

**INSTRUCTIONS FOR REPORTING WORK-RELATED INJURY/ILLNESSES
OUTSIDE THE DISTRICT'S NORMAL BUSINESS HOURS**

(Weekends or Monday through Friday prior to 7:00 a.m. or after 6:00 p.m.)

Workers' Compensation/ Return to Work (WC/RTW) Office:	wctech@oside.us Tel: (760) 966-4035 Fax: (760) 967-7178
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*****IMPORTANT NOTICE*****

**FOR LIFE THREATENING INJURIES OR ILLNESSES, EMERGENCY TRANSPORT TO TRI-CITY
MEDICAL CENTER MUST BE IMMEDIATELY ARRANGED**

If possible, advise the Emergency Room staff that this is a work-related injury/illness.
The employee shall complete the Workers Compensation paperwork as soon as s/he is physically able.

When a NON-LIFE-THREATENING work-related injury or illness occurs before or after the District's normal business hours:

- 1) The employee will notify the site supervisor/ principal or lead staff immediately in person (if available) or via telephone call.
- 2) If medical treatment is needed:
 - a) **SUPERVISOR/ PRINCIPAL/ LEAD STAFF:** Instruct the employee to call the Company Nurse injury hotline to receive immediate treatment evaluation by a medical professional (RN) specializing in occupational injuries

Injury Hotline: 1-877-518-6702 Oceanside Unified Search Code: QS444
 - b) **EMPLOYEE:** Follow the treatment instructions provided by the Company Nurse and advise your site supervisor/ principal.
- 3) If directed to the Emergency Room, the employee will deliver any documents (Admit/ Discharge paperwork) to the District's Workers' Compensation/ Return to Work (WC/RTW) office on **the following workday and prior to returning to work**
- 4) A District Representative (Admin Secretary, health clerk, Supervisor/ Principal, Lead Staff, or the WC/RTW Office) will provide the employee the appropriate forms listed on the *Instructions for Reporting A Work-Related Injury/ Illness and Return-to-Work Guidelines* document.
- 5) Follow-up appointments and medical visits will be scheduled with WorkPartners as directed by the WC/RTW office.