

## Los Rios Community College District Campus Workers' Compensation Procedures

All District employees, including all regular, temporary, student help, and some students in unpaid on-the-job training programs, may be covered by Workers' Compensation. When a work-related injury occurs, follow the process below:

**Emergency:** call the Los Rios Police Department at 558-2221 and dial 0 to connect to a dispatcher and/or 9-1-1 as appropriate (emergency medical services). Once emergency is stabilized, call **Company Nurse at 1-888-375-9780** to report the injury and supervisor completes forms below within one day of notification of injury. ***For serious work injuries – generally requiring hospitalization, sustains loss of any body part or serious permanent disfigurement, or fatality – Cal-OSHA must be notified within a prescribed period of time. Immediately*** notify the VPA's office or Operations so they can contact Cal-OSHA.

**Non-urgent Injury:** Employee/supervisor calls Company Nurse at 1-888-375-9780 to report injury and supervisor completes forms below within one day of notification of injury.

**Minor Injury:** Such as, basic first aid, minor cuts/scrapes, burns, splinters, etc. treated at the worksite with no lost work time – administer basic first aid and document the injury. No reporting is necessary unless: injury worsens (e.g., infection or other symptoms develop) and requires additional medical treatment or lost work time, or the employee completes the DWC-1, in which case, follow procedure above for Non-urgent injury.

**Treatment:** For non-emergency treatment, the employee must go to one of the facilities designated by the District, unless the employee has the Personal Physician designation form on file at the District Office prior to the date of injury. For emergency or after-hours treatment, the employee should go to a district designated hospital.

### Reporting Forms:

- After calling Company Nurse (CN), CN will partially complete the ***Employee's Claim For Workers' Compensation Benefits (DWC-1 Form)*** and the ***Employer's Report of Occupational Injury or Illness (Form 5020)*** and email/fax to the campus and department. Supervisor's review the information and complete the forms.
- **DWC-1** – In the Employer section, fill in lines 10-13. Copy and give original form to employee **within one working day of receiving knowledge of a work-related injury.** When the employee returns the completed form (lines 1-9), the supervisor completes lines 14, 17, and 18.  
***Important Note: To file a work comp claim and seek medical treatment, the employee must complete the top section of the DWC-1 and return to his/her supervisor.*** Employee must file a claim form in order to use Workers' Compensation as a reason for an absence.
- **Form 5020**– Complete the missing information, check for accuracy, sign and date.
- **Supervisor's Report of Employee Injury** – Complete the District form, including the specific steps that have been taken to prevent similar accidents (e.g., provided training, repairs/maintenance of facilities, etc.) and sign.
- Immediately send ALL 3 forms (DWC-1, Form 5020, Supervisor's report) to the VPA's office.

### Work Status of Employee:

- Employee must provide a doctor's work status report whenever medical treatment is provided indicating if the employee can return to full duty, modified duty or unable to work. Immediately send all work status reports to the VPA's office and keep track of future appointments scheduled for follow-up.
- Immediately notify the VPA or designee about any change in an employee's work restrictions, up to and including inability to work.
- Absence reports: Use the WKC code for any absences associated with a work-related injury and provide the documentation (e.g., doctor, physical therapy notes) to support the absence or the WKC will not be accepted.