

PROCEDURES FOR CARE OF WORK RELATED INJURIES

If injured on the job, employees are to report (where, when, and how the accident happened) and get immediate treatment. Employees will contact their supervisor and the Human Resources Department to get authorized medical treatment. Employees will be required to fill out all necessary paperwork for work related injuries. If there is an immediate emergency, employees are to get the best treatment available and then report the injury to the appropriate supervisor and the Human Resources Department as quickly as possible.

Responsibility of Injured Employee

The employee shall:

- Report all accidents promptly, but no later than 24 hours after the injury becomes known explaining to the supervisor how the accident occurred.
- Obtain "First Aid" for minor injuries and return to work.
- If the injury requires more than first aid, the employee shall notify their supervisor and the Office of Human Resources who will assist employee in obtaining authorized medical treatment.
- After treatment, bring the physicians report to the CSUB Office of Human Resources where the employee will complete and sign the Employee's Claim for Workers' Compensation Benefits (DWC-1), if not done so already.
- Inform the CSUB Office of Human Resources and immediate supervisor concerning employee's ability to work and/or any work restrictions. Attend required follow-up medical appointments.
- Return to work as soon as it is medically possible.

Responsibility of Supervisor of Injured

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. The supervisor shall:

- Notify the CSUB Office of Human Resources about the accident immediately.
- Assure that First Aid is administered for minor injuries and determine if employee is able to return to work, and contact the Office of Human Resources to obtain authorized medical treatment for the injured employee.
- For extreme emergency or if the supervisor is unsure of the extent of injury, dial 911 and University Police Dispatch will assist the supervisor in ensuring that the injured gets to the medical service the employee requires.
- On "All" accidents make a report of action taken and the facts about the accident by completing the "Supervisor Report of Injury" and FAX it to the Human Resources Office within 24 hours. (FAX: 661-654-2299). Hand deliver original form to Human Resources within 3 days.