

# Workers' Compensation

*Important Information for  
When Your Employee is  
Injured at Work.*

## Manager's and Supervisor's Procedures for Reporting Work-Related Injuries or Illnesses



<http://www.csupomona.edu/~rms/wc.htm>

**Risk Management**  
Cal Poly Pomona  
Bldg. 98, Room B1-35  
3801 W. Temple Avenue  
Pomona, CA 91768

Phone: 909-869-3725 or 869-4846  
Fax: 909-869-2926  
E-mail: [yllieding@csupomona.edu](mailto:yllieding@csupomona.edu)

## WHO IS COVERED UNDER WORKERS' COMPENSATION

Cal Poly Pomona provides workers' compensation coverage for all university employees. Specifically, this includes:

- Faculty
- Staff
- Student Assistants
- Volunteer Employees

*(For information on coverage for Foundation employees, contact 869-3764).*

## RESPONDING TO INJURIES/ILLNESSES

### Medical Emergency

**In the event of a medical emergency, dial 9-1-1 from any campus phone to contact University Police.** If you are calling from a cell phone, dial the University Police directly at (909) 869-3070.

The campus police dispatcher will send the appropriate personnel. Some examples of medical emergencies are: excessive bleeding, broken bones, loss of consciousness, difficulty breathing, and severe chest pain. When in doubt about the severity of a medical emergency, always dial 9-1-1 from any campus phone to contact University Police.

### All Other Medical Situations

For medical situations that do not require an emergency response, provide the employee with a **Medical Service Order** signed by you; then direct the employee to the Industrial Clinic, US HealthWorks:

- **Pomona Location** (see page 6 for a map)  
801 Corporate Center Drive, Suite 130, Pomona, CA 91768  
Phone: (909) 623-1954  
**Clinic Hours: Monday- Friday 7:30 a.m. to 5:00 p.m.**
- **City of Industry West Location** (see page 7 for a map)  
15707 E. Valley Blvd., City of Industry, CA 91744  
Phone: (626) 961-1152  
Hours: 24 hours a day/7 days a week

### First Aid

For injuries requiring only first aid, such as minor cuts and scrapes, employees may be seen one time at the Student Health Center. If there is any question whether treatment will be required beyond this one-time visit, then send the injured employee to the designated industrial clinic.

## REPORTING & DOCUMENTING THE INJURY/ILLNESS

***State law requires that a Workers' Compensation Claim Form be provided to an employee within **one (1) working day** of your notice or knowledge of a work-related injury or illness.***

- Step 1: Ensure that the injured employee receives medical attention
- Step 2: Provide employee with a [Workers' Compensation Claim Form](#)--Appendix A. *(In the case of a medical emergency, Risk Management will mail the form to their home.)*
- Step 3: Call Risk Management at extension 3725 or 4846 to report the injury/illness.
- Step 4: Complete the [Manager's/Supervisor's Report of Injury of Illness](#) and submit it to Risk Management within 24 hours. *(Fax first 869-2926, then intercampus mail.)*

Copies of the required forms are included in this guide. They can also be accessed on the Risk Management web site: <http://www.csupomona.edu/~rms/wc.htm#forms>.

## RETURNING TO WORK

All claims of injury/illness require a medical assessment by a physician and documentation indicating the employee's Return to Work status. There are three types of determinations:

- **Return to Work Without Restrictions:** the employee is released to return to work without any restrictions and can be expected to perform the full-scope or usual and customary duties of their job without modification.
- **Return to Work With Restrictions:** the employee is released to return to work with temporary restrictions to their physical activity. If a temporary medical restriction impacts the employee's ability to perform their usual and customary job duties, the Manager/Supervisor must determine if modified or alternate work is available.
  - If work within the prescribed restrictions is available, the Manager and employee meet to discuss and complete a Transitional Employment Plan provided by Risk Management. This step documents prescribed restrictions and the temporary modified assignment.
  - If modified/alternate work is not available, the employee has a status of Off Work and will meet with Risk Management and Payroll to discuss the disability benefit options.

