

## Injuries – What to Do

- 1) Take care of the injured person first:
  - a. Call 911 if it is an emergency
  - b. Persons not requiring or otherwise refusing medical treatment can be offered First Aid Kit.
  - c. If medical attention beyond first aid is need, the supervisor or other responsible party should take them to:
  - d. Injured students go to the Student Health and Wellness Center, 930 Orchard Rd (corner of Orchard and La Rue) M,T,TH,F 8-5 W 9-5, closed 21-1 daily. Notify the Department Safety Coordinator as soon as possible of the incident. No further reporting required as described in step 2 below.
  - e. Injured employees, paid students and [volunteers \(as defined by policy\)](#) go to Occupational Health Services in Cowell Hall, on the corner of California Ave and Beckett Hall Circle ( across from the intramural athletic field) M, T, Th, F 8 -5:30 W 9 – 5:30, closed at 5 during summer session and school breaks. Employees are broadly defined as anyone receiving a payroll check from the University in exchange for service.
  - f. After hours : Sutter Davis Urgent Care and Sutter Davis Emergency, 2020 Sutter Place in Davis 530-750-5830
  
- 2) Start an [Employers First Report \(EFR\)](#):
  - a. This can be initiated by the injured person, the supervisor, or other person.
  - b. <http://ehs.ucop.edu/efr>
  - c. This must be done within 24 hours, except in the case of [serious injury or death](#) which must be reported to CAL/OSHA within 8 hours.
    - i. During normal business hours contact EH & S at (530) 752-1493 to report any serious injury or death. After hours contact UC Police/Fire Dispatch center at (530) – 752-1230.
    - ii. Is it serious? If you are not sure, call EH & S or report it anyway. If it turns out to be not serious, CAL/OSHA will disregard the paperwork.
    - iii. **CAL/OSHA may assess a fine of \$5000 if a qualifying injury is not reported within the stated 8 hour time period.** So don't chance it, report it
    - iv. When calling EH&S, you will need the following information, if available:
      - Time and date of accident.
      - Employer's name, address and telephone number.
      - Name and job title, or badge number of person reporting the accident.
      - Address of site of accident or event.
      - Name of person to contact at site of accident.
      - Name and address of injured employee(s).
      - Nature of injury.
      - Location where injured employee(s) was (were) moved to.
      - List and identity of other law enforcement agencies present at the site of accident.

- Description of accident and whether the accident scene or instrumentality has been altered.
- 3) Workers Compensation detailed [injury reporting instructions are here](#). Employers First Report user guide and instructions here : <http://safetyservices.ucdavis.edu/ps/wc/wcr/employers-report>
  - 4) Bites and scratches from rabies susceptible animals must be reported to the county.
    - a. Purpose-bred rodents are exempt.
    - b. How to report and links to the required form are here:  
<http://safetyservices.ucdavis.edu/ps/a/TRACS/animalBites>
  - 5) If you are bitten/scratched, DO NOT euthanize or kill the animal. If the animal dies the head (brain) must be tested for rabies. The County of incident will provide guidance for submission of the remains. The remains must be refrigerated and not frozen for the test to yield valid results. If you have any questions please call the County of incident or 530.752.7244 or contact Occupation Health or your Veterinarian for guidance.
  - 6) Fax a copy of the completed bite report to the campus veterinarian at (530)-754-4350 if the animal was research or teaching animal.