



Employee Workplace Injury & Incident Reporting Procedures Flowchart

**Complete Supervisor Incident Investigation Report for all Incidents.
In the case of life threatening injury call **911** before completing form.**

IS THIS MATTER AN EMERGENCY?

NO
Contact **Company Nurse** by calling
(888) 770-0929 (Search Code: PCCD)

YES
Call 911 and notify Carrie Burdick at Risk Management via email cburdick@peralta.edu and call (510) 466-7240 to determine if OSHA notification is required.
Proceed to "Is Treatment Required-YES"


IS TREATMENT REQUIRED?

YES
Company Nurse will provide the employee the choice of one of the following clinics for medical treatment:

- **Kaiser Permanente On The Job**
- **Agile Occupational Medicine**
- **Concentra**

NO

- Company Nurse indicates self-care (no clinic referral)
- Employee is reporting a workplace incident and does not want to seek medical care
- No further action required



ADDITIONAL INFORMATION

Doctor's Notes and Follow Up

- Upon employee's return to work, email the doctor's work status note to Carrie Burdick at cburdick@peralta.edu
- If the employee **does** have work restrictions, please consult with the Carrie Burdick to discuss the employee's return to work. This may require an interactive accommodation meeting
- Depending on the type of temporary modified work, the accommodation may take place within another department if it is not feasible within the employees primary department.
- It is the employee's responsibility to promptly report their work status to their supervisor

Please note that it is the goal of Peralta Community College District to provide all employees who are injured on the job immediate and necessary medical care in order to recover quickly and return to their usual job duties.

If employee receives treatment, the following forms will be provided to the employee by the Supervisor within 1 business day of knowledge of injury/illness:

- **DWC-1 WORKER COMPENSATION CLAIM FORM**
- **MEDICAL PROVIDER NETWORK HANDOUT** (Available in both English and Spanish)
- **MITCHELL FIRST FILL PROGRAM FLYER**

Within one business day advise Carrie Burdick of the incident/injury via email by providing her with the completed Supervisor Incident Investigation Report, and confirmation that the above forms were provided to the employee

Risk Management will complete within two business days the Employer's Report of Occupational Injury and Illness Form online via Global Intake and submit to Sedgwick

**In the event of death or serious injury or illness, the Supervisor shall immediately notify Risk Management by calling 510-466-7240 and emailing cburdick@peralta.edu, who will notify OSHA.*