

Workers Compensation Reporting Procedures

When an employee is injured on the job, a supervisor's first concern should be to see that the employee receives proper first aid and/or medical treatment.

If the employee requires **Emergency Medical Services**, **call 911**

Incident Report Only:

If the injury is minor and the employee is not seeking medical attention:

1. Supervisors and employees will complete the Employee and Supervisor Incident Report and submit it to workcompclaims@cityofpetaluma.org.
2. If in the future, the employee needs medical attention for their injury the Employee and Supervisor will complete the Workers Comp Claim Form (DWC 1) and follow the directions below

If the employee has had an Injury that requires Medical Attention:

1. Complete the following two forms completely:
 - Employee and Supervisor Incident Report
 - Workers Comp Claim Form (DWC 1)
 - If exposed to Bloodborne Pathogens (blood, saliva, or tissue) complete the forms in the Human Resources Bloodborne Pathogens Packet
2. Have the employee complete their portion of the Workers Comp Claim Form (DWC 1) and sign
3. Give employee their copy of Workers Comp Claim Form (DWC 1)
4. If employee is not able to sign, please put "unable to sign" and initial
5. Scan and email a copy to:
workcompclaims@cityofpetaluma.org
6. Put both **signed** forms in interdepartmental mail and send to HR- Attention: Lauren Carvalho
7. Please give "Notice to Injured Worker" packet to employee

If injury occurs Monday – Friday, 9:00am – 6:00pm direct the employee to seek medical attention at:

Kaiser OccMed
3900 Lakeville Hwy
Petaluma, CA 94954
(707) 765-3900

→ Direct the employee to tell the doctor that they work for the City of Petaluma and this is a work related injury

If the injury occurs before or after Kaiser OccMed business hours direct the employee to:

Petaluma Valley Hospital (PVH)
400 N McDowell Blvd
Petaluma, CA 94954
(707) 778-1111

→ Direct the employee to tell the doctor that they work for the City of Petaluma and this is a work related injury. This is especially important with PVH so the reports and billing will be processed correctly