



SAMUEL MERRITT
UNIVERSITY

Occupational Injuries

On Oakland Campus -

ABSMC Employee Health/Occupational Medicine Dept:
3232 Elm Street, Oakland, CA 94609
(510) 869-8920 Monday-Friday
Hours 8:00 a.m. - 12:00 noon and 1:00 p.m. - 4:30 p.m.

1. Employee/Clinical Student/Work Study Student -
ON THE DAY OF OCCURRENCE
 - a) Report injury to Manager and complete an Injury Report.
 - b) *Immediately* contact ABSMC EH/OM Dept (869-8920) between 8:00 a.m. and 4:30 p.m. Monday-Friday, to report the injury and schedule an appointment to be evaluated. Take Report of Injury form to appointment.
 - c) After hours, or if the injury is an *emergency* (unable to continue to work; cannot wait until next morning), go to the Emergency Department and report to ABSMC EH/OM per above, the next morning.
 - d) Fill out Injury Report and Workers Compensation Forms 5020, (DWC-1) Supervisor Accident Report and ABSMC Report of Occupational Injury or Illness form found on the SMU Human Resources Web page under Forms.
 - e) Report to Traci Leno, ABSMC HR Disability Management, 3012 Summit St., 3rd Floor, with completed forms. 510-869-6100.

2. Manager - **ON THE DAY OF OCCURRENCE**
 - a) Complete Supervisor Accident Report – **Note this must be completed within 3 days of occurrence.**
 - b) Direct employee (student) to report to ABSMC HR Disability Management (see location above)
 - c) Verify that the employee (student) has called ABSMC EH/OM and scheduled an appointment for evaluation and treatment.

**ALL Clinical Students, Work-Study Students and Learning Centers
Employees - Sacramento
San Francisco
San Mateo**

1. Employee/Students - **ON THE DAY OF OCCURRENCE**
 - a) Report injury to Clinical Instructor/Manager and complete an Injury Report
 - b) *Immediately* contact ABSMC HR Disability Management, Traci Leno, 510-869-6100, to report the injury and schedule an initial



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appointment with a doctor. Take a copy of the Accident Report to the appointment.

- c) After hours, or if the injury is an *emergency* (unable to continue to work; cannot wait until next morning), go to the Emergency Department and contact ABSMC HR Disability Management per above, the next morning.
- d) Fill out Injury Report and Workers Compensation Forms 5020, (DWC-1) Supervisor Report, and ABSMC Report of Occupational Injury or Illness form found on the SMU Human Resources Web page under Forms and Documents.

2. Clinical Instructor/Manager - **ON THE DAY OF OCCURRENCE**

- a) Complete Supervisor Injury Report - **Note this must be completed with 3 days of occurrence**
- b) Direct employee/student to report to ABSMC Human Resources Disability Management (see contact information above)
- c) Verify that the employee has called ABSMC HR Disability Management and scheduled an appointment for evaluation and treatment.