



The Office of People, Culture, and Talent
Risk Management Department

**SUPERVISOR'S GUIDE FOR INJURIES, ILLNESSES, AND INCIDENTS ON
CAMPUS**

(STUDENTS NON-WORK RELATED AND EMPLOYEES INCLUDING STUDENT WORKERS,
STUDENTS IN CLINICAL ROTATION AND REGISTERED VOLUNTEERS)

CONTACTS:

Los Angeles County Sheriff's Department AVC Unit:

- Calling from cell phone: (661) 722-6399
- Calling from campus phone: Ext. 6399 or 6069 or 4444

Office of Risk Management & Environmental Health

- Calling from cell phone: (661) 722-6300 Extension 6428
- Calling from campus phone: Ext. 6428

IF THERE IS AN EMERGENCY SITUATION INVOLVING ANYONE:

1. Call the Los Angeles County Sheriff's Department AVC Unit and report. They will immediately dispatch assistance and can quickly request further help such as Fire Department and ambulance service and direct them via the fastest route to your exact location while clearing the way on campus for them. The Sheriff's AVC Unit will notify the Risk Management department.
2. If an injury causes the person to be transported to a medical facility, Risk Management Department will notify the appropriate insurance carrier of the information and secure the completed reports at a later time.

STUDENT INJURY/ILLNESS/INCIDENT:

A student injury/incident is an injury/incident that occurs to a student that is not an employee/student worker/student in clinical rotation or registered volunteer at the time of the incident. To report an injury or illness that occurred in class, the Instructor of that class will complete the "Non-Occupational Accident Report Form-Instructor." The student will complete the "Non-Occupational Accident Report Form-Student."

EMPLOYEE (WORK-RELATED) INJURIES AND ILLNESSES:

1. If an employee/student worker/student in clinical rotation or registered volunteer reports an injury or illness, or you become knowledgeable of an injury or illness, you must report it immediately to the Los Angeles County Sheriff's Department AVC Unit at 722-6399 and to the Risk Management Department at (661) 722-6300 ext. 6428. If after regular business hours, leave a voice mail and you will be contacted the following business day.
2. Investigate the circumstances of the incident with the employee, student worker, or student in clinical rotation and take the following steps:
 - Step 1: Fill out and submit "**Supervisor's Report of Injury**" form.
 - Step 2: Have the impacted individual complete the appropriate "**Statement of Accident**" form.
 - Step 3: Have the impacted individual report accident to the company nurse at 1-(877) 518-6702. Employer name (Antelope Valley Community College District) or Search code (AVCCD) may be requested by the company nurse.
 - Step 4: Have the impacted individual take the forms to the Risk Management department to complete the claims process and see a physician, if necessary.

IMPORTANT NOTE: Do not hold onto any of the forms or delay in reporting an injury/illness as this will cause a delay in filing the claim. State law mandates time limits for processing Workers' Compensation claims. If the injured or ill worker does not want to seek medical attention and does not want to file a Workers' Compensation claim, the individual must fill out an "**Incident Report**" form and submit it to Risk Management Department.

3. The District has the right to choose the medical provider unless the employee has pre-designated a physician prior to the injury/illness and the completed form is on file in the Office of People, Culture and Talent.
4. If you feel the injury or illness was caused by a possible unsafe condition, immediately call the Facilities Services trouble call at 722-6300 ext. 6499 and report the unsafe condition. In the event of an emergency, call campus security at ext. 6399 or ext. 4444.
5. Before the employee may return to work, they must present the work status report that states they are able to return to work. If unable to return to work, the employee is required to submit work status notices from their doctor on a regular basis and these work status notices should be forwarded to Human Resources. The work status notices may be faxed from the doctor's office to Human Resources at 661-722-6321.
6. If the employee is released to return to work with restrictions, you must contact the Director, Benefits and Risk Management in the Office of People, Culture and Talent to review the restrictions and schedule an "Interactive Process" meeting to determine if the restrictions can be accommodated in your department.
7. If the employee fails to submit their timesheets while on temporary disability through workers' compensation, it is the supervisor's responsibility to continue to turn in time sheets so that leave can be recorded appropriately.