

Orange Unified School District

Injury and Illness Prevention Program (IIPP)

CCR Title 8, § 3203



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PREFACE

PURPOSE

Orange Unified School District (OUSD) is committed to providing a safe and healthful environment for all staff, students, and parents. In pursuit of this endeavor, the OUSD Injury Illness Prevention Program (IIPP) has been established to provide a framework for OUSD to ensure a safe and healthy work environment for all of its employees.

The goal of the program is to eliminate occupational injuries and illnesses. This program has been developed and implemented as required under the California Code of Regulations (CCR), Title 8, Chapter 4, Subchapter 7, Section 3203.

Administration and employees are required to follow the guidelines and procedures set forth in this IIPP document, unless otherwise stipulated.

WHAT'S INSIDE

This document provides the following information:

- Section 1: Policy Statement
Describes the commitment of OUSD to the IIPP and the reasons for developing the IIPP.
- Section 2: Responsibility
Defines the IIPP-related responsibilities of employees and specific OUSD management personnel.
- Section 3: Compliance
Describes OUSD's commitment to compliance and actions to be taken if employees do not comply with the IIPP provisions.
- Section 4: Communication
Discusses the means of communicating IIPP requirements between management and staff.
- Section 5: Accident Reporting and Investigation Procedures
Explains how employees should report workplace injuries and the requirements for reporting certain injuries to Cal/OSHA. Explains how supervisors should perform employee accident investigations and identifies the OUSD policy for enabling investigations by external organizations.

- Section 6: Hazard Assessment and Correction
Describes the responsibilities and processes related to correcting hazards in the workplace.
- Section 7: Training and Instruction
Discusses the methods of training employees on safety issues.
- Section 8: Recordkeeping
Identifies the requirements for storing safety-related documentation.

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SECTION 1: POLICY STATEMENT

The Orange Unified School District (OUSD or District) is committed to providing a safe and healthful workplace for all of its employees. The personal safety of each school district employee while performing his or her work activity is of primary importance.

This Injury and Illness Prevention Program (IIPP) has been developed to ensure that the District takes all measures to effectively reduce the number of occupational injuries and illnesses. The success of this program depends on the continuous mutual cooperation and support of management and employees.

OUSD is also committed to ensuring that a safe and healthful workplace exists for outside contractors and other workers that may be working at district sites, and that all health and safety regulations are adhered to by all employees.

SECTION 2: RESPONSIBILITY

OVERVIEW

This section of the OUSD IIPP defines the responsibilities of the Director of Risk Management & Safety, management, principals, supervisors, maintenance and operations, and employees. Employee rights are also listed.

DIRECTOR OF RISK MANAGEMENT & SAFETY'S RESPONSIBILITIES

The Director of Risk Management & Safety will serve as the IIPP coordinator for OUSD. The IIPP Coordinator is responsible for implementing and maintaining the following aspects of the safety program:

- Coordinating all risk control activities.
- Maintaining, evaluating and revising the IIPP and conducting investigations of disabling injuries.
- Providing advice and guidance to District management, principals and supervisors.
- Communicating safety objectives.
- Developing and/or assisting in the development of employee training programs.
- Reviewing all accident reports and investigations.
- Ensuring the District is adhering to federal, state and local safety codes.
- Serving as liaison between management and outside safety agencies.

OUSD MANAGEMENT AND PRINCIPALS' RESPONSIBILITIES

OUSD management and principals are responsible, where appropriate for specific elements of the IIPP:

- Managing the injury prevention efforts in their area of responsibility.
- Providing the necessary means of ensuring a safe and healthy work environment for their staff.
- Providing supervisors and employees with safety training and job instruction.
- Managing a planned safety meeting or safety talk program.

