



Cuesta College Injury Reporting Procedures

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

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 fill out the first page of the SIPE Accident Investigation Report with the injured employee, and give them a Workers Compensation Form (DWC-1). The Safety Coordinator will arrange a meeting with the employee and their supervisor in order to complete the 2nd page of the SIPE Accident Investigation Report.

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

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 Workers' Compensation Injuries

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