

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY <small>Building Foundations for the Future</small>	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 6/09	Page: 1 of 2	Number: 5.3
	Reviewed by/Reviewed Date: CSA Exec Team 7/27/09	Replaces:	Category: Safety and Security Distribution: All Staff
Title: On the Job Injury		Approved: 7/27/09	

Policy
 Procedure
 Guideline

Purpose

The Community Services Agency (CSA) expects all supervisors and employees to adhere to and follow the agency's procedures for On the Job Injury's.

Definition

All injuries incurred on the job must be reported immediately to their supervisor or backup. An Employee On the Job Injury/Illness Report should be completed and submitted to CSA Human Resources immediately. Reports must also be made when an injury incurred by a visitor is witnessed.

Procedure

Supervisor and injured employees are responsible to do the following:

- A. First Aid Only
 1. If assistance is needed, contact a First Aid/CPR First Responder, as posted in each Restroom Vestibule, or from the Safety page on OLLIE. [*Check OLLIE and the poster, now, and ask your Safety Committee rep to update, as needed.*]
 2. If the injured employee will not be seeing a doctor or seeking other medical attention, and will not be taking work time off, please use the First Aid Only Report. Provide a copy to CSA Human Resources. Use Witness Statements, if helpful. [It is not necessary to use the Employee's Claim for Workers' Compensation, but certainly provide one at the injured employee's request.]

- B. Injury or Illness
 1. If the injury is serious, call 9-911 immediately for assistance. Also notify the CEO Risk Management Division at 5-5710, and let Security know that Fire and Ambulance will be responding by calling 9-402-9042. Contact a First Aid/CPR First Responder to provide assistance while awaiting emergency personnel.
 2. If the injury is not life threatening, but the employee requires medical attention, complete the top portion of the Physician Report of Work Capacity, and refer the worker to an occupational physician. [The employee may see another medical provider, only if pre-designated.]
 3. Complete item #1 on the Employee's Claim for Workers' Compensation Benefits (DWC-1) form. Tear off the fifth copy (employer's temporary copy), and forward to the CEO Risk Management Division. Give the balance of the form to the injured or ill employee, calling to their attention the "Facts for Injured Workers" pamphlet. [NOTE: Supervisors must give the DWC-1 form to the

- employee. The injured employee is not required to complete the remainder of the form.]
4. Investigate circumstances of the injury/illness and assist the employee in completion of the Employee On the Job Injury/Illness Report. Forward the form to the CEO Risk Management Division within 24 hours from the date of your knowledge of the injury or illness. A copy must be submitted to CSA Human Resources immediately.
 5. Provide a Witness Statement to available witnesses, and forward copies, as above, within the same 24-hour period.
 6. If there is any reason to suspect a claim, complete the Disputed Employee Injury form, as soon as possible, and forward as above.

All forms are available at CSA Human Resources.