



State Center Community College District
District Human Resources Office
1171 Fulton Street
Fresno, CA 93721

TO: All Newly Hired Employees

DATE: June 11, 2019

FROM: Frances Garza, Benefits Coordinator

RE: Reporting an Industrial Accident or Illness

An industrial accident or illness is an incident which occurred in the course of work leading to physical or mental occupational accident and/or illness. An industrial accident or illness is also referred to as a work-related injury/illness.

State Center Community College District's Injury and Illness Prevention Program (IIPP) incorporates the timely reporting of all injuries and/or illnesses which arise out of and in the course of employment. Per Administrative Regulation 7343, "an employee shall report to their supervisor/manager immediately within twenty-four (24) hours of the occurrence, all work-related injuries and illnesses which occurred during the course of work regardless of how minor they appear."

If you should experience an injury/illness which arose out of and in the course of employment, you must notify your manager immediately and call COMPANY NURSE® at 1-877-854-6877 to report the injury/illness. You should do this prior to leaving the premises, if able. The District utilizes Company Nurse as the reporting mechanism for all work related injuries/illnesses. By calling Company Nurse, injured/ill employees will be directed to the best available treatment option based on their injury/illness.

In the event of a life-threatening emergency, immediately dial 911.

Upon contacting Company Nurse, a registered nurse will assist you with reporting the incident and medical needs, if required.

The Company Nurse registered nurse receiving the call will triage the injury/illness as follows:

- **Incident Report Only**
Either you or the registered nurse determined there is no medical treatment needed and this is a reporting of the incident only. You are able to return to normal duties.
- **Self-Care**
This means the registered nurse determined the injury/illness is not a life threatening injury/illness and it does not meet the threshold for medical treatment at this time. You will be provided self-care instructions and you should follow those instructions. You are able to return to normal duties.

If after following the self-care instructions, you feel that the injury is worsening, please contact Company Nurse to discuss.

- ***First Aid/Medical Care Required***

This means the registered nurse determined the injury/illness as needing attention by a medical doctor. If you should require medical treatment, the registered nurse will refer you to a designated occupational medical facility. *If you previously pre-designated a personal physician and the form is on file with the District Human Resources Office, please contact our office at (559) 243-7100 for an authorization to treat.*

Once referred to the designated occupational medical facility, you should not delay medical treatment and visit the facility immediately.

If you are unable to drive, you should first try to find a relative/friend (non-SCCCD employee) who can drive you to the designated occupational medical facility. If you cannot find someone, please discuss with your manager.

Please note that failure to report an industrial accident or illness timely could cause a delay and/or denial of workers' compensation benefits.

What Happens After Reporting an Industrial Accident or Illness?

Upon reporting the injury/illness to Company Nurse, Company Nurse will immediately send the report to the District Human Resources Office and Athens Administrators.

The District Human Resources Office may contact you to discuss the incident and assist with any questions you may have in relation to the reporting process, medical treatment, and/or workers' compensation process. Information will be sent to your District e-mail address and your home address regarding the injury/illness reporting and workers' compensation.

Athens Administrators, the third-party administrator that handles the District's workers' compensation claims management, will also contact you to discuss the incident.

If you have any questions regarding industrial injury or illnesses, please feel free to contact the District Human Resources Office at (559) 243-7100.

Thank you.