Injury Reporting Procedure

**WORKERS’ COMPENSATION INJURY/INCIDENT REPORTING:**

Work-related injuries or illnesses must be immediately reported to Workers’ Compensation and the employee should follow the following protocol:

**After Hours or Emergency**

- If life-threatening, call 9-1-1
- If UC Davis Occupational Health is closed and you have a work related injury go to Davis Urgent Care: (530) 759-9110
  4515 Fermi Place, Suite 105, Davis CA 95618
  Hours: 9am-9pm; 365 days a year
  For directions, please click [here](http://safetyservices.ucdavis.edu)
- If Davis Urgent Care is closed, go to Sutter Davis Hospital Emergency Room (530) 757-5111

Supervisor (or next responsible person) must accompany the employee to the ER. Supervisors, make sure your employee(s) let you know of extended hospitalization and Return to Work restrictions. Complete the Employer’s First Report (EFR) from the UC Safety Tools, as soon as practicable.

**LOG IN TO EFR** [2]

For serious injury/illness (inpatient hospitalization, amputation or bony involvement of a digit, disfigurement) or death:

During normal business hours immediately contact EH&S at (530)752-1493 to report any serious injury/illness or death of an employee. Outside of normal business hours immediately call the UC Police/Fire Dispatch Center at (530)752-1230 who will in-turn contact an Environmental Health & Safety representative. Cal/OSHA further defines "Serious injury or illness" to mean any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body (including minor bony involvement of a digit) or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway.

Non-emergency, during regular work hours Mon-Fri (8 a.m.– 5 p.m.):
1. Call Occupational Health Services at 530-752-6051 to schedule an appointment for the employee.
   - The clinic is located in the Cowell Building [Map](#)

2. Complete the EFR. Print a copy and bring it with you to the clinic.

**Outside of normal business hours, non-emergency:**

1. If medical treatment is necessary and UC Davis Occupational Health is closed go to
   - Davis Urgent Care: (530) 759-9110
     4515 Fermi Place, Suite 105, Davis CA 95618
     Hours: 9am-9pm; 365 days a year
     For directions, please click [here](#)
   - If Davis Urgent Care is closed, go to Sutter Davis Hospital Emergency Room (530) 757-5111

2. Call 877-682-7778 to report the work-related injury/illness and file a WC claim.

3. UC Davis WC will be notified by Sedgwick/CMS.

4. Complete the [Employer’s First Report](#) as soon as practicable.

**Incident not requiring medical treatment:**

To record an incident not requiring medical treatment provided by a licensed physician; complete the [Employer’s First Report](#).

**Reporting injuries over the phone:**

You have the option to report your work related injuries directly to the University’s third party insurance carrier, Sedgwick, when access to the [Employer’s First Report](#) is not readily available. Before reporting, make sure your supervisor is informed of your injury. To report a claim, call 1-877-682-7778.

**For Claim Reporting Questions:**

LaWanna Wade: lwade@ucdavis.edu [5]530-752-9218

**For Workers’ Compensation Related Questions:**

Kim Sieg: klsieg@ucdavis.edu [6]530-752-7243

**Contact**

**Risk Management Services**

rms@ucdavis.edu

**More information**

Related content

1. Reporting Work-related Fatalities and Serious Injuries or Illnesses
2. Workers’ Compensation Resources

External links

1. Employer’s First Report [8]
2. Employer’s First Report Tutorial [9]

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Source URL (modified on 12/18/17 09:38am): http://safetyservices.ucdavis.edu/article/injury-reporting-procedure

Links
[2] https://ehs.ucop.edu/efr/home
[5] mailto:dwade@ucdavis.edu
[6] mailto:klsieg@ucdavis.edu