



Workers' Compensation Training

Workers' Compensation Basics

- Cuesta's Workers' Compensation policy covers all employees (including short-term/temporary and student employees), volunteers and students in clinical classes.
- Students in courses not designated as clinicals are not covered under this policy. They are covered under the Districts' liability insurance – contact the Office of Administrative Services for more information.
- Injuries and/or accidents **must be** reported to the Supervisor.

Work Related Injuries

- If life threatening, call 911 immediately.
- Employees should not seek medical attention without notifying HR unless it is a life threatening situation.

24/7 Nurse Hotline

- In the event of a non-emergency injury that requires or may potentially require medical treatment the employee must call the 24/7 Nurse Triage Hotline.
 - A nurse will provide direction to employee for care. Ensure the directions are followed
 - HR will receive a report from the hotline. Employees must notify their supervisors as soon as possible.
- If medical attention is not needed or requested do not call the hotline, but report to supervisor and HR.

24/7 NURSE LINE FOR WORK-RELATED INJURIES

Línea de enfermería 24 horas al día, 7 días a la semana para lesiones relacionadas con el trabajo

1-855-519-8472

★ AVAILABLE 24 HOURS A DAY ★

- 1** Injured worker notifies supervisor.
Empleado lesionado notifica a su supervisor.
- 2** Supervisor/Injured worker immediately calls injury hotline.
Supervisor /Empleado lesionado llama inmediatamente a la línea de enfermeros/as.
- 3** The Nurse Hotline gathers information over the phone and helps the injured worker access appropriate medical treatment.
Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.

For newly reported work injuries, our nurses are standing by to direct employees to the right care at the right time.

Non-immediate Medical Emergency
Please call us for direction of care with injured employee.

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Serious Medical Emergency
In the event of a serious medical emergency, do not wait to speak with a nurse. **Call 911**



Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

Accident/Injury Reporting Form

- Supervisors are responsible for completing the required accident/injury report.
 - Accident report can be found at:
https://www.cuesta.edu/about/depts/humanresources/Work_Related_Injury_Information.html
- Please complete as thoroughly and completely as possible as this report can help prevent future injuries.

Appointments/Follow Up (Manager Expectation)

- Subsequent appointments for injured employees are considered “work” time and should be scheduled during the employee’s regular schedule.
- If appointments cannot be scheduled during the employee’s regular work day, then flex the employee’s schedule to avoid overtime.
- All time lost due to workers’ compensation appointments must be recorded as “workers’ compensation” in the employees leave report.

Appointments/Follow Up (Injured Employee Expectation)

- Timely notify manager of follow up appointments.
- Provide follow up physician's notes to Human Resources.
- Communicate with manager and Human Resources any change in condition (e.g. pain worsens, accommodations need amending, etc.)

Reminders

- Send employees to approved clinics only.
- Do not have them use their own insurance unless it is emergency. If emergency, report to HR immediately.
- Do not promise anything about compensation, reimbursement, etc.

In Conclusion

If you are ever in doubt, contact Human Resources at x3219 or hr@cuesta.edu.

Human Resources will help you figure out the appropriate next step.