



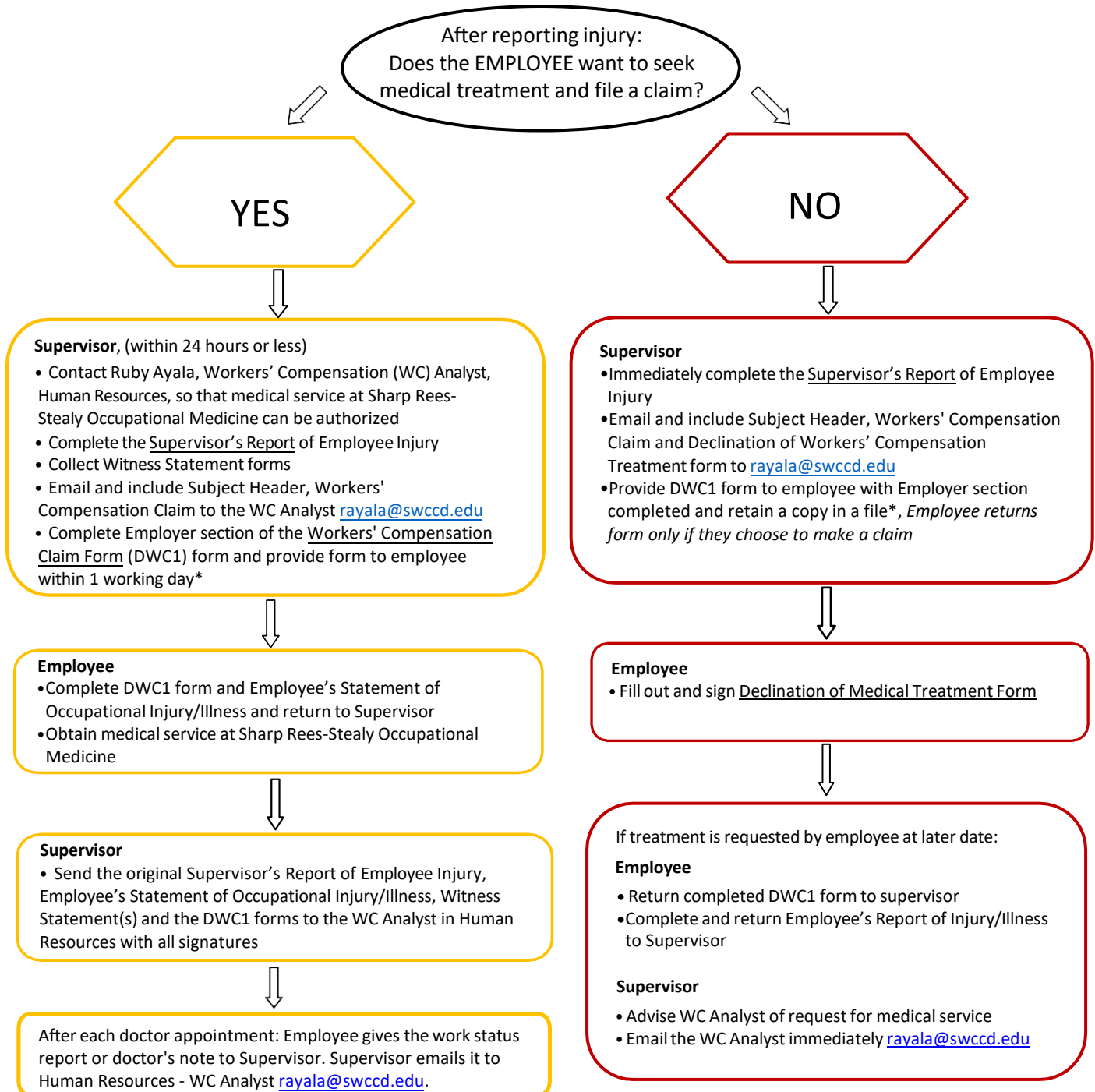
# WORK RELATED INJURY REPORTING PROCEDURE

Employees are required to REPORT ALL WORK-RELATED INJURY/ILLNESSES to their supervisor immediately

**If INJURY is SERIOUS or MAJOR, CALL 911**

All serious injuries resulting in **overnight hospitalization or fatalities** must be reported to Cal-OSHA within 8 hours of serious injury or the District will be fined \$5,000\*\*.

Contact the Health & Safety Coordinator immediately to report all serious injuries or when the employee is transported by ambulance. For serious injuries occurring after hours, the supervisor reports directly to San Diego Regional Cal-OSHA office at (619) 767-2280 within 8 hours of the injury and advises the Health & Safety Coordinator the call was made.



For questions or forms, visit the Workers' Compensation page at <https://www.swccd.edu/administration/human-resources/workers-compensation/index.aspx> OR Contact Ruby Ayala, Workers' Compensation Analyst via phone: (619) 216-6630 or Email: [rayala@swccd.edu](mailto:rayala@swccd.edu)

\*CA Labor Code Section 5402

\*\*Cal/OSHA Title 8 at <https://www.dir.ca.gov/title8/342.html>