



MT. DIABLO

UNIFIED SCHOOL DISTRICT

To: Site Administrators/Supervisors/Office Managers

From: Jill Knipstein, Workers' Compensation Liaison x4005

Subject: Instructions for Reporting Occupational Injury or Illness and Filing a Workers' Compensation Claim

What to do when an employee is injured:

1. Employees must always report any injury to their supervisor.
2. Every Injury needs to be reported on an Employee Report of Injury form.
3. Explain they have the right to file a Workers' Comp Claim and receive medical care.
4. If an employee declines medical treatment or open a Workers' Comp Claim, they should complete the Employee Report of Injury or Illness form ONLY and check box 9 "Report of Incident Only."
5. Email all forms to workerscomp@mdusd.org and send original forms in the pony.

Steps for when an employee wants to file a Workers' Comp Claim

1. Provide injured employee a Worker's Comp packet, which includes all forms, blue workers' comp brochure and my business card.
2. Employee to complete the top portion (questions 1-9) of the State of California Workers' Comp Claim Form (**DWC-1**), supervisor must complete bottom portion (questions 12-19).
3. Provide employee with the blue Workers' Compensation Brochure; employees are required to seek medical care from one of our designated occupational providers. Kaiser Occupational is the preferred medical provider. Anyone can go to Kaiser even if not a member. You are not required to be a Kaiser member to seek medical treatment from a Kaiser facility.
4. Employee must submit their Work Status Report (WSR) from the doctor to the Workers' Comp email address (workerscomp@mdusd.org).
5. Site Administrators and Supervisors must complete a Supervisor Investigation of Job Inquiry or Illness form.
6. If there was an adult witness to the incident, ask them to complete a Witness Report of Accident/Injury form.
7. Email the DWC-1, the Supervisor Investigation of Job Injury, Employee Report of Injury and any Witness Report of Accident/Injury form to workerscomp@mdusd.org; send original forms in the pony.
8. Please provide any video footage.

Important Tips:

- Workers' Comp **does NOT cover** time off for follow-up medical appointments and other treatments, such as physical therapy, for industrial injuries. Sick leave must be entered into Frontline for these types of absences.
- If accommodations are needed, an Interactive Process will be conducted with HR, Workers' Comp Liaison, Supervisor and Employee. The employee is welcome to invite their Union Rep.
- If the employee is placed off work, absences will be entered under sick leave until our third party insurance company approves the claim. Once an approval is issued, Frontline will need to be updated by the Office Manager to reflect Workers Comp leave.

911 Emergency!

- If the Employee needs immediate treatment, call an ambulance.
- Supervisors must stay in contact with employee or family member and relay work status to Workers' Comp.
- If the employee has been admitted to the hospital, please contact Jill Knipstein at ext. 4005 ASAP. CAL OSHA needs to be notified within 24 hours of the emergency.