

## SVM Employee Injury Reporting

### **EMPLOYEE WORK RELATED INJURY AND ILLNESS REPORTING:**

**Employee work-related injuries or illnesses must be immediately reported to supervisor and this protocol must be followed.**

#### **For Medical Emergency: Call 9-1-1 or go to Sutter Davis Hospital Emergency Room**

- 1) Supervisor (or next responsible person) is to accompany the employee to [Sutter ER](#) – Employees need to notify supervisors of *Extended Hospitalization and Return to Work* restrictions.
- 2) [Sutter Hospital Authorization Form](#)
- 3) For work-related fatalities and serious injuries (or even if severity is undetermined) the Supervisor should contact (WITHIN 8 HOURS OF INJURY):
  - EH&S at 530-752-1493 (During normal business hours)
  - Police/Fire Dispatch Center at 530-752-1230 (Outside normal business hours)
  - SVM Safety Officer at 530-219-3543 or VMTH Safety Officer at 530-219-0632For instructions on **Reporting Work-related Fatalities and Serious Injuries or Illnesses** refer to [SafetyNet #121](#).
  - This is for hospitalization in excess of 24hrs, loss of member of body (ex: bone in finger even for wound treatment); serious degree of permanent disfigurement
- 4) Complete [Injury and Illness Report \(IIR\)](#) Parts 1 & 2, and employee submits claim.
- 5) Supervisor is notified of a new claim in the system pending review.
- 6) Supervisor completes their investigation/statement sections and saves form.
- 7) Your Supervisor, Administrators and/or Group Members will complete rest of form.

#### **Non-emergency, during regular work hours Mon-Fri (8am – 5pm):**

- 1) Call Occupational Health Services at 530-752-6051 to notify them the employee is enroute
- 2) The Occupational Health Clinic is located in the [Cowell Building](#)
- 3) Complete [Injury and Illness Report \(IIR\)](#) Parts 1 & 2, and employee submits claim.
- 4) Supervisor is notified of a new claim in the system pending review.
- 5) Supervisor completes their investigation/statement sections and saves form.
- 6) Your Supervisor, Administrators and/or Group Members will complete rest of form.

#### **Non-emergency, outside of normal business hours (Evenings and Weekends):**

- 1) Go to [Davis Urgent Care](#) (weekdays/weekends) or the closest medical treatment facility if medical treatment is needed.
- 2) Complete [Injury and Illness Report \(IIR\)](#) Parts 1 & 2, and employee submits claim.
- 3) Supervisor is notified of a new claim in the system pending review.
- 4) Supervisor completes their investigation/statement sections and saves form.
- 5) Your Supervisor, Administrators and/or Group Members will complete rest of form.

#### **For Workers' Compensation Related Questions:**

Yemi Olowoyeye (campus): [rms@ucdavis.edu](mailto:rms@ucdavis.edu), (530) 754-0305, FAX (530) 752-3439

[First Aid Procedures for Animal Bites](#) - Occupational Health guidelines

## **SVM Employee Injury Reporting (cont'd)**

### **Sutter Davis Hospital -ER**

2000 Sutter Place  
(530) 757-5111  
After-hours, weekends, holidays



### **Occupational Health**

Cowell Hall – California Ave  
(530) 752-6051  
Mon, Tues, Thurs, Fri 8am-5pm  
Wed 9am-5pm  
Closed for lunch 12-1pm Daily



### **Davis Urgent Care**

4515 Fermi Place #105  
(530) 759-9110  
Daily 9am-9pm Hours subject to  
change – call ahead

