

Safety Note # 123

REPORTING AN EMPLOYEE INJURY OR ILLNESS



Each year, work-related injuries cost the University millions of dollars and thousands of hours of lost time. Promptly reporting an injury or illness can ensure that proper first aid or professional medical care is provided and steps are taken to prevent accident or sickness recurrence. This Safety Note provides guidance for ANR employees on the reporting of injuries or illnesses that occur during the course of work. It is important that employees report all work-related injuries or illnesses to their supervisor immediately. In addition, you are encouraged to report “close calls” or “near-miss” incidents where an injury could have occurred, but was avoided. Incidents involving injury to a non-employee or property damage/loss are to be reported on a UC ANR Incident Report form – [see Safety Note #163](#).

Employee Responsibilities - When injured at work, please follow these steps:

- Report the injury to your supervisor immediately.
- As needed, obtain first aid or professional medical care promptly.
- If you are unable to work because of the injury, you must provide your supervisor with medical certification of any and all disability leave dates and any changes in disability leave dates.

Obtaining Prompt Medical Care

If Emergency Treatment is Required:	For Non-Emergency Care:
Go to the nearest emergency room. Report the injury to your supervisor as soon as possible. For follow-up care, go to your location’s designated occupational health clinic.	Immediately report the injury to your supervisor. If care beyond first aid is needed, medical care should be obtained at your location’s designated occupational health clinic, unless you have chosen to designate your personal physician prior to the injury (see Physician Designation form).

If your location has not designated an occupational health clinic, then use a local clinic that accepts Worker’s Compensation.

Supervisor Responsibilities

- Ensure that the injured employee gets first aid or professional medical care as needed.
- Contact the appropriate administrative office to report the injury as described below.
 - UC ANR Employees at all locations other than Oakland
Within 24 hours, report the injury using one of the following methods:
 - a. **Online Report (preferred):** Injuries may be reported using the Online Employer First Report form. The employee or another staff member may initiate the report at: <http://ehs.ucop.edu/efr>. Note: a UC Davis kerberos login is required to access the form. Once the report is submitted, the supervisor will be prompted to complete additional information. Notification of the report will also go to Staff Personnel Unit.
 - b. **Paper form:** Injuries may be reported to the Staff Personnel Unit (including Academic personnel). Use the UC Davis [Employers Report of Occupational Injury or Illness](#) form to report injuries and e-mail to: <mailto:anrstaffpersonnel@ucanr.edu> or fax to: (530) 756-1180. For additional help with the form, consult the [Employers Report Instructions](#) or [Employers Report Example](#).
 - c. After normal business hours, if the treating clinic needs insurance or claims information, call 1-877-682-7778 to report the injury and get the claims process started.
 - UC ANR Employees based at UCOP in Oakland – Injuries are reported to UCOP Human Resources. For detailed instructions see: <http://www.ucop.edu/local-human-resources/op-life/leaves-of-absence/when-injury-occurs-employee.html>
- The supervisor must complete the Employer’s Investigation portion of the form and sign (or submit electronically).
- The Workers’ Compensation office (at UC Davis or UCOP) will determine if a Workers’ Compensation claim is appropriate and will provide an Employee’s Claim Form (DWC 1 Rev. 1/94). Have the employee complete the Claim Form and return to Workers Compensation.
- Submit all required forms to the Staff Personnel Unit, UC Davis Workers’ Compensation office (or UCOP Workers’ Compensation office), and maintain a copy for the employee file.

To report *SERIOUS* work-related injuries or illnesses -such as fatality, amputation, or injury/illness that requires hospitalization– see [Safety Note #76](#).

To report incidents other than employee work-related injuries - such as theft, property damage or injuries to non-employees- see [Safety Note #163](#).