

## Reporting Workplace Injuries

### Why do I need to report my workplace injuries?

Employees injured on the job are covered by workers' compensation insurance. Workplace injuries must be reported to UCLA Insurance & Risk Management (IRM) to initiate a claim. In addition, serious injuries must be reported to EH&S as soon as they occur to ensure reporting to Cal/OSHA within 8 hours of occurrence (CCR Title 8, Section 342).

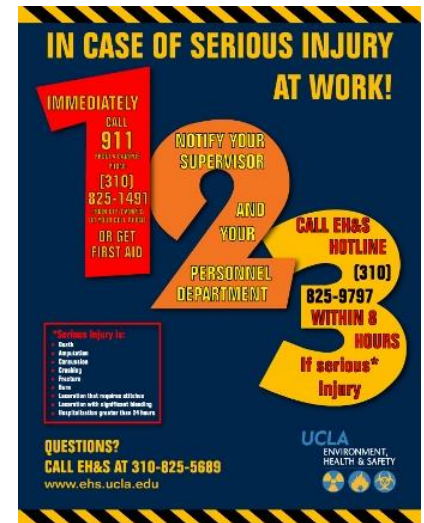
### How to Report an Injury

1. Notify your supervisor and/or personnel department immediately after the injury occurs.
2. Complete the Incident Report and Referral for Medical Treatment Form and take it with you to the treatment facility.

**During business hours**, go to the Occupational Health Facility (OHF), located in CHS 67-120.

**After business hours** or on weekends, go to Ronald Reagan UCLA Medical Center Emergency Room.

3. Your supervisor and/or personnel department must report the injury and submit proper forms **to IRM within 24 hours**. They can call **877-682-7778** or email the forms to [wcreports@irm.ucla.edu](mailto:wcreports@irm.ucla.edu)



### How to Report a Serious Injury

UCLA defines a serious injury as death, amputation, concussion, crushing, fracture, laceration with significant bleeding and requiring significant stitches, severe burn, and/or injuries requiring overnight hospitalization.

1. Immediately get first aid and/or call 911 or 310-825-1491 (UCPD).
2. Report the injury to your supervisor and/or personnel department.
3. Your supervisor and/or personnel department must call the **EH&S Serious Injury Hotline at 310-825-9797** and provide injury details.
4. Your supervisor and/or personnel department must report the injury to IRM at 877-682-7778 within 24 hours (see procedures above).

#### Should I call the serious injury hotline?

<u>No</u>	<u>Yes</u>
I sprained my ankle and will need a brace.	I fractured my knee and will need surgery.
I cut my arm on a file cabinet.	I cut my arm on a table saw.
I closed my finger in my desk drawer.	I crushed my finger in the gears of a drill press.
I burned my mouth while eating lunch.	I burned myself with acid in the lab.

\* Field employees must follow the above injury reporting procedures. Seek treatment at the medical treatment facility assigned to your work location.

### Additional Information

- Injury Reporting Flowchart: <http://ehs.ucla.edu/IIPP/InjuryReportingTreatmentFlowchart.pdf>
- Insurance & Risk Management webpage: <https://www.irm.ucla.edu/>

**Contact EH&S:**  
Tel: 310-825-9797  
Fax: 310-825-7076  
[www.ehs.ucla.edu](http://www.ehs.ucla.edu)