**Workers’ Compensation Employee or Volunteer Injury**

**1. Seek medical help**

In an emergency, urgent medical care should be sought immediately. If medical treatment is required, see “Medical Treatment Authorization and Facilities” found on the UCSB Workers’ Comp website or call the NRS Campus Office for help: <http://www.busserv.ucsb.edu/workerscompensation/mtaf.htm>

**2. Report the injury**

Immediately call 1‐877‐682‐7778 (toll free, 24 hours a day) to report the injury.

Also report the injury to the UCSB Workers’ Comp Office (805) 893-4440.

Notify the UCSB Campus office by email or phone.

**Immediately contact EH&S at 805‐893‐3145 if an employee is hospitalized for 24 hours or more, or has an injury that results in a loss of limb (amputation) or loss of life.**

**These incidents must be reported to OSHA within eight (8) hours of the event.**

**3. Complete the Incident Report Form** (on Staff Webpage)

The Incident Report form must be completed and submitted to the Workers’ Compensation Office within 24 hours of the University’s first notice of incident. It is the responsibility of the employee and their supervisor (or department representative) to complete and submit this form to the Workers’ Compensation Office. Call the Workers’ Comp Office for the correct email or fax to use, or email the form to the MSO in the NRS Campus Office to submit it for you. Give a copy to the employee, and retain a copy for your department file.

**4. Employee Guide to Workers’ Comp**

(see “Workers’ Comp” section on Staff Webpage)

There are several Employee Guides to Workers’ Comp on the UCSB Workers’ Comp website. One is in both English and Spanish. Inform the employee about this. You can also refer them to the Workers’ Comp office for clarification of the procedures.

**Further Information**

To be eligible for Workers’ Compensation, the injury must be work‐related. If an employee is injured during their lunch break, or before or after work, it may not be covered by workers’ compensation. If the employee’s injury or illness is medically determined to meet the State of California definition of injury as a workers’ compensation claim, the Workers’ Compensation Office will mail the employee a Workers’ Compensation Claim Form (DWC‐1) with complete instructions. Sedgwick CMS (Claims Management Services) has a contract with the University of California to administer the University’s workers' compensation claims. A Sedgwick CMS, claims administrator will investigate the injury, and determine acceptance of the claim. If a representative from Sedgwick CMS contacts you, please provide any information requested. This includes departmental files, job description, or time records. Reporting an injury or submission of a claim form does not imply automatic approval of the claim. Claims are approved by Sedgwick CMS for UCSB.