

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

Inter-Bureau Procedure #98-10-63 - Workers Compensation Injuries

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CAL-OSHA SECTION 1512(a), 1512(e)

**NARRATIVE STATEMENT**

In all cases of injury, the supervisor has the obligation to give the employee the option of filing a Worker's Compensation claim, and to be referred to a doctor for treatment as required by law. It is the employee's choice to file a claim or not. If the employee does desire to file a claim, they must seek medical treatment. Without medical treatment, there is no Worker's Compensation claim. Refer injured employee to one of the doctors listed on the **County Physicians Referral List for Industrial Injuries**. A copy of this list can be obtained in the department payroll unit. **In cases of emergency, the employee should be taken to the nearest hospital or urgent care facility for immediate treatment.**

If the employee does not wish to seek medical attention, or decides to seek medical treatment on their own without filing a Worker's Compensation claim, two steps must be taken by the supervisor. Document, with a third party as a witness, the discussion, and the employee's decision to not file a claim. Then, record injury on the First Aid Log.

An employee cannot be referred to their personal or health plan physicians unless their physician is included on the **Physicians Referral List**, or have prior written notification of the name of their personal physician on file with department payroll unit and Risk Management Division. Contact the department payroll unit for verification before allowing employee to see their own physician.

All injuries must be reported at once. Do not wait to receive a doctor's report. An Employee's Claim form and Employer's Report of Injury or Illness must be submitted to the Department Payroll Supervisor, who must submit forms to the Risk Management Division within 48 hours of injury. These reports should be filled out by a supervisor and signed by a Director or Deputy Chief. These forms can be obtained at the payroll unit in the Central Office.

If the employee is authorized **off work** for an injury, fax the Physician's Authorization Off Work Order. The supervisor should make copies of off work orders for their records and send the originals to the department payroll supervisor.

The supervisor should contact the department payroll unit for instructions on completing the employee's Time and Attendance Report.

Issued by: \_\_\_\_\_  
P. Joseph Lenz, Deputy Chief Probation Officer

Date: 10/30/98

Revised:

Policy Reference(S): 8 and 9