



EMPLOYEE PERSONAL INJURY OR DEATH GENERAL ORDER #9.06

Adopted: 08/04/2006

Replaces: Sheriff's G.O. #4221

PROCEDURE

- A. An industrial injury is an injury which occurs while the employee is performing a service for his or her employer and is a result of his or her work or working conditions.
- B. Every worker shall be entitled to industrial injury leave when he or she is unable to perform because of any injury (as defined in the Workers' Compensation laws of California).
- C. All personal injury accidents that occur while an employee is on duty will be immediately reported to the employee's supervisor.
 - 1. The employee will complete the employee section of an employee's claim for Worker's Compensation *Claim Form (Form DWC 1)* and the *Stanford University Environmental Health and Safety Report (Form SU-17)* listing the details of the accident and attaching witness' statements if any.
 - 2. The supervisor will review, investigate, and complete the "employer/supervisor" portion of both forms. *The employee must be given these forms within twenty-four hours of the employer's (includes any supervisor, manager, lead, etc.) knowledge of injury or disability. If the employee is not available to receive the form within twenty-four hours of the supervisor's notification, the supervisor must ensure that the form is mailed to the employee's home. The supervisor shall detach one copy of the DWC 1 form, check the box marked "Temporary Receipt," and provide the copy to the employee as an initial acknowledgement of receipt.*
 - 3. *The supervisor will then forward all completed reports to his or her division lieutenant for review and approval.*

4. *All copies of Forms DWC 1 and SU-17, along with any Employee's Reports or photographs, are to be forwarded to the Administrative Services Manager for processing. The original of both forms shall be forwarded to the University's Risk Management section. A copy of both forms will be retained by the Department and placed in the employee's personnel file.*

D. The death or serious injury of any employee while on duty will be reported as follows.


1. The immediate supervisor of the employee will advise the *SUDPS Watch Commander*, if on duty, or in their absence, the highest ranking officer on duty.
2. The person notified will immediately notify the *SUDPS Field Services Captain* of the death or serious injury and the circumstances involved. The *Captain* will notify the *Director of Public Safety and the Sheriff's Office-Stanford Liaison Captain*.
3. The *Director of Public Safety* shall designate an individual to temporarily serve as a liaison between the employee's family and all *University and department* related contacts. All information intended for, or requested of the family, shall be directed solely through the liaison.
4. The immediate supervisor of the employee will make an employee's report listing the details of the incident. Copies of this report will be forwarded to the *Director of Public Safety through the chain of command*.
5. All workers' compensation forms (*DWC 1 and SU-17*) will be completed and distributed as described in this general order.
6. The *Administrative Services Manager* will be responsible for notifying the *University's Human Resource and Risk Management* sections by telephone as soon as possible.

E. When making a report of an injured employee, the following information should always be included.

1. Name and address of the doctor treating the employee.
2. The names and addresses of any witnesses and attached statements.
3. If the injury is the result of a traffic accident, the name of the driver of the other vehicle and his/her insurance company must listed in the employee's report.

F. GENERAL CONSIDERATIONS.

1. If there is any doubt as to whether or not the accident was service-incurred, a report should be made.
2. Whenever an accident is reported as service-incurred, any medical treatment rendered the employee should be billed to the *University's Workers' Compensation insurance carrier*.
3. If, at the time of injury, it was indicated that there would be lost time, the *Administrative Services Manager* will advise *Risk Management* when the employee returns to work.
4. If, at the time of injury, it was indicated that there was no time lost and later, due to the injury, the employee must be absent from work, *Risk Management* should be notified on the first day the employee is absent from work and again on the day he/she returns. The name and address of any physician attending the employee should also be noted.
5. A record of all injury forms completed by an employee will be maintained in his/her personnel folder.


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