



## **Cuesta College Accident Reporting Procedures For Employees/Volunteer Employees**

It is imperative to report ALL Workplace Injuries and Near Miss Accidents, no matter how minor, to your Supervisor **IMMEDIATELY**.

Assess every injury for severity.

For a **Medical Emergency** dial **9-911**, and then call Human Resources at x3129.

For all accidents or near miss accidents, please have all witnesses fill out a Witness Accident Report immediately after the incident.

For an injury which is not a medical emergency, if needed, have a qualified person perform first aid. Then call Human Resources immediately at **x3129** to report the injury. The Human Resource department plays the **lead role** in directing injured employees to proper care and ensuring the employees receive the proper paperwork & direction.

The Human Resource department will complete the SIPE Accident Investigation Report with the injured employee and provide them with a Workers' Compensation Form (DWC-1).

If the injured employee decides that medical attention is necessary, they must return the Workers Compensation Form (DWC-1) to the Human Resources office **before** that employee seeks/gets medical attention. Human Resources will complete the necessary paperwork needed to open a Workers Compensation Claim for the injured employee. The Doctor chosen must be a Cuesta/SIPE approved medical provider for Workers Compensation. (See the SIPE Recommended Clinics for Workers' Compensation Injuries)

The following forms are available from MyCuesta on the Safety Channel:

- Injury Reporting Procedures
- SIPE Accident Investigation Report
- Witness Accident Report Form
- Safety forms from the Injury and Illness Prevention Program
- SIPE Recommended Clinics for Worker's Compensation Injuries

If you have any questions, please contact Human Resources at x3129.