



WHAT TO DO IF YOU ARE HURT ON THE JOB

1. Report the injury or illness **IMMEDIATELY** to your supervisor.
2. Request medical attention if you need to see a doctor. If it's a life-threatening injury or illness, call 911 immediately.
3. If the injury or illness is not an emergency and occurs during normal business hours (Monday through Friday 8:00a.m. to 5:00 p.m.), contact one of the City's designated medical offices listed below:

Kaiser Permanente Occupational Health
1 Quality Drive
Vacaville, CA 95688
(707) 624-2480

Kaiser Permanente Occupational Health
975 Sereno Drive
Vallejo, CA 94590
(707) 651-1370

NorthBay Occupational Health
2470 Hillborn Road, Suite 100
Fairfield, CA 94534
(707) 646-4600

4. During after hours, weekends, and holidays, call the Nurse Triage line at 1-833-284-3670 to report your injury or illness. If you need to go the emergency room, here are the nearest ones:

Emergency Rooms:

NorthBay Medical Center
1200 B. Gale Wilson Blvd.
Fairfield, CA 94533

Kaiser Permanente
1 Quality Drive, 1st Floor
Vacaville, CA 95688

5. Complete the claim form which will be given to you by your supervisor.
6. Follow doctor's instructions completely.
7. COMMUNICATE with your supervisor.
8. There is a three-day waiting period before temporary disability is paid for non-sworn employees. The three-day waiting period is waived if you are hospitalized.
9. Workers' Compensation claims are coordinated by Human Resources. Please email workerscomp@fairfield.ca.gov with questions or concerns.
10. Get Well and Return Soon!