



# RIVER DELTA UNIFIED SCHOOL DISTRICT

## INJURY ON THE JOB PROCEDURES

All injuries ***must be*** called into our Early Intervention Nurse. You are to call her ***immediately*** after such incident. Explain your injury and they will instruct you where you should go for medical attention is needed. All steps listed in each injury category must be completed.

Please remember all injuries, no matter how small, ***must*** be reported to the Early Intervention Nurse and your Supervisor.

When an employee is injured at work, follow these instructions:

If an EMERGENCY (life threatening injury):

Call 911 or go to the nearest hospital

As soon as possible:

- Report the injury to your supervisor
- Call the Early Intervention Nurse at **1-877-742-3467**
- Complete work injury report

For NON-EMERGENCY injuries:

Immediately:

- Report the injury to your supervisor
- Call the Early Intervention Nurse at **1-877-742-3467**
- Complete work injury report

Please note: In the event of non-emergencies, seeking medical treatment before reporting the injury to your supervisor and SIA's Early Intervention Nurse may be considered self- procured medical treatment and the district may not be responsible for payment.

\*\*A notice of Designation of Treating Physician must be completed and returned to the District Office, ***prior*** to any work-related injury, if you would like to be seen by your own physician regarding work related injuries. Otherwise, the Early Intervention Nurse will instruct you as to where you will go for medical treatment.