

What to do if an injury occurs to an employee

Immediate reporting of work-related accidents and injuries is very important, for both the timely investigation of accidents and the timely provision of Workers' Compensation benefits to the employee.

1. Any employee, who is injured, must report the incident to his/her supervisor immediately even if the injury is minor.
2. The supervisor should report the injury to TUC Human Resources within 24 hours of the incident and give the employee a DWC 1 form and "Employee Report of Accident" form.
3. The supervisor of the affected employee must complete the "Supervisor Report of Accident" and submit it to TUC Human Resources as soon as possible.
4. The injured employee must complete the "Employee Report of Accident" as soon as reasonably possible and submit it to TUC Human Resources.

Sending Employee for treatment

The injury will need to be evaluated by TUC Human Resources (HR) for appropriate referral and authorize treatment. If HR is not available then the supervisor and/or manager will authorize treatment.

A TUC supervisor, manager or Human Resources will complete the treatment authorization form by printing their name on the "authorized by" line. The employee will need this authorization in order to be treated.

If the injury requires first aid only, the employee should be referred to the CSUN Student Health Center.

For other injuries the employee should be referred to Facey Occupational Medicine/Convenient Care Center. For after hours treatment or emergencies, the employee can be referred to Holy Cross Medical Center or Northridge Hospital

After Treatment and Returning to work

Employees treated for their injury must submit copies of doctor's notes and/or progress reports to TUC Human Resources.

If an injury requires that an employee be off of work, a doctor's release will be required for the employee to return to work.

If an injured employee is put on restricted duty, TUC will make an effort to accommodate the injured employee.