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](https://safetyservices.ucdavis.edu)[1]
- 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](https://safetyservices.ucdavis.edu) [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.
   - 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.


Incident not requiring medical treatment:

To record an incident not requiring medical treatment provided by a licensed physician; complete the Employer's First Report [4].

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 [4] 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: ioolowoyeye@ucdavis.edu [5] 530-754-0305
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 09/27/19 12:34pm): https://safetyservices.ucdavis.edu/article/injury-reporting-procedure

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