



## COLLEGE PROCEDURES FOR WORK RELATED INJURIES

Any incident that may result in a work-related injury should be reported to Human Resources so proper documentation can be provided to affected employees. Human Resources can determine if the incident may be considered workers compensation. The following procedures must be followed for employee work related injuries:

1. **If a Serious Injury:** Emergency injuries of a life endangering or disabling nature should be handled by emergency measures.
  - a. For serious emergencies dial 0 (switchboard) or 9-9-1-1 from any campus phone. Identify yourself, your location, and type of emergency.
  - b. Appropriate help will be sent; local hospitals have been notified about our Workers' Compensation program.
  - c. After the caller gathers information and notifies emergency services, please contact the Human Resources office as soon as possible. Other steps remain as listed below.
2. **Non-life-threatening Injury:** Report the accident to your supervisor immediately. If the Injury requires emergency procedures, notify your immediate supervisor within 24 hour or as soon as possible after medical care.
  - a. If the injury occurs during the normal business hours of 8:00 am to 4:30 pm, contact the Human Resources office. They will forward an authorization for treatment to our clinic, Akeso. The employee can go to the clinic as a walk-in for evaluation and treatment; a copy of the physician's report will be sent to HR on the employee's behalf.

For Santa Marai:  
 Akeso Occupational Health  
 3070 Skyway Drive, #106  
 Santa Maria, CA 93455

Hours: M-F 7:30 am to 5:00 pm  
 (805) 922-8282  
 Located near the airport

For Lompoc:  
 North H Lompoc Health Clinic  
 1225 N H St, Lompoc, CA 93436

M-Thur: 8am – 5pm; Fri: 8am – 12pm  
 805-737-8700

- b. Within 48 hours, after the injury, an *Employee Report of Injury* must be completed by both the employee and supervisor and turned in to the Human Resources office in Building B by mail/fax/email. The form is located on the myHancock portal under the Doc/Forms Library tab, please include as much detail as possible.
- c. If the injury occurs after normal business hours Central Coast Industrial Care is still open until 7:30 pm during the week and on Saturday from 9:00 am – 4:00 pm.

Central Coast Industrial Care  
 340 E. Betteravia Rd, Suite A

(805) 614-9000  
 Located behind urgent care

If you experience an injury outside of these hours then please go to one of the hospitals listed below for diagnosis and treatment of the injury:

Marian Medical Center  
 1400 E Church St  
 (805) 739-3000

or

Lompoc Hospital  
 1515 Ocean Street  
 (805) 737-3300

When reporting for medical treatment, indicate that you are from Allan Hancock College and you were injured on the job. The clinic or the medical center will know the process to follow from there. Should follow-up treatment be required, you may stay under their care or go to Akeso for further treatment.

3. You may elect to go to your personal physician for diagnosis and treatment if you have on file in the Human Resources office the *Employee's Designation of Treating Physician* form **prior** to the work related injury. The form must include the name and address of your personal physician, and must be on the form provided by the Human Resources office available on the myHancock portal in the Doc/Forms Library tab.

If you have any questions about the process, forms, or follow-up, please contact:

Thomas Reynolds or Tina Middleton, Human Resources Operations Coordinators

[ahchr@hancockcollege.edu](mailto:ahchr@hancockcollege.edu)

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