

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

Industrial Injury Procedure

Employees must notify their supervisor *and* Human Resources *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 Human Resources (**Lori Owles 510/594-3683, or Sharyn Schneider 510/594-3706**) of any work-related injury or illness which occurs. Your HR representative will assist in determining the course of treatment required. Should the injury or illness occur after hours or if immediate medical attention is required, **Public Safety (510/385-1821)** should be contacted for assistance.
2. In some cases, first aid will be all that is needed and an injury report will be completed by HR and 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. Human Resources will provide the necessary forms and authorization for treatment.

Emeryville Occupational Medical Center

1900 Powell St., Suite 910, Emeryville

or

Concentra Medical Center

384 Embarcadero West, Oakland

or

US Healthworks

2850 – 7th St., Ste. 100, Berkeley

or

After-hours Emergency:

Alta Bates Emergency Care

2450 Ashby Ave. Berkeley