

Attention: CCA Employees (Faculty, Staff or Student Workers)

Industrial Injury Procedure

Employees must notify their supervisor *and* Payroll *immediately* if a work-related injury or illness occurs, no matter how minor. CCA wants to be sure that its employees receive proper care. There are also strict guidelines for properly reporting illness and injuries. Delay in reporting could cause delay in or nonpayment of treatment. As an injured worker, it is your responsibility to report accurate and timely information and to follow the procedure listed below:

1. Notify Payroll (**Amy Flaherty 415/703-9590**) when a work related injury or illness occurs. Payroll will assist in determining the course of action required to address the situation. Should the injury or illness occur after hours or if immediate medical attention is required, **Public Safety (415/621-2395)** should be contacted for assistance.
2. In some cases, first aid will be all that is needed and an incident report will be completed by Payroll and forwarded to HR to be kept on file.
3. If medical treatment is required or desired, the injured employee will be referred to one of the medical facilities listed below. Payroll will provide the necessary forms and authorization for treatment.

Bay Medical Center

2 Connecticut (at 16th St.) SF

or

Concentra Medical Center

728 – 20th St., SF

or

Concentra Medical Center

110 Sutter St., Ste. 3, SF

or

After-hours Emergency:

St. Luke's Hospital Emergency

3555 Cesar Chavez Street, SF