



## WORKER'S COMPENSATION WHAT TO DO WHEN AN ILLNESS OR INJURY OCCURS

1. **If an Emergency occurs (limb or life threatening) call 911 immediately!** As soon as possible after treatment, the Supervisor should be notified at the FRRPD office at 530-533-2011
2. **If a Non-Emergency** – Notify Supervisor of the Injury or Illness. If Supervisor isn't available, notify Business Manager or General Manager (530) 533-2011
3. The Supervisor must obtain a Worker's Compensation Packet which contains:
  - Instructions and Well Comp pamphlet
  - Worker's Compensation Claim Form (DWC1)
  - Employer's Report of Occupational Injury or Illness
  - Acknowledgment of Receipt of Employee Claim Form
  - Supervisor's Report of Employee Injury
  - FRRPD Accident/Incident Report Form
4. If the illness or injury occurs when the FRRPD office is closed, the Supervisor must be notified by the next working day
5. If the Employee has a Personal Physician Pre-Designation Form on file, the employee may see the physician for work related injuries. Otherwise, the Supervisor is to notify **CAPRI Worker Comp Clinical Consultation at 1 (855) 643-0152 to report the injury** and receive a referral to a designated Occupational Health or Urgent Care Center. Clinical Consultation will notify the facility that the employee is being sent regarding a Worker's Compensation claim for Feather River Recreation and Park District
6. Before leaving the medical facility, the injured employee must obtain a Return to Work Status Form or Doctor's Release Form, which is submitted to the Supervisor by the next day
7. The injured employee must complete the Worker's Compensation Packet with the Supervisor. The packet must be submitted to the supervisor by the next working day