work restrictions in order to determine if temporary modified or temporary alternate work is available. The employee should not be allowed to report to work until he/she has been cleared by Risk Management.

**Predesignated Treating Physician**
An employee has the option of predesignating their personal physician as their treating physician in the event of a work-related injury/illness. This must be done in advance. Risk Management recommends the employee check with their personal physician to be certain he/she will treat work-related injuries/illnesses. In addition, it is the employee’s responsibility to update their Notice of Predesignation of Personal Physician form if they change physicians.

The following forms and information can be downloaded from www.csueastbay.edu/hr
- Employee’s Injury/Illness Report and Supervisor's Injury and Illness Incident Report
- Notice of Predesignation of Personal Physician Form

04/2012
When an Injury/Incident Occurs

No medical treatment required

First Aid

Medical treatment beyond First Aid

Injuries/illnesses occurring after work hours or during the weekend. Please go to the nearest hospital emergency room for medical treatment.

For life threatening injuries call 911 from any on-campus phone to reach UPD.

Employee: REPORT injury/illness immediately to Manager/Supervisor. Complete the Employee’s Injury/Illness Report form within 8 hours of incident and submit to HR.

Supervisor: COMPLETE the Supervisor’s Injury/Illness Report form within 8 hours of the incident and submit to Risk Management.

Contact Risk Management immediately at 885-4139 for authorization to obtain services at Student Health Center.

Injuries/illnesses occurring after work hours or during the weekend. Please go to the nearest hospital emergency room for medical treatment.

Contact Risk Management immediately at 885-4139 for authorization of treatment.

Contact Risk Management immediately at 885-4139 to report medical treatment.

• Employee must provide MEDICAL NOTES to Risk Management. Until employee is returned to full duty without restrictions, work restrictions and follow-up appointments need to be provided to Risk Management within 24 hours after each appointment.

• Employee is personally responsible for working within the limits of their physician’s work restrictions. If he/she is unable to perform the tasks assigned, employee must contact their supervisor/manager and the Workers’ Compensation Coordinator immediately.

• Once the employee has been returned to full employment, CSU policy states that an employee who is absent attending doctor’s appointments, physical therapy, treatment, or medical procedures during their work hours will be charged for their time away from work. This time will be charged from their available leave credits (i.e., sick leave, vacation, CTO…)

Managers/Supervisors are highly encouraged to accompany their employee to the physician’s office if the employee is unable to transport themselves to the medical facility.