



Cerritos College
11110 Alondra Blvd.
Norwalk, CA 90650
(562) 860-2451

Workers' Compensation

Reporting a Job-Related Injury/Illness

Please note: This packet is intended to serve as a comprehensive guide for managers on the work-related injury/illness process. Please refer to the *Work-Related Injury Quick Guide* if you need prompt and concise information on how to address an employee injury.

Workers' Compensation Procedures

1. What is Workers' Compensation?

Workers' compensation provides medical care for occupational injuries and illness. In cases where an employee is unable to work due to an occupational injury or illness, workers' compensation also provides wage replacement.

2. Who is Covered under Workers' Compensation?

Workers' compensation covers any District employee, including full-time and part-time faculty, managers, Child Development Center employees, classified, confidential, short-term hourly employees (including student employees), and interns and volunteers whose work is directed by the District. Workers' compensation also covers occupational students who are injured while working in an occupational capacity (e.g., Nursing Students injured while doing clinical training work). Workers' Compensation does not cover non-occupational individuals injured on campus such as students and visitors.

3. Steps to Take for an On-the-Job Injury

The steps to take when an on-the-job injury occurs will differ depending on whether or the situation is an emergency.

Emergency Injury Steps

When there is an emergency injury, the first step is to call 911 from any campus phone, or to call the Cerritos College Police Department (CCPD) at (562) 402-3674 from any cell phone. Using a campus phone or calling the direct line will connect you directly with CCPD dispatch. You may also call 911 from a cell phone, but the call may be routed to county dispatch.

Emergency responders will determine the appropriate course of action and which emergency room to take the injured employee to, if needed.

In an emergency injury, the number one priority is to handle the emergency and get the injured worker emergency care. However, we are required to provide the employee with a DWC-1 claim form within one working day of the injury. After the emergency immediate emergency has been addressed, please email the employee a DWC-1 claim form and complete the accident investigation.

Please notify Human Resources of emergency injuries as soon as possible so the District can comply with the Cal/OSHA reporting requirements.

Non-Emergency Injuries

If an employee has a non-emergency injury, please do the following:

1. Provide the employee with a DWC-1 claim form to complete the employee section
2. Complete the *Supervisor's Accident Investigation*
3. Refer the employee to call Company Nurse at **1-833-541-0614** and provide search code **CERCCD**. When the employee calls Company Nurse, a registered nurse will provide the employee with expert medical triage to recommend the appropriate care and/or treatment. If urgent care treatment is needed, Company Nurse will issue instructions and a referral.

4. What needs to be done after the employee visits the clinic?

When the injured employee visits the clinic, in addition to providing care for the injured employee, a work status report will be provided. The work status report may have one of three outcomes.

- **No restrictions:** If the employee is not given restrictions, they can return to work and perform their job duties as normal.
- **Placed off work (temporarily, totally disabled):** If the doctor places an employee off work, the employee will be placed on leave. The designation and type of leave may depend on the employee's status and bargaining unit.
- **Released to return with temporary restrictions:** If the doctor provides the employee with a work status including temporary restrictions, the District go through the interactive process with the employee to determine if a.) the employee can perform all regular essential functions of their job with the restrictions or if b.) the employee can perform alternative duties in the department on a temporary basis while recovering. If modified work is not available, the employee will be placed on medical leave (similar to the placed off work status above).

Human resources will coordinate with both the supervisor and employee during the ongoing life of the claim. This could include an ongoing interactive process and modified work discussions, an interactive process when the employee reaches maximum medical improvement, and other elements.

Please [contact Human Resources](#) if you have any questions related to workers' compensation.