



San José State University strives to provide a safe and healthy work environment. When a workplace injury or illness occurs, it is our objective that employees receive prompt, appropriate medical attention and return to work as soon as they are able.

INJURY REPORTING PROCEDURE

1. Report the injury to your Appropriate Administrator and seek medical attention. **Within 24 hours**, the Appropriate Administrator completes the employer's report form and provides a copy of the **workers' compensation claim form** to t

WORKERS' COMPENSATION BENEFIT