

## WORK RELATED INJURY and INCIDENT PROCEDURES

**WITHIN 24 HOURS - DO THE FOLLOWING** - Human Resources has forms and can make referrals: 831-582-3389, FAX (831) 582-4736, [leaves@csumb.edu](mailto:leaves@csumb.edu)

### TREATMENT:

- For **emergencies**, call 911.
- For **non-emergencies**, go to locations **below** for medical treatment.
- *If out of the area*, go to an urgent care facility, or local hospital.
- Doctors on Duty, 3130 Del Monte Boulevard (DURING THE ACADEMIC SEMESTER ONLY), Marina, CA 93933; 831-883-3330; Seaside, 831-899-1910; Monterey, 831-649-0770; Aptos, 831-662-3611; S. Salinas, (831) 422-7777; Salinas Abbott (831) 755-7880; Salinas Harden (831) 443-8200, Watsonville, 831-722-1444; Santa Cruz, (831) 425-7991. CSUMB Campus Health Center, Bldg. 80, (831) 582-3965.
- Supervisors or Human Resources provide the Medical Referral Form and a Pharmacy Script (script must be used for workers' compensation insurance to pay for prescriptions so there is no out-of-pocket expense for the employee).

### EMPLOYEE

- Report work-related injury/illness to a Supervisor and Human Resources immediately at ext. 3389, and via e-mail to [leaves@csumb.edu](mailto:leaves@csumb.edu).
- A Medical Referral and Pharmacy Script are required to receive medical treatment and obtain prescriptions (paid by workers' compensation insurance). In case of emergency transport to the ER or Urgent Care, please inform the provider that this is a work-related injury.
- Complete the Incident/Illness/Injury Report and return to your Supervisor and HR. This form is required if the employee seeks medical treatment **or** is unable to work due to the illness or injury.
- A pre-designation of physician form needs to be on file in Human Resources prior to the injury for the employee to be treated by their own medical provider.
- A workstatus is required after treatment.

### SUPERVISOR

- Report work-related injury/illness to Human Resources immediately for assistance, forms, and instructions at ext. 3389, [leaves@csumb.edu](mailto:leaves@csumb.edu).
- Ensure the employee receives a Medical Referral form and Pharmacy Script for treatment, as applicable.
- Send **Supervisor's Report** to Human Resources within 1 business day to comply with OSHA requirements.
- Provide the Employee Incident Report and DWC-1 for completion to the employee.
- Implement Health and Safety Review recommendations.
- Work restrictions for job accommodation approval will be facilitated by Human Resources.
- If treatment is requested by the employee at a later date, call Human Resources.

**A medical release is required in order to return to work after all medical care. Work statuses and all work restrictions must be provided to the MPP supervisor immediately and to Human Resources at [leaves@csumb.edu](mailto:leaves@csumb.edu). If the MPP supervisor is unavailable, this must be provided to the Director. Employees with injuries may not work until the MPP Supervisor approves the return-to-work based upon availability of temporary modified duty.**

Pay for work related medical leave should be discussed with a leave analyst at (831)582-3389, [leaves@csumb.edu](mailto:leaves@csumb.edu).