

# Worker's Compensation 101

Employee Training

CSUSM

Office of Human Resources





# WORKERS' COMPENSATION



- Who are we?
- What is Workers' Compensation?
  - WC provides remedy to employees that suffer an injury or illness arising out of the course of their employment.
  - WC provides payment of reasonable and necessary medical expenses and compensation for lost wages (as applicable; usually 2/3 of regular pay) if you are injured or become ill due to a work-related condition. Under WC law, you will receive help if you are injured.
  - Workers' Compensation is for faculty, staff (including student assistants, while working), officially recognized campus volunteers, and sometimes students at placement sites where WC has been negotiated as part of our placement contract through Procurement.



# EXAMPLES OF INJURIES & ILLNESSES AT WORK



## Slips, Trips & Falls

Most Common!



## Electrocution



## Ergonomic

Repetitive Motions  
Issues



## Respiratory Problems



## Lacerations & Needle Stick



## Insect Bites/Bee Stings

*What Should You Do As An Employee or Manager?*



# PREVENTION



- Have an ergonomic evaluation done
  - Step 1 – [Cougar Workstation Ergonomics \(CWE\) Online Training](#)
  - Step 2 – [Ergonomic Evaluation](#)
  - Step 3 – [Chair Demo & Equipment Loaner Programs](#)
  - Step 4 – [Work Station Reconfiguration](#)
- Employees and managers can take advantage of the numerous safety training classes available through Risk Management & Safety, as well as consultative services and for safety related issues.
  - For a complete list of trainings offered, please visit the [SHS Trainings website](#).
- Report unsafe conditions immediately.
- Make SAFETY your first concern!



# IN CASE OF AN ILLNESS OF INJURY...

## WHAT DO I DO?



First, determine if this is an **EMERGENCY**

- Loss of consciousness, disorientation, lack of coordination, and/or slurred speech (especially following a head injury)
- Severe and/or uncontrollable bleeding
- Partial or full amputation of a digit or limb
- Fracture with deformity and/or bone exposure
- Seizure
- Wheezing or facial swelling associated with an allergic reaction or insect bite/sting (signs of a possible anaphylactic reaction)
- Chest pain/pressure or unusual shortness of breath lasting more than 3 minutes

THESE ARE GUIDELINES...IF EVER IN DOUBT,  
TREAT IT AS AN EMERGENCY

**CALL 911**



# IF AN EMPLOYEE IS INJURED - ***EMERGENCY***



**Emergency or Anything Requiring  
Paramedic/Ambulance:**

**Call 911 or University Police** at (760) 750-4567

(NOTE: 911 from a campus phone will take you to UPD; 911 from a cell phone on campus will also take you to UPD, depending on your exact location and your carrier.)

- UPD will initiate emergency services as necessary.
- Have someone notify Edward Dikitanan, Workers' Compensation Coordinator, as soon as possible at x4438
- Notify your manager (MPP) right away





# IF AN EMPLOYEE IS INJURED – NON-EMERGENCY

If the illness or injury requires medical care but is not an emergency, the Workers' Compensation Coordinator will authorize and coordinate medical treatment for the employee through the campus occupational medical provider:



