



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:

Indian Rock Prompt Care
1000 Greenley Road
Sonora, CA 95370
(209) 536-5000

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.

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.

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.

