On-the-Job Accidents & Illnesses
Staff, Faculty and Student Employees

For Serious or Life-Threatening Injury or Illness
Call Campus Safety at extension 72000 (909-607-2000)
- Indicate the nature of the emergency, and
- Give the exact location of the injured employee.

Campus Safety officers will arrive on scene to administer first aid or CPR as appropriate, and will call the paramedics as needed.

Non-Emergency Medical Treatment
Immediately notify your supervisor or HR; even if you do not want medical attention. If you decline medical attention at the time of the injury, you can request it at a later time. You must obtain authorization before going to a designated clinic* from Pitzer Human Resources (HR) during regular business hours (Monday-Friday, 8am-5pm) and from Campus Safety after-hours and on weekends/holidays.

Nurse Triage Line: A registered nurse is available by phone 24/7 at (855) 385-6037 to provide medical advice for minor injuries and to assess if you need to go to a clinic for medical attention.

Medical Treatment: You must* visit a clinic on the Medical Provider Network (MPN) of the College’s workers’ compensation insurer, Travelers. For details on the MPN and your rights with respect to treatment, please visit the Employment Policies web page on the Pitzer website or contact HR.

* If you prefer see your own physician for work-related injuries/illness, you can do so in writing, before an injury/illness, on the Pre-Designation Form available online and from HR.

Transportation: If you are able to safely drive yourself to the clinic you will be given directions. If you are unable to safely drive yourself to the clinic, a driving service must be requested for you by Pitzer HR or Campus Safety. Faculty, staff and students are not permitted to drive an injured employee to the clinic.

Required Paperwork Due Within 48 Hours
Forms must be completed to report any work-related accident/illness, even if you do not wish to receive medical attention: 1) Employee’s Report and 2) Supervisor’s Report. These forms must be submitted to HR as soon as possible and no later than 48 hours after the incident/accident. All forms are available online and from HR.

For Questions and Assistance
Contact Human Resources at extension18254 (909-621-8254), HR@pitzer.edu, or in McConnell Center, Suite 310 (third floor); or the TCCS Workers’ Compensation Office at extension 79493 (909-607-9493) or the ACC building at 101 S. Mills Avenue, Claremont CA.

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