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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Reporting of Injuries and Injury Illness Prevention Program  
**POLICY NUMBER:** 7135

**7135.1** Any employee who suffers any reportable injury on the job shall report it to his or her immediate supervisor or management and the District's Office Manager as soon as practicable. A reportable injury is one which may require medical attention, and includes any illness due to pesticide exposure or injury from any other causes. Whenever an employee suffers an injury on the job they are required to fill out a DWC-1 form promptly as required by the California Code of Regulations Section 10119.

**7135.2** Any time a District employee reports a reportable injury to a supervisor or member of management, the following workers compensation procedures will be triggered:

**7135.2.1** Supervisors Accident Report - to be completed by the supervisor with the employee describing the accident, how it occurred, and what the injury is.

**7135.2.2** Workers Compensation Claim Form (DWC-1) - Office Manager will complete the section of the form that pertains to the "Employer" with workers compensation carrier and address. The Office Manager will retain the last page and give the rest to the employee to complete.

**7135.2.3** Acknowledgment of Receipt of Employee Claim Form - supervisor will complete the form and have the employee sign when the supervisor gives the employee the DWC-1 form.

**7135.2.4** Employer report of Occupation Injury or Illness, Form 5020 - after Office Manager collects all the forms listed in the above sections, the employer will report the injury online with AIMS.

**7135.2.5** Medical examination and/or treatment authorization - if medical attention is needed, the Office Manager will complete the medical examination and/or treatment form and give to the employee.

**7135.3** The District has created and adopted an Injury Illness Prevention Program that is reviewed annually by the Safety Committee and District Manager. The Board of Trustees and management of this District endeavor to provide a safe work environment for all employees. Accidents and injuries are costly to both the employee and the employer, in terms of pain, suffering, productivity and money. By adhering to established safety policies and procedures, these losses can be minimized.