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:

**Update: Davis Urgent Care Hours Changed to 8 a.m. - 8 p.m.**

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: 8am-8pm; 365 days a year
  For directions, please click [here](https://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 or death

Inpatient hospitalization, amputation, loss of an eye or serious permanent disfigurement

- 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. They will contact an EH&S representative.

Cal/OSHA defines "serious injury or illness" as

Any injury or illness occurring in a place of employment, or in connection with any employment, that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or 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, unless the accident occurred in a construction zone.

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.
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: 8am-8pm; 365 days a year
     For directions, please click [here](https://safetyservices.ucdavis.edu)
   - 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](https://ehs.ucop.edu/efr) 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](https://ehs.ucop.edu/efr).

**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](https://ehs.ucop.edu/efr) 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:**

Ibiyemi O Olowoyeye: [mailto:ioolowoyeye@ucdavis.edu](mailto:ioolowoyeye@ucdavis.edu) 530-754-0305

**For Workers' Compensation Related Questions:**

Kim Sieg: [mailto:klsieg@ucdavis.edu](mailto:klsieg@ucdavis.edu) 530-752-7243

**Contact**

**Risk Management Services**

rms@ucdavis.edu

More information
[https://safetyservices.ucdavis.edu/risk-management-services-staff-listing](https://safetyservices.ucdavis.edu/risk-management-services-staff-listing)

**Related content**

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

**External links**

1. [Employer's First Report](https://ehs.ucop.edu/efr)
2. [Employer's First Report Tutorial](https://ehs.ucop.edu/profile/help/efr)


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**Links**

[1] [https://safetyservices.ucdavis.edu/sites/default/files/documents/Davis%20Urgent%20Care%20Directions.pdf](https://safetyservices.ucdavis.edu/sites/default/files/documents/Davis%20Urgent%20Care%20Directions.pdf)
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