- Managing safety discipline.
- Participating in the investigation of disabling injuries.
- Ensuring compliance with federal, state, and local safety codes. (Cal/OSHA safety regulations can be found in CCR Title 8. These regulations are accessible on the internet at [https://www.dir.ca.gov.title8/index/t8index.asp](https://www.dir.ca.gov/title8/index/t8index.asp))

SUPERVISORS' RESPONSIBILITIES

Supervisors have an integral role within the IIPP. Supervisors are in constant and direct contact with their employees and can greatly influence safety attitudes and practices. It is essential that supervisors set the example for employees regarding safety responsibilities. There are several specific responsibilities for supervisors:

- Taking any reasonable action necessary to prevent injuries where an immediate danger exists.
- Taking responsibility for the safety of all employees under their supervision and for any employee not under their supervision, but in the supervisor's work area.
- Providing and maintaining a clean and hazard-free work area.
- Providing safety orientation and job instruction of supervised employees.
- Planning, conducting and documenting safety evaluations in assigned areas of responsibility.
- Conducting planned safety meetings with employees.
- Conducting safety observations of employee safe work practices.
- Developing and maintaining cooperative safety attitudes in employees through the application of approved methods or preventive and corrective discipline.

MAINTENANCE & OPERATIONS' RESPONSIBILITIES

The OUSD Maintenance & Operations Department has a critical role in maintaining all sites and facilities in a proper and safe condition. The IIPP-related responsibilities of the Maintenance & Operations Department are:

- Responding immediately to maintenance work requests concerning safety-related issues. These maintenance requests must be given the highest priority.
- Strictly adhering to procedures in accordance with Cal-OSHA lockout/tagout regulations for locking, blocking, and tagging out unsafe equipment, electrical circuitry, and equipment with moving parts. Lockout/tagout procedures will be used if equipment is in need of repair or is no longer in use.
- Using equipment in a safe manner for which the equipment is intended and according to manufacturers' instructions and recommended rules for safe operation.
- Contracting with outside vendors as necessary to complete repairs that the Maintenance & Operations Department is not trained, equipped, or qualified to perform.
- Posting required safety-related signs as requested by District management and site administrators.

EMPLOYEES' RESPONSIBILITIES

Employees are charged with adhering to the IIPP as directed by management. Employees are responsible for:

- Adhering to all safety rules and operating procedures established by the District.
- Wearing appropriate personal protective equipment (PPE) as required and provided by the District.
- Inspecting and maintaining equipment for proper and safe operation.
- Reporting all injuries immediately.
- Encouraging other workers to work in a safe manner.
- Reporting all observed unsafe acts and conditions to their supervisor.
- Reporting to work in an acceptable condition and not under the influence of alcohol or drugs.

EMPLOYEES' RIGHTS

For occupational safety, employees have the right to:

- Safe and healthful working conditions.
- Receive training in general safe work practices and specific training about hazards unique to any job assignment.
- Refuse work that would violate a health and safety standard or order where such violation would pose a real and apparent hazard to their safety or health.

SECTION 3: COMPLIANCE

OVERVIEW

This section of the OUSD IIPP describes the District's commitment to compliance, expectations regarding employee compliance, and action to be taken if employees do not comply with their responsibilities under the IIPP.

DISTRICT COMMITMENT

OUSD is committed to the following:

- Providing a safe and healthy work environment for employees.
- Providing necessary personal protective equipment (PPE) and safety training to employees.
- Maintaining an open-door policy allowing all employees to communicate any safety concerns.
- Adhering to all federal, state, and local safety regulations.
- Providing full cooperation with any outside safety agency during the course of any inspection or audit.

EMPLOYEE COMPLIANCE

Occupational safety and health regulations and workplace practices are designed to reduce or eliminate employee occupational injuries and illnesses. Employee compliance with all rules and regulations is essential to maintaining a safe and healthy workplace. Employees that violate any safety policy, procedures, rules, and/or regulations may be subject to disciplinary action.

DISCIPLINARY ACTION

OUSD uses progressive disciplinary action as the preferred method of discipline for employees who violate District policies, rules and procedures. The objective of progressive discipline is to correct unacceptable behavior or performance of an employee. However, if the performance or behavior is sufficiently serious or frequent, it may be appropriate to progress immediately to a more serious disciplinary measure. Please refer to the District's disciplinary procedures, bargaining unit contracts or the Human Resources department for further information regarding discipline.

SECTION 4: COMMUNICATION

OVERVIEW

This section of the OUSD IIPP describes the requirements for communicating IIPP compliance between management and staff. Information is provided in appendices regarding communication mechanisms such as employee trainings and workplace postings.

GENERAL INFORMATION

OUSD recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free productive workplace.

Managers, supervisors, principals, directors, and site administrators are responsible for communicating with all employees about occupational safety and health issues in a manner or form readily understandable by all employees.

