



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**  
**Office of Human Resource Services**  
**WORKERS' COMPENSATION CLAIM**  
**SUPERVISOR'S INSTRUCTION**



An employee is entitled to workers' compensation benefits if he/she is injured or becomes ill because of his/her job:

**What should a supervisor do once they have knowledge/notice of a work-related injury/illness?**

1. If the injured employee requires medical attention, direct the employee to one of the medical or occupational health facilities listed below.
2. Give the injured employee a Worker's Compensation Claim form DWC Form 1 within 24 hours of your knowledge of the injury/illness. They are to complete the Employee section and sign.
3. After receiving the completed DWC Form 1 from the employee, supervisor should complete the Employer section, sign and give the employee the pink copy.
4. The Supervisor should also complete the Supervisor's Report of Employee Injury/Illness. It is important that the supervisor, not the employee, complete the supervisor's report. Supervisor's keeps pink copy.
5. The Supervisor should give the employee a copy of the Prime Rx Prescription Service letter and temporary ID form for any prescription drug needs related to the injury/illness.
6. The completed DWC Form 1 and Supervisor's Report of Employee Injury/Illness should be forwarded to the Office of Human Resource Services/Benefits within 24 of knowledge. Benefits fax # 925/485-5502, originals mailed to District Office, Attn: Benefits.

**PROVIDERS: Occupational Health Clinics**

St. Rose Hospital  
27200 Calaroga Ave  
Hayward, CA 94545  
510/264-4046

Valley Memorial  
1130 E. Stanley Blvd.  
Livermore, CA 94550  
925/373-4162

Any Kaiser Permanente in California  
With Occupational Health Clinic  
888/565-9675

Valley Care Health System  
5565 W. Las Positas Blvd., Ste 150  
Pleasanton, CA 94588  
925/416-3562

After hours: Use Emergency Room with follow-up at Occupational Health Clinic