

## **What To Do If You Are Injured At Work (Employees)**

If you are injured at work and the bodily harm is life or limb threatening, dial 911.

If your injury is considered an emergency, proceed to the nearest emergency room.

Otherwise, before you leave your work site you must do the following:

- Notify your supervisor.
- Supervisor and Injured employee immediately calls Company Nurse hotline.
- Complete the appropriate forms in Workers Compensation Packet
  - Acknowledgement
  - DWC 1
  - Incident Report
  - Witness Report
  - Supervisors Report

### **Seeking Medical Treatment After You Are Injured**

- **Kaiser Oakland Occupational Center** is where all treatment will be rendered. If you seek treatment with any other physician, without having a pre-designated physician on file; Workers Compensation is not obligated to pay for treatment. After 30 days of treatment you may change treating physicians with proper authorization. Contact Risk Management for instruction.
- **Pre-designated Physicians** are valid only if you are in accordance with pre-designation regulations. Contact Risk Management for information.

### **Initiating and Keeping contact with all involved parties**

- Immediately provide **any** updates and **all** work status reports to your supervisor.
- Immediately provide **any** updates and **all** work status reports to Risk Management.
- Respond to all appropriate correspondence from JT2 (work comp administrator) or Risk Management, via phone, mail or e-mail.

### **Additional Responsibilities**

- Notify your supervisor if you will be absent, the moment you know you will be absent.
- It is absolutely mandatory that you complete an absence certificate for each day you are absent. If you are not able to complete certificate, arrange for your supervisor to complete for you.
- Attend all scheduled doctor's appointment. If you can't attend your appointments, it is your responsibility to reschedule them.

- Provide your supervisor with an updated work status from each appointment you attend. Supervisor's and Risk Management should receive updated work statuses within 2 business days of appointment.

### **Contacts**

Nikitra Hudson, Risk Manager  
Berkeley Unified School District  
Department of Risk Management  
2020 Bonar Street, 2<sup>nd</sup> Floor, Suite 234  
Berkeley, Ca. 94702  
510-644-6049

Betty Torrian-Lee, Worker Comp Specialist  
Berkeley Unified School District  
Department of Risk Management  
2020 Bonar Street, 2<sup>nd</sup> Floor, Suite 234  
Berkeley, Ca. 94702  
510-644-2879

James McCaffrey, Claims Adjuster III  
Intercare Holdings Insurance Services, Inc.  
P.O. Box 579  
Roseville, CA 95661  
Telephone: 916-780-3628  
Fax: 916-781-5606  
E-mail: [jmccaffrey@intercareins.com](mailto:jmccaffrey@intercareins.com)

Kaiser Oakland Occupational Center  
3701 Broadway Avenue, 5<sup>th</sup> floor, Suite 501  
Oakland, Ca. 94611  
510-752-1244

Company Nurse  
877-247-1447  
Group Code: BRKLY