



WORK-RELATED INJURY REPORTING PROCEDURE

DOCUMENT CONTENTS:

- 1.0 [INTRODUCTION](#)
- 2.0 [STEPS AFTER A JOB RELATED INJURY OCCURS](#)
- 3.0 [New! TRANSPORTATION TO MEDICAL FACILITIES](#)
- 4.0 [MEDICAL CARE FACILITIES](#)
- 5.0 [ACCIDENT INVESTIGATION](#)

1.0 INTRODUCTION

This procedure addresses the reporting process for all employees and supervisors associated with occupational activities at Humboldt State University (HSU). The primary goal of HSU is to ensure personnel who, in the performance of duty, have been exposed to illnesses or injuries receive appropriate medical treatment in a timely manner. Reporting of incidents with detailed information is a benefit to the whole University community for preventing future incidents and implementing corrective actions as needed. This procedure includes information for all HSU employees.

2.0 STEPS AFTER A WORK-RELATED INJURY OCCURS

2.1 COMPLETE THE FOLLOWING FORMS FOR ALL INJURIES:

- [Employee Claim form \(DWC-1 form\)](#) Provide injured employee with this form within one working day of reported injury. The employee should complete the form and return to their lead/manager or Human Resources **within 24 hours of injury**. Submit form to Human Resources office by hand delivery or by fax (707)826-3625. Please do not email this form to HR, as there is an SSN on it!
- [Supervisor's Report of Injury](#) is an initial investigative report to determine primary and contributing causes of the injury by looking at work practices, location, equipment, and other factors. This form is to be completed by supervisor. **The form must be returned to Human Resources by hand-carrying, fax ((707)826-3625) or email within 24 hours of the incident.** If the forms have been faxed or emailed, the originals must be sent in campus mail to Human Resources.
- **Please Note:** All injuries must be reported even if no medical treatment is necessary. If the employee requests to see a physician at a later date, notify Workers' Compensation Manager in Human Resources immediately.

2.2 SERIOUS INJURY/ ILLNESS

In the event that a Humboldt State University (HSU) employee suffers a **serious injury** that requires **immediate medical treatment** or you are unsure if it is serious, notify the University Police Department (UPD) by dialing 911 or x5555 from a campus phone or (707)826-5555 from a cellphone or other outside line. Describe the location and injury completely so that a determination can be made on the proper response.

Note: *There are locations on campus which the 911 coverage may direct you to an outside agency (Arcata PD or CHP). If this occurs, inform the dispatcher the emergency is at HSU.*

EMERGENCY SERVICES ARE NEEDED WHEN, BUT NOT LIMITED TO:

- | | |
|------------------------------------|--------------------------|
| -BREATHING IS IMPAIRED OR ABSENT | -IN SHOCK |
| -HEART BEAT IS IRREGULAR OR ABSENT | -UNCONTROLLABLE BLEEDING |
| -UNCONSCIOUS | -IMMOBILE |

2.3 MINOR INJURY/ILLNESS

If the injury or accident is **not** serious or life-threatening, but immediate medical treatment is required, the employee may be seen at the Student Health Center, or the local emergency service hospital, which are all listed below under Medical Care Facilities (Section 4.0). If non-urgent medical treatment is required (e.g., cumulative trauma injury, etc.) appointment must be made with the contracted occupational medical provider, unless a signed [Pre-Designation of Treating Physician](#) form is on file in Human Resources prior to the injury.

3.0 TRANSPORTATION TO MEDICAL FACILITIES

There are occasions when employees are injured and do not require an ambulance or emergency care, but require immediate treatment, for these situations HSU will provide transportation to and from outside medical facilities for these situations. The Workers' Compensation department has established documents pertaining to transportation to the local facilities these are located as Attachments to this procedure:

3.1 Please refer to **Non-Emergency Medical Transportation form (Attachment 1)** for information on transportation to medical facilities. HSU will be facilitating the use of non-emergency medical transportation in the event it is necessary for an employee to be seen at an outside medical facility.

3.2 Authorization to Transport form (Attachment 2) will need to be completed by lead/manager to access non-emergency transport.

4.0 MEDICAL CARE FACILITIES

Mad River Community Hospital

3800 Janes Road

Arcata, CA 95521

Phone: (707) 822-3621

Open 24 hours, 7 days a week

Mad River Occupational Health Services

592 14th Street

Arcata, CA 95521

Phone: (707) 825-4907 (call prior to schedule appointments)

Monday-Friday 8AM-5PM

Student Health Center (SHC)

(Northeast of the Library "Circle")

Phone: (707) 826-3146

M, W, F - 9:00am-4:30pm

T, TH - 9:45am-4:30pm

SHC is closed weekends, holidays, semester breaks, and summer months.

