Workplace Injury Procedures

I am a **Supervisor**, and a **member of my staff** has been **injured on the job** and needs treatment. **What do I do?**

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1. **If the situation is an emergency, and the employee is on campus, call the USC Department of Public Safety depending on your location: University Park Campus call **213-740-4321** or USC Health Sciences Campus call **323-442-1000**. If working remotely or at another campus location, call **911** immediately.**

2. **Instruct the injured employee, if able, to call Broadspire at **800-495-2315** to get instructions from the triage nurse and to take additional steps to file a Workers’ Compensation claim, if needed. Broadspire will also coordinate related leaves or payment impacts with USC. If the employee is unable to call, the HR Partner or Supervisor must call Broadspire. Please see below for additional Workers’ Compensation and Disability information:**

   - **Workers’ Compensation**
   - **Disability Benefit**

3. **• Examine incidents thoroughly and take statements from the injured worker (if possible) and any witnesses to find out how the incident occurred.**
   **• Follow up with the **USC Environmental Health & Safety** at **323-442-2200** to report a safety concern, **within 8 hours** if the employee is hospitalized, and ensure conditions are corrected to prevent future occurrences. Ensure a first aid kit is easily accessible and fully stocked.**
   **• Complete the **Manager’s Report of Incident Form.** If the employee seeks medical care, provide the employee with the **DWC-1 form** on the date of the injury and ask them to complete the top portion. Collect the form from the employee and complete the bottom portion. Email completed forms to the HR Service Center at **uschr@usc.edu** and your HR Partner **within 1 business day**.**
   **• If you suspect fraud, please contact Workers’ Compensation & Disability Department at **workerscompdisability@usc.edu**.**

4. **If the employee is missing work, instruct the employee to provide work status updates to Broadspire after each medical appointment. If the employee contacts you directly about returning to work, notify your assigned Workers’ Compensation Disability Coordinator.**

"Supervisor" refers to the person directly managing staff or faculty, including Deans of Faculty and Department Chairs.

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**Questions?** Contact the HR Service Center by phone at **213-821-8100** or by email at **uschr@usc.edu** for more information.
Workplace Injury Procedures

I am a Supervisor, and a member of my staff has been injured on the job and refuses treatment. What do I do?

1. Communicate to the employee that Workers' Compensation is their legal right. If they refuse treatment, the employee must sign a Declination of Workers’ Compensation Form to the Workers' Compensation & Disability Department.

2. • The Supervisor should provide the DWC-1 form to the employee within 1 business day of the injury, but not complete the form unless a claim is going to be filed.
   • Examine incidents thoroughly and take statements from the injured worker (if possible) as well as any witnesses to find out how the incident occurred.
   • Follow up with the USC Environmental Health & Safety at 323-442-2200 to report a safety concern and ensure conditions are corrected to prevent future occurrences. Ensure a first aid kit is easily accessible and fully stocked.
   • If a claim is not filed, complete the Manager's Report of Incident Form. Attach the signed Declination of Workers’ Compensation Form and email completed forms to the HR Service Center at uschr@usc.edu and your HR Partner within 1 business day.
   • If a claim is filed, ask the employee to complete the top portion of the DWC-1 form. Collect the form from the employee and complete the bottom portion. Complete the Manager's Report of Incident Form. Email completed forms to the HR Service Center at uschr@usc.edu and your HR Partner within 1 business day.
   • If you suspect fraud, please contact the Workers’ Compensation & Disability Department at workerscompdisability@usc.edu.

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“I am a **Supervisor**, and a **member of my staff** is injured but has not lost time from work. *Do I still need to report it?*”

1. Communicate to the employee that Workers’ Compensation, disability, and leave of absence may be available to them if needed. If they refuse treatment, the employee must sign a [Declination of Workers’ Compensation Form](mailto:).  

2. Instruct the injured or ill employee, if able, to call Broadspire at **800-495-2315** to get instructions from the triage nurse and to take additional steps to file a Workers’ Compensation claim, if needed. If the employee is unable to call, the HR Partner or Supervisor must call Broadspire. Please see below for additional Workers’ Compensation and Disability information:
   - **A. Workers’ Compensation**
   - **B. Disability Benefit**

3. • Examine incidents thoroughly and take statements from the injured worker (if possible) as well as from any witnesses to find out how the incident occurred.
   • Follow up with the [USC Environmental Health & Safety](mailto:) at **323-442-2200** to report a safety concern, **within 8 hours** if the employee is hospitalized, and ensure conditions are corrected to prevent future occurrences. Ensure a first aid kit is easily accessible and fully stocked.
   • Complete the [Manager’s Report of Incident Form](mailto:). If the employee seeks medical care, provide the employee with the [DWC-1 form](mailto:) on the date of the injury and ask them to complete the top portion. Collect the form from the employee and complete the bottom portion. If the employee refused treatment, attach the signed [Declination of Workers’ Compensation Form](mailto:) to the [Manager’s Report of Incident Form](mailto:). Email completed forms to the HR Service Center at [uschr@usc.edu](mailto:) and your HR Partner **within 1 business day**.
   • If you suspect fraud, please contact the Workers’ Compensation & Disability Department at [workerscompdisability@usc.edu](mailto:).

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