



**SUBJECT: EMPLOYEE ACCIDENT REPORTING**

**DATE: May 2006**

## **I. PURPOSE / DESCRIPTION**

Establish a process for timely reporting of work-related injuries and illness for San José State University Employees

When an employee is injured or suffers an illness on the job, it is important that the incident is documented and reported in a timely manner to ensure prompt processing and payment of Workers' Compensation benefits. Departments are required to report employee injuries within 24 hours of knowledge to the Workers' Compensation Manager in Safety and Risk Services.

*In case of emergency, dial 911 paramedic assistance or 924-2222 for University Police Department.*

## **II. PROCESS**

### **A. Employee Responsibilities**

1. An employee should immediately report any work-related injury or illness to his/her supervisor.
2. An employee should report to the SJSU Student Health Center for initial medical treatment, accompanied by his/her supervisor. If additional treatment is needed beyond the first visit, the employee will be referred to an appropriate approved specialist or facility.
3. If an injury or illness occurs during the night shift when the SJSU Student Health Center is closed, the employee should go to O'Connor Hospital Emergency Room for initial treatment only. If any further treatment is needed, O'Connor Hospital Emergency Room will refer the employee to an appropriate approved specialist or facility.
4. If an employee wishes to go to his/her personal physician for treatment, a completed Designation of Personal Physician Form must be on file in Safety and Risk Services prior to the injury. This form can be obtained from the Workers' Compensation Manager in Safety and Risk Services.
5. An employee that is off work must keep his/her supervisor and the Workers' Compensation Manager informed of work status. All work status reports provided by the physician are to be presented to the supervisor and the Workers' Compensation Manager.
6. An employee released to light duty or modified work must immediately contact his/her supervisor and provide the medical work status report outlining all restrictions and



limitations. The supervisor will contact the Workers' Compensation Manager to discuss the possible availability of temporary light duty or modified work.

7. When released for full duty, an employee must contact his/her supervisor and the Workers' Compensation Manager with that information, providing the written release to both the supervisor and the Workers' Compensation Manager upon return to work.

## **B. Supervisor Responsibilities**

1. As soon as the injury is reported, the supervisor or his/her designee should accompany the employee to the SJSU Student Health Center for immediate medical treatment. If further medical care is needed beyond the first visit, the employee will be referred to an appropriate approved specialist or facility. However, an employee may be seen by his/her personal physician if a Designation of Personal Physician form has been completed and submitted prior to the time of the injury. This form can be obtained from the Workers' Compensation Manager in Safety and Risk Services.
2. If the injury occurs during the night shift when the SJSU Student Health Center is closed, refer the employee to the O'Connor Hospital Emergency Room for immediate medical treatment. If further medical care is needed beyond the first visit, the employee will be referred to an appropriate approved specialist or facility.
3. Complete the Supervisor's Report of Employee Accident/Incident within 24 hours of knowledge of the accident/incident. The supervisor must complete the form (not the employee). Fill out all information as requested and deliver this form to the Workers' Compensation Manager in Safety and Risk Services. The supervisor's description of the accident should be filled out in the words of the injured employee. It is important to be accurate in using the employee's own account of the incident.
4. Investigate the accident and address the problem to prevent future injuries.
5. Provide the injured employee with the Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility within 24 hours of the reported accident/incident. **IMPORTANT:** Fill in item #1 (Employee Name) and #4 (Date of Injury) and complete all items in the employer section, except #13, before giving the form DWC 1 to the employee. If the employee completes and returns the form, fill in item #13 and have the form delivered to the Workers' Compensation Manager in Safety and Risk Services. Be sure to give a copy to the employee.
6. State law requires that the Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility be given to the employee within one working day of notice of injury. This does not include minor injuries such as first aid unless the employee requests the form. State law does not require the employee to file a claim or to complete the form. It is the employee's right to choose not to do so. Returning the form provides certain legal rights with Workers' Compensation.



### **C. Return-To-Work Process**

The University shall make every attempt to provide temporary modified work to an employee who has sustained an injury/illness which has temporarily prohibited him/her from performing the full scope of duties and responsibilities. Modified and alternative jobs and work hours are temporary in duration and subject to regular reevaluation.

Upon receiving additional information, the University will reevaluate its ability to provide temporary, modified work and to increase or decrease the assigned tasks, based on the restrictions outlined by the physician.

If a modified or alternative work assignment cannot be identified, the employee shall be notified by the Workers' Compensation Manager. In this case, the employee shall receive appropriate disability benefits.

- If the employee is released to modified or light duty work, contact the Workers' Compensation Manager to discuss availability of temporary modified work. Submit the medical work status report received from the employee to the Workers' Compensation Manager.
- Immediately notify the Workers' Compensation Manager when the employee is released to full unrestricted work and submit the work status report received from the employee.