Employees are encouraged to inform their managers and supervisors about workplace hazards without fear of reprisal.

The system of communication regarding safety and health at OUSD consists of several methods of delivery designed to facilitate a continuous flow of safety and health information between management and staff. Such delivery methods include new employee orientation training, ongoing safety training, and posted or distributed information.

NEW EMPLOYEE ORIENTATION

All new OUSD employees are required to take a new-hire orientation/training. Safety information communicated to each employee will include, but not be limited to, fire procedures, hazard communication, first aid procedures, injury reporting, back injury prevention, PPE, and blood borne pathogens, where applicable.

Documentation of all new employee training will be maintained in the Risk Management Office via the use of Keenan SafeSchools.

TRAINING PROGRAMS

OUSD is committed to providing all necessary safety training to its employees. Safety training programs are necessary for the District to communicate to employees any hazard associated with their positions and the safe work practices necessary to mitigate those hazards.

Training will be communicated through dialog between trainer and trainee, online courses, safety videos, safety literature, hands-on examples, on-the-job training, seminars, and workshops. Two-way communication during training sessions is encouraged to ensure that employees understand their training and are afforded the opportunity to ask questions to clarify any information they may not understand initially.

The director/supervisor/principal will review the effectiveness of specific training programs. Recommendations will be communicated to the necessary personnel or agencies conducting the training.

POSTED/DISTRIBUTED INFORMATION

OUSD is committed to providing its employees with accurate and timely safety information. Safety literature, policies/procedures, concerns, and other safety information will be posted in an area accessible to all employees and posted on the District's website.

Warning signs and other indicators of a hazardous condition will also be posted at the work site where hazards exist in accordance with applicable laws or District policies.

REVIEW OF INJURY & ILLNESS PREVENTION PROGRAM

This IIPP is to be used as a reference source for safety information pertaining to OUSD. All employees are entitled to review the contents of this IIPP. Each site should have a copy of the program, which must be kept in a location readily accessible to all employees.

All new employees will be informed of the program during orientation.

All employees will be notified of any revisions to the program as the revisions are made.

SECTION 5: ACCIDENT REPORTING AND INVESTIGATION PROCEDURES

ACCIDENT REPORTING PROCEDURES

OVERVIEW

This section of the OUSD IIPP explains how employees should report and follow-up on workplace injuries and the requirements for reporting serious and fatal injuries to Cal/OSHA.

INJURED EMPLOYEE PROCEDURE

The following instructions pertain to employees injured in the workplace:

- Immediately report all injuries, mishaps or near misses to your supervisor. Dial 911 if the injury requires immediate attention.
- Complete the following Workers' Compensation forms:
 - Employee Statement of Occupational Injury or Illness
 - Authorization for Release of Patient Health Information
 - California Workers' Compensation Claim Form (DWC 1)
- Receive medical attention at a District-approved medical facility.
- If you are authorized to return to work, submit a Certificate for Return to Work or Further Treatment, provided by the physician, to the Risk Management Office and to your supervisor. If there are work restrictions, review modified duties with the Risk Management Office and your supervisor.
- If you are unable to return to work, notify your supervisor and provide a copy of an off-work statement from the physician to the Risk Management Office and to your supervisor.

REPORTS TO CAL-OSHA

Serious and fatal injuries are to be immediately reported to Cal/OSHA by the Director of Risk Management & Safety or designee. Immediately means as soon as practically possible, but not longer than eight hours after the District knows.

Serious injuries warranting Cal/OSHA notification include injuries that occur in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code (high voltage accident in excess of 750 volts), or an accident on a public street or highway.

When making such report, whether by telephone or email, the Director of Risk Management & Safety or designee shall include the following information, if available:

- Time and date of accident/event.
- School's name, address, and telephone number.
- Name and job title of person reporting the accident.
- Address of accident/event site.
- Name of person to contact at accident/event site.
- Name and address of injured employee(s).
- Nature of injury.
- Location where injured employee(s) was/were taken for medical treatment.
- List of other law enforcement agencies present at the site of the accident and the names of any attending officers.
- Description of accident and whether the accident scene or instrumentality has been altered.

