Risk Management
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510-885-2335

What must I do if I become injured or ill on the job?

EMPLOYEE'S RESPONSIBILITY

Report the Injury/Illness to your Manager/Supervisor
You must report any injury or illness to your manager/supervisor within **8 (eight) hours,** no matter how trivial the injury may seem. You will need to provide him/her when and where the injury/illness occurred, what happened, and if anyone witnessed the injury. The manager/supervisor will need to complete a ***Supervisor's Report of Employee Injury/Illness*** form from the information you provide. **The *Supervisor's Report of Employee Injury/Illness* must be completed by your Supervisor not by you, the injured employee.** In addition, you will need to complete an ***Employee's Injury/Illness Report*** form describing the incident.

Contact Risk Management and Internal Control at (510) 885-2335 within 8 hours (eight) hours.
Prompt reporting of an injury/illness will help prevent problems and delays in receiving benefits, including medical care you may need to avoid further injury. Once the injury/illness has been reported, Risk Management will need to be notified.

Medical Treatment
The following applies if the injury/illness requires medical assistance:

- **Call 911 immediately** from any campus phone. You will be connected to a campus police dispatcher who will send the needed emergency medical personnel. These injuries/illness include but are not limited to:
- Excessive bleeding and broken bones
- Chest pain
- Unconsciousness
- Life threatening injuries

- **First Aid**: If the injury or illness requires medical attention and it is **not** an emergency, your manager/supervisor will direct you to Student Health Services and contact Risk Management and Internal Control. Our campus medical facility is designated to treat FIRST AID injuries and illnesses that require **no more than one visit**. When you go to Student Health Services for evaluation and/or treatment, Risk Management will provide you with an *Authorization for Treatment* form to take with you. These injuries/illness include but are not limited to:
- Minor injuries and illnesses
- Cuts, scratches, scrapes

- **Beyond First Aid:** You will be referred to CCCMA Occupational Health (Formally known as St. Rose) unless there is a *Notice of Predesignation of Personal Physician* form on file in Risk Management and Internal Control. These injuries/illness include but are not limited to:
- Back injuries, knee strains
- Exposure to hazardous substances
- Cumulative trauma injuries

- **After Normal Business Hours and Weekends:** Please go to the nearest Hospital Emergency Room. Contact the University Police Department to report the injury dial 911 from a campus phone or call dispatch at (510) 885-3791. Contact your supervisor and Risk Management and Internal Control on the next business day.

Risk Management and Internal Control may provide you with an ***Authorization for Treatment*** form referring you to a Designated Occupational Medical Facility.

You will also be instructed to complete an ***Employee's Claim for Workers' Compensation Benefits*** **(DWC-1)** form. The injury/illness reports and DWC-1 will be forwarded to our Workers' Compensation Third Party Administrator. The Third Party Administrator will then make the final determination of whether your injury/illness is work related and what benefits you are entitled to receive.

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 Risk Management and Internal Control.**

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

Contact Risk Management and Internal Control immediately at 510-885-2335 for authorization to obtain services at Student Health Center.

Contact Risk Management and Internal Control immediately at 510-885-2335 for authorization of treatment.

Contact Risk Management and Internal Control immediately at 510-885-2335 to report medical treatment.

Injured employee must submit MEDICAL NOTES to Risk Management after treatment.

Employee must provide MEDICAL NOTES to Risk Management and Internal Control. Until employee is returned to full duty without restrictions, work restrictions and follow-up appointments need to be provided to Risk Management within 8 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.