

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. You will need to complete an Employee's Injury/Illness Report form describing the incident. Additionally, the manager/supervisor will need to complete a Supervisor's Report of Employee Injury/Illness form from the information you provide. This report must be completed by your Supervisor not by you, the injured employee.

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.

#### Medical Treatment

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

- x Call 911 immediately from any campus phone. You will be connected to a campus police dispatcher who will send the needed emergency medical personnel. Injuries/illness include but are not limited to:
  - o Unconsciousness
  - o Life threatening injuries

- . 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 . When you go to Student Health Services for evaluation and/or treatment, Risk Management will provide you with an Authorization for Treatment form to take with you. These injuries/illness include but are not limited to:
  - o Minor injuries and illnesses
  - o Cuts, scratches, scrapes

- . Beyond First Aid: You will be referred to an Occupational Health Clinic unless there is a Notice of Pre-designation of Personal Physician form on file in Risk Management and Internal Control.

Injuries/illness include but are not limited to:

- o Back injuries, knee strains
  - o Exposure to hazardous substances
  - o Cumulative trauma injuries
- . After Normal Business Hours and Weekends: Please go to the nearest emergency room

You will also be instructed to open