ACCIDENT INVESTIGATION

OVERVIEW

This section of the OUSD IIPP explains how supervisors should perform an employee accident investigation and identifies the OUSD policy for enabling investigations by organizations outside the District.

SUPERVISORS' ACCIDENT INVESTIGATIONS

A diligent investigation will allow management to understand the root cause of an accident and allow management to apply measures to prevent similar accidents from reoccurring. Procedures for investigating employee injuries include:

- Visiting the accident scene as soon as possible. This allows the supervisor to be visible and available to employees in the area, and to observe the scene of the accident before any alterations can be made.
- Interviewing injured workers and witnesses.
- Examining the workplace for factors associated with the accident. It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.
- Determining the cause of the accident.
- Taking corrective action to prevent the accident from reoccurring. Initiating appropriate work orders when the incident reveals a maintenance or repair issue that could mitigate any future incidents of the same nature. Immediate and complete corrective action is essential.
- Documenting the findings and corrective actions taken by completing a Supervisor's Accident Investigation Report.

OUTSIDE AGENCY INVESTIGATION

Serious injuries and fatalities may also be investigated by agencies outside of the District. Insurance agencies as well as Cal/OSHA, fire departments, law enforcement agencies, and the district attorney may want to investigate serious accidents and fatalities.

The District will cooperate with and assist outside agencies during the course of these investigations.

SECTION 6: HAZARD ASSESSMENT, COMMUNICATION AND CORRECTION

HAZARD ASSESSMENT

OVERVIEW

This section of the OUSD IIPP discusses the process for assessing and analyzing hazards to which OUSD employees may be exposed.

HAZARD REPORTING SYSTEM

It is the responsibility of all employees to report unsafe work conditions and practices to their supervisor or site administrator. Unsafe conditions can be submitted anonymously by calling the Risk Management Department at (714) 628-5390.

The District is committed to conducting complete and thorough investigations of all reports of hazardous conditions. If conditions are determined to be hazardous, appropriate measures will be taken by the District to correct those conditions.

WORKPLACE HAZARD DETECTION

The detection of hazards in the workplace is essential in ensuring a safe work environment. Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees.

There are two major sources of unsafe conditions:

- **Normal wear and tear of equipment**
Normal wear and tear is the constant process where equipment and areas of facilities deteriorate over time through normal use. Evaluations of equipment and areas can detect hazardous conditions before they cause injury.
- **Employee actions**
Employee actions can contribute to unsafe conditions in several ways, such as misusing or abusing equipment, which can be dangerous. Employees may also leave their work area untidy, which creates a dangerous environment.

HAZARD COMMUNICATION AND CORRECTION

OVERVIEW

This section of the OUSD IIPP describes the responsibilities and processes related to correcting hazards in the workplace.

HAZARD CORRECTION RESPONSIBILITIES

The correction of any identified hazards should be conducted immediately upon detection. Personnel at all levels of employment have responsibilities in hazard correction. All personnel should have an understanding of their role in hazard correction to effectively eliminate identified hazards.

A work order needs to be submitted to the Maintenance & Operations Department regarding safety hazards.

Directors and Principals

Upon identification of an unsafe or unhealthy work condition or practice, the directors and principals shall:

- Initiate the appropriate corrective action by way of a work order or communication with Maintenance & Operations, or Risk Management.
- Handle conditions involving a serious concealed danger personally until appropriate individuals are notified and corrective action has been taken.

NOTE: A serious concealed danger exists when a condition or work practice creates a substantial probability of death, great bodily harm or serious exposure to harmful substances, to an individual, and the danger is not readily apparent to the individual who is likely to be exposed.

Supervisors

Supervisors are responsible for:

- Identifying and controlling access to a hazard and preventing further danger to employees and the public.
- Notifying the necessary persons responsible for taking any actions required to correct the hazard.
- Investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the supervisor to correct should be immediately reported to senior management.

- Taking temporary precautions until corrections can be made. Supervisors shall provide a status report to the principal or director when a temporary correction has been made.

Employees

All employees are responsible for taking appropriate action to correct unsafe and unhealthy working conditions by immediately notifying appropriate management personnel of the conditions.

Maintenance & Operations Department

The Maintenance & Operations Department is responsible for all repairs to buildings, grounds, and equipment with conditions that create hazards. Any safety-related work order should be given the highest priority to ensure prompt action.

