

# Workplace Injury Procedures

I have a **life-threatening emergency related to a workplace incident** and must be seen immediately. *What do I do?*



1



If on campus, have someone with you call the USC Department of Public Safety depending on your location: University Park Campus call **213-740-4321** or USC Health Sciences Campus, call **323-442-1000**. If working remotely or at another campus location, call **911** immediately.

2



When you can, communicate with USC to notify your supervisor or HR Partner of your emergency. If you would like to file a claim, have the HR Partner call Broadspire at **800-495-2315** to initiate a Workers' Compensation claim. Complete the [DWC-1 form](#) and provide it to the HR Partner within 24 hours.

3



Broadspire will work with you on eligible Workers' Compensation benefits. Please see below for Workers' Compensation and Disability Benefits that may be applicable.

A

[Workers' Compensation](#)

B

[Disability Benefit](#)

If you need to miss work, provide work status updates to your supervisor and Broadspire after each medical appointment.

4



If you require time off, contact your HR Partner or the HR Service Center by phone at **(213) 821-8100** or by email at [uschr@usc.edu](mailto:uschr@usc.edu) to speak with a Leave of Absence Specialist about your eligibility for **protective** leaves.

A

[Unpaid Accommodated Medical Leave](#)

B

[Personal Leave](#)

C

[Family and Medical Leave Act \(FMLA\) Leave](#)

*"Supervisor" refers to the person to whom you directly report, including Deans of Faculty and Department Chairs.*



**Questions?** Contact the HR Service Center by phone at 213-821-8100 or by email at [uschr@usc.edu](mailto:uschr@usc.edu) for more information.

# Workplace Injury Procedures

I have a **non-emergency injury related to a workplace incident** and may need to see a doctor. *What do I do?*



1



Injuries that require first aid care (e.g., small cuts, insect stings, splinters, sunburn) and injuries that are not life threatening (e.g., twisted ankle, chemical burn, falls, sprained knee) are handled by a triage nurse. Call Broadspire at **800-495-2315** and describe the incident and injury. Follow any treatment instructions and file a Workers' Compensation claim, if desired.

Notify your supervisor of your injury and the incident. If you are filing a Workers' Compensation claim, complete the [DWC-1 form](#) and provide it to your supervisor/HR Partner within 24 hours.

2



Broadspire will work with you regarding any eligible Workers' Compensation benefits. Please see below for Workers' Compensation and Disability Benefit that may be applicable.

- A [Workers' Compensation](#)
- B [Disability Benefit](#)

If you need to miss work, provide work status updates to your supervisor and Broadspire after each medical appointment.

3



If you require time off, contact your HR Partner or the HR Service Center by phone at **213-821-8100** or by email at [uschr@usc.edu](mailto:uschr@usc.edu) to speak with a Leave of Absence Specialist about your eligibility for **protective** leaves.

- A [Unpaid Accommodated Medical Leave](#)
- B [Personal Leave](#)
- C [Family and Medical Leave Act \(FMLA\) Leave](#)

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# Workplace Injury Procedures

I have a **repetitive stress injury** related to my job and may need accommodations. *What do I do?*



1



Call Broadspire at **800-495-2315** and describe the incident and your injury to the triage nurse. Follow any treatment instructions and file a Workers' Compensation claim, if desired.

Describe the injury to your supervisor in detail. If you are filing a Workers' Compensation claim, complete the [DWC-1 form](#) and provide it to your supervisor / HR Partner within 24 hours.

2



Broadspire will work with you regarding any eligible Workers' Compensation benefits. Please see below for Workers' Compensation and Disability Benefit that may be applicable.

A [Workers' Compensation](#)

B [Disability Benefit](#)

If you need to miss work, provide work status updates to your supervisor and Broadspire after each medical appointment.

3



If you are on a Workers' Compensation-related leave, your HR Partner or assigned Leave of Absence Specialist will coordinate with the USC Workers' Compensation & Disability Coordinators to work with you to identify next steps.

A [Disability Accommodations Policy](#)

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# USC

**University Human Resources**

[employees.usc.edu](https://employees.usc.edu)

[uschr@usc.edu](mailto:uschr@usc.edu)



# Workplace Injury Procedures

I have a mental health situation related to my job and need treatment. *What do I do?*



1



Call Broadspire at **800-495-2315** and describe your situation to the triage nurse. Follow any treatment instructions and file a workers' compensation claim, if desired.

Describe the situation to your supervisor. Complete the [DWC-1 form](#) and provide it to your supervisor / HR Partner within 24 hours.

2



Broadspire will work with you on your claim as well as any eligible Workers' Compensation benefits. Broadspire will also coordinate related leaves or payment impacts with USC. Please see below for Workers' Compensation and Disability information:

- A [Workers' Compensation](#)
- B [Disability Benefit](#)

If you need to miss work, provide work status updates to your supervisor and Broadspire after each medical appointment.

3



USC provides a variety of mental health, well-being and support resources for faculty and staff. Visit the Mental Health [website](#) for additional details and contact information pertaining to specific mental health services and support.

4



If you require additional time off outside of what has been processed through Broadspire, contact the HR Service Center by phone at **(213) 821-8100** or by email at [uschr@usc.edu](mailto:uschr@usc.edu) to speak with a Leave of Absence Specialist about your eligibility for other leaves to supplement your use of accrued [sick](#) or [vacation](#) time.

- A [Unpaid Accommodated Medical Leave](#)
- B [Personal Leave](#)
- C [Family and Medical Leave Act \(FMLA\) Leave](#)

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**Questions?** Contact the HR Service Center by phone at 213-821-8100 or by email at [uschr@usc.edu](mailto:uschr@usc.edu) for more information.

