# Chapter 3 – Medical Treatment

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3.1 Applicability
This chapter is applicable to all County employees, to all work conducted under the authority of the County, and to all equipment and property managed by the County.

3.2 General
The prime function of US HealthWorks is to provide initial emergency medical care and response for County personnel, contractor personnel, and visitors who become ill or who are injured at County facilities. The Valley Medical Center (VMC) is to provide medical care to Valley Medical Center personnel and their visitors who become ill at the Valley Medical facilities.

The secondary function of these organizations are to provide comprehensive occupational health surveillance, injury management, health promotion, and coordinated occupational health consultation. Occupational health surveillance programs include:

- Hearing conservation
- Physicals/exams for employees who work with chemical or hazardous materials
- Respirator exams
- Laser eye exams

Occupational health programs include: food services employee exams, safety glasses, respirator exams, ergonomic referrals to the OSEC for work site or job analysis, soldering eye exams, laser eye exams, government vehicle exams, and DMV/forklift clearance exams.

US HealthWorks (or VMC) also provides comprehensive health services and medical evaluations for County employees, comprehensive injury management evaluations, as well as general treatment and follow-up for employees and contractors.

3.3 Emergency Care and Response
In cases of serious injury, dial 9-1-1 to obtain emergency services. In typical emergencies, the emergency room at the closest hospital should be utilized. For less severe emergencies, US HealthWorks (or VMC) should be used.

3.3.1 Medical Treatment
Except in emergencies, employees must report any work-related injuries and/or illnesses to their supervisor and report to US HealthWorks (or the Valley Medical Center Emergency Room) for treatment. If the employee becomes aware of a work-related injury and/or illness during off-duty hours, they must notify their supervisor and report to US HealthWorks (or the Valley Medical Center) by at least the next business day after they become aware of your injury. Unless determined by the US HealthWorks (or Valley Medical Center) physician that they should not return to work, employees are expected to return to work upon release from US HealthWorks (or the Valley Medical Center). If the employee is sent home, the employee should contact their supervisor and apprise them of the situation. The employee is also required to report to US HealthWorks (or the Valley Medical Center) the next business day. At that time, you may submit a Workers Compensation claim.
If the employee is injured or suffers from a work-related illness while on work status away from the local area, they should go to a physician or hospital for medical treatment. Report accidents in accordance with mishap reporting & investigating procedures. The employee must ask the physician for the earliest date that you can return-to-work, and report this information to your supervisor with written return to work clearance from the treating physician.

3.4 Follow-Up To Emergency Care

As soon as the injured employee is under treatment, the supervisor of the injured employee should complete the appropriate paperwork for reporting injuries and submit it in accordance with the appropriate chapters of the IIPP manual.

The supervisor should also contact US HealthWorks (or VMC) to be sure that a CA-1 is completed and forwarded to the Human Resources Division by the next workday. Contractor personnel should contact their supervisor for additional information.

3.5 Medical Disposition

For injuries or illnesses that occur on duty at County facilities, US HealthWorks (or VMC) will initially treat personnel if possible. US HealthWorks (or VMC) personnel will complete a record of medical disposition. This form documents authorization for lost time, medical authorization to return to work, and any medical work limitations.

For nonoccupational illnesses (personal illnesses) that develop at work, personnel must notify their supervisor. The supervisor may send the sick employee home, or have him/her report to the US HealthWorks (or the VMC). US HealthWorks (or VMC) personnel will complete a record of medical disposition. If appropriate, US HealthWorks (or VMC) personnel may send the individual home and notify the supervisor.

After a work-related accident or illness, or after being away from work for more than five days on sick leave, all employees must report to the US HealthWorks (or VMC) before returning to work. US HealthWorks (or VMC) personnel will complete a record of medical disposition.

If a County employee's supervisor is concerned about fitness for duty or adverse work effects, the supervisor can request in writing that the US HealthWorks (or VMC) perform an examination and provide recommendations for remedial measures. Appropriate sections of the County’s Pay and Leave guidelines should also be consulted.

3.6 Safety Glasses Program

Personnel who work in areas where there is a potential for eye injuries due to chemicals, flying objects, dust, etc. such as metal shops, machine shops, aircraft hangars, construction sites, etc. are required to use American National Standards Institute (ANSI)-approved eyewear to protect them from eye injuries. Personnel who require ANSI-approved safety glasses must obtain approval from their supervisor and complete the appropriate paperwork to obtain necessary prescription safety glasses for routine use. Refer to chapter 12 for Personal Protection Equipment (PPE)
3.7 Asbestos Program
Personnel who are presently working with asbestos will participate in the Asbestos Monitoring Program. Personnel with asbestos concerns should contact the OSEC Office. The County’s asbestos control program adheres to Title 8 CCR 1529.

3.8 Hearing Conservation Program
Personnel who are exposed to noise at high levels as specified in Chapter 15: Hearing Conservation Program, are required to have appropriate ear protection, education, and medical monitoring, by participation in the Hearing Conservation Program. Refer to Chapter 15 of this IIPP manual for additional guidance and policy on noise and hearing protection. Each employee in the Hearing Conservation Program is required to report annually to US HealthWorks (or the Valley Medical Center) for an audiogram.

3.9 Medical Exams for Health and Safety Certification
Personnel who perform various special operations such as heavy equipment operation, aircraft operation, rescue operations, respirator use, explosives use, etc. need to have medical authorization to receive certification for these operations. The US HealthWorks (or the VMC) provides authorization and medical examination for the specific occupational hazard in accordance with California Occupational Safety and Health Administration (Cal OSHA) or FAA regulations.

3.10 General Health Maintenance
US HealthWorks (or VMC) provides comprehensive health-maintenance, multiphasic exams for employees. Periodic exams are determined by age, and general medical clinic services are available on an appointment basis.

3.11 Workers Compensation for County Employees
Santa Clara County medical expenses associated with work-related injuries and illnesses are covered under a program administered by the Department of Labor, Office of Workers Compensation Program (OWCP).

Until OWCP approves treatment, sick leave, annual leave, or leave without pay must be used to cover work absences. Accordingly, forms for disability and compensation must be submitted in a timely manner.

The principal forms for disability and compensation are the CA-1, CA-2 (Notice of Occupational Disease and Claim for Compensation), and CA-16.

All medical bills associated with County employee work-related injuries and illnesses must be sent to the human resources division.