CONTROLLING ACCESS TO AREAS CONTAINING HAZARDS

To prevent danger to employees and the general public, access to any area that contains an immediate hazard or serious danger should be controlled.

Supervisors, directors, and/or principals responsible for the area of operation where such conditions exist are responsible for informing employees verbally and in writing. The notification of any serious hazard should be done as soon as practical.

Only authorized personnel should be allowed access to areas with immediate hazards or serious concealed dangers. Areas with such conditions should be properly secured to prevent any unauthorized access. Students should never be allowed access to such areas. Only when the condition has been corrected should access be permitted.

Examples of areas with immediate hazards include, but are not limited to, construction sites, confined spaces, chemical storage areas, transformers, high voltage areas, and electrical utility rooms.

HAZARD CORRECTION FOLLOW-UP

Whenever any report of an unsafe or unhealthy condition has been made, follow-up is essential to ensure that proper corrections are being or have been made.

Once a reported hazard has been corrected, supervisors, directors, and/or principals responsible for the area should conduct a safety evaluation to ensure that the hazard has been completely eliminated.

SECTION 7: TRAINING AND INSTRUCTION

OVERVIEW

This section of the OUSD IIPP discusses the methods used for training and instructing employees on safety issues. Information is presented about formal training, initial job instruction, and safety talks.

NEW EMPLOYEE ORIENTATION

New employees are required to attend an orientation that includes safety as a major topic.

The Director of Risk Management & Safety or designee is responsible for conducting the new employee safety orientation training.

Safety training at the new employee orientation shall include, but not be limited to:

- Injury and Illness Prevention Plan
- Bloodborne Pathogens
- Hazard Communication and Integrated Pest Management Plan (IPM)
- Slips, Trips, and Falls/Strains/Ladder Safety

Employee completion of this training shall be documented and such documentation shall be maintained in the employee's personnel file.

INITIAL JOB INSTRUCTION

When employees move to new occupations, they are confronted with an entirely new environment and may be subjected to a new set of hazards. Safety training is essential for every employee, regardless of whether they are a new hire or whether they have been transferred from another area.

Initial Job Instruction (or Job Position Safety Orientation) refers to the on-the-job training given to new employees to prepare them to do a specific job. This type of safety training is an initial effort to generally acquaint employees with what they will need to know to perform their new positions safely. This type of training shall include topics such as general hazards, clean up, housekeeping responsibilities, and appropriate general safety rules.

PRE-JOB SAFETY INSTRUCTIONS FOR NON-ROUTINE HAZARDOUS JOBS

Supervisors assigning non-routine hazardous jobs are responsible for providing an orientation that covers pre-job safety instructions. During this orientation, the supervisor will cover specific hazards the employee may encounter and precautions necessary to do the job safely.

Information provided during this type of training should include, but not be limited to:

- Safety equipment and personal protective equipment requirements.
- Potential exposure to toxic materials.
- Emergency procedures.
- Physical hazards associated with the work area.

SAFETY TALKS

Planned Safety Talks

Planned Safety Talks are one of several supervisory tools for ongoing safety instructions designed to increase awareness of hazards, safe job procedures, and critical safety rules.

These talks are short five- to ten-minute instructional talks between the first line supervisor, and one or more employees.

The subject of the talk is a specific topic like a safety rule or a particular hazard.

Planned Safety Talks should be used whenever a new substance, process, procedure, or piece of equipment presenting a new hazard is introduced and/or whenever a supervisor becomes aware of a new or previously unrecognized hazard.

Supervisors may schedule regular safety talks regarding other topics at a frequency that best suits the operations of the department or affected employees.

Correctional Safety Talks

When an employee is observed working in an unsafe manner, it is the responsibility of the supervisor to correct the employee in a manner appropriate to the facts of the case. Correctional Safety Talks should be conducted in a friendly but firm manner.

SECTION 8: RECORDKEEPING

OVERVIEW

This section of the OUSD IIPP describes the requirements for keeping records about safety evaluations, safety training, employee injuries, supervisor investigations, and environmental and/or employee medical monitoring.

SAFETY EVALUATION DOCUMENTATION

Safety evaluation documents shall:

- Be maintained by the Risk Management Office.
- Include the name of the person(s) conducting the evaluation.
- Include any unsafe conditions or work practices.
- Include corrective actions.
- Be maintained for no less than five years.

