INDUSTRIAL INJURY/ILLNESS INFORMATION
FOR ALL EMPLOYEES

PROCEDURES TO FOLLOW IF YOU HAVE A WORK-RELATED INJURY OR ILLNESS

1. **Report the incident immediately**
   Report any work-related injury or illness to your supervisor and to the school Office Manager/Secretary within 24 hours of the incident. The Office Manager/Secretary will assist you in calling “Company Nurse” to report injury. The “Company Nurse” phone number is: (877) 230-9692. If you have any questions, please contact the Human Resources Office at (805) 963-4338 ext. 6242.

2. **If medical treatment is needed**

   **EMERGENCY:** In case of an extreme emergency, go directly to the nearest hospital emergency room.

   **FIRST AID:** See your School Health Assistant or MedCenter or Sansum Clinic.

   **FOR IMMEDIATE MEDICAL TREATMENT:**
   - Sansum Occupational Medicine
     - 101 S. Patterson Avenue
     - Santa Barbara, CA  93111
     - (805) 898-3311
     - Hours: Monday-Friday, 8:00 am to 5:00pm
     - Closed Saturday & Sunday
   - OR
   - MedCenter
     - 2954 State Street
     - Santa Barbara, CA 93105
     - (805) 682-7411
     - Hours: Monday-Saturday, 8 am to 8 pm
     - Sunday 10 am to 6 pm
   - MedCenter
     - 319 N. Milpas Street
     - Santa Barbara, CA 93103
     - (805) 965-3011
     - Hours: Monday-Friday, 8 am to 6 pm
     - Closed Saturday & Sunday
   - Med Center
     - 271 N. Fairview Ave. #101
     - Goleta, CA 93117
     - (805) 681-7411
     - Hours: Monday – Saturday, 8 am to 8 pm
     - Closed Sunday

The Medical Facility will furnish all necessary documentation to the District authorizing an absence from work and will provide progress reports and authorizations to return to work. If necessary, the Medical Facility will refer you to a specialist. You must remain under the care of the Medical Facility that first provided medical treatment, for the first 30 days. If you wish to change doctors during the first 30 days, contact our Workers’ Compensation administrators, SISC at the telephone number below for authorization. Any services not authorized by SISC will not be paid for by the District.

If you wish to consult your own personal doctor for a work-related injury or illness instead of going to one of the facilities from above, you may do so if you have an Employee Notice of Designated Physician form on file in the Human Resources Office before your need for treatment. This form is available from the Human Resources Office and can be completed or updated at any time.

All employees who are absent due to a work-related injury or illness must submit a doctor's note indicating the inclusive dates of their disability. A release to return to work must be presented before the employee may return to work.

**Our Workers' Compensation Administrator:**
- SISC
- Workers’ Compensation
- 1300 17th Street
- Bakersfield, CA 93301
- (661) 636-4786