



PROCEDURES FOR A WORK RELATED INJURY OR ILLNESS

All Antelope Valley College Employees,
Student Workers, Students in Clinical Rotation, and Registered Volunteers

If you are injured at work, it is your responsibility to:

▶ **Notify your Supervisor or Risk Management:**

- Immediately report any work-related injury or illness whether or not you feel it is necessary to seek medical attention to your supervisor.
- Contact the department of Risk Management at 661-722-6300 ext. 6428

▶ **Notify Company Nurse:**

- Contact company nurse at 1(877) 518-6702
- Provide them with the employer name and the search code: AVCCD

▶ **Complete the Required paperwork with your Supervisor and Risk Management:**

- You are required to fill out the necessary forms with your Supervisor immediately upon reporting the injury or illness. Forms are available on the People, Culture, and Talent website at <https://www.avc.edu/people-culture-and-talent-hr>
- The worker's compensation claim form must be completed and submitted to Risk Management.

▶ **Seek Medical Treatment if Needed:**

- In order to receive medical treatment for non-emergency injuries or illnesses you must contact Risk Management to file a workers' compensation claim and get authorization for treatment.
- You may see your pre-designated doctor if the form is on file with Office of People, Culture, and Talent prior to the injury or illness.

▶ **Provide Specific and Accurate Reporting Information:**

- Work related injuries will be investigated to ensure that safe work practices are being used or to determine if training needs to be provided.