

Workplace Injury Procedures

I am a **Supervisor**, and a **member of my staff** has been **injured on the job** and needs treatment. *What do I do?*



1



If the situation is an emergency, and the employee is on campus, call the USC Department of Public Safety. Depending on your location, call University Park Campus at **213-740-4321** or USC Health Sciences Campus at **323-442-1000**. If working remotely or at another campus location, call **911** immediately.

2



Instruct the injured employee, if able, to call CorVel at **833-202-5216** to get instructions from the triage nurse and to take additional steps to file a Workers' Compensation claim, if needed. CorVel will also coordinate related leaves or payment impacts with USC. If the employee is unable to call, the HR Partner or Supervisor must call CorVel. Please see below for additional Workers' Compensation and Disability information:

A [Workers' Compensation](#)

B [Disability Benefit](#)

3



- Examine incidents thoroughly and take statements from the injured worker (if possible) and any witnesses to find out how the incident occurred.
- Follow up with the [USC Environmental Health & Safety](#) at **323-442-2200** to report a safety concern, **within 8 hours** if the employee is hospitalized, and ensure conditions are corrected to prevent future occurrences. Ensure a first aid kit is easily accessible and fully stocked.
- Complete the [Manager's Report of Incident Form](#). If the employee seeks medical care, provide the employee with the [DWC-1 form](#) on the date of the injury and ask them to complete the top portion. Collect the form from the employee and complete the bottom portion. Email completed forms to the HR Service Center at uschr@usc.edu and your HR Partner **within 1 business day**.
- If you suspect fraud, please contact Workers' Compensation & Disability Department at workerscompdisability@usc.edu.

4



- If the employee is missing work, instruct the employee to provide work status updates to CorVel after each medical appointment. If the employee contacts you directly about returning to work, notify your assigned Workers' Compensation Disability Coordinator.

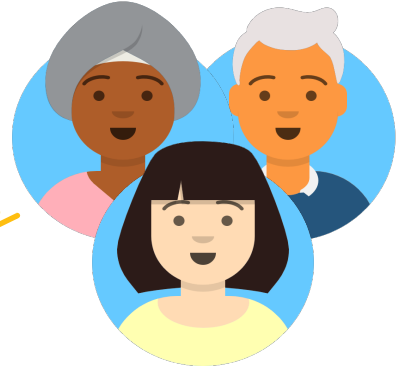
"Supervisor" refers to the person directly managing staff or faculty, including Deans of Faculty and Department Chairs.



Questions? Contact the HR Service Center by phone at 213-821-8100 or by email at uschr@usc.edu for more information.

Workplace Injury Procedures

I am a **Supervisor**, and a **member of my staff** has been **injured on the job** and **refuses** treatment. *What do I do?*



1



Communicate to the employee that Workers' Compensation is their legal right. If they refuse treatment, the employee must sign and send a [Declination of Workers' Compensation Form](#) (under resources) to the Workers' Compensation & Disability Department.

2



- The Supervisor should provide the [DWC-1 form](#) to the employee **within 1 business day** of the injury, but not complete the form unless a claim is going to be filed.
- Examine incidents thoroughly and take statements from the injured worker (if possible) as well as from any witnesses to find out how the incident occurred.
- Follow up with the [USC Environmental Health & Safety](#) at **323-442-2200** to report a safety concern and ensure conditions are corrected to prevent future occurrences. Ensure a first aid kit is easily accessible and fully stocked.
- If a claim is not filed, complete the [Manager's Report of Incident Form](#). Collect the signed [Declination of Workers' Compensation Form](#) (under resources). Email both completed forms to the HR Service Center at uschr@usc.edu and your HR Partner **within 1 business day**.
- If a claim is filed, ask the employee to complete the top portion of the [DWC-1 form](#). Collect the form from the employee and complete the bottom portion. Complete the [Manager's Report of Incident Form](#). Email both completed forms to the HR Service Center at uschr@usc.edu and your HR Partner **within 1 business day**.
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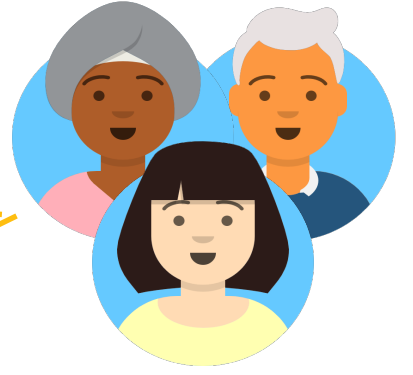
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“I am a **Supervisor**, and a **member of my staff** is injured but has not lost time from work. *Do I still need to report it?*”

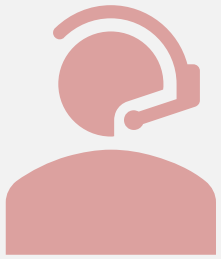


1



Communicate to the employee that Workers' Compensation, disability, and leave of absence may be available to them if needed. If they refuse treatment, the employee must sign a [Declination of Workers' Compensation Form](#) (under resources).

2



Instruct the injured or ill employee, if able, to call CorVel at **833-202-5216** to get instructions from the triage nurse and to take additional steps to file a Workers' Compensation claim, if needed. If the employee is unable to call, the HR Partner or Supervisor must call CorVel. Please see below for additional Workers' Compensation and Disability information:

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