



Attention: CCA Employees (Faculty, Staff or Student Workers)

Industrial Injury Procedure

Employees must notify their supervisor *and* Human Resources *immediately* if a work-related injury or illness occurs, no matter how minor. CCA wants to be sure that its employees receive proper care. There are also strict guidelines for properly reporting illness and injuries. Delay in reporting could cause delay in or nonpayment of treatment. As an injured worker, it is your responsibility to report accurate and timely information and to follow the procedure listed below:

1. In case of an emergency dial 911, or seek immediate medical attention at the nearest emergency facility.
2. Notify Human Resources (**Human Resources 510.594.3700 #3**) of any work-related injury or illness which occurs. Should the injury or illness occur after hours or if immediate medical attention is required, **Public Safety (415.703.9510)** should be contacted for assistance.
3. In some cases, first aid will be all that is needed and an injury report will be completed by HR and kept on file.
4. If medical treatment is required or desired, the injured employee will be referred to one of the medical facilities listed below. Human Resources will provide the necessary forms and authorization for treatment. DWC1 must be completed if medical care is provided.

Authorized Medical Treatment Centers

San Francisco	Oakland
St. Francis Health Center 24 Willie Mays Plaza, SF	Emeryville Occupational Medicine Clinic 6001 Shellmound St., Ste. 850, Emeryville
Kaiser Occupational Health Center 601 Van Ness Ave. Opera Plaza Mezzanine Level, Ste 2008, SF	Kaiser Occupational Health Center 3701 Broadway, Ste 501, Oakland
Kaiser SF Medical Center 2238 Geary Blvd., 3 rd Floor, Injury Center, SF or	US Healthworks 2850 – 7 th St., Ste. 100, Berkeley or
<u>After-hours Emergency:</u> California Pacific Medical Center, St. Luke's Campus 3555 Cesar Chavez Street, SF	<u>After-hours Emergency:</u> Alta Bates Summit Medical Care 357 34th St. Oakland