

## **Workers Compensation Employee Injury Information**

Workers' Compensation is an employee benefit program mandated and regulated by the State of California and the California Labor Code. As an employee of California State University, Toro Auxiliary Partners you are covered by Worker's Compensation Insurance.

### **Notice of Workers' Compensation Carrier**

Benefits include medical treatment, death benefits to eligible dependent, temporary disability or industrial disability leave payments, and vocational rehabilitation.

CSUDH Toro Auxiliary Partners pays the full cost of all benefits. Our workers' compensation program is administered by Sedgwick CMS.

### **Sedgwick CMS**

PO Box 14479

Lexington, KY 40512

(800) 255-2998

Fax: (916) 851-8089

### **If You Are Hurt on the Job, You Should:**

1. **Report the Injury to Your Supervisor.** Report any workplace injury or illness to your supervisor immediately. If your injury or illness develops gradually (like tendonitis or hearing loss), report it as soon as you learn it was caused by your job.
2. **Get Medical Treatment.** For emergencies call 911 from a cell phone or campus phone. Otherwise, for treatment beyond first aid go to Kaiser On-The-Job Occupational Health for Urgent Care.

### **Kaiser On-The-Job Occupational Health**

18600 S Figueroa, 1<sup>st</sup> Floor, Unit 120

Gardena, CA 90248

Phone: (310) 527-5600

Referral Form Required

3. **Fill Out A Claim Form.** Your supervisor or Human Resources will give you a claim form (DWC-1) within one working day after learning about your injury or illness. You use it to request workers' compensation benefits. Fill it out and sign the employee portion of the claim form. Describe your injury completely. Include every part of your body affected by the injury.

4. **Participate With the Accident Investigation.** The cause of your injury or illness needs to be determined by a thorough investigation by your supervisor and Human Resources Department. The purpose of this investigation is to identify and locate accident causes and not to place blame. You are required to complete an Employee/Supervisor Injury Report.
5. **Keep All Medical Appointments.** You are expected to keep medical and therapy appointments or promptly notify the medical facility and supervisor and Human Resources of schedule changes. After treatment by a doctor, clinic or hospital, you should report your medical status to your supervisor and Human Resources Department. During your convalescence, you may be asked to respond to inquiries from the supervisor and Human Resources. You should maintain accurate records of visits to medical facilities and time away from the job to assist with wage adjustments.

Call the Toro Auxiliary Partners **Human Resources Department at 310-243-2373 or 310-243-1070** for more information regarding workers' compensation.