

## WORKERS' COMPENSATION PROCEDURES

Please follow the procedures listed below when an employee reports any job-related injury or blood borne pathogen exposure to their supervisor or designee.

All injuries or exposures should be reported to the employee's immediate supervisor or supervisors, and to the Human Resources Department as soon as they occur. Injuries are to be reported, even if they are deemed minor and do not require medical attention. For example, a slight cut to an employee's finger may later become infected and require medical attention.

### **KNOWLEDGE OF A WORKERS' COMPENSATION INJURY OR ILLNESS *REQUIRES THE FOLLOWING:***

- #1. WORKERS' COMPENSATION CLAIM FORM (DWC-1)** - This form must be completed within 24 hours. This will be completed by Company Nurse and by the employee.
- #2. EMPLOYEE'S INJURY NOTICE-** This form must be completed by employee. If necessary, attach additional pages detailing injury.
- #3. SUPERVISOR'S REPORT OF ACCIDENT-** The supervisor/designee should investigate the accident using the "Accident Investigation Information" and complete a "Supervisor's Report of Accident" within 24 hours of the injury. It is very important that this report is completed by the Supervisor or designee, **not** the employee. If an investigating takes place, the supervisor designee may be required to explain the information on the "Supervisor's Report of Accident." This form must be completed for each reported incident.
- #4. SHOULD THE EMPLOYEE REQUIRE MEDICAL ATTENTION,** the supervisor or designee should immediately contact the Human Resources Department at 760-749-8555 and call Company Nurse.  
  
Company Nurse gathers information and helps injured worker access appropriate care. Injured worker notifies Supervisor of the outcome of the call.
- #5. INJURED WORKER INFORMATION AND PROCEDURES** – Employee must read this information carefully, and sign this form.
- #6. COPIES OF ALL DOCUMENTS MUST BE GIVEN TO THE INJURED EMPLOYEE FOR THEIR RECORDS.**
- #7. RETURNING TO WORK-** Employee must submit copies of all doctor's notes as soon as they return to work.
- #8. WORK RESTRICTIONS** – Site supervisor must set an accommodations meeting with the employee to review work restrictions and possible assignment modifications. This meeting must take place before the employee returns to their regular activities. Notify employee that it's their right to have union representation at this meeting.

**VERY IMPORTANT:** if the site calls 911 and an employee is transported by ambulance to the hospital you **MUST** immediately contact The Human Resources Department. State law requires immediate reporting to OSHA whether this incident is industrial or not.