



WORK-RELATED INJURY/ ILLNESS FLOW CHART

EMPLOYEES ARE REQUIRED TO IMMEDIATELY REPORT ALL WORK-RELATED INJURY/ILLNESSES TO THEIR SUPERVISOR
IF SERIOUS OR MAJOR INJURY, CALL 911

The site is required to call Cal/OSHA at 619. 767.2280 within 8 hours of the injury in the event of a serious injury or illness defined as requiring inpatient hospitalization for other than medical observation, or in which an employee suffers a loss of any member of body, or suffers any serious degree of permanent disfigurement. Failure to do so may result in a fine of up to \$5,000 to the site.

Following report of injury:
Does Employee Want To Seek Medical Treatment And File A Claim?

YES

Within 24 hours or less

Supervisor immediately completes and sends the Supervisor's Report of Injury/Illness Form 78 to Risk Management either by

- Fax: 858.627.7353 or
- Email: risk-management@sandi.net

Employee obtains medical treatment at one of the authorized Occupational Medical Facilities

Within 3 days

Supervisor must send the Supervisor's Report of Injury/Illness Form 78 with principal or department head's signature to Risk Management either by

- Fax: 858.627.7353 or
- Email: risk-management@sandi.net

After Each Doctor's Appointment

Employee must give the Work Status Report, or Doctor's Note that shows current work status report to supervisor

NO

Within 24 hours or less

Employee fills out the Declination of Medical Treatment Form

Supervisor immediately completes and sends the Supervisor's Report of Injury/Illness Form 78 and Declination of Medical Treatment to Risk Management either by

- Fax: 858.627.7353 or
- Email: risk-management@sandi.net

Within 3 days

Supervisor must send the Supervisor's Report of Injury/Illness Form 78 with principal or department head's signature to Risk Management either by

- Fax: 858.627.7353 or
- Email: risk-management@sandi.net

If medical treatment is requested by employee at a later date

Supervisor notifies Risk Management with the name of authorized Occupational Medical Facility the employee went to, either by

- Phone: 858.627.7347 or
- Email: risk-management@sandi.net