

Workers Compensation Process (Workplace Injuries)

When Corporation employees are injured or become ill as a result of work-related activities, they are entitled to Workers' Compensation benefits. The following procedures are designed to assist supervisors and/or administrators when work-related injuries or illnesses occur.

Contact Human Resources: (831) 582-3405, Fax (831) 656-0117, hr_corporation@csumb.edu

When a work-related injury occurs:

If a serious injury or illness occurs:

Immediately call 911. Give your name, describe the nature and severity of the medical problem, and the location of the victim. The police will provide immediate medical attention

If the injury is not a medical emergency but requires medical attention do the following:

- Send the injured employee to an off-site Doctors on Duty location.
- Contact Human Resources to inform them of the injury so an authorization can be provided to the medical facility in which the employee has been referred to.

Both employee and supervisor complete the [Injury / Illness Investigation Report](#)

When an accident or injury occurs, a thorough investigation of the incident is required in order to determine the following:

- Any unsafe work conditions requiring corrective actions
- Any unsafe work practices requiring training or follow up
- Inform staff of any corrective actions to be implemented at the work site or safety practices to follow as a result of the investigation.
- Compensability of Workers' Compensation claim

Immediately report any safety hazards to the Environment/Safety/Risk office: risk@csumb.edu

Directions for Completing the Workers Compensation Claim Form

The Employee's Claim for Workers' Compensation Benefits form should be given to all employees who intend to seek medical care. If the employee is treated by a medical facility or they request a claim form, the Worker's Compensation Claim form must be provided to the employee within 24 hours of the injury or request. If the employee is off campus, human resources will email the form.

[DWC1 Employee Claim Form](#)

If the employee refuses medical treatment:

- Contact Corporation human resources regarding the incident so proper documents can be shared with the employee. Employees have up to one year from the incident to seek medical treatment.