



LOS ALAMITOS USD Workers' Compensation Accident/Injury Checklist

Employee _____

Date _____

An Incident/Accident occurs with an employee at your site, the employee reports it or it is witnessed:

Please Circle One:

Done	N/A	<p>EMERGENCY? CALL 911. If not, then....</p> <p>Ask Injured Employee to Call Company Nurse (1-877-518-6702) for evaluation of injury. (Search Code: NOC03). If employee feels it is not necessary or refuses, please still complete Employee Accident Report along with witness statements and any photos, and send to Shoshana Dornblaser at the District Office. District Office Staff (Nancy Nien, Shoshana Dornblaser, or Margaret West) will call to follow up with the administrator on next steps if needed.</p>
Done	N/A	<p>If Company Nurse determines it is only First Aid, SOC/Administrator completes <u>Employee Accident Report</u> along with witness statements and any photos and sends to Shoshana Dornblaser at District Office.</p> <p style="text-align: center;">OR:</p> <p>If Injured Employee is told by Company Nurse to visit Gateway, SOC/Administrator must contact Margaret West (or Shoshana Dornblaser or Nancy Nien) and immediately report the injury. If the injury is urgent, Margaret will call Gateway to authorize injured employee visit and the employee should go directly to Gateway. If the injury is not urgent, please direct the employee to the District Office to see Margaret for a Gateway Authorization Form. Please instruct the injured employee to report to Margaret West (primary) or Shoshana Dornblaser (secondary) at District Office after Gateway, and before returning to work site. SOC/Administrator completes Employee Accident Report along with witness statements and any photos, and sends to Shoshana Dornblaser at District Office.</p>
Done	N/A	<p><u>Do not</u> allow the injured worker to return to work without approval from Nancy Nien's office (Either Nancy, Margaret or Shoshana).</p>
Done	N/A	<p>Follow Up: If Margaret notifies you of Modified Duty assignment, make certain the injured worker is following any work restrictions or modifications.</p>

<p>Margaret West (562) 799-4700 Extension 80409</p>	<p>Shoshana Dornblaser (562) 799-4700 Extension 80449</p>
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