

I. PURPOSE/DESCRIPTION

This policy is intended to provide a safe and healthy work environment. In the event an 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.

II.

POLICY

It is the policy of San José State University to:

1. Submit the Employer's Report of Occupational Injury or Illness within 24 hours of knowledge of injury to the Workers' Compensation Specialist.
2. Submit the Workers' Compensation Claim Form within 24 hours of knowledge of injury to the Workers' Compensation Specialist.

III. PROCEDURES

Employee Responsibilities

1. Report the injury or illness immediately to your Appropriate Administrator or his/her designee.
2. In case of emergency, dial 911 for paramedic assistance or 924-2500.
- 4.

Provide all medical work status reports to the Workers' Compensation Specialist and keep