- **Off Work:** the employee is not medically able to return to work for a specific period of time. The employee's progress will be followed by a physician at regular intervals. Risk Management and Payroll will meet with the employee to discuss the eligible disability benefit options.

## ONGOING MEDICAL TREATMENT

The employee's injury/illness may require repeat visits to the Industrial Clinic or other designated medical facility for treatment. Beyond the initial medical visit, non-exempt employees are required to use Sick Time for follow-up treatment and/or therapy.

Managers are encouraged to set clear expectations with both non-exempt and exempt employees regarding how medical appointments are to be managed in order to meet the operational needs of the department. Employees are expected to keep their managers informed in regard to ongoing work restrictions.

If an employee is placed off work as a result of their injury, Risk Management and Payroll will review with the employee eligible disability benefit options. Risk Management will work with the department manager in coordinating the return to work process.

## PHYSICIAN PRE-DESIGNATION

Employees have the option of pre-designating their personal physician to provide medical treatment in the event of a work-related injury or illness. Pre-designating must occur prior to an injury and allows the employee to see their personal physician from the date of injury. If an employee requests to treat with their pre-designated physician, please call extension 3725 to verify that a [current predesignation form](#) is on file.

## FREQUENTLY ASKED QUESTIONS

**We typically send injured employees to the Student Health Center. Is this appropriate?**

Injured employees can be seen for first aid injuries at the Student Health Center; however, if an injury goes beyond first aid, then the Student Health Center will refer the employee to the nearest US HealthWorks industrial clinic. To avoid delaying medical attention, it is in the best interest of the employee to start their treatment with the same medical team that will take them through to recovery. Location and hours of operation for the US HealthWorks locations closest to campus can be found on pages six and seven.

### **How should an injured employee be transported to the clinic on the day of injury?**

If an employee is unable to drive themselves to the industrial clinic due to their injury, contact Risk Management at extension 3725 to request taxi service for the injured employee. For emergency situations, call 911 from any campus phone or 869-3070 from a cell phone.

### **Do I need to determine if an employee's claim of injury or illness is work-related before I send them to the industrial clinic?**

The university is required by law to offer medical treatment to employees who claim a work related injury or illness; determination of the cause of injury is made by a doctor (and/or investigation). When an employee informs you that they are injured or ill and believe it is work-related, provide them with a Workers' Compensation Claim Form and a Medical Service Order so that they can receive medical attention. Complete the Manager's/Supervisor's Report of Injury/Illness and fax it to Risk Management at 869-2926 within 24 hours of your notice. If you have questions or concerns as to whether or not an injury is work related, please contact Risk Management at extension 3725.

### **What should I do if an employee informs me that work-related stress is making them ill?**

Call Risk Management to discuss what steps you should take in such circumstances. If the employee is or has been losing time off work due to the illness/injury, we may advise you to provide the employee with a Workers' Compensation Claim Form and offer them the opportunity to go to the industrial clinic.

### **What do I do if an injured/ill employee is not able to perform their regular job duties during their treatment?**

If temporary modified or alternate work is available, or if the employee is able to perform their full job duties while adhering to the restrictions, then it is in the best interest of the employee and the university to bring them back to work as quickly as possible.

In some cases, temporary modified or alternate work is not available and the employee must be placed off work until the restrictions are lifted. In such cases, Risk Management and Payroll will work closely with the injured employee to determine their eligibility for disability benefits. Risk Management is available to answer questions from the department manager and to facilitate the return to work process.

