

Cal Poly Pomona Foundation

Injury Protocol for Student Foundation Employee



In case of an accident involving a personal injury, regardless of how trivial or how serious, it is important that the appropriate supervisor and Foundation's Employment Services/Human Resources Department be notified immediately. CPP Foundation employees injured on the job are, in most cases, entitled to benefits under Workers' Compensation Insurance.

Within 24 hours of the injury:

Failure to report accidents can result in a violation of legal requirements and can lead to difficulties in processing insurance and benefit claims.

- **ALL Foundation employee (s) (Co-op students)** with minor or serious injuries that occur, **should first contact Foundation HR representative Nora Fernandez before you see a physician:** at the locations listed below.
 - **DURING REGULAR UNIVERSITY HOURS (7:30am—6:00pm)**
U. S. HealthWorks Medical Group, Pomona,
801 Corporate Center Dr., Suite 130 Pomona, Ca. 91768
Phone: (909) 623-1954
 - **AFTER HOURS CONTACT:**
U.S. HealthWorks Medical Group, Industry East
17487 E. Hurley St. City of Industry
Phone: (626) 965-0959

INJURY FORMS

(Forms may be found on CCE, Co-Op website)

1. **Foundation employee/Co-Op student** **MUST** complete and submit the following three forms to CPP Foundation HR **Nora Fernandez** (909) 869-4378, nfernandez@cpp.edu
 1. **Medical Service Order form** and **submit to CPP Foundation HR, Nora Fernandez ASAP.**
You will need to present the approved copy of this form to the clinic for examination.
 2. **Employee Injury or Illness Report Form:** (FYI: Supervisor completes PART II)
 3. **Workers Compensation Claim Form** (DWC1)
2. **Employer/Supervisor** **MUST** complete the following two forms and submit to Cal Poly Pomona Foundation HR **Nora Fernandez** (909) 869-4378, nfernandez@cpp.edu
 1. **PART II** of the **Employee Injury Report**
 2. **Illness Report Form Employer's Report of Occupational Injury (form 5020)**

IN ORDER TO RETURN TO WORK

1. Upon release from U.S. HealthWorks, the Foundation employee (Co-Op Student) **MUST submit** the **Work Status Report** to Nora Fernandez and copy Co-Op Industry Partner supervisor, CCE, ICO Analyst Christina Moreno-Donato.

NOTE:

The Injured foundation employee should not be allowed to return to work without first providing the Work Status Report to CPP Foundation HR then to immediate industry partner supervisor.

2. If the employee is released to work with restrictions, a **Modified Work Agreement** may be prepared and signed by the employee, supervisor, and the Workers' Compensation Coordinator before the employee is allowed to return to work.

Once all the forms have been submitted to The Cal Poly Pomona Foundation Human Resource Office, they will approve, process and authorize return to work status.

For more information about Foundation's Injury Protocol please contact Cal Poly Pomona Foundation Human Resource Office, Attention: Nora Fernandez (909) 869-4378 email: nfernandez@cpp.edu

or Angelique Hernandez (909) 869- 2953 angeliqueh@cpp.edu