



Ventura County Community College District

WORKERS' COMPENSATION SERIOUS INJURY/ILLNESS REPORTING PROCEDURE

These procedures apply when:

- **Employee** reports a serious injury or illness to supervisor or manager, or
- **Supervisor or Manager** has knowledge of a serious injury or illness, or
- Multiple serious injuries result from a single incident

Serious injury may include, but not be limited to:

- Spinal cord injury
- 2nd or 3rd degree burns
- Brain injuries
- Loss of sight
- Amputation
- Fatality

In a serious medical emergency situation, immediately follow these instructions:

1. Call 911 or take the injured employee to the nearest emergency facility.
2. Notify Supervisor, Manager, and Worker's Compensation Department.
3. Assure that the injured employee has an "Employee Claim for Workers' Compensation Benefit Form (DWC-1) or mail to employee's home within 24 hours of the incident.
4. Immediately investigate the circumstance of the injury and complete the "Supervisor's Report of Incident/Injury." Take photographs, if necessary, for clarification. **Forward all documentation to Workers' Compensation at the District Office, as soon as possible.**

In the event there is no response from the Workers' Compensation Department (contact below), call Keenan & Associates' **Emergency Hotline: (310) 375-8311.**

Medical Care

If necessary, paramedics should be called. While waiting for professional EMS response, the seriously injured employee should be kept warm, moved as little as possible, and made comfortable.

OSHA Notification

If an on-the-job accident results in a fatality, or hospitalization of 3 or more employees, OSHA must be notified via telephone within 8 hours. To report such incidents, call (800) 321-6742 and provide details. Motor vehicle accident injuries do not have to be reported.

Important Phone Numbers:

Contact	Title	Phone Number	FAX Number
Katy Lyon	Benefits Analyst, Workers' Compensation	(805) 652-5535	(805) 652-7705
Gary Maehara	Director, HR Operations	(805) 652-5506	(805) 652-7705
Valerie Carr	Sr. Claims Examiner, Keenan & Associates	(310) 212-0363, x3746	(310) 212-0333
OSHA	N/A	(800) 321-6742	

Keenan & Associates, PO Box 4328, Torrance, CA 90501