

APPENDIX C: REPORTING WORKPLACE INJURIES

Why do I need to report my workplace injuries?

Employees injured on the job are covered by workers' compensation insurance. Workplace injuries must be reported to Insurance & Risk Management (IRM) to initiate a claim. In addition, serious injuries must be reported to EH&S as soon as they occur to ensure reporting to Cal/OSHA within eight hours of occurrence (CCR Title 8, Section 342).

How to Report an Injury

1. Notify your supervisor and/or personnel department immediately after the injury occurs.
2. Complete the Incident Report and Referral for Medical Treatment Form and take it with you to the treatment facility.
During business hours, go to the Occupational Health Facility
After business hours or on weekends, go to the Emergency Room.
3. Your supervisor and/or personnel department must report the injury and submit proper forms **to IRM within 24 hours**.

How to Report a Serious Injury

UC defines a serious injury as death, amputation, concussion, crushing, fracture, laceration with significant bleeding and requiring significant stitches, severe burn, and/or injuries requiring overnight hospitalization.

1. Immediately get first aid and/or call 911.
2. Report the injury to your supervisor and/or personnel department.
3. Your supervisor and/or personnel department must contact and inform EH&S of the injury details.
4. Your supervisor and/or personnel department must report the injury to IRM within 24 hours (see procedures above).

*Field employees must follow the above injury reporting procedures. Seek treatment at the medical treatment facility assigned to your work location.

Should I call the serious injury hotline?

NO	YES
I sprained my ankle and will need a brace.	I fractured my knee and will need surgery.
I cut my arm on a file cabinet.	I cut my arm on a table saw.
I closed my finger in my desk drawer.	I crushed my finger in the gears of a drill press.
I burned my mouth while eating lunch.	I burned myself with acid in the lab.