



## Engage 360° – Extended Learning Program

# SAUSD STAFF INJURY REPORTING PROCEDURES

Action Steps	Timeline	Responsibility
<p><b>IN CASE OF WORKPLACE INJURY:</b></p> <ol style="list-style-type: none"> <li>Injured worker notifies supervisor.</li> <li>Supervisor/Injured worker immediately calls injury hotline.</li> </ol> <p><b>Company Nurse Injury Hotline</b>            1-888-375-9781            AVAILABLE 24 HOURS A DAY  <a href="http://WWW.COMPANYNURSE.COM">WWW.COMPANYNURSE.COM</a></p> <p><b>GROUP CODE: SNASD</b></p> <ol style="list-style-type: none"> <li>Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.</li> <li>Supervisor reports workplace injuries to the office manager and the Extended Learning Coordinator.</li> <li>Supervisor fills out a Confidential Accident Report and submits a copy to the school office manager and an emailed copy to Engage 360° Administrative Secretary, Adriana Olivares at <a href="mailto:adriana.olivares@saUSD.us">adriana.olivares@saUSD.us</a>. Site Coordinators are to seek assistance from site Administration and or Office Manager if present on campus.</li> </ol>	<p>Immediately after injury</p> <p>Immediately after the supervisor notification in the case of a non-emergency</p> <p>Immediately after the company nurse is notified</p> <p>On the day of the injury</p> <p>As Needed</p>	<p>Injured worker</p> <p>Injured worker/Supervisor</p> <p>Company Nurse</p> <p>Site Coordinator</p> <p>Site Coordinator AND/OR Site Office Manager or Administration</p>
<p><b>NON-LIFE THREATENING INJURIES:</b>            IF THE INJURY IS NON-LIFE THREATENING, THE INJURED EMPLOYEE IS RECOMMENDED TO CALL THE COMPANY NURSE PRIOR TO SEEKING TREATMENT. MINOR INJURIES SHOULD BE REPORTED PRIOR TO LEAVING THE JOB SITE WHEN POSSIBLE.</p>		
<p><b>IN CASE OF A COMMUNITY PROVIDER INJURY:</b>            Supervisor fills out a Confidential Accident Report and submits a copy to the school office manager and an emailed copy to Engage 360° Administrative Secretary, Adriana Olivares at <a href="mailto:adriana.olivares@saUSD.us">adriana.olivares@saUSD.us</a>. Site Coordinators are to seek assistance from site Administration and or Office Manager if present on campus. The Community Provider is to report the injury to their immediate supervisor. In the case of a serious injury, the Site Coordinator is to assist with notifying all immediate supervisors.</p>	<p>On the day of the injury</p>	<p>Site Coordinator &amp; Community Provider</p>