

IN CASE OF SERIOUS LIFE-THREATENING INJURY OR ILLNESS:

CALL CAMPUS SAFETY - EXTENSION 72000

- Indicate nature of emergency
- Give exact location of victim

Campus Safety will call paramedics IF warranted and/or come to the scene and provide the necessary emergency treatment.

WHAT TO DO WHEN INJURED AT WORK:

****NOTIFY YOUR SUPERVISOR IMMEDIATELY**, even if you do not wish to receive medical treatment.

If medical treatment is requested

****NOTIFY DISABILITY & UNEMPLOYMENT ADMINISTRATOR**,
Extension 18847 or 73943.

**YOU MUST FIRST OBTAIN AUTHORIZATION FROM THE DISABILITY & UNEMPLOYMENT OFFICE
OR YOUR HUMAN RESOURCE OFFICER BEFORE
RECEIVING MEDICAL TREATMENT FOR ANY WORK-RELATED INJURY.**

****MEDICAL TREATMENT IS PROVIDED AT:**

First Care Industrial Medicine Center
754 N. Mountain
Ontario, CA 91762
(909) 983-0474

Hours: 24-hr coverage

Location: corner of Mountain and G Street

Any injury occurring after hours, weekends or holidays notify
Your Supervisor immediately

An Employee's Report and Supervisor's Report of Accident **MUST** be
completed as soon as possible and submitted to
The Disability & Unemployment Office
McAlister Center
919 North Columbia

If you have any questions concerning these procedures, call the Disability & Unemployment Department at extension 18847 or 73943.

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