Workers’ Compensation Checklist

When There is a Work-Related Injury, Follow These Steps:

1. Medical Treatment for Employee:
   - If an Emergency – call 9-1-1 and the Los Rios Police (558-2365). Once the emergency situation has stabilized, call Company Nurse at 1-877-740-5017 and report the injury.
   - If not an Emergency, employee/supervisor calls Company Nurse at 1-877-740-5017 for guidance in obtaining the appropriate level of treatment, and to initiate the reporting process.

2. Initial Reporting:
   - After speaking with the employee/supervisor, Company Nurse will immediately prepare an Employee’s Claim for Workers’ Compensation Benefits form (DWC 1) and Employer’s Report of Occupational Injury or Illness form (5020) and fax the forms to the employee’s dean/director. These forms should be reviewed by the supervisor/dean/director for accuracy and additional completion as required.
   - The Employee’s claim form should be given to the employee within one work day of the employer’s knowledge of the injury. If the injured employee wants to file a claim (signs and returns the claim form to the supervisor/dean/director), then the signed Employee’s claim form, Employer’s report, and Supervisor’s report should be immediately sent through the Dean’s/Director’s office to the V.P. of Administration.

3. Duty Status of Employee:
   - If the employee requires medical treatment, the treating physician will provide the employee with a duty status report indicating if the employee can return to full duty, can return to restricted duty, or cannot currently return to duty.
   - If the employee is not able to return to work, keep in touch with the employee so you will know when the employee can return to full duty or restricted duty—as determined by the treating doctor.
   - Keep your V.P. of Administration informed of all duty status reports.