## Laboratory Injury Reporting

### Students

Non-Urgent: No Medical Treatment Required  
 1) Student informs PI/laboratory supervisor of injury.

2) The PI/laboratory supervisor completes the “**Accident Investigation Form**” from Sakai and emails the form to the EH&S Officer and department chair.

Non-Urgent: Medical Treatment Required

1) Student calls Campus Safety at x72000 to report the incident. Campus Safety comes to the scene to provide necessary first aid and/or transport to Student Health Services.

2) Student informs PI/laboratory supervisor of injury.

3) The PI/laboratory supervisor completes the “**Accident Investigation Form**” from Sakai and emails the form to the EH&S Officer and department chair within 24 hours.   
4) The EH&S Officer will provide both the completed “**Accident Investigation Form**” and a report with ‘lessons learned’ to the Dean’s Office and Communications Office for distribution.

Urgent: Medical Treatment Required

1) Student calls Campus Safety at x72000 to report the incident. Campus Safety comes to the scene to provide necessary first aid and will call paramedics if warranted.

2) Campus Safety notifies the EH&S Officer and the Associate Dean On-Call.   
3) The EH&S Officer notifies the PI/laboratory supervisor and the department chair; the Associate Dean On-Call may notify the Dean’s Office and the Communications Office.

4) PI/laboratory supervisor completes the “**Accident Investigation Form**” from Sakai and emails the form to the EH&S Officer and department chair within 24 hours.

5) The EH&S Officer will provide both the completed “**Accident Investigation Form**” and a report with ‘lessons learned’ to the Dean’s Office and Communications Office for distribution.

### Employees (includes Student Workers)

Non-Urgent: No Medical Treatment Required  
1) Worker informs PI/laboratory supervisor of injury.

2) The worker and PI/laboratory supervisor complete an “**Employee’s Report of Accident**” and a “**Supervisor’s Report of Accident**” from Sakai and email the forms to the EH&S Officer, the department chair, the Workers Compensation Administrator, and Pomona College Human Resources **even if medical treatment or first aid is declined**.

Non-Urgent: Medical Treatment Required

1) Worker calls Campus Safety at x72000 to report the incident. Campus Safety comes to the scene to provide necessary first aid and/or transport to health services.   
2) Worker informs PI/laboratory supervisor of injury.  
3) The worker and PI/laboratory supervisor complete an “**Employee’s Report of Accident**” and a “**Supervisor’s Report of Accident**” from Sakai and email the forms to the EH&S Officer, the department chair, the Workers Compensation Administrator, and Pomona College Human Resources within 24 hours.  
4) If the injured employee is placed on modified duties and/or is placed off work and wishes to file a workers’ compensation claim, they must be provided the entire Workers’ Compensation packet (DWC 1 Form, EE Report, Supervisor Report, MPN Acknowledgment Receipt, and Salary Continuation Form) to return to either their HR representative or the Workers’ Compensation Administrator. Alternatively, the employee may inform HR or Workers’ Compensation in writing that they do not wish to file a workers’ compensation claim.

5) The EH&S Officer will provide both the completed report and a summary report with ‘lessons learned’ to the Dean’s Office and Communications Office for distribution. If applicable, the TCCS Workers Compensation Administrator will record the injury on the OSHA Form 300 log.

Urgent: Medical Treatment Required

1) Worker calls Campus Safety at x72000 to report the incident. Campus Safety comes to the scene to provide necessary first aid and will call paramedics if warranted.

- If the injured employee requests medical treatment at an occupational

clinic, their supervisor or HR representative must request a medical

treatment authorization from TCCS Workers’ Compensation.

2) Campus Safety notifies the EH&S Officer and the Associate Dean On-Call.   
3) The EH&S Officer notifies the PI/laboratory supervisor and the department chair; the Associate Dean On-Call may notify the Dean’s Office and the Communications Office.  
4) The worker and PI/laboratory supervisor complete an “**Employee’s Report of Accident**” and a ““**Supervisor’s Report of Accident**” from Sakai and email the forms to the EH&S Officer, the department chair, the Workers Compensation Administrator, and Pomona College Human Resources within 24 hours.  
5) If the injured employee is placed on modified duties and/or is placed off work and wishes to file a workers’ compensation claim, they must be provided the entire Workers’ Compensation packet (DWC 1 Form, EE Report, Supervisor Report, MPN Acknowledgment Receipt, and Salary Continuation Form) to return to either their HR representative or the Workers’ Compensation Administrator. Alternatively, the employee may inform HR or Workers’ Compensation in writing that they do not wish to file a workers’ compensation claim.  
5) The EH&S Officer will provide both the completed report and a summary report with ‘lessons learned’ to the Dean’s Office and Communications Office for distribution. If applicable, the TCCS Workers Compensation Administrator will report a severe injury to OSHA within 24 hours (or 8 hours for a fatality) and to CalOSHA within 8 hours, and will also record the injury on the OSHA Form 300 log.

### **Available Medical Service**s

TravCARE Nurse Line

(855) 385-6037  
  
All TCCS employees have access to the 24/7 TravCARE Nurse Line and are encouraged to call in to speak with a nurse regarding any illness/injury. Employees will need to provide the name of their college and supervisor as well as their direct phone number and work location. At the end of the call, the nurse will provide the employee with a recommendation on a course of treatment. A report of the call will be sent to the TCCS Workers’ Compensation Administrator, at which point it will be communicated to the employee’s HR representative.

Student Health Services (Tranquada)  
757 College Way, Claremont, CA 91711 (in front of Honnold Library)  
(909) 621-8222 (On campus–ext. 18222)  
Fax: (909) 621-8472  
  
If Student Health Services is closed when an injury occurs and where non-urgent medical attention is required, Campus Safety or the On-Call Dean from the respective colleges will transport the student to the nearest medical center.

Pomona Valley Health Centers Urgent Care1601 Monte Vista Avenue, Ste. 190Claremont, CA 91711 909-865-9977

8:00 a.m. - 8:00 p.m. Monday through Friday  
9:00 a.m. - 5:00 p.m. weekends and holidays