

Safety Note # 123

## REPORTING AN EMPLOYEE INJURY OR ILLNESS



Ensuring workplace safety is paramount throughout the University of California. Each year, work-related injuries not only compromise the well-being of our employees but also incur significant financial costs and productivity losses. Prompt reporting of any injury or illness is crucial to ensure timely access to appropriate medical care and to prevent future occurrences. This Safety Note is designed to provide clear guidance to ANR employees regarding the reporting procedures for injuries or illnesses sustained during work activities.

We emphasize the importance of immediate reporting to supervisors for all work-related incidents. Additionally, we encourage the reporting of 'close calls' or 'near-miss' incidents, where potential injuries were narrowly avoided, to facilitate proactive safety measures. Incidents involving injury to a non-employee or property damage/loss are to be reported on a UC ANR Incident Report form – [see Safety Note #163](#).

If Emergency Treatment is Required:	For Non-Emergency Care:
Go to the nearest emergency room. Report the injury to your supervisor as soon as possible. For follow-up care, go to your location's designated occupational health clinic.	Immediately report the injury to your supervisor. If care beyond first aid is needed, medical care should be obtained at your location's designated occupational health clinic, unless you have chosen to designate your personal physician prior to the injury (see <a href="#">Physician Designation form</a> ).

If your location has not designated an occupational health clinic, then use a local clinic that accepts Worker's Compensation. Your location Safety Coordinator or the EH&S team can assist with identifying a provider/location.

**Employee Responsibilities** - When injured at work, please follow these steps:

- Report the injury to your supervisor immediately.
- As needed, obtain first aid or professional medical care promptly.

If you are unable to work because of the injury, or have need for accommodation, you must provide your supervisor with medical certification, doctor's notes, disability leave dates and any changes in disability leave dates.

**Supervisor Responsibilities**

- Ensure that the injured employee gets first aid or professional medical care as needed.
- Contact the appropriate administrative office to report the injury as described below.

**How to Report** - within 24 hours, report the injury using one of the following methods:

- Online Report (preferred):** Injuries may be reported using **Injury and Illness Report**. The employee or another staff member may initiate the report at: <https://app.riskandsafety.com/incident/>.  
**Note:** login using your UC ANR email address, @ucanr.edu. Ensure the heading at top of the reporting page reads **University of California, Agriculture and Natural Resources**. (Do not use UC Davis.) Once submitted, automated notification will prompt the supervisor to complete additional information.
  - Paper form:** Injuries may be reported to the Staff Personnel Unit (including Academics). Use the UC Davis [Employers Report of Occupational Injury or Illness](#) form to report injuries and email them to: [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu) or fax to (530) 756-1180. For additional help with the form, consult the [Employers Report Instructions](#) or [Employers Report Example](#).
  - After normal business hours, if the treating clinic needs insurance or claims information, call 1-877-682-7778 to report the injury and get the claims process started.
- **ANR Employees Paid by UCOP** – Only select few employees that are knowingly paid by UCOP payroll would report to UCOP Human Resources. For detailed instructions see: <http://www.ucop.edu/local-human-resources/op-life/leaves-of-absence/when-injury-occurs-employee.html>
  - The supervisor must complete the Employer's Investigation portion of the report and sign/or submit electronically.
  - The Workers' Compensation office at UC Davis (or UCOP) will determine if a Workers' Compensation claim is appropriate and will provide an Employee's Claim Form (DWC 1 Rev. 1/94). Have the employee complete the Claim Form and return it to Workers Compensation.
  - Submit all required forms to the Staff Personnel Unit, UC Davis Workers' Compensation office (or UCOP Workers' Compensation office) and maintain a copy for the employee file.

**To report SERIOUS work-related injuries or illnesses** -such as fatality, amputation, or injury/illness that requires hospitalization– see [Safety Note #76](#).

**To report incidents other than employee work-related injuries** - such as theft, property damage, or injuries to non-employees- see [Safety Note #163](#). Visit [https://safety.ucanr.edu/Guidelines/Reporting\\_an\\_Injury/](https://safety.ucanr.edu/Guidelines/Reporting_an_Injury/) for more information.