

INDUSTRIAL ACCIDENT/INJURY

Each employee is responsible for immediately reporting to their supervisor that they have been injured while working.

- In the event of a non-life threatening injury, the employee and/or supervisor are to place a call to the **Company Nurse Hotline at 1-888-375-9779** to report the incident. The Company Nurse Hotline is available 24hrs/7days a week.
- In an emergency a call should be placed to Police Services and/or **9-1-1** for assistance. The employee's supervisor will need to call Company Nurse to later file a report on the incident.
- In the event there is a death or in-patient hospitalization for more than 24 hours or if there is a loss of body part or permanent disfigurement, the supervisor must **call OSHA within 8 hours** of having knowledge of the above status of the employee. The **OSHA line (925) 602-6517** is available 24hrs/7days a week.

Company Nurse

- Company Nurse will obtain information about the incident from the employee and/or supervisor. They may provide first aid advice only which the employee is to follow.
- If the responding nurse determines medical treatment is needed, the employee will be directed to a designated medical facility (unless the employee has a pre-designated personal physician, prior to the injury).
- Company Nurse will transmit the employee's injury information to District Human Resources and to the District' Workers' Compensation Administrator (Contra Costa County Schools Insurance Group CCCSIG).
- The District's Workers' Compensation Administrator will immediately mail to the employee's home a Workers' Compensation Claim Form to complete to begin the formal claim process.
- For the District's safety prevention focus, the supervisor and employee will need to complete for all injuries the Employee/Supervisor's Report of Occupational Injury/Illness form available from District Human Resources.

Case Management

1. Workers' Compensation claims are managed by the District's workers' compensation administrator in concert with District Human Resources. District Human Resources is responsible for facilitating all communication between the claims administrator, the employee's manager and other District offices. The coordination of the filing and gathering of any necessary information will be done by District Human Resources.
2. The workers' compensation administrator conducts an investigation of the claim and coordinates care with the employee. The claims administrator has sole authority to accept or deny a claim. State law assumes that every claim filed is valid until it is proven otherwise. If the claim is approved, the claims administrator will notify the employee and District Human Resources.
3. A course of treatment and an estimated date of return to full service is communicated through the claims administrator to District Human Resources.
4. If a claim is approved all time lost by the employee should then be converted from sick leave to industrial leave. District Human Resources will advise District Payroll so that lost time can be converted.

5. The claim's administrator will evaluate claims and advise the District if the employee could potentially return to work on a temporary modified assignment. This is only for employees who have their physician's approval and who could eventually return to full duty in their original position.
6. District Payroll will then track all lost time on Industrial Leave and any possible subsequent sick time used.

United Faculty Agreement, Article 12
Public Employees Union, Local 1, Article 9