

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

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SANTA BARBARA • SANTA CRUZ

OFFICE OF THE VICE CHANCELLOR
ADMINISTRATIVE SERVICES
Santa Barbara, California 93106
www.vcadmin.ucsb.edu

July 9, 2009

To: The UCSB Campus Community

Subject: Telephonic Incident & Accident Reporting

The University of California, Santa Barbara is committed to providing a safe and secure environment to campus students, faculty, staff, and visitors. In order to enhance UC Santa Barbara's incident reporting program and reduce costs, the campus has implemented a telephonic reporting tool. This new tool will greatly expand the ease and timeliness of reporting accidents, injuries and incidents to Sedgwick CMS, the University's third-party claim administrator.

Effective immediately, callers from UC Santa Barbara will utilize a convenient telephonic claims center, operated by Sedgwick, UC's Claims Administrator. Customer Service representatives are available to take your call 24 hours a day, 365 days a year.

For Worker's Compensation incidents (employee injuries/illnesses):

To report an incident: **877-682-7778**

For Auto, Property & General Liability incidents, accidents & claims:

To report an incident: **800-416-4029**

Information reported while the incident is fresh in the minds of all parties will be more complete and accurate. Please distribute the attached information sheet with a detailed description of the process and its benefits to all managers and supervisors. Enclosed are magnets for distribution. Please call for additional magnets.

Campus Contacts

Workers' Compensation

Mari Tyrrell-Simpson
Manager, Workers' Compensation
893-4169
mari.tyrrell-simpson@buss.ucsb.edu

Auto, Property & General Liability

Lee Mudrick
Administrator, Risk Management & Insurance
893-2860
lee.mudrick@buss.ucsb.edu

Thank you in advance for helping make UC Santa Barbara a safer place to learn, work and grow.

Sincerely,

A handwritten signature in black ink, appearing to read "Ron Cortez".

Ron Cortez
Associate Vice Chancellor

UCSB



Special Announcement for All Employees

NEW Toll Free Hotline Numbers for Reporting All Incidents & Accidents Workers' Compensation – Auto Liability – Property Damage – General Liability

Please use the new toll free hotline numbers to report any incidents or accidents. You will be connected directly to UC Santa Barbara's Claim Administrator, Sedgwick. Operators are available 24/7.

Workers' Compensation Incidents	Auto, Property & General Liability Incidents
1-877-682-7778	1-800-416-4029

When should you call a hotline number?

Workers' Compensation	Auto, Property & General Liability
<ul style="list-style-type: none">You suffer a work-related injury, experience a hazardous material exposure, or develop a work-related illness as a result of your UC Santa Barbara employment	<ul style="list-style-type: none">You are involved in an auto accident or incident while driving on university businessIf you are injured be sure to call the Workers' Compensation number to report the injury as wellLoss or damage to university property from any incident including theft

How should you report it?

Workers' Compensation	Auto, Property & General Liability
<ul style="list-style-type: none">Report all workers' comp events <u>within 24 hours of occurrence</u>Notify your supervisor/managerObtain an Authorization for Medical Treatment (from your supervisor or Workers' Compensation) if you need to see a doctor<u>Call 1-877-682-7778</u>Identify yourself by campus, division and department name	<ul style="list-style-type: none">Report all incidents, injuries, accidents, damage <u>within 24 hours of occurrence</u>Notify your supervisor/managerGather as much information as possible (including photos)<u>Call 1-800-416-4029</u>Identify yourself by campus, division and department name

What will Sedgwick do?

Workers' Compensation	Auto, Property & General Liability
<ul style="list-style-type: none"> • Ask questions (about yourself, how, when, where, extent of injury, supervisor name, work location, about your job, etc.) • Investigate all incidents • Contact all parties involved within 24 hours after you report the incident 	<ul style="list-style-type: none"> • Ask questions (about yourself, how, when, where, extent of damage, witnesses, vehicle license #'s, driver names, etc.) • Investigate all incidents & accidents • Contact all parties involved within 24 hours after you report the incident • Determine the cause of the accident and document the extent of damage

Remember - do not delay in reporting incidents to Sedgwick. Immediate notification is critical to the investigation and has financial implications for the University.

Contacts for Further Information (and to receive additional magnets)

Workers' Compensation incidents:

Mari Tyrrell-Simpson, Workers' Compensation Manager, mari.tyrrell-simpson@buss.ucsb.edu, 893-4169
<http://www.workerscomp.ucsb.edu/>

Auto, Property & General Liability incidents:

Lee Mudrick, Risk Management & Insurance Administrator, lee.mudrick@buss.ucsb.edu, 893-2860
<http://www.busserv.ucsb.edu/riskmanagement/>

✂ *Print and save this wallet card*



