

Reporting an Injury/Illness

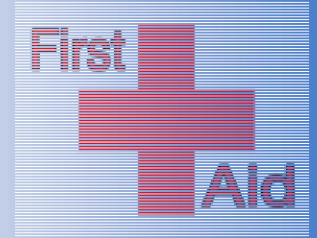


Incident Reporting

- Notify Supervisor/Admin/HR
- Seek first aid care if needed
- Complete [incident reporting forms](#)

First Aid

- Doctor visits usually one time treatment
- Cleaning, bandaid provided
- Complete [incident reporting form](#)



Forms available: <http://smccd.edu/portal> >Go to Downloads, Human Resources, Worker's Comp

Procedures



1. Report a claim
2. Seek medical care at [designated clinics](#) or [predesignated personal physician](#)
3. Complete [worker's comp new injury/illness reporting packet](#)

Consequences

- Claim may be placed on delay or denied reporting late
- Can utilize all maximum benefits through own personal medical coverage
- No worker's comp benefits
- Someone else may also hurt themselves
- Higher expense



Emergency Care

- Notify Supervisor/Admin/HR
- Life threatening incidents see below:
 - ◇ Head, neck, back, severe eye injury
 - ◇ No breathing or shortness of breath
 - ◇ Vomiting blood
 - ◇ Chest pain or pressure that lasts more than 3-5 minutes
 - ◇ Poisoning, drug overdose
 - ◇ Seizures
 - ◇ Disfigurement
 - ◇ Risk of loss of eyesight
 - ◇ Severe pain



Ingrid Melgoza, Human Resources

Tel: (650) 358-6724 Email: melgozai@smccd.edu

San Mateo County Community College District

Report an injury/illness within 24 hours