

# UC Cooperative Extension UC CalFresh Fresno/Madera Counties Manual

## Safety Policies and Expectations

1. Reporting an injury: UC ANR [http://safety.ucanr.edu/Guidelines/Reporting\\_an\\_Injury/](http://safety.ucanr.edu/Guidelines/Reporting_an_Injury/)
  - a. Ensure that the employee gets first aid or professional medical care as needed.
  - b. Contact the appropriate administrative office as described below.
  - c. UC ANR Employees at all locations other than Oakland -  
Within 24 hours, report the injury using one of the following methods:
    - i. Online Report: Injuries may be reported using the Online Employer First Report form. The employee or other staff member may access the form at: <http://ehs.ucop.edu/efr> . Note: a UC Davis kerberos login is required to access the form. Once the report is submitted, the supervisor will be prompted to complete additional information. Notification of the report will also go to Staff Personnel Unit.
    - ii. Paper form: Injuries may be reported to the Staff Personnel Unit (including Academic personnel). Use the UC Davis [Employers Report of Occupational Injury or Illness](#) form to report injuries and e-mail to: [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu) or fax to: (530) 756-1180. For additional help with the form, consult the [Employers Report Instructions](#) or [Employers Report Example](#).
  - d. If the treating clinic needs insurance or claims information after normal business hours, call 1-877-682-7778 to report the injury and get the claims process started.
  - e. If directed by the Workers' Compensation office, provide the employee with an Employee's Claim Form (DWC 1 Rev. 1/94). Follow Workers' Compensation office instructions for completing and returning the Employee Claim Form.
  - f. Submit all required forms to the Staff Personnel Unit, UC Davis Workers' Compensation (or UCOP Workers' Compensation office), and maintain a copy for the employee file.

**To report *SERIOUS* work-related injuries or illnesses – see [Safety Note # 76](#).**

2. **To report incidents other than work-related injuries** - such as theft, property damage, injuries to non-employees, or auto accidents of any nature, see the ANR Risk Services Incident Report form at: <http://ucanr.org/incidentreport>

*If you have any questions about reporting an injury, please send a message to [ask EH&S](#) or call Brian Oatman at (530) 750-1264*