

**Cooperative Work Experience Education
COOP-180 UNPAID Internship Injury Reporting Procedures**

If injured:

1. Notify your supervisor immediately.
2. Have your supervisor call the Company Nurse at 1-888-375-9779 to report the injury. The claim should be filed under Diablo Valley College Instruction Office for Cooperative Work Experience Education.
3. Company Nurse will advise your supervisor and you on where to go to be treated (if needed).
4. Company Nurse will also want to talk with you.
5. Company Nurse will give you a confirmation number. Please write it down.
6. Please contact the Sr. Dean of Instruction at 925-969-2036 or kschenk@dvc.edu and provide the following information within an hour of the incident:
 - a. Your name/student ID number
 - b. Name of worksite
 - c. Your phone number
 - d. The nature of your injury and how you are doing
 - e. The Company Nurse report confirmation number
7. Please email your instructor (at any time) with the following information:
 - a. You name
 - b. Name of worksite
 - c. Your phone number
 - d. How you are doing
 - e. The Company Nurse confirmation number
8. Please contact Todd Farr with any questions at 925-969-2042 or tfarr@dvc.edu