

Employee Incident Protocol

What to do when injury occurs

When injured at work there are three (3) steps you need to take:

1. Promptly report the injury to your direct supervisor.
2. If medical treatment is beyond first aid, complete the employee portion of the DWC1 and return it to the supervisor.
3. Obtain medical care promptly at designated facility or predesignated physician as set forth in Labor Code section 4600(d) (1)-(d) (2).
 - If emergency treatment is required:
 1. Go to the nearest emergency room.
 2. If unable to drive, ask someone to take you to the nearest emergency room.
 3. Report the injury to your supervisor as soon as possible.
 - For non-emergent care:
 1. Refer to County Approved Physicians and Medical Facilities and schedule a medical appointment.

If you are unable to work because of the injury, there are two (2) additional steps you need to take:

1. Provide your supervisor with medical certification of:
 - Any and all disability leave dates.
 - Any and all changes in disability leave dates.
2. Ask your supervisor to provide transitional/modified work.

It is very important that you keep your unit supervisor informed of your leave dates. Your supervisor will need copies of your treating physician's certificate(s) stating the date(s) of your medical disability. Your supervisor should also be informed of all future changes in those dates. Failure to provide this information may delay your workers' compensation payments and/or affect your other insurance coverage.