



SAN LUIS COASTAL

UNIFIED SCHOOL DISTRICT

1500 Lizzie Street
San Luis Obispo, CA 93401-3062
(805) 549-1200
district@slcusd.org

PROCEDURES FOR REPORTING AN EMPLOYEE INJURY/ILLNESS

In the event of a serious medical emergency, CALL 911

PROCEDURES FOR REPORTING AN EMPLOYEE INJURY/ILLNESS

In the event of a work-related injury or illness, the procedures below must be followed. For the safety of all District employees, adherence to these procedures is critical as the District can be subject to fines and other negative consequences by law if the procedures are not followed. Your assistance is very much appreciated to ensure San Luis Coastal Unified School District (SLCUSD) is a safe place to work. Non-compliance by the employee may result in disciplinary action.

I. INJURED EMPLOYEE

A. Reporting Work-Related Injuries and Illnesses

1. Report all injuries and illnesses, no matter how minor. The employee must notify their direct supervisor *immediately* upon realizing that the injury or illness is work-related.
2. If the work-related injury or illness is first recognized on a weekend or holiday, it should be reported at the start of the next workday. If the employee does not report the incident to their supervisor immediately and within one business day, the report is considered late.
3. When the employee notifies their supervisor of an injury or illness, the supervisor will provide an EMPLOYEE ACCIDENT-INJURY REPORT to be completed by the employee and returned to the supervisor.
4. If medical treatment is necessary, the employee will take the EMPLOYEE ACCIDENT-INJURY REPORT to Jessica Mueller at the District Office. She will provide A PHYSICIAN'S AUTHORIZATION TO RENDER MEDICAL CARE AND PHYSICIAN'S RETURN TO WORK EVALUATION.
5. Any incident which caused a work-related injury or illness shall be reported even if no medical treatment was rendered. When an injury or illness is reported and the employee seeks medical treatment, regardless of the severity, the EMPLOYEE'S CLAIM FOR WORKERS' COMPENSATION BENEFITS (DWC-1) will be presented to the injured employee prior to medical treatment or once they return from medical treatment.

B. Medical Treatment

1. First aid for minor injuries such as cuts, scratches, or splinters may be self-administered or by an appropriately trained individual at the worksite.
2. Injuries that require medical care by a physician:
 - a. A PHYSICIAN'S AUTHORIZATION TO RENDER MEDICAL CARE AND PHYSICIAN'S RETURN TO WORK EVALUATION form should be obtained from the Workers' Compensation Specialist, Jessica Muller, before or

immediately following medical care. If a medical emergency exists, documents can be completed following emergency medical care.

- b. Before the physician has rendered medical care, the employee must go to the District Office to complete all appropriate paperwork with Jessica Mueller. The employee will be required to complete the EMPLOYEE'S CLAIM FOR WORKERS' COMPENSATION BENEFITS (DWC-1), the "employee" section of the form (1-8) and return it to Jessica Mueller as soon as possible to avoid delays in treatment. The injured employee must sign the ACKNOWLEDGEMENT OF RECEIPT OF THE WORKERS' COMPENSATION CLAIM FORM (DWC-1) AND NOTICE OF POTENTIAL ELIGIBILITY.

C. Selecting a Physician

1. If the injured employee has previously completed the PERSONAL PHYSICIAN PRE-DESIGNATION form, they may receive treatment from the doctor listed on the form.
2. If the injured employee has not previously completed the PERSONAL PHYSICIAN PRE-DESIGNATION form, Business Services will direct the employee to the workers' compensation physician clinic selected by the District.

D. Return to Work

1. Following medical care from a physician, the injured employee must return the PHYSICIAN'S AUTHORIZATION TO RENDER MEDICAL CARE AND PHYSICIAN'S RETURN TO WORK EVALUATION form to their supervisor before the injured employee is allowed to return to work. This must be done immediately following medical care or the start of the next workday. The supervisor shall email the PHYSICIAN'S AUTHORIZATION TO RENDER MEDICAL CARE AND PHYSICIAN'S RETURN TO WORK EVALUATION form to Jessica Mueller immediately.
2. If the injured employee cannot return the form personally to their supervisor or Jessica Mueller because of the injury or transportation problems, they must still contact them by phone as soon as possible. Call 805.549.1206 or email jmueller@slcusd.org.
3. Before resuming their work assignment, the employee must meet with their supervisor to review conditions for returning to work and possible retraining.
4. Temporary modification of existing jobs may be necessary to accommodate an injured employee with physical limitations and restrictions. A modified job that meets the employee's limitations may be provided in another department within the District. Temporary modified work will be provided through a joint effort of the workers' compensation specialist, the employee's supervisor, and Human Resources.

II. SUPERVISOR OF INJURED EMPLOYEE

A. Provide Medical Care

1. Provide injured employee the Employee Accident-Injury Report to complete.
2. If the injury requires immediate emergency room treatment, transportation should be arranged by the District. Employees with serious life-threatening injuries requiring emergency room treatment should be transported only by ambulance. Employees with non-life-threatening injuries may be transported by District employees or preferably by an emergency contact for the employee.

B. Documentation and Investigation

1. Contact the District Workers' Compensation Specialist: Jessica Mueller at 805.549.1206 or jmueller@slcusd.org to let her know that employee is injured and will be coming to the District Office to complete paperwork.
2. As necessary, assist in returning the injured employee to work by accommodating injured employees with physical limitations and restrictions. A modified job that meets the employee's limitations may be provided in another department within the District.
3. Complete the SUPERVISOR'S ACCIDENT INVESTIGATION REPORT and forward to Jessica Mueller, Workers' Compensation Specialist, and to Stephen Stewart, District Safety Coordinator, for investigation and follow up.
4. Complete and collect any other district internal forms as necessary and forward copies to Jessica Mueller.
5. The employee's direct supervisor is responsible for the initial accident investigation. Additional investigation may be done by the district safety coordinator or administration.

III. DISTRICT CONTACTS

Workers' Compensation Specialist

Jessica Mueller
805.549.1206
Fax: 805.549.9074
jmueller@slcusd.org

District Safety Coordinator

Stephen Stewart
805.596.4105
Fax: 805.234.9250
sstewart@slcusd.org