

***WORKPLACE ILLNESS OR INJURY
REPORTING***

Administrative Procedure 232.A

PURPOSE:

To provide appropriate and timely care for employees injured or ill in the UC Davis Health Department of Pathology and Laboratory Medicine and documentation of employee accidents or illness related to the job.

POLICY:

All employee injuries must be reported in writing on the "Employees Claim for Workers' Compensation Benefits" and the UC Davis Health Workers' Compensation Department Injury/Illness Worksheet. In the event of a needle-stick or blood/body fluid exposure, the Employee Exposure report should be filed.

PROCEDURE:

A. Employee's Responsibility

1. Report the injury to the immediate supervisor and complete the applicable Workers' Compensation forms and submit the completed form to Workers' Compensation Unit either via fax (916) 734-2484 or email at hs-workercompergo@ou.ad3.ucdavis.edu.
Intranet (Insider) > Worklife > Employee Health > Work Injury and Referrals
2. If the illness/injury is life threatening, call 9-1-1 to report an emergency.
3. Contact the Emergency Department at 734-3790 for life or limb-threatening injuries and for serious traumas (e.g. severe head injuries).
4. For non-life threatening incidences, contact Employee Health Services at (916) 734- 3572 during business hours or Mercy Medical Urgent Care at (916) 733-3333 during afterhours, weekends and holidays. A follow up appointment with Employee Health Services will be needed the following business day, if medical treatment is sought at Urgent Care.
5. Accidents such as paper cuts and other minor cuts not involving tubes of blood, needles, foreign objects or materials may be documented on the "Employee's Claim for Workers' Compensation Benefits" form to be held in the Personnel files. This documentation is not mandatory and is left up to the discretion of the involved employee.

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6. It is mandatory to document accidents such as cuts or abrasions involving tubes of blood, needles, foreign objects or other materials on the "Employee's Claim for Workers' Compensation Benefits" form and the Injury/Illness Worksheet. It is recommended that the employee report to the Employee Health Services, Monday through Friday, 7:00 a.m. to 4:00 p.m. or Mercy Medical Urgent Care Clinic, located at 3000 Q Street in Sacramento after hours, weekends and holidays, for treatment. If the employee chooses to do so, a work release must be completed and signed by the attending physician and returned with the employee to be given to the supervisor before the employee can resume his/her duties. See UC Davis Health Administrative Policy 2942 <https://ucdavishealth.ellucid.com/documents/view/1804>
7. If workers' compensation forms are not provided within 24 hours, report the injury to the Workers' Compensation Claim Line (916-734-8789). This is a 24-hour reporting system.
8. For needle sticks or blood/body fluid exposure, employee must follow directions in accordance with UC Davis Health Administrative Policy 2167: Blood/Body Fluid Exposures (Needlesticks).
9. All forms can be obtained from any supervisor obtained on-line at <https://hr.ucdavis.edu/forms>

B. Supervisor's Responsibility

1. Encourage the employee to obtain immediate medical treatment.
2. Perform a safety inspection of the hazard and document findings. Provide employee with the appropriate Workers' Compensation forms:
 - A. If no medical treatment is needed or the injury is first aid only, complete the Departmental Injury Illness Worksheet (DIIW) and forward to the Workers' Compensation Unit.
 - B. If medical treatment is needed, provide the employee with the Division of Workers' Compensation Claim Form (DWC 1). Complete the complete the Departmental Injury Illness Worksheet (DIIW) within one working day and forward to the Workers' Compensation Unit. If the required signature on the DIIW cannot be obtained immediately, the supervisor /manager must forward an unsigned photocopy within one working day and follow it with signed copies when available.

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3. Keep a copy of completed forms in the employees' personnel file.
4. Fax a copy of the Workers' Compensation Claim Form to the number listed on the top of the form at once.
5. Serious injuries or illnesses are those which require hospitalization, or loss of limb or any degree of permanent disfigurement and must be reported immediately to the Health and Safety Officer on Duty at: (916) 734-2740, after hours call the EH&S 24-hour pager at (916) 816-1994.
6. For injuries occurring at the STC, it is the responsibility of the supervisor to determine if the employee can drive themselves to EHS or if alternative transportation must be arranged.

REFERENCES:

- UC Davis Health Administrative Policy 2167: Blood/Body Fluid Exposures (Needlesticks)
UC Davis Health Administrative Policy 2942: Workers' Compensation

UC Davis Health
Sacramento, CA
Department of Pathology and Laboratory Medicine

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PROCEDURE HISTORY

Date	Written/ Revised by	Revision	Approved Date	Approved by
2/92	L. Murphy	New	2/92	R. Cardiff
2/93	L. Murphy	Revised	2/93	R. Cardiff
12/94	D. O'Sullivan	Revised	12/94	R. Cardiff
4/96	D. O'Sullivan	Annual Review	4/96	R. Cardiff
10/96	D. O'Sullivan	Annual Review	10/96	R. Green
10/97	D. O'Sullivan	Annual Review	10/97	R. Green
11/98	D. O'Sullivan	Annual Review	11/98	R. Green
7/99	D. O'Sullivan	Annual Review	7/99	R. Green
5/00	D. O'Sullivan	Annual Review	5/00	R. Green
5/01	D. Wright	Annual Review	5/01	R. Green
4/02	D. Wright	Annual Review	4/02	R. Green
8/03	D. Wright	Annual Review	8/03	R. Green
8/04	D. Wright	Revised	8/04	R. Green
8/05	D. O'Sullivan	Annual Review	8/05	R. Green
9/06	D. O'Sullivan	Annual Review	9/06	R. Green
8/07	D. O'Sullivan	Annual Review	8/07	R. Green
5/08	D. Wright	Revised	5/08	R. Green
5/09	D. Wright	Annual Review	5/09	L. Howell
06/10	C. White	Annual Review	06/10	L. Howell
06/11	D. Wright	Annual Review	06/11	L. Howell
09/11	C. White	Revised	09/11	L. Howell
10/13	T. Cox	Revised: added link to Hosp P&P	10/13	L. Howell

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 Sacramento, CA
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Date	Written/ Revised by	Revision	Approved Date	Approved by
12/15	T. Cox	Biennial Review	12/15	L.Howell
12/17	G. Opp	Biennial Review	12/17	L.Howell
11/19	E. Karanja/ N.Kaur/G.Opp	Revised: Updated Header, Links and References. Title Change and merged policy 230.A(Retired)	02/20	L.Howell Via OnBase
1/27/22	A.Devi Singh	Added location of Workers' Compensation Departmental Injury/Illness Worksheet. Updated Mercy Medical Urgent Care phone number. Deleted EH&S Investigator pager (not in use)	05/2022	L.Howell via OnBase