



Student/Visitor Accident

If the injury is serious, call 911, use a blue light phone, or contact University Police Department at 408-924-2222, and follow their instructions.

For non-emergency injuries, take the student to the SJSU Student Health Center. Visitors should be referred to seek treatment with their own medical provider.

After the student or visitor has been cared for and the accident is under control, complete the Student and Visitor Accident Reporting Form and submit it to Risk Management.

Faculty/Staff Injury

In case of emergency, dial 911 for paramedic assistance or 924-2222 for University Police Department. For non-emergency issues refer the faculty/staff member to the appropriate medical facility.

Complete the Employer's Report of Occupational Injury or Illness in its entirety, the description of the incident is to be in the words of the injured employee. Return the completed form to UP.

Provide the injured employee with the Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility within 24 hours of knowledge of injury. Return a copy of the form to UP