



The Foundation for  
California State University, San Bernardino

# Did You Know???

Brought to You by The Foundation Human Resources Department

## Your employees are covered by Workers' Compensation for any work related illnesses or injuries?

- **Who's Covered?** All Foundation employees.
- **What's Covered?** Any injury or illness if its cause is related to work. This insurance provides six basic benefits: medical care, temporary disability benefits, permanent disability benefits, supplemental job displacement benefits or vocational rehabilitation and death benefits.
- **What Are My Responsibilities?**
  - **First**, notify the Foundation Human Resources office immediately for instructions based upon the specific occupational injury or illness the employee has sustained (e.g. medical care, paperwork and legal requirements).
  - **Second**, you must provide medical care when necessary. Approved treatment locations are listed on the Referral Form within the claim packet. Please note, the campus Health Center is not an approved location. If your employee is unable to seek medical aid on their own accord, contact the Human Resources office for assistance in arranging transportation.
  - **Third**, provide a Foundation Workers' Compensation Claim packet to the employee within 24 hours of when they report a work related injury or illness and submit the completed packet to Foundation Human Resources immediately for processing.
  - **Fourth**, provide transitional work (light duty) whenever appropriate.
- **When to Report?** The Foundation HR Office must be notified of all work related illnesses or injuries within 24 hours.
- **What to Report?** Workers' Compensation claim packets are available in the Human Resources office (FB-104) and also on our website. This packet must be completed within 24 hours even if no medical treatment is sought. The packet includes: *Referral Form, Employee's Claim Form (DWC1), Employee's Workers' Compensation Claim Form Acknowledgment, Employees Report of Incident, Supervisor Report of Incident, Witness Report of Incident, and Facts for Injured Workers*. A checklist is included to ease the process. It's usually a good idea to have a few packets close at hand, just in case!

Remember, the accurate completion and timely reporting of Workers' Compensation Claims is a key factor in the care of your employees. Of course, to avoid claims, be sure to monitor your work sites regularly for potential safety hazards.

Questions? Please call Foundation Human Resources at extension 77589.

**We are here to help!**

