

Workers' Compensation Information

For Health Sciences, Child Development, Public Safety Training Center and Work Experience

Student Injury Procedures:

Contact for WC Claims: **Susan Muskar**, Human Resources Analyst

707-524-1624 phone

707-527-4967 fax

1. **Notify HR immediately when a student is injured.** The following students are covered by SRJC's Worker's Compensation Insurance:

- ❖ Students enrolled in health occupation programs or internship programs while performing their occupational or internship duties in the community (i.e. students/interns working on patients at an off-site facility); and
- ❖ Student employees that are paid by SRJC.

Students who are not covered by SRJC's Worker's Compensation Insurance:

- Students in class – **notify Juanita Dreiling**, Student Health Services, at extension 1544 for student accident insurance coverage (this is secondary to the student's private insurance).
 - Students in class that are part of another agency (i.e. Sheriff's Dept. etc.) – **notify student's employer.** Student is covered under their employer's workers' compensation carrier.
2. **Ask if the student needs medical attention.** If the injury is an emergency, call 527-1000 for Campus Police or 911, if offsite. If the injury is an exposure, or another type of injury, the student should access treatment from Kaiser Occupational Health (student does not need to be a Kaiser member for occupational injuries). Call for an appointment if the injury occurs during normal business hours. If the injury occurs outside of normal business hours the student should go to the closest Kaiser ER.

Santa Rosa:

Kaiser Occupational Health Department
3975 Old Redwood Highway, Suite 152
Santa Rosa, CA 95403

(707) 566-5555 (M-F 8:30 am – 5:00 pm)

(707) 393-4800 (ER 24 hrs.)

Petaluma:

Kaiser Occupational Health Department
3900 Lakeville Hwy.
Petaluma, CA 94954

(707) 765-3800 (M-F 8:30 am – 5:00 pm)

(707) 765-3960 (Tu & Th 5:00 pm – 7:30 pm)

San Rafael:

Kaiser Occupational Health Department
Medical Office Building 1
99 Montecillo Road
San Rafael, CA 94903

(415) 444-2900 (M-F 8:30 am – 5:00 pm)

(415) 444-2940 (Urgent Care)

(415) 444-2400 (ER 24 hrs.)

Rohnert Park:

Kaiser Occupational Health Department
5900 State Farm Drive
Rohnert Park, CA 94928

(707) 206-3091 (M-F 8:30 am – 5:00 pm)

- ❖ If the injury is a **Blood or Bodily Fluid Exposure**, send the student and the source patient to Kaiser Occupational Health for testing, immediately. If the incident occurs outside of the Kaiser Occupational Health area (Santa Rosa, Rohnert Park, Petaluma, or San Rafael), please send the student to the nearest medical facility for testing.
3. If the student seeks medical treatment, **send the student to Human Resources to complete additional paperwork ASAP**. This paperwork must be completed and returned to our insurance carrier, Keenan & Associates, **within 24 hrs of notice of the injury**. If the student goes home, Human Resources must be notified so that the forms can be mailed to the student.

Forms Required for Student Injuries:

Please complete and return these forms **immediately**:

4. When a student is injured, which includes first aid, complete:

- **SRJC Incident Report** – return to Student Health Services, copy to Human Resources.

** If the student requires medical treatment or has a blood or bodily fluid exposure, complete:

- **SRJC Incident Report** – return to Student Health Services, copy to Human Resources
- **Supervisor's Report of Injury** – fax to Human Resources (527-4967)
- **Training/Work-Related Injury/Exposure Treatment Authorization** - fax to Human Resources (527-4967)

If the student is exposed to blood or bodily fluid with a contaminated instrument (sharps), complete:

- **SRJC Incident Report** – return to Health Services, copy to Human Resources
- **Supervisor's Report of Injury** - fax to Human Resources (527-4967)
- **Training/Work-Related Injury/Exposure Treatment Authorization** - fax to Human Resources (527-4967)
- **Sharps Injury Report** – fax to Human Resources (527-4967)