



What should a supervisor do once they have knowledge/notice of a work-related injury/illness?

1. If the injured employee requires medical attention, direct the employee to one of the occupational health clinics listed below or to the closest Hospital Emergency Facility if after hours or an emergency situation. Employees should not drive the injured worker to any medical facility. If the injured employee is unable to drive themselves, an ambulance **must** be called.
2. Give the injured employee a Worker's Compensation Claim form DWC-1 Form within 24 hours of your knowledge of the injury/illness. Complete the Employer section including the dates and signature prior to giving the form to the employee. When providing the claim form to the employee, also provide a copy of the list of the Front Line Providers and the Prime Rx Prescription letter. If they wish to file a claim they are to complete the Employee section, sign the form and return it to their Supervisor or the Benefits Office. Please note: the worker is not required to file a claim.
3. The Supervisor **must** complete the Supervisor's Report of Employee Injury/Illness at the time the claim form is provided to the Employee and send it immediately to the Benefits Office to report the injury/illness to the District- even if the employee does not intend to file a claim. It is important that the supervisor, not the employee, complete the Supervisor's report.
4. The completed Supervisor's Report and DWC-1 (if completed by employee) should be forwarded to the Benefits Office within 24 hours of knowledge of the incident.

Benefits Office: Fax (925) 485-5502 or E-mail to mtrammell@clpccd.org or lmacias@clpccd.org then forward the originals to District Office, Attn: Benefits.

Workers Compensation Forms: <http://www.clpccd.org/HR/HRGovForms.php>

PROVIDERS: Occupational Health Clinics

St. Rose Hospital
Occupational Health Clinic
27200 Calaroga Ave
Hayward, CA 94545
(510) 264-4046

Valley Care Health System
Occupational Health Clinic
4000 Dublin Blvd #150
Dublin, CA 94568
(925) 416-3562

Any Kaiser Permanente in California
With Occupational Health Clinic
1-888-565-9675

After hours: Use Emergency Room with follow-up at Occupational Health Clinic