



## **Employee Accidents and Worker's Compensation Procedures**

Use these procedures only if:

- You are an employee, including substitutes
- You are injured in the course of your job

Employee Accident Report – report work-related injuries. Return to Secretary.

Workers' Compensation – report when seeking medical treatment beyond first aid &/or missing work as a result of a work-related injury.

### Procedures:

Report work related injuries to a Site Secretary. The Site Secretary will provide necessary paperwork and will refer you to the advice nurse at Injury Care Direct.

Whenever possible, call **877-247-7710** before seeking medical treatment beyond first aid. If you are unable to call, a third party must call for you.

An employee who is directed to a Worker's Compensation doctor will need a [Workers' Compensation Claim Form \(DWC 1\)](#) and a [Workers' Compensation brochure](#). These documents can be obtained from a site secretary or online: <http://www.dir.ca.gov/dwc/DWCForm1.pdf>. The employee takes a copy of the DWC 1 to the doctor and returns a copy to Human Resources as soon as they are able.

Unless you have a pre-designated personal physicians form on file, employees must use Kaiser Worker's Comp doctors for the first 30 days of treatment following a work-related injury, and must report the incident to the phone number above if medical attention beyond first aid is rendered. The personal physician pre-designation form and instructions are available on our website. Employees who refuse treatment from the Kaiser Worker's Comp doctor are not guaranteed reimbursement of expenses.

**DWC-1:** Complete the "Employee" section and give the form to your employer. **Keep a copy** and **send a copy to Human Resources**. If you submit the form to your site secretary, then the secretary must scan and send the form to HR, and place a hard-copy in the interoffice mail. If HR has not replied within 24 business hours, then the employee must contact HR and make sure that the submitted form was received by HR in a timely manner. If HR is not available, the employee should direct the form to a representative of the Business Office in the District Office.