INJURY/ILLNESS REPORTING AND POSTING REQUIREMENTS

REQUIRED NOTICE TO EMPLOYEES

Please confirm that the Workers’ Compensation “Notice to Employees” is posted in your department. Because the material is dated, please discard any outdated notices. This notice, which is available in English and Spanish, must be posted in a conspicuous location frequented by employees. It should be printed on legal size paper.

The Notice to Employees, as well as all other forms and maps mentioned below, can be found at: http://riskmanagement.fullerton.edu/Forms/index.htm.

TIME REQUIREMENTS FOR REPORTING INCIDENTS

Please encourage all employees, including student assistants and volunteers, to report any work-related accidents and/or near miss incidents when they occur. Because early reporting assists in identifying campus and safety issues and in determining eligibility for benefits, please report all work-related injuries or illnesses to Risk Management within one working day of your notice or knowledge. If the work-related injury or illness occurs on a furlough day, please contact EH &IS in addition to Risk Management.

MEDICAL EMERGENCY

In the event of a medical emergency, dial 9-1-1 from any phone on the Fullerton or Irvine campuses to contact University Police. Tell the dispatcher where you are and answer any other questions they might have.

The campus police dispatcher will send the appropriate personnel. Some examples of a medical emergency are: excessive bleeding, broken bones, loss of consciousness, or severe chest pains. When in doubt about the severity of a medical emergency, always dial 9-1-1 from any phone to contact the police. Employees in these situations often minimize the extent of their injury or try to refuse treatment. Be firm in requiring a medical evaluation. Do not allow employees in these situations to leave campus until University Police have responded. Please wait to complete any injury/illness reporting forms until after the emergency has been resolved.
NON-EMERGENCY MEDICAL TREATMENT

The University's Student Health Center no longer provides “first aid” treatment to employees who become injured or ill as a result of a work-related injury or illness. If an injury or illness requires only “first aid” treatment, please complete and return only the “Employee/Volunteer Injury/Illness Report” form. Department offices should have a first aid kit available for minor injuries that do not require the assistance of a health care professional, such as removing a splinter or the treatment of minor cuts and abrasions. If you need assistance in keeping the first aid kit refreshed, please contact Environmental Health and Instructional Safety.

If an injury or illness requires medical treatment beyond first aid, the employee should proceed to one of the medical facilities listed below. In addition, you should ensure that the following three forms are completed:

2. “Medical Service Order.”

State law requires that the University provide an employee with the Employee’s Claim for Workers’ Compensation Benefits form within one working day of notice or knowledge of the work-related injury or illness.

If you believe that the employee would pose a risk to himself/herself or to others if he/she drove, tell the employee not to drive. Risk Management will arrange transportation for the injured/ill employee to the nearest medical provider. An employee who needs medical attention may not be transported by another University employee, supervisor or manager.

All claims are submitted to the University’s Workers’ Compensation claims administrator, Sedgwick CMS. A representative of Sedgwick CMS will contact you and may ask some questions about the injury/illness. They will also respond to any questions you may have about the claim.

MEDICAL PROVIDERS

Employees at the Fullerton campus requiring medical treatment who have not pre-designated a physician should go to St. Jude Heritage Medical Group in Fullerton.

- St. Jude Heritage Medical Group- Fullerton
  Department of Occupational Health Services
  2720 N. Harbor Blvd., Suite 130, Fullerton, CA 92835
  Phone: (714) 449-6200
  Clinic Hours: 24 hours, 7 days a week
Employees at the Irvine campus requiring medical treatment who have not pre-designated a physician should go to one of the following Saddleback Family & Urgent Care Medical Group locations.

- Saddleback Family & Urgent Care Medical Group, Lake Forest Center  
  22855 Lake Forest Drive, Lake Forest, CA  
  Phone: (949) 452-7544  
  Clinic Hours: 8 a.m. – 8 p.m., M-F and 8 a.m. – 4 p.m., Sat. & Sun.

- Saddleback Family & Urgent Care Medical Group, Mission Viejo Center  
  23962 Alicia Parkway, Mission Viejo, CA  
  Phone: (949) 452-7699  
  Clinic Hours: 8 a.m. – 8 p.m., 7 days/week (Holidays 8 a.m. – 5 p.m.)

- Saddleback Memorial Medical Center, Emergency Department  
  24452 Health Center Drive, Laguna Hills, CA  
  Phone: (949) 452-3564  
  (when both of the clinics above are closed)

**PHYSICIAN PRE-DESIGNATION**

Employees have the option of pre-designating their personal physician to provide medical treatment in the event of a work-related injury or illness. Pre-designating must occur prior to an injury. It allows the employee to see their personal physician from the date of injury. If an employee requests to treat with their pre-designated physician, please call extension 7346 to verify that a current form is on file.

If an employee has pre-designated a physician but is unable at your determination to drive due to the extent of the work-related injury/illness or to arrange transportation to that location, please contact Risk Management.

**QUESTIONS**

Risk Management is here to help you through these various situations. If you have any questions regarding Sedgwick CMS or the University’s Workers’ Compensation program, please contact Alisha Brown, the University’s Workers’ Compensation Program Manager, at extension 2824 or visit the Risk Management Website at [http://riskmanagement.fullerton.edu/Workers_Compensation/index.htm](http://riskmanagement.fullerton.edu/Workers_Compensation/index.htm).