

## Basic Workers' Compensation Information

October 2020

### 1. REPORT OF EMPLOYEE INJURY/ILLNESS

All industrial injuries and illnesses regardless of severity shall be reported to school site/department administrative assistant/specialist and/or immediate supervisors.

For serious injuries in need of immediate care, STOP and CALL 911 or 9-911 for some district phones. Per district protocol, emergency 911 calls are to be reported to District Security by the employee's site.

Injured employees who do not request medical treatment, are considered "Report Only", or are deemed as "Self Care" (by Company Nurse) and shall complete a DSUSD Employee Injury Report Packet online ([www.dsusd.us/wcinjury](http://www.dsusd.us/wcinjury)) or by paper. School site/department administrator and/or supervisor shall conduct an interactive investigation with the injured employee immediately following the incident if available.

When medical treatment is requested and/or required (not a medical emergency), the employee (or administrator/supervisor if unavailable) shall contact the Company Nurse Hotline at 1-877-518-6702. The District's Search Code is QS729. Company Nurse will guide injured employee's to the nearest occupational clinic. During this stage, constant communication shall be maintained by the injured employee and site administrator/supervisor. **NOTE** - If an employee is recommended for "Self-Care" by Company Nurse, the injured employee shall follow the "Report Only" steps.

### 2. DWC-1

Employees have the right to report an industrial injury and/or illness while performing their essential job functions. As confirmation, a notice (DWC-1) is sent out within one working day from when the work-related injury or illness is reported.

### 3. APPOINTMENTS – Doctors Appointment and Physical Therapy

All workers' compensation appointments and/or related matters shall be scheduled outside of normal working hours, if possible.

Appointments scheduled within working hours shall be attended to/from the injured workers assigned location. Documentation and/or information regarding status shall be provided to Risk Management and site administrator or supervisor. Injured workers shall complete any remaining hours scheduled at the assigned location.

Documentation provided to injured employees during visits shall help determine outcomes of employee benefits and status. Without specific information, injured employees shall not be permitted onto DSUSD school sites/departments to ensure their safety and safety of others.

Email notifications shall be sent to the school site/department administrators and/or supervisors by Risk Management and shall include updates on the employee's work status and dates of approved benefits.

#### **4. MODIFIED DUTY**

Injured employees with restrictions shall be placed in an assignment that does not exceed the work restrictions recommended by the treating physician. These temporary modified duty assignments may not always be within the employee's usual and customary job functions/duties and may require alternative adjustments. Each assignment shall be reviewed with the injured employee prior to accepting such assignment. When applicable a written agreement shall be signed by the injured employee.

Extra duty and/or overtime shall NOT be approved, this includes but is not limited to weekend training, after hours training, employee development events or afterschool events.

Days off for workers' compensation related matters shall be accompanied by a doctor's note from a designated occupational facility. When time is taken off work without a doctor's note from the designated occupational facility, the employee will use their personal time (sick leave). Temporary modified duty assignments are scheduled for up to 65 days.

#### **5. INDUSTRIAL LEAVE**

Approved time away from work for matters related to workers' compensation shall be identified as one (1) incident regardless of time used. Industrial leave is limited to 60 incidents.

#### **6. REMINDER**

Injured employees CANNOT be permitted on DSUSD school sites/department locations while placed on an Off Work status unless otherwise authorized by Risk Management.

#### **7. UNSAFE CONDITIONS**

All unsafe conditions should be reported immediately to a supervisor, administrator, or Risk Management as soon as possible. Unsafe conditions may be reported anonymously to Risk Management.

### **RISK MANAGEMENT INFORMATION**

Workers' Compensation Coordinator

Main – (760)771-8545 - Fax – (760)771-8546

[Workers.Comp@desertsands.us](mailto:Workers.Comp@desertsands.us)

Online Injury Report – [www.dsusd.us/wcinjury](http://www.dsusd.us/wcinjury)

General Information – [www.dsusd.us/Risk](http://www.dsusd.us/Risk)