## **Workers’ Compensation**

Accidents and Injuries – On-the-Job

The Eastmont School District believes that a safe, secure environment is essential to an efficient operation of the educational institution. The district will maintain a safety and health program conforming to OSHA and WISHA regulations. Supervisors are expected to integrate the procedures into the appropriate work activity, and employees are expected to apply them on the job. Employees are responsible for cooperation with all aspects of the safety and health program including compliance with all rules and regulations while performing their assigned duties.

The Eastmont School District is recognized as a self-insured employer under the Washington State Workers’ Compensation Law. Our self-insured program applies to all work-related injuries/illnesses. The industrial insurance laws of Washington allow employers to insure their workers’ compensation obligations through the State Fund or through self-insurance. The benefits and rights for injured workers are exactly the same under either system. The District’s self-insured third-party carrier is Matrix Absence Management, Inc.

Incident Reporting Procedures

1. All incidents that occur on the job need to be reported and the [Accident Form](https://drive.google.com/open?id=0B-EZKvKp8VvfU3ZXRXZicjZIRTg) filled out and sent to the District Office within 24 hours of the occurrence.
2. If the employee needs to seek medical attention they will need to report to the District Office in person to pick-up the proper Worker’s Compensation forms before going to the Physician’s office. Exception: Any life threatening or critical care injuries need to seek treatment immediately and then contact the District Office within 24 hours.
3. All paperwork, including the SIF-2 form and the incident report must be turned into the District office within 24 hours of the incident. This is to insure that the Department of Labor and Industries has all the information to get the doctor visits covered and processed in a timely manner. Not getting the proper information to them quickly MAY cause a delay or denial of your claim.
4. Please make sure that all the information is complete on the incident report and that your Supervisor has signed and dated the form.
5. Before you leave the Doctors office please make sure that you have an “Activity Prescription Form” or a Doctor’s Release in your hand to bring to the District Office. This form will tell us if you have been released to go back to work at full capacity or if there are any restrictions. Without this form you will not be able to return to work.
6. If you have questions please feel free to contact Sandra Mueller or Kayla Robbins at the District Office, 509-888-4685.