

This guideline provides general procedures for employee work-related injury care at the Student Health Center (SHC). For more information on injury reporting or the Workers' Compensation program visit our webpage at: [http://www.sjsu.edu/hr/all\\_employees/workplace\\_injury/](http://www.sjsu.edu/hr/all_employees/workplace_injury/)

1. If the injury appears life threatening immediately call 911 to request assistance through the campus police.
2. When an injury occurs in the workplace, the appropriate administrator or his/her designee may direct the injured employee to the SHC or to U.S. Healthworks (USHW) for initial medical care. If the injury occurs after hours, when the SHC or USHW is closed, the injured employee should be directed to O'Connor Hospital.
3. If the injured employee is directed to the SHC, the appropriate administrator or his/her designee should call ahead (x6122) as soon as possible after the report of injury to notify SHC of the injured employee and to provide some indication that the employee's manager is aware of the incident and encouraging the visit.
4. The employee will be accompanied to the SHC by the manager or designee. SHC services are generally rendered on a first come first served basis. The injured employee will be worked into the SHC schedule as quickly as possible based on the urgency of the injury and availability of the SHC staff.
5. SHC will utilize any reasonable diagnostic method available within the SHC to make a determination regarding the nature and status of the employee's injury.
6. Initial treatment of an urgent problem may be rendered.
7. As part of the initial visit, SHC will generate a Doctors' First Report and fax a copy to HR/Safety at x2144 within a reasonable amount of time following the initial visit, preferably within 24 hours.
8. Based on medical evaluation, the SHC will determine if the employee can return to work the same day or by the start of the employee's next shift. If the SHC determines the employee should not be back at full duty by the start of the next shift, and/or if medical attention or work restrictions (e.g., light duty) are warranted beyond the initial visit, SHC will refer those employees to US Healthworks. The SHC will generally not have employees return to SHC for follow-up visits.
9. HR will develop action plans, and preview with SHC, for educating SJSU Managers and employees on SHC procedures for injured employees.