



INSTRUCTIONS FOR SUPERVISORS EMPLOYEE INJURY/ILLNESS ON THE JOB CLAIMS (WORKER'S COMP)

Human Resources Department 110 E. Main Street Los Gatos, CA 95030 408.399.5739 408.395.8640 (fax)

The Worker's Compensation Checklist form is designed to assist the supervisor in providing the necessary documents in the event of an industrial injury or illness.

If medical care is needed: If an employee is requiring emergency medical care, he/she should be taken to the nearest hospital before you do anything else. If emergency medical care is not required, the employee should seek medical treatment at the designated medical facility. If necessary, you (or somebody you designate) should drive the employee to the clinic. The following paperwork must be processed:

- Medical Referral Form.** Complete and give the injured employee the form to take to the doctor or medical facility.
- Worker's Compensation Form (DWC-1).** As soon as possible (but no later than 24 hours of onset of injury or illness), give the employee this form. The employee fills out the top (employee) section of the form and returns it to you. Make sure that it is signed by the employee.
- Employee Injury/Illness Report.** The supervisor must complete this form. You may need to talk to witnesses or view the site of the injury. Depending on the nature of the accident, you may need to conduct a follow-up investigation.

If employee is refusing medical treatment: If the employee does not wish to file a claim and refuses medical treatment, the following paperwork must be processed:

- Refusal of Medical Treatment Form.** Please have the employee complete and sign this form. The Employee may still file a claim form at a later date.
- Employee Injury/Illness Report.** The supervisor must complete this form. You may need to talk to witnesses or view the site of the injury. Depending on the nature of the accident, you may need to conduct a follow-up investigation.

For either situation, please notify Human Resources at (408) 399-5739 or (408) 399-5718 as soon as possible that an injury has occurred (do not wait until you complete the paperwork). Then, submit the appropriate forms as indicated above to HR for processing. (Recommend: Scan a copy to HR and interoffice the original)