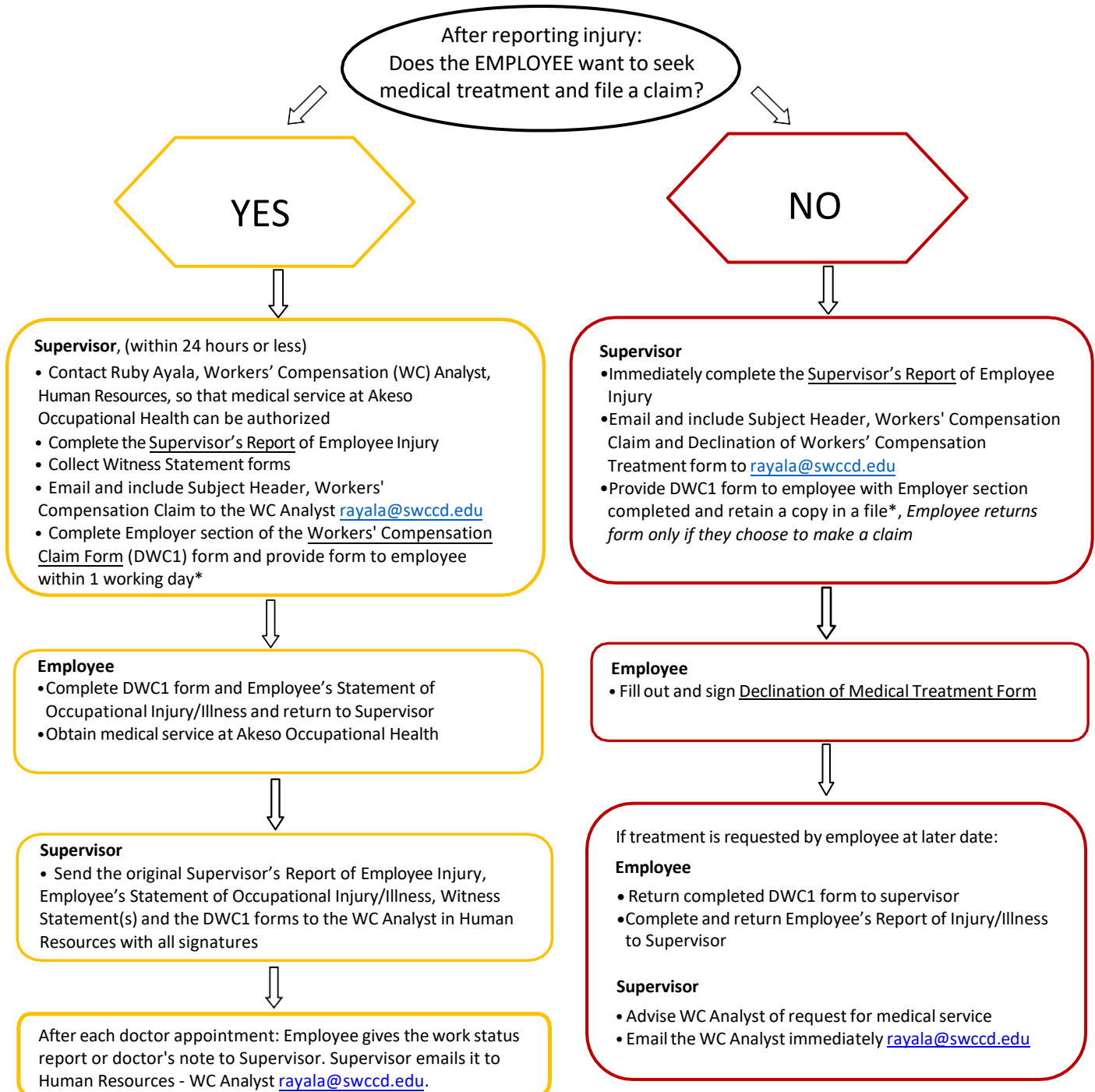




WORK RELATED INJURY REPORTING PROCEDURE

Employees are required to REPORT ALL WORK-RELATED INJURY/ILLNESSES to their supervisor immediately
If INJURY is SERIOUS or MAJOR, CALL 911

All serious injuries resulting in **overnight hospitalization or fatalities** must be reported to Cal-OSHA within 8 hours of serious injury or the District will be fined \$5,000**. Contact HR immediately to report all serious injuries or when the employee is transported by ambulance. For serious injuries occurring after hours, the supervisor reports directly to San Diego Regional Cal-OSHA office at (619) 767-2280 within 8 hours of the injury and advises HR the call was made. The SWC Environmental, Health & Safety Coordinator will perform an assessment to advise if there are any potential safety issues.



For questions or forms, visit the Workers' Compensation page at <https://www.swccd.edu/administration/human-resources/workers-compensation/index.aspx> OR Contact Ruby Ayala, Workers' Compensation Analyst via phone: (619) 216-6630 or Email: rayala@swccd.edu

*CA Labor Code Section 5402

**Cal/OSHA Title 8 at <https://www.dir.ca.gov/title8/342.html>