

## Injury Reporting Procedure

### WORKERS' COMPENSATION INJURY/INCIDENT REPORTING:

Work-related injuries or illnesses must be immediately reported to Workers' Compensation and the employee should follow the following protocol:

#### After Hours or Emergency

- If life-threatening, call 9-1-1
- If UC Davis Occupational Health is closed and you have a work related injury go to Davis Urgent Care: (530) 759-9110  
4515 Fermi Place, Suite 105, Davis CA 95618  
Hours: 9am-9pm; 365 days a year  
For directions, please click [here](#) [1]
- If Davis Urgent Care is closed, go to Sutter Davis Hospital Emergency Room (530) 757-5111

Supervisor (or next responsible person) must accompany the employee to the ER. Supervisors, make sure your employee(s) let you know of *extended hospitalization* and *Return to Work* restrictions. Complete the [Employer's First Report](#) [2] as soon as practicable.

**For serious injury/illness (inpatient hospitalization, amputation or bony involvement of a digit, disfigurement) or death:**

During normal business hours **immediately** contact EH&S at (530)752-1493 to report any serious injury/illness or death of an employee. Outside of normal business hours **immediately** call the UC Police/Fire Dispatch Center at (530)752-1230 who will in-turn contact an Environmental Health & Safety representative. Cal/OSHA further defines "Serious injury or illness" to mean any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body (including minor bony involvement of a digit) or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway.

**Non-emergency, during regular work hours Mon-Fri (8 a.m.– 5 p.m.):**

1. Call Occupational Health Services at 530-752-6051 to schedule an appointment for the employee.

- The clinic is located in the Cowell Building [Map](#) [3]

2. Complete the [Employer's First Report](#) [2]. Print a copy and bring it with you to the clinic.

**Outside of normal business hours, non-emergency:**

1. If medical treatment is necessary and UC Davis Occupational Health is closed go to
  - Davis Urgent Care: (530) 759-9110  
4515 Fermi Place, Suite 105, Davis CA 95618  
Hours: 9am-9pm; 365 days a year  
For directions, please click [here](#) [1]
  - If Davis Urgent Care is closed, go to Sutter Davis Hospital Emergency Room (530) 757-5111
2. Call 877-682-7778 to report the work-related injury/illness and file a WC claim.
3. UC Davis WC will be notified by Sedgwick/CMS.
4. Complete the [Employer's First Report](#) [2] as soon as practicable.

**Incident not requiring medical treatment:**

To record an incident not requiring medical treatment provided by a licensed physician; complete the [Employer's First Report](#) [2].

**Reporting injuries over the phone:**

You have the option to report your work related injuries directly to the University's third party insurance carrier, Sedgwick, when access to the [Employer's First Report](#) [2] is not readily available. Before reporting, make sure your supervisor is informed of your injury. To report a claim, call 1-877-682-7778.

**For Claim Reporting Questions:**

LaWanna Wade: [lwade@ucdavis.edu](mailto:lwade@ucdavis.edu) [4] 530-752-9218

**For Workers' Compensation Related Questions:**

Kim Sieg: [klsieg@ucdavis.edu](mailto:klsieg@ucdavis.edu) [5] 530-752-7243

**Contact**

**Risk Management Services**

[rms@ucdavis.edu](mailto:rms@ucdavis.edu)

**More information**

[/risk-management-services-staff-listing](#) [6]

## Related content

1. Reporting Work-related Fatalities and Serious Injuries or Illnesses
2. Workers' Compensation Resources

## External links

1. [Employer's First Report](#) [7]
2. [Employer's First Report Tutorial](#) [8]

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### Links

- [1] <http://safetyservices.ucdavis.edu/sites/default/files/documents/Davis%20Urgent%20Care%20directions.pdf>
- [2] <https://efrprod.uctechnology.ucdavis.edu/efr/login>
- [3] <http://campusmap.ucdavis.edu/?b=220>
- [4] <mailto:lwade@ucdavis.edu>
- [5] <mailto:klsieg@ucdavis.edu>
- [6] <http://safetyservices.ucdavis.edu/risk-management-services-staff-listing>
- [7] <http://ehs.ucop.edu/efr>
- [8] <http://ehs.ucop.edu/profile/help/efr>