## MAIN CAMPUS

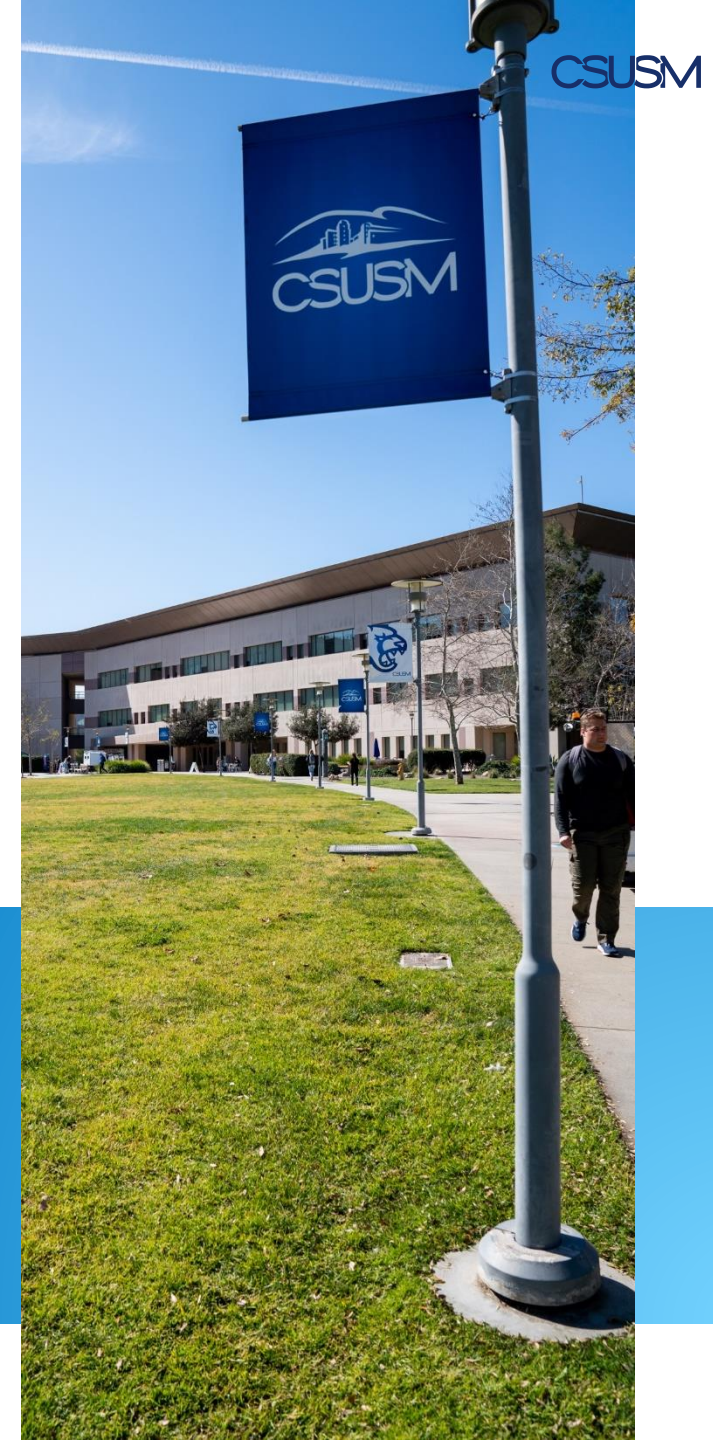
Palomar Pomerado  
Corporate Health Services  
2125 Citracado Parkway,  
Suite 130  
Escondido, CA 92029  
(760) 510-7373

Hours: 8:00 AM – 4:30 PM (Monday – Friday)



## TEMECULA CAMPUS

Temecula 24 Hour  
Urgent Care  
41715 Winchester Road,  
Suite 101  
Temecula, CA 92590  
(951) 308-4451



# IF AN EMPLOYEE IS INJURED – NON-EMERGENCY

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- Notify your supervisor
- Contact the Workers' Comp. Coordinator at ext. 4438 or [edikitanan@csusm.edu](mailto:edikitanan@csusm.edu) – pre-authorization for treatment is necessary
- In a non-emergency, if the employee is unable to transport themselves to the occupational medical provider, the manager (MPP) is responsible for coordinating transportation for them.

