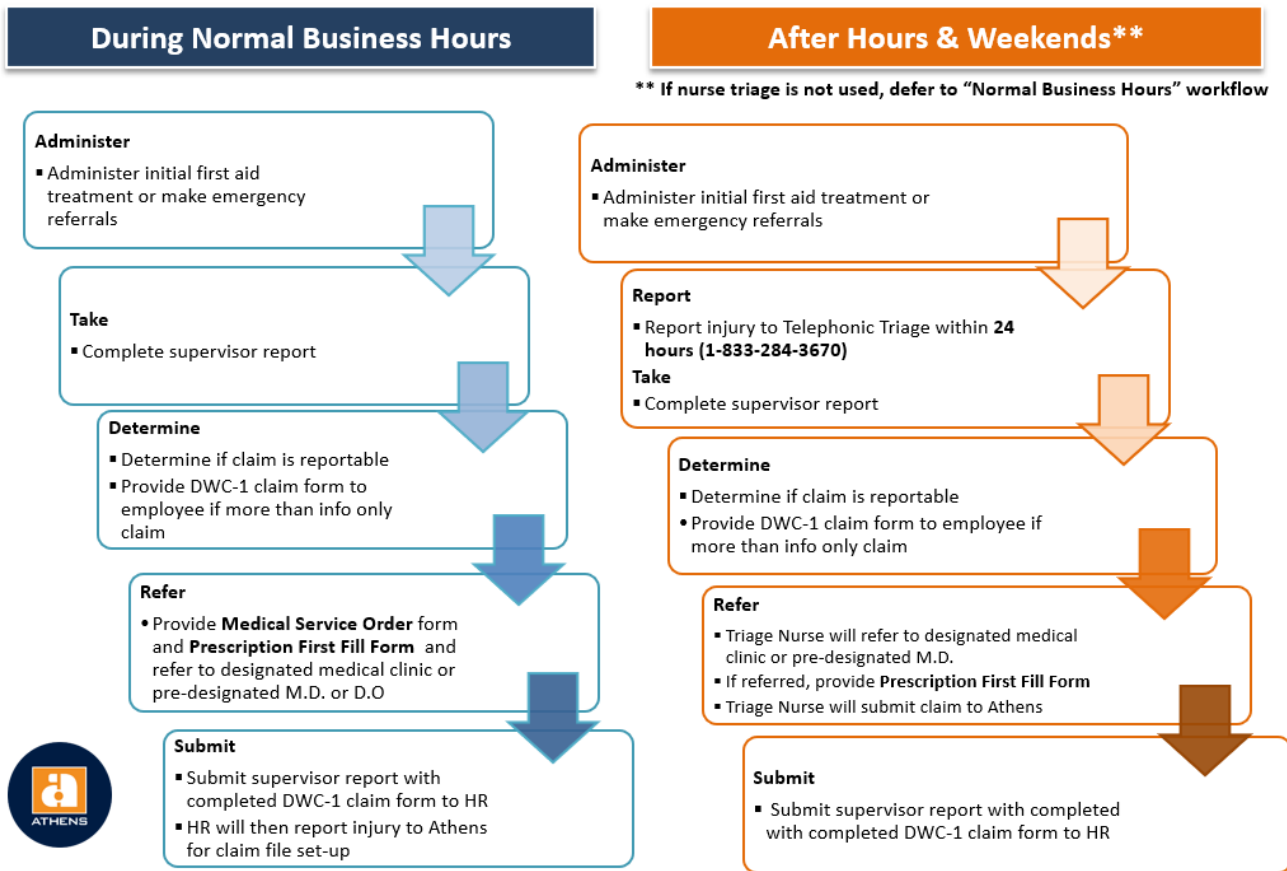


WORKERS' COMPENSATION CHECKLIST

Please contact Human Resources with any questions regarding the Workers' Compensation Process.

When an Injury Occurs



ADDITIONAL INFORMATION

Employee Status

The employee is required to submit any notes related to work-related injuries or illnesses to their supervisor. Their supervisor should forward all documents relating to employee status to Human Resources the **same day** the report is received from the employee, via email to workerscomp@fairfield.ca.gov.

FOR EMPLOYEES NOT REQUIRING OR REQUESTING MEDICAL ATTENTION

If an employee is injured on the job and does not need or feel they need medical attention, the supervisor should **always offer a DWC-1 Form**. This form does not have to be filled out, it is optional. However, it should always be offered to the employee. The supervisor should immediately add the incident to the Incident Log and email workerscomp@fairfield.ca.gov with the date the DWC-1 was given.

Frequently Asked Questions:

1. What happens if an employee is not placed off work but needs modified duty?
 - a. This is quite often the case. If there are restrictions, then you must notify Human Resources to let them know if the department can accommodate the restrictions or not. Human Resources will fill out a modified

work agreement and hold an interactive process meeting with the supervisor and the injured employee to discuss the agreement.

2. What occurs if an employee needs follow-up physician appointments? How is the timecard recorded?
 - a. Time lost from the employee's regularly scheduled workday due to injury-related medical treatment (e.g. physical therapy) follow-up and/or evaluation are charged to regular pay, not workers' compensation leave or accruals.
3. What occurs if the employee's physician requests an ergonomic evaluation for the employee's work area?
 - a. Please email workerscomp@fairfield.ca.gov to set an appointment.
4. What occurs if I cannot accommodate the employee's work restrictions?
 - a. Contact HR immediately at workerscomp@fairfield.ca.gov. The city has obligations under Americans with Disability Act (ADA) and Fair Employment and Housing Act (FEHA). See these links for more information about ADA or FEHA. <https://www.dol.gov/general/topic/disability/ada> or <https://www.dfeh.ca.gov/Employment/>