EMPLOYEE INJURY REPORTS AND SUPERVISOR ACCIDENT INVESTIGATION REPORTS

The following pertains to documents related to employee injuries:

- The Director of Risk Management & Safety or designee shall maintain employee injury reports and supervisor accident investigation reports.
- Copies of employee injury reports and supervisor accident investigation reports will be maintained by the Risk Management Office and current workers' compensation administrator.

ENVIRONMENTAL AND/OR EMPLOYEE MEDICAL MONITORING

The Director of Risk Management & Safety or designee will maintain environmental monitoring and/or employee medical monitoring documentation for a period of no less than 30 years when the monitoring is required based on a particular job description and risk assessment, and/or incident exposure

APPENDICES

EMPLOYEE MANDATORY TRAININGS

	Administration	Clerical Staff	Custodial	Maintenance & Operations	Nutritional Services	Teachers	Transportation
Accident Investigation	X				X		
Accident Procedures	X	X	X	X	X	X	X
AED (Automated External Defibrillators)	X	X	X	X	X	X	X
Asbestos Exposure (AHERA)			X	X			
Blood Borne Pathogen/Universal Precautions					X		
Brake Inspections							X
Bus Passes/Sonar Z Pass							X
Cell Phones	X	X	X	X	X	X	X
Child Safety Restraint Systems (CSRS)	X	X	X	X		X	X
Confidentiality	X	X	X	X	X	X	X
Defensive Driving					X		
Drug and Alcohol	X	X	X	X	X	X	X
Earthquake/Fire Evacuations	X	X	X	X	X	X	X
Electrical/Fire Safety			X	X			
Ergonomics	X	X	X	X	X	X	X
Food Handling					X		
Integrated Pest Management	X	X	X	X	X	X	X
Ladder Safety			X	X			X
Lead Exposure			X	X			
Liability Awareness					X		
Lockout/Tagout				X			
Mandated Reporting	X	X	X	X	X	X	X
Mirrors				X	X		X
Personal Protective Equipment			X	X	X		
Proper Lifting Techniques			X	X	X		X
Railroad Crossings							X
Reduced Visibility				X	X		X
Safety Data Sheets	X	X	X	X	X	X	X
School Bus Idling							X
Sexual Harassment	X	X	X	X	X	X	X
Slips/Trips/Falls	X	X	X	X	X	X	X
Student Management	X	X	X	X		X	X
Uniform Complaint Procedure	X	X	X	X	X	X	X
Vehicle Code 22112							X
Workers' Compensation Reporting	X	X	X	X	X	X	X
Youth Suicide Awareness and Prevention	X	X	X	X	X	X	X



Notice to Employees--Injuries Caused By Work

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 illnesses. An injury or illness can be caused by one event (such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over).

Benefits. Workers' compensation benefits include:

- **Medical Care:** Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physical therapy and occupational therapy visits.
- **Temporary Disability (TD) Benefits:** Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for more than 104 weeks within five years from the date of injury.
- **Permanent Disability (PD) Benefits:** Payments if you do not recover completely and your injury causes a permanent loss of physical or mental function that a doctor can measure.
- **Supplemental Job Displacement Benefit:** A nontransferable voucher, if you are injured on or after 1/1/2004, your injury causes permanent disability, and your employer does not offer you regular, modified, or alternative work.
- **Death Benefits:** Paid to your dependents if you die from a work-related injury or illness.

Naming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat you for a job injury or illness. If eligible, you must tell your employer, in writing, the name and address of your personal physician or medical group *before* you are injured. You must obtain their agreement to treat you for your work injury. For instructions, see the written information about workers' compensation that your employer is required to give to new employees.

