



CCCSIG INJURY REPORTING

NOTE: If life or limb threatening injury only, call 911!!
Then report the injury/incident after the employee is stabilized.

STEP 1

MAKE THE CALL BEFORE SEEKING TREATMENT

- Notify Supervisor of the injury/incident
- In a quiet place, employee and/or supervisor call Company Nurse at 1 (888) 375-9779
- You will be asked to provide the following information during the call:
 1. Search Code (CSIG)
 2. Employer (Contra Costa County Schools Insurance Group, District & Site)
 3. Employee's personal information
 4. Injury details: Who? What? When? Where?
- Possible Outcomes as a result of the call:
 - * Self-care or basic first aid, OR
 - * Referral to medical facility by a Nurse—Occ Health or Urgent Care—or ER
- **IMPORTANT!**
 - * Translators are available for more than 170 different languages
 - * Be prepared to write down a call confirmation number

STEP 2

REPORT DISTRIBUTION AFTER THE CALL

- Report of Injury is emailed or faxed to District Office and CCCSIG
- If injured employee is referred for medical treatment, an Alert will be sent immediately to the medical provider to expect the employee at their facility

STEP 3

CAL OSHA REPORTING REQUIREMENTS

- All employers in CA must report serious work-related injuries/illnesses that:
 - * Result in death
 - * Require inpatient hospitalization for more than 24 hours for other than medical observation
 - * Involve the loss of a body part of a serious degree of permanent disfigurement
- To the nearest Cal OSHA Enforcement Office, **no more than 8 hours after the employer learns of the incident, even at night, on weekends and holidays.**
 - * Cal OSHA American Canyon: (707) 649-3700