

## **Workers' Compensation**

### *Policy:*

The Foundation provides protection to its employees for job-related injuries and illnesses under the Worker's Compensation Act.

### *Purpose:*

The goal of the Workers' Compensation Program is to ensure that all Foundation employees with injuries or illnesses arising out of and during the course of employment are offered fixed, certain, and speedy relief.

### *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 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 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 injury and return to work.
- If the injury requires more than first aid, the employee shall notify their supervisor and Human Resources who will obtain authorized medical treatment.
- After treatment, bring the physicians report to the CSUB Office of Human Resources where you will complete and sign the Employee's Claim For Workers' Compensation Benefits (DWC-1).
- Inform the CSUB Office of Human Resources and immediate supervisor concerning your 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, Foundation and departmental injury and 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 get the injured to any available doctor, hospital, or public medical service.
- On "All" accidents make a report of action taken and the facts about the accident by completing the "Supervisor Report of Injury" and send or FAX it to the Human Resources Department within 24 hours. (FAX: 661-654-2299).

The following is a general description of Workers' Compensation benefit categories:

- *Medical Treatment.* An injured employee is entitled to all necessary medical, surgical, and hospital treatment reasonable required curing or relieving the effects of the injury.
- *Temporary Disability.* An injured employee is entitled to temporary disability payments while recovering from the injury.
- *Permanent Disability.* If a permanent disability arises out of an on the job injury, the worker is entitled to compensation based on the earning capacity of the disabled worker.
- *Death Benefit.* If the injury causes death, a benefit is payable to those dependents of the deceased for support and the time of injury.
- *Leave Status* – Refer to leave policies. These policies apply to Workers' Compensation leave as they relate to health insurance, duration, notices to employer, etc.