*Only MPP's can transport an injured employee*





# RECORDKEEPING

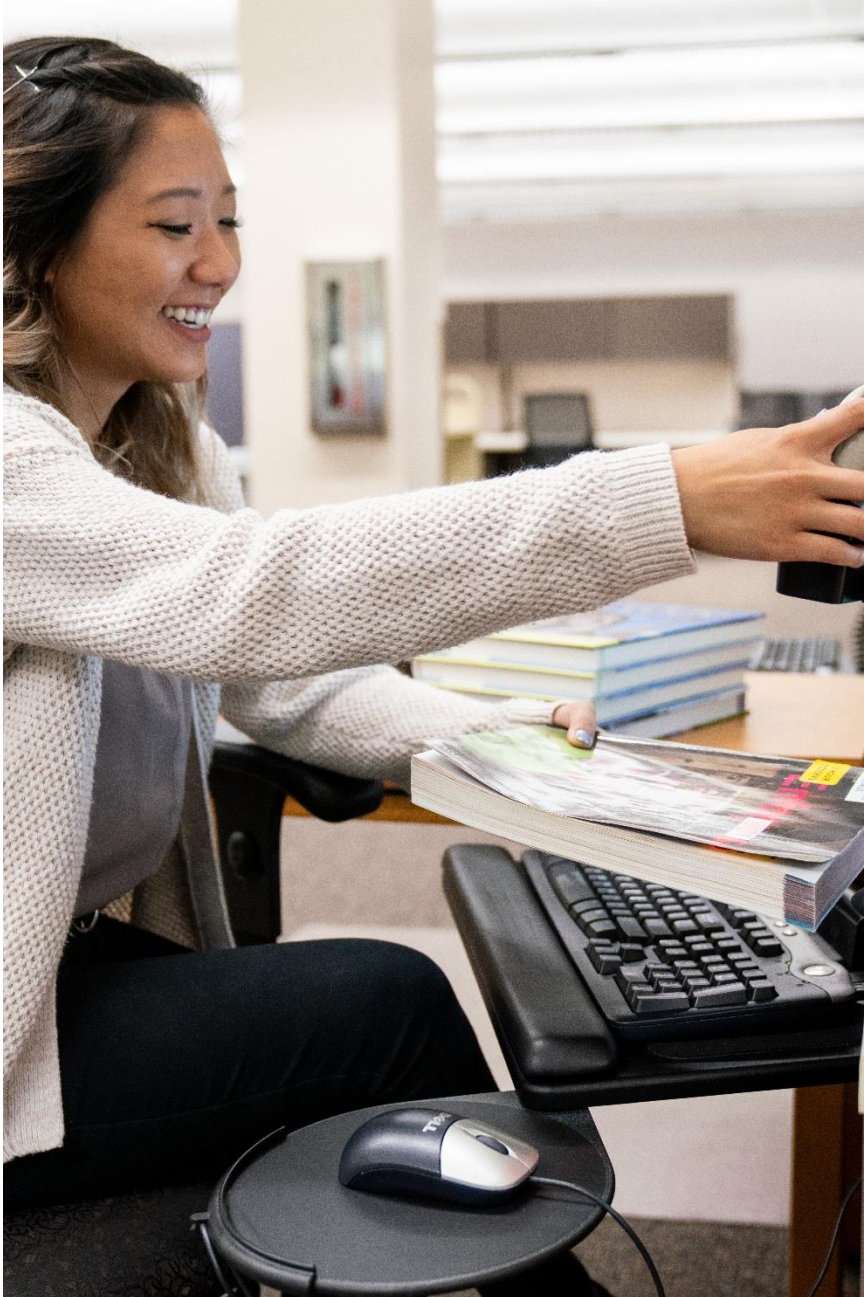
**24-HOUR TURN-AROUND TO COMPLY WITH  
OSHA AND CALIFORNIA LABOR CODE**



- By law, the employee must complete and return the WC forms ([DWC-1](#) & [Intake Sheet](#)) to the WC Coordinator within 24 hours, if filing a claim. Only the Intake Sheet is required to report as an incident only.
- The forms can be submitted via email, fax or in-person
- The MPP must complete a [CSUSM Employee Accident/Incident Form](#) within 24 hours.

*To Access Forms & Obtain Additional  
Information, please visit the  
[CSUSM Workers' Compensation  
website](#)*





# RETURNING TO WORK



- Treating physician determines when employee can return to work and whether modified duty is required
- In some instances, employees may need modified duty
- The WC Coordinator will assist the employee & manager with determining duties appropriate to modified duty restrictions
- Upon returning to work with modified duties, the employee may be enrolled in a Transitional Employment Plan
- Each Transitional Employment Plan is reviewed weekly (maximum of eight weeks)





# DISABILITY LEAVE

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- In some cases, the treating physician may recommend that the employee be placed on [Temporary Disability \(TD\)](#) or [Industrial Disability Leave \(IDL\)](#)
- IDL is a benefit for eligible employees and can cover an employee for up to 52 weeks for a work-related injury or illness, as medically certified



# WORKERS' COMPENSATION WEBSITE

Please visit the CSUSM Workers' Compensation website for more information and links to required forms

<https://www.csusm.edu/hr/wc/index.html>





# CONTACT INFORMATION



**Edward Dikitanan**

Workers' Compensation  
Coordinator

[edikitanan@csusm.edu](mailto:edikitanan@csusm.edu)



**SAFETY, HEALTH &  
SUSTAINABILITY**

[shs@csusm.edu](mailto:shs@csusm.edu)



**GEORGE WILLIAMS**

Ergonomic Evaluation

[gwilliams@csusm.edu](mailto:gwilliams@csusm.edu)



**HUMAN RESOURCES**

(760) 750-4416

[hrbenefits@csusm.edu](mailto:hrbenefits@csusm.edu)

# FOR MORE INFORMATION

- California Division of Workers' Compensation  
<http://www.dir.ca.gov/dwc/>
- CSU Risk Management Authority  
<http://www.csurma.org/>
- Sedgwick Claims Management Service  
<https://www.sedgwick.com/your-claim>





# THANK YOU

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