

HUMAN RESOURCES BRANCH NEWSLETTER

Supervisors and Managers/January 2019

CONTACT US

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WORKERS COMPENSATION

The HRB, Medical/Disabilities Services Unit (MDSU) would like to inform CDFW supervisors of their responsibilities after a work-related incident occurs.

After a Work-Related Incident Occurs...

Within eight (8) hours

Report a fatality or serious injury/illness (i.e., amputation; serious permanent disfigurement; and hospitalization other than observation for 24 hours) to:

1. Administrative Officer, Regional Manager, Branch Chief or Deputy Director and the CDFW's Health and Safety Officer; and
2. [Local Cal/OSHA District Office \(24/7\)](#). Under exigent circumstances reporting may occur within the first 24-hours.

Within one (1) workday

Provide the employee with ["Workers' Compensation Claim Form Notice of Potential Eligibility" \(SCIF 3301\)](#), and the ["I've Just Been Injured on the Job, What Happens Now."](#)

Within three (3) workdays

Complete the ["Employers' Occupational Report of Injury/Illness form" \(SCIF 3067\)](#). Also, for non-emergency medical care (beyond first aid), contact CDFW's medical provider network (MPN), Harbor Health (24/7) at (855) 521-7082 or (888) 626-1737 or [online](#). If referring the injured to the MPN, provide the employee the ["Employee's Guide to the](#)

[State Fund MPN by Harbor Health" \(3851\)](#) information.

Note: Employees may seek treatment from their pre-designated physician or medical group when a ["Pre-designation of Personal Physician"](#) is on file in HRB's MDSU prior to the date of injury.

Upon Request

Provide the ["Workers' Compensation Claim Form Notice of Potential Eligibility" \(SCIF 3301\)](#), upon request.

BEST PRACTICES

Keep HRB's MDSU in the loop as soon as a work related injury takes place!

MEDICAL TREATMENT GUIDE

For an emergency – Call 911!

Ensure the injured employee receives prompt medical attention.

For a Non-Emergency

If not an emergency but medical treatment is required, notify the person listed in the "Emergency Information" DFW 253 Form to arrange transportation. If unable to arrange such transportation, the supervisor may arrange transportation for the employee to seek medical treatment with CDFW's medical provider network (MPN). If the employee has pre-designated a treating physician or medical group prior to the date of the injury, the employee has the right to seek medical treatment with that physician. CDFW assumes liability during transport of the employee to seek medical treatment.

Contacts

For questions or comments, please contact HRB's MDSU Manager at (916) 653-3612 or CDFW's Health and Safety Officer at (916) 928-7692.

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