



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 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 ABSMC EH/OM per above, the next morning.
  - d) Fill out Employee Injury Information form Report 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 Traci Leno, ABSMC HR Disability Management, 3012 Summit St., 3<sup>rd</sup> 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 a Report of Occupational Injury or Illness form *Immediately* contact ABSMC HR Disability Management, Traci Leno, 510-869-6100, to report the



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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 ABSMC HR Disability Management per above, the next morning.
- c) Fill out Employee Injury Information form Report 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 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.