

## STEPS TO FOLLOW IF AN INJURY OCCURS WHILE ON THE JOB ...

**If an injury is a medical  
emergency, DIAL 911**

### **Step #1**

If injury is not a medical emergency, the Employee **MUST** report the injury to his/her direct supervisor—even if it doesn't appear to be an issue at the time of injury. The employee will be issued a DWC-1 form in any event.

### **Step #2**

If the injury is **NOT** an urgent medical emergency, and your direct Supervisor is not available, please contact the Workers' Compensation Clerk, Sherrie Castellanos at (805) 467-3216 ext. 202 **PRIOR** to seeking medical attention OR scheduling a doctor appointment. If the Workers' Compensation Clerk is not available, please contact one of the following designees in this order: Safety Coordinator, Jan Lynch, at 467-3216 ext. 209, Suzie Ortuzar in the Business Office (Cappy Culver) at 227-1040, or Jan Brown in the Superintendent's Office at 467-3216 ext. 203.