If You Get Hurt:

1. **Get Medical Care.** If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department. If you need first aid, contact your employer.
2. **Report Your Injury.** Report the injury immediately to your supervisor or to an employer representative. 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 with a claim form within one working day after learning about your injury. Within one working day after you file a claim form, your employer or claims administrator must authorize the provision of all treatment, up to ten thousand dollars, consistent with the applicable treatment guidelines, for your alleged injury until the claim is accepted or rejected.
3. **See Your Primary Treating Physician (PTP).** This is the doctor with overall responsibility for treating your injury or illness.
 - If you predesignated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.
 - If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases you will be treated within the MPN or HCO unless you predesignated a personal physician or medical group. An MPN is a group of physicians and health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.
 - If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treats you when you are injured, unless you predesignated a personal physician or medical group.
4. **Medical Provider Networks.** Your employer may be using an MPN, which is a group of health care providers designated to provide treatment to workers injured on the job. If you have predesignated a personal physician or medical group prior to your work injury, then you may go there to receive treatment from your predesignated doctor. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see the MPN contact information below:

MPN website: _____

MPN Effective Date: _____ MPN Identification number: _____

If you need help locating an MPN physician, call your MPN access assistant at: _____

If you have questions about the MPN or want to file a complaint against the MPN, call the MPN Contact Person at: _____

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 proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

Questions? Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers' compensation claims for your employer):

Claims Administrator _____ Phone _____

Workers' compensation insurer _____ (Enter "self-insured" if appropriate)

You can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The nearest Information & Assistance Officer can be found at location: _____ or by calling toll-free (800) 736-7401. Learn more information about workers' compensation online: www.dwc.ca.gov and access a useful booklet "Workers' Compensation in California: A Guidebook for Injured Workers."

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 payments is guilty of a felony and may be fined and imprisoned.

Your employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntary participation in any **off-duty, recreational, social, or athletic activity** that is not part of your work-related duties.



Aviso a los Empleados—Lesiones Causadas por el Trabajo

Es posible que usted tenga derecho a beneficios de compensación de trabajadores si usted se lesiona o se enferma a causa de su trabajo. La compensación de trabajadores cubre la mayoría de las lesiones y enfermedades físicas o mentales relacionadas con el trabajo. Una lesión o enfermedad puede ser causada por un evento (como por ejemplo lastimarse la espalda en una caída) o por acciones repetidas (como por ejemplo lastimarse la muñeca por hacer el mismo movimiento una y otra vez).

Beneficios. Los beneficios de compensación de trabajadores incluyen:

- **Atención Médica:** Consultas médicas, servicios de hospital, terapia física, análisis de laboratorio, radiografías, medicinas, equipo médico y costos de viajar que son razonablemente necesarias para tratar su lesión. Usted nunca deberá ver un cobro. Hay límites para visitas quiroprácticas, de terapia física y de terapia ocupacional.
- **Beneficios por Incapacidad Temporal (TD):** Pagos si usted pierde sueldo mientras se recupera. Para la mayoría de las lesiones, beneficios de TD no se pagarán por más de 104 semanas dentro de cinco años después de la fecha de la lesión.
- **Beneficios por Incapacidad Permanente (PD):** Pagos si usted no se recupera completamente y si su lesión le causa una pérdida permanente de su función física o mental que un médico puede medir.
- **Beneficio Suplementario por Desplazamiento de Trabajo:** Un vale no-transferible si su lesión surge en o después del 1/1/04, y su lesión le ocasiona una incapacidad permanente, y su empleador no le ofrece a usted un trabajo regular, modificado, o alternativo.
- **Beneficios por Muerte:** Pagados a sus dependientes si usted muere a causa de una lesión o enfermedad relacionada con el trabajo.

Designación de su Propio Médico Antes de una Lesión o Enfermedad (Designación previa). Es posible que usted pueda elegir al médico que le atenderá en una lesión o enfermedad relacionada con el trabajo. Si elegible, usted debe informarle al empleador, por escrito, el nombre y la dirección de su médico personal o grupo médico, *antes* de que usted se lesione. Usted debe ponerse de acuerdo con su médico para que atienda la lesión causada por el trabajo. Para instrucciones, vea la información escrita sobre la compensación de trabajadores que se le exige a su empleador darle a los empleados nuevos.