## RELATED CAMPUS RESOURCES

Environmental Health & Safety, extension 4697

<http://www.csupomona.edu/~ehs/>

University Police, 911 from any campus phone, or direct dial (909) 869-3070

<http://www.dsa.csupomona.edu/police/>

## CONTACTS

Risk Management is here to help you. If you have any questions regarding the Workers' Compensation program, please contact:

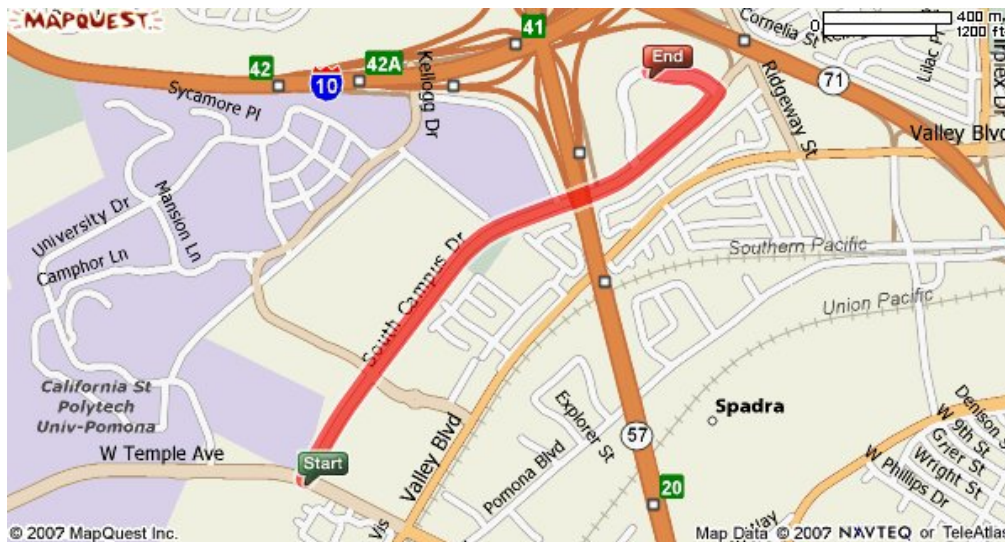
Victoria Lieding, extension 3725  
Workers' Compensation Analyst

Valerie Eberle, extension 4846  
Manager, Benefits, Workers' Compensation & Risk Programs

Visit the Risk Management website at <http://www.csupomona.edu/~rms/wc.htm>.

## U.S. HealthWorks Medical Group

**Pomona Clinic:** 801 Corporate Center Dr., Suite 130, Pomona, CA 91768  
**Phone:** (909) 623-1954, **Fax:** 623-4988  
**Hours:** Monday through Friday, 7:30 a.m. to 6:00 p.m.



**From:** Cal Poly Pomona, 3801 W. Temple Avenue, Pomona, CA 91768  
(Corner of Temple and S. Campus Dr.)

**To:** US HealthWorks Medical Group, 801 Corporate Center Dr., #130, Pomona, CA 91768

- |    |  |           |
|----|--|-----------|
| 1: | Start out going NORTHEAST on SOUTH CAMPUS DR toward KELLOGG DR.                                    | 1.3 miles |
| 2: | Turn LEFT onto CORPORATE CENTER DR.  | 0.1 miles |
| 3: | End at <b>US HealthWorks Medical Group:</b><br>801 Corporate Center Dr # 130, Pomona, CA 91768, US |           |

**Total Est. Time:** 3 minutes **Total Est. Distance:** 1.57 miles

## U.S. HealthWorks Medical Group

**City of Industry Clinic:** 15707 E. Valley Blvd., City of Industry, CA 91744  
**Phone:** (626) 961-1152, **Fax:** 330-0242  
**Hours:** Open 24 hours, 7 days a week



**From:** Cal Poly Pomona, 3801 W. Temple Avenue, Pomona, CA 91768  
(Corner of Temple and S. Campus Dr.)

**To:** US HealthWorks Medical Group, 15707 E. Valley Blvd., City of Industry, CA 91744

- |    |  |            |
|----|--|------------|
| 1: | Start out going SOUTHWEST on SOUTH CAMPUS DR toward W. TEMPLE AVE. | <0.1 miles |
| 2: | Turn LEFT onto W TEMPLE AVE.                                       | 0.2 miles  |
| 3: | Turn RIGHT onto VALLEY BLVD.                                       | 9.9 miles  |
| 4: | End at 15707 Valley Blvd, City Of Industry, CA 91744-3932, US      |            |

**Total Est. Time:** 15 minutes

**Total Est. Distance:** 10.26 miles