IMPORTANT INFORMATION FOR WHEN AN EMPLOYEE IS INJURED

REV 11/26

- **Report the Injury to Supervisor.** All workplace injuries or illnesses must be reported to the supervisor immediately. If injury is serious or fatal, it must be reported to an office of Cal/OSHA within 8 hours. Please reference Requirements for Reporting Fatalities and Serious Injuries to Cal/OSHA (available on the website - Employee Benefits page).

- **Emergency Medical Treatment.** For emergencies, call 9-1-1 from a district phone or cell phone.

- **Non-Emergency Injuries.** Call Company Nurse (855) 602-5267, CVUSD Code: VCS11. Company Nurse will provide the initial injury triage, offer care advice, and initiate the injury reporting process. If referred for medical treatment, employee will be referred to an occupational medical facility within our Medical Provider Network (MPN). If employee has a predesignated doctor with Human Resources, they may seek treatment with that doctor only. After the initial medical visit, all future medical appointments must be made outside of work hours. If employee needs to make a medical appointment during work hours, time will be deducted from sick leave.

- **Accident Investigation.** Supervisor must complete the Supervisor's Investigation Packet. The cause of the injury needs to be determined by a thorough investigation to identify and locate any accident causes. Work order submission is the responsibility of the department/school site.

- **Athens Administrators.** Workers' Comp Officer will administer the claim with Athens Administrators, the District's Third Party Administrator (TPA), who will handle the District's workers' compensation claims. An Athens claim representative will contact employee to obtain additional information regarding the injury and to explain the workers' compensation process. The claims representative will also provide employee with additional paperwork that must be completed and returned to Athens Administrators promptly.

- **Medical Status Reports.** After all medical treatments, it is the employee's responsibility to provide Workers' Comp Officer with a copy of the doctor's medical status report after every appointment. The employee should not provide a copy to their school site, supervisor, or other non-authorized employee.

- **Return to Work.** The doctor's status report provides information on whether the employee can return to work and if there are any work restrictions. The District is committed in bringing employees back to work as soon as possible.

    - **Return to work without restrictions** – If employee is released by the physician to return to regular duties without limitations, they must obtain a written release from the physician to return to full duty. The employee must provide this clearance to the Workers' Comp Officer prior to the date of return.

    - **Return to work with restrictions** – If the physician releases employee to modified or light duty work, the Workers' Comp Officer will provide restrictions to the Supervisor who should obtain assistance from Risk Management and/or Human Resources to determine if temporary modified duties within assignment are available or offer a temporary alternative bridge assignment.

Workers Compensation Contact:
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