

3. Injury Reporting and Investigation

All injuries incurred on the job shall be reported. The specific procedures to follow for reporting injuries are described in [The Center for Human Resources](#) publications: "[What to do if You Are Injured at Work](#)," and "[Work-Related Injuries: the Supervisor's Responsibilities](#)." A summary of requirements and procedures for the reporting and investigation of injuries is described in this section.

It should be noted that separate requirements exist for "minor" and "serious" injuries. For purposes of this section, a serious injury is any industrial injury or occupational disease which: (1) results in a death, dismemberment, disfigurement, or loss of work time beyond the day of the injury; (2) requires medical treatment other than first aid; or (3) involves exposure to chemical substances in amounts considered hazardous or substances that are listed as regulated carcinogens.

Minor Injuries

Employees incurring minor injuries on the job shall report these to their immediate supervisor. The Supervisor shall complete a Supervisor's Report of Work-Related Accident/Illness Form (Attachment 4) and send the completed form to the Workers Compensation Manager in the Center for Human Resources. Minor injuries shall be reported by the Workers Compensation Manager and Department of Public Safety to EH&S for investigation if warranted.

Serious Injuries

A. Serious occupational injuries, illnesses, or exposures to hazardous substances requiring medical attention (other than those cases described in Item B below) shall be reported to The Center for Human Resources (attention: Workers Compensation Manager) after they become known. The Supervisor shall complete a Supervisor's Report of Work-Related Accident/Illness Form and send the completed form to the Workers Compensation Manager in the Center for Human Resources. The Center for Human Resources is responsible for reporting the injury, illness, or exposure to the third party administrator.

B. In cases of death, dismemberment, permanent disfigurement, or cases requiring inpatient hospitalization, the injury shall be reported immediately to the Workers Compensation Manager. The Workers Compensation Manager shall immediately notify Cal/OSHA. The Supervisor shall complete a Supervisor's Report of Work-Related Accident/Illness Form and send the completed form to the Workers Compensation Manager in the Center for Human Resources.

C. Cases described in items A and B above shall be immediately reported by the Workers Compensation Manager to EH&S or the Department of Public Safety (DPS), as appropriate. Either EH&S or DPS, or both, in conjunction with a representative from the injured employee's department, will investigate the circumstances of the incident to determine the cause. Results of the investigation shall be documented on the Supervisor's Report of Work-Related Accident/Illness Form. Accident or exposure investigations include interviewing the injured workers and witnesses, examining the workplace for factors associated with the accident or exposure, determining the

cause of the accident or exposure, taking corrective action to prevent the accident or exposure from reoccurring, and recording the findings and actions taken.