

Business and Operations

WORKERS' COMPENSATION

SR 3531.01

Purpose:To provide a process for reporting job-related injuries, illnesses and exposures.

Timeline:Job-related injuries and illnesses must be reported by the employee within twenty-four (24) hours of the incident; exposure incidents must be reported before the end of the employee's work day.

The Division of Workers Compensation (DWC) form must be mailed to the injured/ill/exposed employee within twenty-four (24) hours of notification.

California Workers' Compensation law requires all employers to provide Workers' Compensation coverage for their employees. If an employee is unable to work due to a job-related injury, illness or bloodborne pathogens exposure incident, Workers' Compensation can provide the employee three (3) kinds of benefits:

- medical treatment;
- payment to replace lost wages during temporary disability;
- rehabilitation services to enable the employee to return to work.

Workers' Compensation insurance is paid for by the employer and is supervised by the state. The County Office is self-insured and is represented by Keenan & Associates (408-441-0876) at 1740 Technology Dr., Ste. #300, San Jose, CA 95110. The County Office contact is Gail Nidros (467-5039).

Employees incurring a bloodborne pathogens exposure incident should also refer to the following two documents which must be followed in conjunction with the procedure outlined below:

Bloodborne Pathogens/Infectious Diseases Exposure Control Plan Control of Infectious Diseases in the Classroom and Work Setting Procedures Manual

Employees returning to work after a job-related injury or illness should refer to the procedure for Returning to Work with Medical Restrictions, SR 4600.04, if a doctor or medical practitioner has stipulated restrictions which would prohibit the employee from performing her/his normal duties.

PROCEDURE:

Investigate the circumstances of the injury to determine if professional medical care is needed.

If an injury DOES NOT REQUIRE professional medical care: (not a worker's compensation case)

1. Supervisor will immediately complete and submit written form, MCOE [Supervisor's Report of Employee Injury](#), to Gail Nidros (467-5039) in Business

Services.

If an injury REQUIRES NON-EMERGENCY professional medical care:

1. Give immediate medical attention to stabilize injury.
2. Provide the employee with two forms:
 - [Division of Workers Compensation \(DWC\)](#) form (this must be done within one working day or notice of knowledge of an injury). Supervisor will complete the "Employer" section of the form.
 - [Rights of Workers' Compensation Benefits and How to Obtain Them](#).
3. Employee will contact for an appointment:
 - a. JobCare (467-4994) at 232B Hospital Drive, Ukiah;
 - b. Mendocino Coast Hospital (961-1234) at 700 River Drive, Ft. Bragg; (Note: no appointments necessary. Drop in at hospital ER)
 - c. Howard Memorial Hospital (459-6801) at 1 Madrone, Willits;
 - d. employee's pre-approved preferred physician (must have [Primary Care Physician](#) Employee Notice on file).

The [Prime Treatment Referral Form](#) must accompany the employee to receive medical treatment.

4. Supervisor will investigate the circumstances of the injury then immediately complete and submit to Gail Nidros in Business Services:
 - [Form 5020](#) - Employers Report of Occupational Injury or Illness
 - a. MCOE [Supervisor's Report of Employee Injury](#).
5. If it is necessary for the employee to miss work, a doctor's note must be submitted to Gail Nidros, in Business Services, with an approximate timeline for required absence.
6. If the employee misses work, s/he will document on the timecard any time away from work due to work-related injury/illness.
7. Employee must provide her/his supervisor with a "return to work release form" from her/his physician after each appointment and prior to returning to work. A copy of the release form will be submitted to Gail Nidros in Business Services.

If an injury REQUIRES EMERGENCY professional medical care:

1. Give immediate medical attention to stabilize injury.
2. Contact 911, or
 - a. go to JobCare (467-4994) at 232B Hospital Drive; Ukiah or,
 - b. go to the emergency room of the hospital, or
 - c. go to your pre-approved preferred physician.

The Prime Treatment Referral Form must accompany the employee to receive medical treatment.

3. In case of fatal or serious injury, immediately telephone Keenan & Associates

(800-343-0694).

4. Provide the employee with a Division of Workers Compensation (DWC) form (this must be done within one working day or notice of knowledge of an injury).

Supervisor completes the "Employer" section of the form.

5. Supervisor will investigate the circumstances of the injury then immediately complete and submit to Gail Nidros, in Business Services:
 - a. [Form 5020](#)-Employers Report of Occupational Injury or Illness
 - b. MCOE [Supervisor's Report of Employee Injury](#)
6. If it is necessary for the employee to miss work, a doctor's note must be, with an approximate timeline for required absence.
7. If the employee misses work, s/he will document on the timecard any time away from work due to work-related injury/illness.
8. Employee must provide her/his supervisor with a "return to work release form" from her/his physician after each appointment and prior to returning to work. A copy of the release form will be submitted to Gail Nidros in Business Services.

Workers' Compensation matters must be kept a high priority. Failure to complete all of these steps may lead to fines running from \$100 to \$5,000. The new laws speed up all the previous time frames on reporting and processing claims.

MENDOCINO COUNTY OFFICE OF EDUCATION

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