Si Usted se Lastima:

1. **Obtenga Atención Médica.** Si usted necesita atención de emergencia, llame al 911 para ayuda inmediata de un hospital, una ambulancia, el departamento de bomberos o departamento de policía. Si usted necesita primeros auxilios, comuníquese con su empleador.
2. **Reporte su Lesión.** Reporte la lesión inmediatamente a su supervisor(a) o a un representante del empleador. No se demore. Hay límites de tiempo. Si usted espera demasiado, es posible que usted pierda su derecho a beneficios. Su empleador está obligado a proporcionarle un formulario de reclamo dentro de un día laboral después de saber de su lesión. Dentro de un día después de que usted presente un formulario de reclamo, el empleador o administrador de reclamos debe autorizar todo tratamiento médico, hasta diez mil dólares, de acuerdo con las pautas de tratamiento aplicables a su presunta lesión, hasta que el reclamo sea aceptado o rechazado.
3. **Consulte al Médico que le está Atendiendo (PTP).** Este es el médico con la responsabilidad total de tratar su lesión o enfermedad.
 - Si usted designó previamente a su médico personal o grupo médico, usted puede consultar a su médico personal o grupo médico después de lesionarse.
 - Si su empleador está utilizando una Red de Proveedores Médicos (MPN) o una Organización de Cuidado Médico (HCO), en la mayoría de los casos usted será tratado dentro de la MPN o la HCO a menos que usted designó previamente un médico personal o grupo médico. Una MPN es un grupo de médicos y proveedores de atención médica que proporcionan tratamiento a trabajadores lesionados en el trabajo. Usted debe recibir información de su empleador si está cubierto por una HCO o una MPN. Hable con su empleador para más información.
 - Si su empleador no está utilizando una MPN o HCO, en la mayoría de los casos el administrador de reclamos puede escoger el médico que lo atiende primero, cuando usted se lesiona, a menos que usted designó previamente a un médico personal o grupo médico.
4. **Red de Proveedores Médicos (MPN):** Es posible que su empleador use una MPN, lo cual es un grupo de proveedores de asistencia médica designados para dar tratamiento a los trabajadores lesionados en el trabajo. **Si usted ha hecho una designación previa de un médico personal antes de lesionarse en el trabajo, entonces usted puede recibir tratamiento de su médico previamente designado.** Si usted está recibiendo tratamiento de parte de un médico que no pertenece a la MPN para una lesión existente, puede requerirse que usted se cambie a un médico dentro de la MPN. Para más información, vea la siguiente información de contacto de la MPN :

Página web de la MPN: _____

Fecha de vigencia de la MPN: _____ Número de identificación de la MPN: _____

Si usted necesita ayuda en localizar un médico de una MPN, llame a su asistente de acceso de la MPN al: _____

Si usted tiene preguntas sobre la MPN o quiere presentar una queja en contra de la MPN, llame a la Persona de Contacto de la MPN al: _____

Discriminación. Es ilegal que su empleador le castigue o despida por sufrir una lesión o enfermedad en el trabajo, por presentar un reclamo o por testificar en el caso de compensación de trabajadores de otra persona. De ser probado, usted puede recibir pagos por pérdida de sueldos, reposición del trabajo, aumento de beneficios y gastos hasta los límites establecidos por el estado.

¿Preguntas? Aprenda más sobre la compensación de trabajadores leyendo la información que se requiere que su empleador le dé cuando es contratado. Si usted tiene preguntas, vea a su empleador o al administrador de reclamos (que se encarga de los reclamos de compensación de trabajadores de su empleador):

Administrador de Reclamos _____ Teléfono _____

Asegurador del Seguro de Compensación de trabajador _____ (Anoté "autoasegurado" si es apropiado)

Usted también puede obtener información gratuita de un Oficial de Información y Asistencia de la División Estatal de Compensación de Trabajadores. El Oficial de Información y Asistencia más cercano se localiza en: _____ o llamando al número gratuito (800) 736-7401. Usted puede obtener más información sobre la compensación del trabajador en el Internet en: www.dwc.ca.gov y acceder a una guía útil "Compensación del Trabajador de California Una Guía para Trabajadores Lesionados."

Los reclamos falsos y rechazos falsos del reclamo. Cualquier persona que haga o que ocasione que se haga una declaración o una representación material intencionalmente falsa o fraudulenta, con el fin de obtener o negar beneficios o pagos de compensación de trabajadores, es culpable de un delito grave y puede ser multado y encarcelado.

Es posible que su empleador no sea responsable por el pago de beneficios de compensación de trabajadores para ninguna lesión que proviene de su participación voluntaria en cualquier **actividad fuera del trabajo, recreativa, social, o atlética** que no sea parte de sus deberes laborales.