Workflow of Student Injury Recordkeeping

Student Injury or Occupational Illness/Disease occurs

Is it an Injury? Occupational Illness/Disease?

Contact the National Office for assistance.

Many incidents that may seem like an Occupational Illness or Disease (**CA-2**) should actually be classified as an injury (**CA-1**). Centers should ***never*** file a **CA-2** prior to receiving National Office approval.

Complete the **OSHA 301** in SHIMS

Was the injury training-related?

N **Y**

Does the injury meet the requirements for entry in the OSHA 300 log?

N **Y**

Archive the incident in SHIMS

Log incident in the **OSHA 300** in SHIMS

Complete the **CA-1** in SHIMS **within 7 days** of notification

7 days to file a CA-1/2

from the time of notification of the incident

5 days to file a CA-7

from the time the student signs the paper form

Does the injury require medical separation?

N **Y**

File in SHIMS

E-mail the National Office for approval to forward the **CA-1** to OWCP (via SHIMS). Upon approval, forward the **CA-1** to receive claim number.

Wait for OWCP to assign a claim number to the **CA-1**.

Once a claim number is assigned, complete the **CA-16 paper form** and mail to OWCP DFEC Central Mailroom.

Once a claim number is assigned, complete the **CA-7 paper form**, with the student's signature, or the Center Director's signature, if the student is unavailable. E-mail the signed copy to the National Office **immediately** upon signature. The National Office must enter the **CA-7** into the Department's electronic system **within 5 days** of signature.

When in doubt…contact us!

The Office of Job Corps is here to assist you. Whether it's to approve your forwarding of a CA-1 Claim, your submission of a CA-7 immediately upon signature, or to troubleshoot SHIMS, don't hesitate to contact us for assistance.

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