

**RUSD****RIVERSIDE UNIFIED
SCHOOL DISTRICT**

IN CASE OF A WORKPLACE INJURY

What to do, and who to call, the moment someone is hurt

Life-threatening? Call 9-1-1 immediately!

NOT LIFE-THREATENING? CALL:

INJURY HOTLINE

1-877-518-6702

RUSD Search Code: **QS1013**

Call before you leave the worksite and before seeking treatment, if possible.
A registered nurse is available 24 hours a day, 7 days a week to assess the injury,
give medical advice, and refer for care when needed.

FOR THE INJURED EMPLOYEE

- 1 Notify your supervisor** as soon as the injury happens. If you are reporting an injury after the day it occurred, call the **RUSD Workers' Comp Office at 951-788-7135, ext. 80610.**
- 2 Call the Injury Hotline**, even if you don't think you need care. A registered nurse will assess your injury and refer you for treatment if necessary.
- 3 Follow up with RUSD Workers' Comp.** If you receive medical treatment, call Jana or Marianne right away at **951-788-7135, ext. 80610.**

FOR THE SUPERVISOR / SITE SECRETARY

- 1 Report the injury.** As soon as you are notified, call or email the **RUSD Workers' Comp Office at 951-788-7135, ext. 80610**, or workcomp@riversideunified.org.

Have ready the employee's name, site, job title, work hours, and when the injury happened.
- 2 Provide instructions.** Remind the employee to call both the Injury Hotline and the RUSD Workers' Comp Office if they seek medical treatment.

Questions? Call the RUSD Workers' Comp Office at 951-788-7135, ext. 80610.

These procedures apply to all injuries, 24 hours a day, 7 days a week.