

**BCA Employee**  
**Injured on Duty – Non vehicle**  
**Complete 4 Forms**

**Complete State WC Forms**  
 1. State of California WC Form 5020  
 2. WC Claim Form DWC 1  
**Complete BCA Form**  
 3. Supplemental WC Form 5020  
**Complete City Form**  
 4. Injury Status Form 195

**NOTE:**  
 The supervisor must give the employee both claim forms (5020 & DWC-1) within one working day of receiving notice or knowledge of injury; but the employee may choose not to file. It is however, recommended that the supervisor assists the employee to fill out the forms and keep them in case the employee changes their mind.

**BCA Employee**  
**Mileage Vehicle – Non Injury**  
**Complete 2 Forms**

**Complete City of Los Angeles**  
 1. Automobile Accident Report Form 88

**Complete BCA Form**  
 2. Supplemental Form 88

**NOTE:**  
 If the vehicle is a City owned fleet vehicle then take the vehicle to GSD Fleet Services within 5 working days. The BCA time keeper will send a Form 88 copy to GSD Fleet Services & Personnel Department.

**General Public**  
 Individual  
 Vehicle  
 Property  
**Contractor**  
 Personnel  
 Equipment

**PROJECT ACCIDENT FORM M-29**  
*Must be signed by supervisor*  
*Original – Safety Engineer*  
*Copy – Job File*

**NOTE:**  
 This form needs to be filed with BCA within 5 working days after the inspector has received knowledge of accident. Report should include pictures wherever possible.

**BCA Employee w/ Serious Injury – Illness on Duty**  
**CAL-OSHA NOTIFICATION**

Immediately contact Cal-OSHA and BCA Safety Engineer

1. Cal-OSHA must be called at .....(213) 576-7451
2. Randall Macfarlane BCA Safety Eng..... (213) 798-5153

↳ Dru Ross - CLA Personnel Dept..... (213) 327-9340  
 ↳ Valeria Amy - CLA Personnel Dept...(213) 488-9916

Per Cal-OSHA “Title 8, Section 342 (a) Every employer shall report immediately ... to the nearest District Office of the DOSH any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. “*Immediately*” means as soon as practically possible, but not longer than 8 hours after the employer knows ..... of the death or serious injury or illness. (Unless) .....exigent circumstances, ....no longer than 24 hours after the incident.

Per Section 330; Definitions "Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

**BCA Employee**  
**Mileage Vehicle - With Injury**  
**Complete 6 Forms**

1. State of California WC Form 5020
2. Supplemental Form 5020
3. WC Claim Form DWC 1
4. Automobile Accident Report Form 88
5. Supplemental Form 88
6. Injury Status Report Form 195

**NOTE – ALL FORMS**  
*Must be signed by supervisor*  
*Original – BCA Timekeeper*  
*Copy – Safety Engineer*  
*Copy – Employee*

**BCA Timekeeper**  
 Sr Clk Supervisor – (213) 847-2582  
 Clk Typist – (213) 847-2583  
**BCA Safety Engineer**  
 Randall Macfarlane – (213) 798-5153

**Posted Rights for Injured Employee:**

1. **City of Los Angeles – Duty Certificate**  
 The employee is responsible for notifying supervision whenever the employee is taken off duty or returned to work by the doctor. The employee must get a “Return to Duty” slip from the treating physician. The supervisor is responsible for knowing the status of the injured employee.
2. **Mileage and Reimbursement Form**  
 Mileage reimbursement is available when an employee travels to and from the place where his/her medical treatment is being provided.

