Occupational Injuries

On Oakland Campus -
SHEBR 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 the [Report of Occupational Injury or Illness Form](#).
   b) Immediately contact SHEBR EH/OM Dept. (510-869-8920) 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 Occupational Injury or Illness 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 SHEBR EH/OM per above, the next morning.
   d) Fill out [Employee Injury Information form](#) and [Employer’s Report of Occupational Injury or Illness (DLSR 5020), Worker’s Compensation Claim Form (DWC-1)](#) found on the SMU Human Resources Forms and Documents Web page under Worker’s Compensation.
   e) Report to Susan Brown, SHEBR HR Disability Management, 3012 Summit St., 3rd Floor, with completed forms. 510-869-6100, option 2.

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 SHEBR HR Disability Management (see location above)
   c) Verify that the employee (student) has called SHEBR EH/OM and scheduled an appointment for evaluation and treatment.

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

San Francisco Peninsula

1. Employee/Students - **ON THE DAY OF OCCURRENCE**
   Report injury to Clinical Instructor/Manager and complete a [Report of Occupational Injury or Illness form](#) immediately contact SHEBR
a) HR Disability Management, Susan Brown, 510-869-6100 option 2, to report the injury and schedule an initial appointment with a doctor. Take a copy of the form to the appointment.

b) 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 SHEBR HR Disability Management per above, the next morning.

c) Fill out Employee Injury Information form and Employer’s Report of Occupational Injury or Illness (DLSR 5020), Worker’s Compensation Claim Form (DWC-1) found on the SMU Human Resources Forms and Documents Web page under Worker’s Compensation.

2. Clinical Instructor/Manager - ON THE DAY OF OCCURRENCE
   a) Complete Supervisor portion of the Report of Occupational Injury or Illness form - Note this must be completed with 3 days of occurrence
   b) Direct employee/student to report to SHEBR Human Resources Disability Management (see contact information above)
   c) Verify that the employee has called SHEBR HR Disability Management and scheduled an appointment for evaluation and treatment.