

BEST PRACTICES FOR EMPLOYEES



The Office of Risk Management is here to help and has identified best practices to guide you through the process.

CHECKPOINTS

- IS YOUR CURRENT MAILING ADDRESS ON FILE WITH THE UNIVERSITY?**
 ⚙️ [Learn how to update your contact information in MyCoyote](#)
- DID YOU NOTIFY YOUR SUPERVISOR OF THE INCIDENT?**
 ⚙️ Report any workplace injury or illness to your supervisor, immediately
- DID YOU FILE A CLAIM?**
 ⚙️ [Complete the DWC-1 Form](#) or contact your supervisor for a copy
- HAVE YOU PARTICIPATED IN A ROOT-CAUSE ANALYSIS?**
 ⚙️ You may be asked to respond to inquiries by your supervisor, Risk Management, and/or Environmental Health & Safety
- DO YOU HAVE A “RETURN-TO-WORK” DATE?**
 ⚙️ Send the Office of Risk Management your health provider’s statement certifying your work-related illness or injury, your inability to work, and the expected duration of your leave
 - If you have questions on how to enter time-off, email payroll services at payroll@csusb.edu or call (909) 537-5159.
- DID YOU ATTEND ALL MEDICAL APPOINTMENTS?**
 ⚙️ If your medical appointments changed, notify your supervisor and the university’s Workers’ Compensation Specialist
 - Medical appointments are not covered, and will have to use personal sick time. Vacation time is also not covered by Workers’ Compensation.
- DO YOU KNOW WHAT BENEFITS YOU ARE ELIGIBLE FOR?**
 ⚙️ [Learn about Workers’ Compensation Insurance](#)