

## **3-Step Work Related Injuries Process:**

**All accidents must be reported to the Human Resources Manager  
Form DWC-1 must be given to the employee for signature**

---

- Step 1:** Complete the following two forms:
- Employer's Report of Occupational Injury or Illness (Form 5020)
  - Workers' Compensation Claim Form & Notice of Potential Eligibility (DWC-1)
    - ✓ Employee must receive copy
- Step 2:** Send employee to the pre-designated facility:  
**Sharp Rees-Stealy La Mesa** Occupational Medicine - M-F 8-5pm  
**Sharp Grossmont Center** Emergency Room - After Hours - 24/7
- Step 3:** Contact the Contracts and Risk Management Coordinator **immediately** to report the injury and forward the following documents to the HR department:
- Completed Employer's Report of Occupational Injury or Illness- Form 5020 (**within 24 hours**)
  - Completed Employee's Claim for Worker's Compensation Benefits- DWC-1 (**within 24 hours**)
  - Work Status Report from employee's physician (**within 48 hours**). Please forward subsequent reports immediately.
  - Completed Supervisor's Accident Investigation Form signed by the Employee, Supervisor & Director (**within 48 hours**).
- 

**In the event of a Fatal or Serious Injury/Illness, or anytime an employee's condition necessitates that they are transported to a hospital by ambulance, please contact Patty Rea, HR Manager at (619) 594-3243 or cell (619) 504-4587 IMMEDIATELY.**

**PLEASE CALL 911 FOR ALL EMERGENCIES**