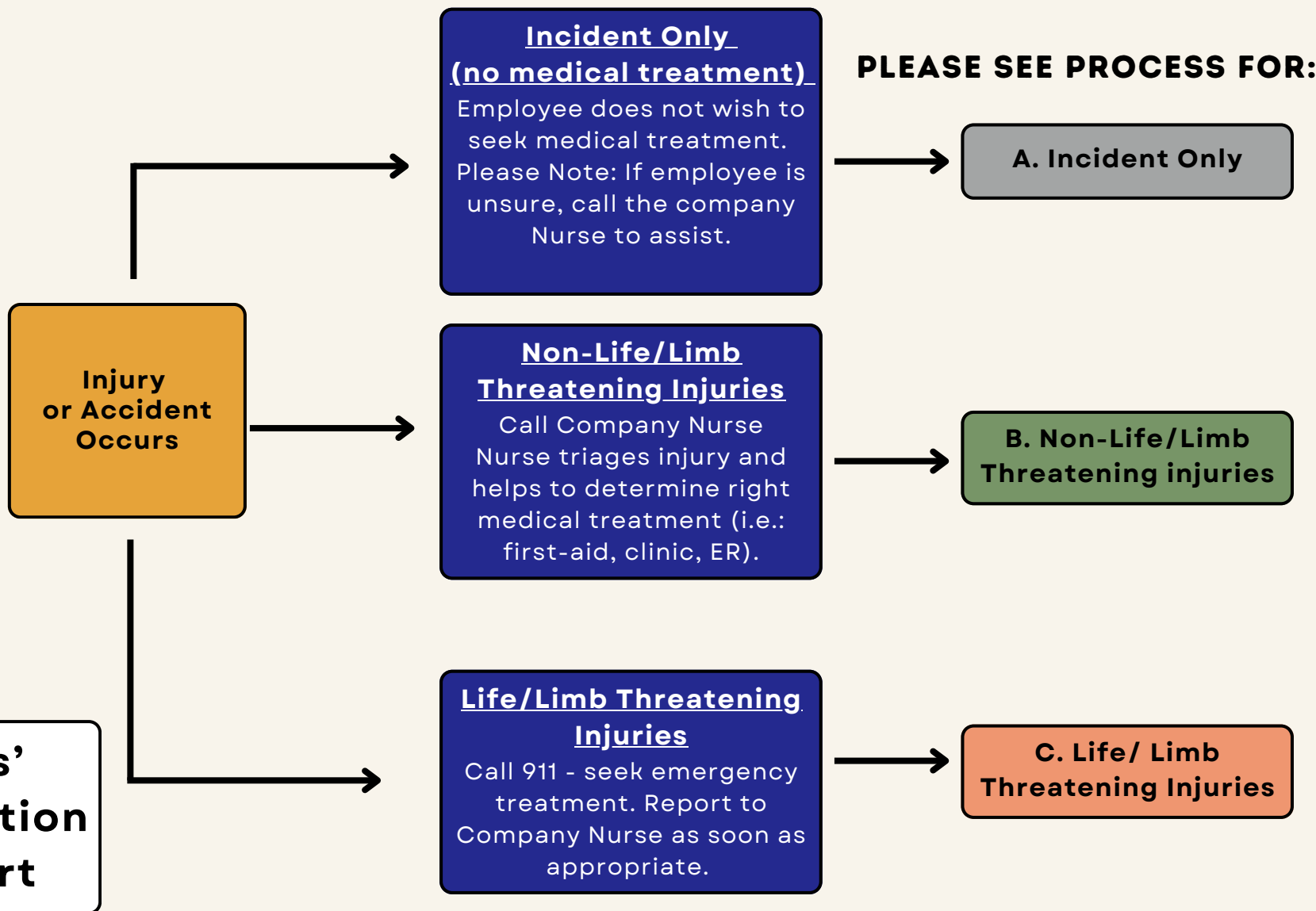




Municipal Pooling Authority
of Northern California



BEGIN HERE:



A. Incident Only



- DWC-1 not needed
- Complete the Accident Investigation Report (AIR) and send to HR
- If employee later requests treatment or begins losing time from having difficulty doing his/her job, provide the DWC-1 and refer to company nurse.



The Right Call for Workplace Injuries

IN CASE OF INJURY, CALL:
EN CASO DE UN ACCIDENTE LLAMAR A:

1-877-854-6877

EMPLOYER NAME (NOMBRE DE COMPAÑIA)
Municipal Pooling Authority

SEARCH CCDE (CODIGO DE BUSQUEDA):
CCC

B. Non-Life/Limb Threatening injuries

Company Nurse provides first-aid advice. No treatment referral or lost time.

- DWC-1 not needed
- Complete the Accident Investigation Report (AIR) and send to HR
- If employee later requests treatment or begins losing time from having difficulty doing his/her job, provide the DWC-1 and refer to company nurse.

Company Nurse refers for medical treatment at a Kaiser clinic or hospital.

- DWC-1 must be provided to employee within one working day: hand delivery or by US Mail.
- Complete the bottom portion of DWC-1 when it is returned by the employee.
- Ensure referral to your designated occupational facility: Richmond Kaiser.
- Complete the Accident Investigation Report (AIR) and send to HR
- HR will review department for Temporary work assignments and consider use of Temporary Transitional Work Agreement.

If EE states that they have predesignated a personal physician, verify with HR

REMINDER

- Company Nurse is available 24/7/365
- English and Spanish speaking staff are available to the call center, and a language line service is used for other languages.
- Nurses will **never authorize** time off from work.



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SEARCH CCDE (CODIGO DE BUSQUEDA):
CCC

C. Life/ Limb Threatening Injuries



REMINDER:

If an employee's injury is life-threatening or limb-threatening, immediately call 911 and seek emergency treatment.

Once the employee's immediate needs are addressed, please proceed with the workers' compensation paperwork as appropriate.



The Right Call for Workplace Injuries

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SEARCH CCDE (CODIGO DE BUSQUEDA):
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