



Reporting Injuries

- ❖ **If immediate medical attention is required, call Campus Safety at 909.607.2000 for on-site response and support.** Campus Safety operates with 24-hour coverage.
 - ❖ **Note:** If 911 is called, please contact Campus Safety immediately so they can assist Claremont Police/Fire or other first responders in locating the injured party.
 - ❖ If the injury is minor and does not require immediate assistance from Campus Safety, or after Campus Safety was called and has completed its response, proceed with the steps outlined below.
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For **Employees/Student Employees** who experience an injury:

1. **Contact the TravCare Nurse Line at 855.385.6037** as soon as possible.
 - This step is essential for timely medical guidance and to initiate the workers' compensation process.
 - Before ending the call, request and record the assigned reference or claim number.
2. **Contact your Supervisor/Manager** immediately for awareness and support.
3. **Injured Employee/Student Employee Responsibility:**
 - Complete the Employee's Report of Injury Form (PDF)
 - This should be submitted ***within two days*** of the occurrence.
4. **Manager/Supervisor Responsibility:**
 - Complete the Supervisor's Report of Injury Form (PDF)
 - This should be submitted ***within two days*** of the occurrence.
5. **Submit** (via email) both completed forms to hr@hmc.edu
 - Include the TravCare assigned claim number for reference, if applicable.
 - If you wish to speak with a member of the Office of Human Resources, call 909.607.9700.

For **Temporary Workers** who experience an injury:

1. **Contact your Supervisor/Manager** immediately for awareness and support.
2. **Supervisor/Manager Responsibility:**
 - Contact the temporary agency with which the Temporary Worker is contracted.
 - Each department maintains its respective temporary agency contact information.



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3. Follow all guidance provided by the Temp Agency.
4. **Temporary Workers Responsibility:**
 - Complete the [HMC Injury/Incident Report](#).
 - This should be submitted ***within two days*** of the occurrence.
5. **Submit** (via email) the completed form to hr@hmc.edu

For **Students/Visitors** who experience an injury:

1. Contact your Professor/On-Call Dean/Group Leader immediately for awareness and support.
2. **Students/Visitors Responsibility:**
 - Complete the [Student/Visitor Accident Form](#)
 - This should be submitted ***within two days*** of the occurrence.
3. **Submit** (via email) the completed form to hr@hmc.edu

Office Contacts

Office of Human Resources

Location: Kingston Hall (First Floor)

Hours: Monday–Friday, 8 a.m. to Noon and 1 p.m. to 5 p.m.

Phone: [909.607.9700](tel:909.607.9700)

Office of Facilities and Maintenance

Location: Joseph B. Platt Campus Center (Basement Floor)

Hours: Monday–Friday, 8 a.m. to Noon and 1 p.m. to 5 p.m.

Phone: [909.607.2760](tel:909.607.2760)