

Version 1.5

SVM 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. 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
- 3) Complete [Employee's First Report](#) 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, 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 [Employee's First Report](#) 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 [Sutter Urgent Care](#) (weekdays & weekends) [Davis Urgent Care](#) (weekends) or the closest medical treatment facility if medical treatment is needed. [Sutter Urgent Care Authorization Form](#)
- 2) Complete [Employee's First Report](#) 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.
- 4) Your Supervisor, Administrators and/or Group Members will complete rest of form.

For Workers' Compensation Related Questions:

Kim Sieg (campus): klsieg@ucdavis.edu, (530) 752-7243, FAX (530) 752-3439

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



Sutter Urgent Care

2020 Sutter Place #101

(530)750-5830

Open Evenings 5:30pm-9pm
and Weekends 10:00am-5:30pm



Davis Urgent Care

4515 Fermi Place #105

(530)759-9110

Weekends 8am-5pm

