



## CSUB WORKERS' COMPENSATION PROCESS FOR SUPERVISORS

The supervisor is responsible for carrying out CSUB injury and illness prevention policies. In case of injury, this responsibility includes initiating action to obtain prompt medical treatment for injured employees.

### INJURIES REQUIRING MEDICAL TREATMENT

**When an injury or illness occurs on the job and the employee requires medical treatment:**

#### **1. DETERMINE EXTENT OF INJURY**

If medical treatment is required, make arrangements for the injured employee to go to one of the facilities listed below depending on nature and time of injury. For serious emergencies or injuries, i.e., back, neck injuries, fractures, severe strains/sprains, etc., or if you are unsure of the extent of injury, dial 911 and University Police Dispatch will assist you. **For any after-hours injuries that employees are taken to the hospital, immediate notification to Campus Police is required.**

#### **2. NOTIFY WORKERS' COMPENSATION MANAGER/HUMAN RESOURCES OF INJURY**

You are required to contact the Workers' Compensation Manager at 559-278-2125 or CSUB Human Resources to report an injury has occurred so the claim form can be mailed to the employee's home address. The Workers' Compensation Manager will assist the employee in obtaining authorized medical treatment.

#### **3. COMPLETE AND SIGN THE SUPERVISOR'S REPORT OF INJURY**

FAX THE SUPERVISOR'S REPORT OF INJURY TO HUMAN RESOURCES WITHIN 24 HOURS TO 661-654-2299. This form can be found on the Human Resources website under Workers' Compensation or at the attached link [http://www.csub.edu/bas/hr/files/Workers\\_Comp\\_Files/WC-CSUB\\_Supervisor\\_Injury\\_Report\\_Form.pdf](http://www.csub.edu/bas/hr/files/Workers_Comp_Files/WC-CSUB_Supervisor_Injury_Report_Form.pdf) . Please hand deliver the original form to Human Resources.

#### **4. ACCIDENT REPORTS – INJURIES WITH NO MEDICAL TREATMENT REQUIRED**

When an employee reports an incident but does not seek medical treatment: Follow steps 2-3 above. The employee will be sent a claim form that they can complete if they need medical treatment at a later date. Employees have one year from the date of injury to seek medical treatment. If the employee requests to see a physician at a later date, please notify the Workers' Compensation Manager in Human Resources immediately.

### **PRE-AUTHORIZED MEDICAL FACILITIES FOR ALL INJURIES:**

**For Emergencies: MERCY MEDICAL CENTER HOSPITAL EMERGENCY ROOM** 663-6100  
400 Old River Rd., Bakersfield CA 93311(24 Hours Day, 7 Days/Week)

**For Non-Emergency Injuries: CENTRAL VALLEY OCCUPATIONAL MEDICAL GROUP**  
4100 Truxtun Ave. Suite 200, Bakersfield CA 93309 632-1540  
24 hour Workers' Comp Coverage (Office Hours M-F 7:30 a.m-5:30 p.m.)

**For First Aid Injuries: CSUB STUDENT HEALTH CENTER** 654-2394  
For treatment of minor cuts, scrapes, splinters, tetanus shots, etc.

If, **prior to the injury/illness**, the employee has filed with Human Resources a Pre-Designation of Personal Physician, signed by the doctor, they may go directly to their designated physician for treatment.

QUESTIONS: Questions regarding these processes and requests for forms may be directed to: Julie Irwin, Workers' Compensation Manager at 559-278-2125.