

# WHAT TO DO WHEN A WORK RELATED INJURY/ILLNESS OCCURS:

*A safe working environment is our number one priority. However, should an accident or injury occur we want to ensure that our employees receive prompt effective medical treatment.*

## What should I do if I am injured on the job?

- **Immediately notify your supervisor** and report the injury. **Report the injury even if you are not seeking medical treatment at this time.**
- Fill out the Employee Injury Notice your supervisor will provide.
- If medical treatment is needed, you will be directed to an MPN provider, unless appropriate pre-designation is on file. You will be given a Treatment Referral Form giving authorization of treatment.
- Employer/Supervisor will provide DWC-1 form if you are seeking medical treatment.
- Employee is given copy of the "Covered Employee Notification of Rights Material" pamphlet.
- Employer/Supervisor will go over the Supervisor's Report with employee.

## If I am injured on the job and my supervisor is not available?

- Report injury immediately to your site Workers' Comp Representative at ext. \_\_\_\_\_ or Laura Romero, Workers' Comp Specialist at the District Office at (858) 521-2852 (Monday – Friday 7:30 a.m. – 4:30 p.m.)
- If it is not an emergency, report to your supervisor as soon as possible.

IF YOU NEED MEDICAL TREATMENT GO TO:		
<p><b>Sharp – Rees Stealy</b> 16950 Via Tazon San Diego, CA 92127 (858) 521-2350 <b>Occupational Health Services:</b> 8:00 a.m. – 5:00 p.m. (Mon. – Fri.) <b>Urgent Care Hours:</b> 8:00 a.m. – 8:00 p.m. Daily <i>(WEEK-END HOURS)</i></p> <p><i>Directions to Rancho Bernardo Sharp: From Highway 15, take the Rancho Bernardo Rd. Exit. Go west on Rancho Bernardo Road Left turn on Via Tazon.</i></p>	<b>OR</b>	<p><b>Palomar Pomerado Corporate Health Services:</b> <i>(Fifth floor of the Pomerado Outpatient Pavilion adjacent to Pomerado Hospital.)</i> 15611 Pomerado Rd. Suite 525 Poway, Ca 92064 (858) 613-6280 <b>Occupational Health Services Hours:</b> 8:00 a.m. – 5:00 p.m. (Mon. – Fri.) <b><i>(NO WEEK-END HOURS)</i></b> <i>Directions to Palomar Pomerado Corporate Health Services: From Highway 15 take the Camino Del Norte Exit. Go east on Camino Del Norte. Left on Pomerado.</i></p>

If it is an **EMERGENCY CALL 911**

Once your condition is stable, contact your supervisor.

**Emergency only:**

Pomerado Hospital, 15615 Pomerado Road, Poway, CA 92064, (858) 485-6511