



HUMAN RESOURCES DEPARTMENT

WHAT DO I DO IF I GET HURT?

1. Tell your supervisor! We want to document your incident even if it seems minor to you. Also, it lets us correct whatever situation may have caused you to be hurt. Be sure to let your supervisor know that you are a **University Auxiliary Services, Inc.** employee and not a State employee. UAS has a different Worker’s Compensation policy and your paperwork is different from the State Human Resources.
2. If your injury is life threatening dial 911.
3. If your injury requires FIRST AID treatment like having a wound cleaned, go to the **Student Health Center- Reception Desk, Building #14. Bring your employer ID (Mon - Thursday 8:30AM – 5:30PM, Friday 8:30AM -12noon)**
4. If the Student Health Center decides that your injury needs further attention, **see your Supervisor/Manager or UAS Human Resources Department**, so that you can be given an authorization for medical treatment. You will need to go to the facility listed below:

6:30AM - 6:30PM Monday - Friday	DIRECTIONS FROM CSULA TO CLINIC
White Memorial Occupational Medical Center 1904 Bailey Street #100 Los Angeles, CA 90033-1774 Ph. (323) 222-9675	Start At CSULA R on Campus RD R onto I-10 West Take I -10 West/I-5 South Exit N. State St. L on N. State St L on Bailey St.
<u>After Hours, Weekends & Holidays</u> White Memorial Medical Center Emergency Department 404 N. Boyle Avenue Los Angeles CA 90033 Ph. (323) 260-5800	Start At CSULA R on Campus RD R onto I-10 West Take I -10 West/I-5 South Exit N. State St. L on N. State St R on E Cesar Chavez/ Brooklyn L on N Boyle Ave (Park <u>Across</u> the Emergency Room)

