



OFFICE OF HUMAN RESOURCES & EMPLOYEE RELATIONS

PROCEDURES FOR A WORK RELATED INJURY OR ILLNESS

ALL ANTELOPE VALLEY COLLEGE EMPLOYEES STUDENT WORKERS/STUDENTS IN CLINICAL ROTATIONS, and REGISTERED VOLUNTEERS

If you are injured at work it is your responsibility to

► Notify your Supervisor or Human Resources:

- Immediately report any work-related injury or illness whether or not you feel it is necessary to seek medical attention.

► Complete the Required Paper Work with your Supervisor and Human Resources:

- You are required to fill out the necessary forms with your Supervisor immediately upon reporting the injury or illness.
- The worker's Compensation claim form must be completed in Human Resources.

► Seek Medical Treatment if Needed:

- In order to receive medical treatment for non-emergency injuries or illnesses you must go to the Human Resources Office to file a workers' compensation claim and get authorization for treatment.
- You may see your pre-designated doctor if the form is on file at the Human Resources office prior to the injury or illness.

► Provide Specific and Accurate Reporting Information:

- Work related injuries will be investigated to ensure that safe work practices are being used or to determine if training needs to be provided.