5.0 ACCIDENT INVESTIGATION

5.1 A representative from HSU's Workers' Compensation carrier, Sedgwick, will contact the injured employee and their supervisor for further detail regarding the injury.

5.2 Risk Management & Safety Services (RM&SS) will evaluate the Supervisor's Injury Prevention Report and determine if a further investigation is necessary. The supervisor or injured employee may be contacted by RM&SS to meet and discuss the incident. A report with recommendations will be forwarded to the supervisor and manager level if necessary.

Here are some questions for the supervisor to ask while completing the Supervisor's Report of Injury:

- a. Was equipment properly setup and being used properly? Were chemicals being used per instructions?
- b. Was the employee wearing proper clothing, footwear, and/or PPE?
- c. What external conditions (weather, uneven surfaces, distractions, etc.) may have influenced the employee or affected the situation?

RM&SS investigation will normally consist of:

- a. Interviewing the injured personnel and witness;
- b. Examining the injured employee's work area for primary and contributing factors;
- c. Reviewing established procedures to ensure they are adequate and were followed;
- d. Reviewing training records of involved personnel; and
- e. Corrective action recommendations to prevent future incidents or events.

Non-Emergency Medical Transportation – Work-Related Injury &
Illness Prevention

Employees experiencing a work-related injury/illness may require transportation to a medical facility. While an ambulance should be called in the event of an injury or illness that is considered an emergency, oftentimes there is a need for transporting an employee for treatment of a minor injury that does not require emergency transport. For example, a cut needing stitches, x-rays needed for a sprain or to rule out fracture, etc.

For non-emergency injuries employees may seek medical treatment at the HSU Student Health Center during times that classes are in session.

During times that the Student Health Center is not available to injured staff, employees may obtain medical transport from campus with City Cab Service in Eureka at no cost to the employee. City Cab will transport our employees to a local emergency room/hospital to seek treatment for work-related, non-emergency injuries. For those injuries occurring on campus, transportation will be provided to the nearest emergency room/hospital—Mad River Community Hospital.

Please follow the guidelines below for requesting this transportation:

- Leads and/or Managers **only** are authorized to contact City Cab for transportation services. In the academic departments, chairs and Deans **only** are authorized to contact City Cab. An authorization to transport form provided to departments must be faxed to City Cab concurrently when calling their office to request a cab. The telephone number to request cab services is **442-4907**. City Cab's fax number is **442-1318**.
- Human Resources may also be contacted to fax the authorization form to City Cab by calling 3626.
- **Always** notify Human Resources when medical transportation is requested at any time.
- City Cab states that it may be as long as 30-45 minutes for a cab to be dispatched to the University depending on availability near Arcata. For most minor injuries the wait time should not be an issue, however, if the injury is deemed as requiring **immediate** treatment, an ambulance should be called. Please follow the current protocol for expediting a call for an ambulance by calling UPD at 911. Note that employees still have the option to request a family member, family friend or other *off-campus* personnel to transport to an ER/hospital.
- **Under no circumstances must *any* employee transport another employee to the hospital emergency room/urgent care center, unless other employee is immediate family member.**
- In addition to transporting to the medical facility, employees may contact the cab service to return them to campus or home, if necessary, when release.

Authorization to Transport

Request for Non-Emergency Medical
Transportation for Work-Related Injuries

This form authorizes City Cab, Eureka, CA to dispatch a cab to Humboldt State University to transport an injured employee to the nearest emergency room/hospital.*

- Please call City Cab to request a cab at 707-442-4551.
- After calling the request for cab transport, this signed authorization form must be faxed to City Cab at 707-442-1318.
- After faxing authorization form to City Cab, please fax a copy of this authorization form to Human Resources at 3625; or send electronically to benefits@humboldt.edu

Date and time cab service requested: _____

Employee's Name: _____

Authorizing Signature: _____

Campus Department: _____ Date: _____

Printed Name of Authorizing Signature: _____

*A return trip to campus/home is authorized, if necessary, however, the employee must contact City Cab for return transportation. Under no circumstances is the cab to wait at the ER/hospital; return transportation will be provided by contacting City Cab at the telephone number below.