



Workers' Compensation Instructions for Injured Employees

Your safety is our top priority at Redlands Unified School District. Our Risk Management Office works proactively to create a secure environment through comprehensive safety programs and transparent communication. While we do everything possible to prevent accidents, should an injury occur, we have a responsive system in place to ensure you receive prompt medical care and support. We're committed to protecting your well-being so you can focus on what matters most—delivering educational excellence to our students.

IF YOU ARE INJURED AT WORK

Report the injury or illness to your supervisor immediately and call Company Nurse (1-877-518-6702). Every injury needs to be reported to Company Nurse before leaving your school site for the day. The Company Nurse will provide triage information to you. The triage process guides you with the appropriate level of care for treatment based on the information obtained during the call. The Nurse will provide self-care advice, when applicable. You should follow the self-care advice from the nurse and get treatment if the nurse advises you to do so.

SEEKING TREATMENT

If you need treatment, Company Nurse will refer you to one of several medical facilities. Please go to the designated facility as soon as possible, should you have any questions regarding your treatment or medical referral, you can reach out to the Risk Management Office. Medical treatment forms need to be returned to the Risk Management Office immediately after your appointment and prior to returning to your work site.

DWC-1

This claim form will be supplied to you by the Risk Management team. Please complete the DWC-1 Claim for Workers' Compensation Benefits ASAP and return the form to the Risk Management Office. You may retain a copy for your records.

COMMUNICATION

It is your responsibility to provide a copy of your work status to Risk Management immediately following **every** doctor visit. In addition, you need to provide a copy of the work status to your supervisor. If you are given work restrictions by your physician, they should clearly state what your limitations are, including any recommended change in your normal schedule. Be certain you understand these limitations and they are clearly written on your status report provided to Risk Management.

INDUSTRIAL ACCIDENT LEAVE

Industrial Accident Leave is an education code benefit for eligible employees. For employees that have an accepted workers' compensation claim and are eligible for Industrial Accident Leave, each employee shall receive a 60-day allotment.

If eligible for Industrial Accident Leave (IA), it is recommended to schedule medical appointments before or after your regular work hours. Any full or partial day missed from work due to a work-related injury will be counted as one day of the Ed Code 45192 or Ed Code 44984 benefit. If you have been off work for more than 60 days or exhausted the allotted Industrial Accident Leave for full or partial days missed associated with a work-related injury, please note that your full pay benefit has been exhausted under this leave and any missed time for appointments, physical therapy, or absences, etc., will be charged against your sick time.

If you have further questions, please contact the Risk and Benefits Office.

- Email: employee_benefits@redlands.k12.ca.us
- Phone: 909-307-5300
 - Carianne Mackamul-Covey, Risk and Benefits Manager, Ext. 20502
 - Gabby Hernandez, Risk and Benefits Technician, Ext. 20521
 - Nathan Natividad, Risk and Benefits Technician, Ext. 20522
- Website: <https://www.redlandsusd.net/departments/business-services/risk-management>



IN CASE OF WORKPLACE INJURY:
ACCION a seguir en caso de un accidente en el trabajo



1-877-518-6702

▶ AVAILABLE 24 HOURS A DAY

- 1▶ Injured worker notifies supervisor.**
Empleado lesionado notifica a su supervisor.
- 2▶ Supervisor / Injured worker immediately calls injury hotline.**
Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeros/as.
- 3▶ Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.**
Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.

EMPLOYER NAME (NOMBRE DE COMPAÑIA)	SEARCH CODE (CÓDIGO DEL BÚSQUEDA)
Redlands Unified School District	QS647

Notice to Employer/Supervisor:

Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

Visit us online: www.CompanyNurse.com