



Employee Workplace Injury Reporting Procedures Flowchart

Complete "Report of Occupational Injury or Illness or Accident" Form 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 (888) 770-0929 (Search Code: BOUSD)

YES

Call 911 and notify Assistant Superintendent of Business Services to determine if OSHA notification is required.

Proceed to "Is Treatment Required? - YES"

IS TREATMENT REQUIRED?

YES

Medical treatment is provided by Pomona Valley Urgent Care (La Verne, Chino Hills or Claremont locations).

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.

ADDITIONAL INFORMATION

Doctor's Notes and Follow Up

- Upon employee's return to work, send doctor's note to the School Site Secretary.
- If the employee **does** have work restrictions, please consult with the Supervisor to discuss the employee's return to work and this may require an interactive accommodation meeting.
- It is the employee's responsibility to promptly report his/her work status to their supervisor.

Please note that it is the goal of Bonita Unified School 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 Business Services within 1 business day of knowledge of injury/illness:

- DWC-1 WORKERS' COMPENSATION CLAIM FORM
- MEDICAL PROVIDER NETWORK HANDOUT
- Report of Incident & Declination
- MITCHELL FIRST FILL PROGRAM FLYER (provided by school site at time of injury)

Business Services will complete within two business days, the Employer's Report of Occupational Injury and Illness Form online via Global Intake and submit it to Sedgwick.

Business Services will forward the completed DWC-1, work status reports from the doctor and wage statement to Sedgwick.

No further action required.

