

<b>COUNTY OF SHASTA</b>		Number
<b>ADMINISTRATIVE MANUAL</b>		3-115
SECTION:	Risk Management	Reporting of Work-Related Injury/Illness Claims
INITIAL ISSUE DATE:	February 13, 1990	
LATEST REVISION DATE:	April 11, 2023	
PAGE NO:	Page 1 of 2	

**PURPOSE**

To set forth the policy and procedure for the reporting of work-related injury/illness claims.

**BACKGROUND**

The prompt, accurate, and thorough reporting of work-related injury/illness claims is critical to assure their proper handling. California law requires the reporting of all work-related injuries/illnesses. The proper reporting of claims is necessary to minimize the cost and severity of injuries/illnesses.

**POLICY/PROCEDURE**

1. All work-related injuries and illnesses will be reported by employees to their supervisors. Forms provided to the department by Risk Management will be given to the injured worker. The injured worker may complete the form and return it to his or her supervisor;
2. Accidents alleged to have occurred on the job will be evaluated by the supervisor to determine the cause(s) and to establish steps or processes to take place which will prevent similar accidents from taking place in the future;
3. All employees who suffer work-related injuries or illnesses will be offered medical treatment from their designated treating physician or the County's approved occupational medical provider. Supervisors shall phone Risk Management to report any injury/illness requiring treatment or when the employee has completed and returned the claim form;
4. At the end of every pay period, the department Payroll Clerk will report any lost work days incurred by employees who have suffered work-related injuries/illnesses, and this report will be sent to Risk Management on the Lost Time Report;
5. All employee injury/illness reports will be reviewed monthly by the department head or his assistant to identify management changes necessary to minimize accidents and injuries.

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PAGE NO:	Page 2 of 2	

**RESPONSIBLE DEPARTMENTS**

Support Services -- Risk Management

**REFERENCES**

- BOS Policy Resolution No. 2023-01--04/11/23 (Amended)
- BOS Resolution No. 2020-044--05/12/2020 (Amended)
- Administrative Update--07/13/2012
- BOS Policy Resolution No. 2008-02--3/4/08 (Amended)
- BOS Policy Resolution No. 2001-10--8/14/01 (Amended)
- BOS Policy Resolution No. 96-6--8/6/96 (Amended)
- BOS Policy Resolution No. 95-4--3/14/95 (Amended)
- BOS Policy Resolution No. 94-3--5/3/94 (Amended)
- BOS Policy Resolution No. 23--4/21/81 (Valid)