

Basic Workers' Compensation Information August 2018

1. REPORT OF EMPLOYEE INJURY OR ILLNESS - COMPANY NURSE

If the injury is a "Report Only" (no medical treatment required) the employee or Administrative Assistant should immediately complete a Report of Injury form and have supervisor complete an investigation & conference with the injured worker. Completed report should be sent to Risk Management. On-line forms can be found at www.dsusd.us/WorkersComp.

If medical treatment is required, the employee (or supervisor if employee is unable), is to call Company Nurse at 1-877-518-6702. The District's Search Code is QS729. Company Nurse will direct them to an occupational clinic if necessary. Employee is to communicate all workplace injuries/illness to their supervisor or administrative assistant/specialist.

If the injury is serious the injured worker should be transported to the closest approved medical facility or CALL 9-1-1 some areas will need to call 9-9-1-1!! Follow District 911 protocol and notify Risk Management immediately.

2. DWC-1

If the injury is a "REPORT ONLY" Risk Management will send the injured worker the DWC-1 once we are notified of the injury.

3. APPOINTMENTS: Doctors Appointment and Physical Therapy

Both Doctor and Physical Therapy appointments are to be scheduled after an employee's normal working hours if possible! This would be reported as a "MODIFIED DAY"

If this is not possible they are to report to work, go to their doctor appointment, and return to work. This should be reported as "INDUSTRIAL"

After each doctor appointment, (not physical therapy appointments), the employee must submit medical status reports directly to Risk Management. Copies of report will be provided to supervisor for review.

If you are not sure if an appointment is Industrial please feel free to call or e-mail the workers' compensation coordinator at 760 771-8545 or email workers.comp@desertsands.us to verify if the appointment is industrial.

4. MODIFIED DAYS (MD) = 65 days

While working modified duty the employee is **NOT** authorized to work Extra Duty/Overtime!

If an employee is working MD and requests a day off due to their injury, it must be accompanied by a doctor's note from their treating physician; otherwise it will be charged to the employee's own time.

5. INDUSTRIAL LEAVE = 60 INCIDENTS

Industrial leave time can be full or partial days.

REMINDER - Injured employees CANNOT be on campus or involved in any work activities if they are off work on industrial leave!

6. NOTE: REPORT OF UNSAFE CONDITIONS (10)-50

All unsafe conditions should be reported to Supervisor and/or Risk Management!

Reports may be made to Risk Management anonymously.