

Employee's Injury/Illness Report

INSTRUCTIONS

1. Report your injury/illness to your Supervisor within 8 (eight) hours.
2. Complete and return this form to the Workers' Compensation Coordinator within 8 hours of date of injury.

I. INJURED/ILLNESS EMPLOYEE

Name: _____				
Home Address: _____				
Number & Street		City	State	Zip
Home Phone: _____		Work Phone: _____		
Working Title: _____		Department _____		
Supervisor's Name _____		Phone: _____		
Date and Time of Injury or Onset of Illness: _____		Did injury/illness result in First Aid? Yes No		
Time Employee Began Work: _____		Last Day Worked (Day of Week and Month/Day): _____		
Work days: Mon Tues Wed Thu Fri Sat Sun [Work schedule: _____ am / pm TO: _____ am / pm]				
Do you have other employment? ___ Yes ___ No If Yes please explain: _____				

II. FACTS RELATED TO INJURY/ILLNESS

Please circle body part(s) affected:

Report the Injury/Illness to your Manager/Supervisor

You must report any injury or illness to your manager/supervisor within **8 (eight) hours**, no matter how trivial the injury may seem. You will need to provide him/her when and where the injury/illness occurred, what happened, and if anyone witnessed the injury. The manager/supervisor will need to complete a ***Supervisor's Report of Employee Injury/Illness*** form from the information you provide. **The *Supervisor's Report of Employee Injury/Illness* must be completed by your Supervisor not by you, the injured employee.**

Medical Treatment

The following applies if the injury/illness requires medical assistance:

Call 911 immediately from any campus phone or call dispatch at (510) 885-3791. You will be connected to a campus police dispatcher who will send the needed emergency medical personnel.

First Aid: If the injury or illness requires medical attention and it is **not** an emergency, your manager/supervisor will direct you to Student Health Services and contact Risk Management and Internal Control. Our campus medical facility is designated to treat FIRST AID injuries and illnesses that require **no more than one visit.**

Beyond First Aid: Risk Management and Internal Control may provide you with an ***Authorization for Treatment*** form referring you to a Designated Occupational Medical Facility.

After Normal Business Hours and Weekends: Please go to the nearest Hospital Emergency Room. Contact the University Police Department to report the injury dial 911 from a campus phone or call dispatch at (510) 885-3791. Contact your supervisor and Risk Management and Internal Control on the next business day.

Contact Risk Management and Internal Control at (510) 885-7668 or (510) 885-4227 within 8 hours (eight) hours.

Prompt reporting of an injury/illness will help prevent problems and delays in receiving benefits, including medical care you may need to avoid further injury.