WHEN AN INJURY OCCURS ON THE JOB


2. If medical (but not emergency) treatment is needed, accompany the injured employee to:

   Family & Industrial Medical Center- Urgent Care
   47 Santa Rosa Street, San Luis Obispo, CA 93401. Phone: (805) 542-9596

   Hours: Monday-Friday: 9:00 a.m. – 9:00 p.m.
   Saturday & Sunday: 9:00 a.m. – 6:00 p.m.
   Holidays: 9:00 a.m. – 4:00 p.m., Closed Christmas Day

   Family & Industrial Medical Center is the primary treating facility for ALL work related injuries. In the event of an emergency, or injuries requiring medical attention when Family & Industrial Medical Center is closed, use:

   Sierra Vista Hospital
   1010 Murray Ave., San Luis Obispo, CA 93401. Phone: (805) 546-7600

   Hours: Open 24 hours per day

3. Be sure and let the medical facility know that this is a work related injury. The Cal Poly Corporation is self-insured through the AO-COMP Group Claims are administered through: Octagon Risk Services, PO Box 3170, Rancho Cordova, CA 95741. The phone number is (916) 851-8017.

4. Provide injured employee with Employee’s Claim for Workers’ Compensation Benefits, DWC Form 1. The injured employee fills out lines 1-8. The supervisor or Cal Poly Corporation representative completes lines 9-17.

5. Complete Supervisor’s Injury/Illness Report and submit to the Safety Administrator within 24 hours of the injury or at the beginning of the following workday (M-F, 8:00 a.m.-5:00 p.m.) Attach completed DWC Form 1 if injured employee has received medical treatment.

6. Notify Safety Office (756-1151) when employee returns to work.

7. Request a doctor’s release before permitting return to work. Be sure employee is capable of resuming work. Forward original release to work form to the Human Resources Office.

Revised August 2006