



Reporting Workplace Injuries Policy

Purpose

To provide a system for recording and reporting work related injury/illness

Responsibility

- It is the responsibility of each individual to report all work related injuries and/or work related illnesses immediately to his/her supervisor (no exceptions).
- It is the responsibility for all leads and supervisors to know how to report a work related injury or illness and to ensure all work-related injuries/illnesses are reported to human resources through appropriate channels.
- It is the responsibility of the injured/ill individual to submit all work related documentation provided by a health care provider to human resources or their supervisor. Human resources will be responsible for forwarding any documentation to Worker's Compensation.

Procedures

1. Individuals must report each incidence of work-related injury or illness immediately to a lead, supervisor, or human resources (no exceptions).

Note: You do not have to seek medical care immediately but the injury/illness must be reported to your supervisor or human resources so there is a record of the injury/illness if treatment is required at a later date.

2. In case of emergency, call 911 for immediate medical care or immediately send the employee to a hospital emergency room. Human resources is required to report injury/illness to Worker's Comp within (1) day of incident.
3. For non-emergency injury/illness, the injured/ill employee must complete the Employee-section of the *DWC 1* form to report the incident and submit to human resources. HR is required to submit completed injury/illness report to Worker's Comp within (1) day of incident. HR will provide the employee with a copy of the completed *DWC 1* report and *Notice of Potential Eligibility* handout.
 - a. Work Comp packets have been prepared and can be found in the cubby labeled 'Urgent Care' next to the staff restroom.
4. If the employee refuses to complete a *DWC 1* form and/or declines medical treatment related to a work injury/illness, they are required to complete and submit to HR an *Employee Declination of Worker's Compensation/Treatment* form the same day of the incident.
 - a. These forms can be found in the cubby labeled 'Decline Medical Treatment' next to the staff restroom.
5. If the employee chooses to pursue medical treatment, they will complete and take with them the following documents:
 - a. *Authorization for Treatment* form
 - b. Employee's copy of *DWC 1* form (HR MUST keep the original copy)

- c. *Worker's Compensation Injury Claim and Prescription* form
 - d. *Instant Access Pharmacy Program* form
6. Temecula 24-Hour Urgent Care is the medical service provider for all non-emergency work-related injuries/illnesses.
 - a. Located at 41715 Winchester Rd., Ste 101, Temecula
 - b. Phone: 951-308-4451
7. Employees seeking work-related medical treatment will provide Temecula 24-Hour Urgent Care with *Authorization for Treatment* form. Employee is to ensure they receive a *Visit Summary* and *Assessment and Plan* before leaving the facility. These documents will provide work status determination and any limitation/restrictions we may need to accommodate as well as any follow up care required.
 - a. Upon discharge, the employee will need to call the hospital and speak with a lead, their supervisor, or human resources to inform them if they will be returning to the hospital or if they are being sent home.
 - b. Employee will need to provide copies of the *Visit Summary* and *Assessment and Plan* documents to human resources. Human resources is required to forward documents to Worker's Comp within (1) day of the visit.
 - c. The employee will need to work with human resources and their supervisor to ensure any work limitations placed on them can be accommodated and to ensure they can attend all scheduled follow up appointments until their Worker's Comp claim is closed.
8. When applicable, the employee will take the two prescription forms to their pharmacy to fill prescribed medications.
 - a. Worker's Comp may not have processed the injury/illness claim by the time medications are needed. If the pharmacy has not obtained authorization from Worker's Comp to fill medications the employee will need to notify hospital management. If necessary, the hospital will pay for medications and submit the receipt to Worker's Comp. for reimbursement.
9. As required by law, HR will log all work-related injuries/illnesses that require medical treatment on the *OSHA 301* form.
 - a. A summary of the log will be posted by February 1st through April 30th of the year following the year covered by the forms.