

Work-Related Injury Reporting Procedure

If an employee gets injured on the job, VCCCD is required by law to take a report and explore pay for worker's compensation benefits. The following steps describe the reporting procedures for any work-related injury. The forms are located online through My VCCCD, Employee Information Tab, Workers' Compensation.

1. Employees must be informed that they are to report all work-related injuries, no matter how minor (bumps on the head, cuts, trip and falls, etc.) immediately to their supervisor. Work related injuries are categorized as follows:

- One event at work. Examples: hurting their back in a fall, getting burned by a chemical that splashes on the skin, getting hurt in a car accident while making deliveries.

or:

- Repeated exposures at work. Examples: hurting their hand, back, or other part of the body from doing the same motion over and over, losing their hearing because of constant loud noise.

2. Managers/supervisors are required to act immediately (same day) once an employee notifies them of a work-relate