

**San Luis Obispo Co. Office of Education
PROCEDURES FOR REPORTING A INJURY/ILLNESS**

Employee immediately reports the injury/illness to Supervisor and Division Exec./Admin. Assistant. Supervisor or Executive/Administrative Asst. promptly reports the incident to Karen Woodruff in the Human Resources Dept. at 782-7235 or kwoodruff@slocoe.org. Email is acceptable **only** if the employee is not seeking medical care. If Karen is not available, and the incident requires immediate attention, contact Angela Simmons (HR) at 782-7233 or asimmons@slocoe.org. After speaking with Karen or Angela, you will be directed to follow Option A or Option B (below). For an urgent situation, please have the receptionist page Karen. If Karen and Angela are unavailable, contact Jenni Pong (HR) at 782-7248 or jpong@slocoe.org. If an injury/illness occurs after normal business hours, employees need to contact their supervisor. If the designated medical clinics listed below are closed, the employee may go to an emergency room but will need to contact Karen in Human Resources as soon as possible during the regular business hours at the SLOCOE main office.

Option A

Employee NOT Requesting Medical Care

- Record in Site Log (applies to both options)
- Supervisor** completes the SIPE Supervisor's Accident Investigation Report (applies to both options)
<https://www.slocoe.org/wp-content/uploads/2020/10/Supervisors-Accident-Investigation-Report-8-2020.pdf>
- Fax or email a copy of the supervisor's accident investigation report ASAP to Karen in HR - fax: 805-541-1105 or kwoodruff@slocoe.org** (applies to both options)
- Supervisor forwards report to the Division Assistant Superintendent. The original completed & signed report goes to Karen, HR Specialist. HR will obtain the Safety Coordinator's signature. A copy will be sent to the department's EA/AA once all signatures are obtained (if requested).
- A declination of medical treatment form will be sent to the employee, signed by their supervisor and returned to HR.
- SIPE receives a copy of accident investigation report

Option B

Employee Requesting Medical Care

- HR or Exec./Admin. Asst.** will fax the physician's authorization to render medical care form to the medical clinic or send with the employee if possible.
- If you need to call 911, immediately contact the Safety Coordinator at 782-7257 or 782-7251.
- If Supervisor or designee** wants to accompany or transport injured employee to designated clinic it must be in a fleet vehicle only. The clinic will provide a physician's return to work evaluation form which will list any work restrictions, the date and time of a follow-up appointment (if needed). If employee has work restrictions and is unable to perform their normal duties, HR will work with supervisor to determine if modified duty may be available.
- If the RTW form indicates that the injury is a reportable workers' compensation claim** (indicated at the bottom of the form) the employee will be sent a letter from HR along with required w/c forms, within 1 day of the doctor's visit.
- Supervisor** completes SIPE Supervisor's Accident Investigation Report. **Fax or email a copy of the accident investigation report ASAP to Karen.** Supervisor forwards report to the Division Assistant Superintendent. The original completed & signed report goes to Karen, HR Specialist. HR will obtain the Safety Coordinator's signature. A copy will be sent to the department's EA/AA once all signatures are obtained (if requested).
- SIPE receives a copy of accident investigation report

Rev. 11/2021

SIPE recommended clinics for workers' comp injury/illness

Dignity Health Urgent Care - Med Plus Pismo Beach	Med Stop Urgent Care	Dignity Health Urgent Care Atascadero	Industrial Medical Group (IMG) of Santa Maria Valley
801 Oak Park Blvd. Pismo Beach CA 93449	283 Madonna Rd., Ste. B San Luis Obispo CA 93405	5920 West Mall Atascadero, CA 93422	3070 Skyway Dr. Ste. 106 Santa Maria, CA 93455
474-8450 / fax: 474-8454	549-8880 / fax: 783-2009	461-2131 / fax: 466-8276	922-8282 / fax: 925-2690
M-F 8a-6p, Sat. 9a-3p	M-F 8a-7p, Sat./Sun. 8a-4p	M-F 8a-6p, Sat. 9a-3p	M-F 7:30a - 4p
Work comp coordinator: Teresa	Work comp coordinator: Michelle	Work comp coordinator: Alicia	Work comp coordinator: Joselyn