

Incident Reporting Procedures

IMPORTANT: Employee should be handed or mailed an "Incident Report" within one working day of knowledge of an on the job illness or injury.

PERSONAL DELIVERY:

STEP 1: Supervisor will complete section #2 and give the Incident Report to the employee with a copy of the cover letter ("Sorry you're hurt letter").

STEP 2: Employee will complete section #1 and have treating physician complete section #3.

STEP 3: When employee returns completed form, form should be placed in employee's Workers Compensation file.

Then FAX (510-587-6424) or hand deliver a copy to the UCOP Benefits Office.

MAIL DELIVERY:

STEP 1: is the same as above, in addition complete Proof of Service - Mail Delivery form.

STEPS 2&3: same as above.

NOTE: THIS MUST BE MAILED WITHIN ONE WORKING DAY OF THE DATE OF KNOWLEDGE OF THE INJURY.