

Injury or Illness Reporting Process

Work Related Injury or Illness
Immediately do the following:

Emergencies: Call 911 (any device)
Contact EH&S at (818) 677-2401

Employee

Report the injury or illness to your Supervisor
(When - Immediately)

Complete with Supervisor
[Supervisor's Injury / Illness investigation \(form 620\)](#)
(When - within 24 hours)

Complete with Supervisor
[Worker's Compensation Claim Form \(DWC-1\)](#)
Lines 1-9
(When - within 24 hours)

To file a Worker's Compensation Claim, return the completed DWC-1 form to Human Resources

Follow up care / Appointments

Supervisor

Arrange for any needed medical care at the Klotz Student Health Center, Conentra or Kaiser on the Job and Contact EH&S
(When - Immediately)

Complete with Employee
[Supervisor's Injury / Illness investigation \(form 620\)](#)
(When - within 24 hours)

Complete with Employee
[Worker's Compensation Claim Form \(DWC-1\)](#)
Lines 10-18
Provide Employee a copy of the DWC-1 form
(When - within 24 hours)

Attach a Copy of the DWC-1 Form to the Supervisor's Injury / Illness investigation

Send a copy of the Supervisor's Injury / Illness investigation and DWC-1 form to:
EH&S & HR / WC
(When - within 24 hours)

Conentra - Chatsworth 9700
De Soto Ave
(818) 882-8100
7:00 AM - 7:00 PM
7 days / week

Conentra - Van Nuys 16300
Roscoe Blvd
(818) 893-4426
24/7 Care

Kaiser: On The Job
5601 De Soto Ave.
Woodland Hills, CA 91367
(818) 719-3006
9:00 AM - 5:00 PM
Mon. - Fri.

Kaiser: On The Job
13652 Cantara St.
Panorama City, CA 91402
(818) 375-2233
9:00 AM - 5:00 PM
Mon. - Fri.

Questions
Employee Injury or Illness
Contact EH&S (818) 677-2401
[EH&S Reporting Employee Injury/Illness](#)
Workers Compensation
Contact (818) 677-3351
[CSUN Workers Compensation Website](#)