

Notice to Employees

Injuries Caused By Work

Our Workers' Compensation Administrator is:

OCTAGON RISK SERVICES, INC.

PO Box 2078
Oakland, CA 94612
(510) 302-3225
Fax: (510) 302-3267

Workers' Compensation Benefits Include . . .

You may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation covers most work-related physical or mental injuries and illness. An injury or illness can be caused by one event (such as a hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over). Coverage may not be provided for injuries incurred while participating in off-duty recreational, social or athletic activities.

Benefits.

Workers' compensation benefits include:

- 1 Medical Care:** Doctor visits, hospital services, physical therapy, lab tests, x-rays, and medicines that are reasonably necessary to treat your injury. You should never see a bill.
- 2 Temporary Disability Benefits:** Payments if you lose wages while recovering.
- 3 Permanent Disability Benefits:** Payments if your injury causes a permanent disability.
- 4 Vocational Rehabilitation:** Services and payments if your injury prevents you from returning to your usual job or occupation. This benefit applies to injuries that occurred prior to 1/1/04.
- 5 Supplemental Job Displacement Benefit:** A nontransferable voucher payable to a state approved school if you are injured on or after 1/1/04, the injury results in a permanent disability, you don't return to work within 60 days after TD ends, and your employer does not offer modified or alternative work.
- 6 Death Benefits:** Paid to dependents of a worker who dies from a work-related injury or illness.

Naming Your Own Physician Before Injury. If you want to choose the doctor who will treat you for a job injury or illness during the first 30 days after the injury, you must tell your employer the name and address of your personal physician *before* you are injured. You must do this in *writing*. For instructions, see the written information about workers' compensation that your employer is required to give new employees at the time of hire or by the end of the first pay period.

In The Event Of A Work Injury

- 1 Get Medical Care.** If you need first aid, contact your employer. If you need emergency care, call for help immediately. Emergency phone numbers:

Ambulance	<u>911</u>	Fire Dept	<u>911</u>
Doctor	<u>Student Health Center (408) 924-6114 or (408) 924-6122</u>	Hospital	<u>O'Connor Hospital (408) 947-2724</u>
Police	<u>911</u>	Occupational Clinic	<u>US HealthWorks (408) 288-3800</u>

- 2 Report Your Injury.** Report the injury immediately to your supervisor or to:

Employer representative Jacki Graf Phone number (510) 302-3225

Don't delay. There are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you a claim form within one working day after learning about your injury.

- 3 See Your Treating Physician.** This is the doctor with overall responsibility for treating your injury or illness.

If you named your personal physician before injury (see above), you may see him or her for treatment. Otherwise, your employer has the right to select the physician who will treat you for the first 30 days. If you wish to change in the first 30 days, the claims administrator must select a new physician within five days of your request. (But if you gave your employer the name of your personal chiropractor or acupuncturist in writing before you were injured, you may switch to the chiropractor or acupuncturist upon request.) If you still need medical care after 30 days, you can switch to a doctor of your own choice.

Discrimination: It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a claim, or testifying in another person's workers' compensation case. If your employer has been found to discriminate against you concerning a workers' compensation claim, you may be entitled to reinstatement of back pay and increased benefits.

Questions? Learn more about workers' compensation by reading the information that your employer is required to give you in the first pay period. If you have questions, see your employer or the claims administrator.

You can get free information from a state Division of Workers' Compensation Information & Assistance Officer. The nearest Information & Assistance Officer is at:

Address 100 Paseo De San Antonio, Rm 240 City San Jose Phone (408) 277-1293

Hear recorded information and a list of local offices by calling toll-free (800) 736-7401. Learn more online: <http://www.dir.ca.gov>. Link to Workers' Compensation.

Warning:

FALSE CLAIMS AND FALSE DENIALS.
Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payment is guilty of a felony.