



Employee Workplace Injury Reporting Procedures Flowchart

Complete Confidential Incident Fact Finding Report for all Incidents.
In the case of an Emergency Call 911 before completing form.

IS THIS MATTER AN EMERGENCY?

NO

Contact **Company Nurse** by calling
(855) 770-4482 (Search Code: YCCD)

YES

Call 911, then notify _____ at
(209) xxx-xxxx, to determine if OSHA
notification is required.
Proceed to "Is Treatment Required? - YES"

IS TREATMENT REQUIRED?

YES

If Company Nurse determines
that medical treatment is
required, a referral will be
made by Company Nurse to the
frontline provider:

Concentra - 140 E. Granger
Avenue Ste 135, Modesto,
CA 95350 (209) 575-5801 or
**Kaiser Permanente On the
Job KPOJ** - 4601 Dale Road
4th Floor, Modesto, CA
95356

NO

If the employee is only reporting
a workplace incident and
does **not** want to seek medical
care or if Company Nurse
indicates self-care. Complete
Confidential District Incident
Fact-Finding Report.

ADDITIONAL INFORMATION

Doctor's Notes and Follow Up

- Upon employee's return to work, send
doctor's note to Human Resources.
- If the employee **does** have work restrictions,
please consult with Personnel Services to
discuss the employee's return to work.
- It is the employee's responsibility to promptly
report his/her work status to their supervisor
and Human Resources.

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

- DWC-1 - WORKERS' COMPENSATION CLAIM FORM
- CHOOSING MEDICAL CARE FOR WORK-RELATED
INJURIES & ILLNESSES
- MITCHELL FIRST FILL - TEMPORARY PRESCRIPTION CARD

Human Resources will complete within two
business days the Employer's Report of
Occupational Injury and Illness Form online and
will forward the completed DWC-1, work
status reports from the doctor and wage
statement to Athens.

No further action required.



*Please note that it is the goal of Yosemite
Community College District for employees
who are injured on the job to receive
necessary medical care in order to recover
quickly and return to their usual job duties.*