



Workers' Compensation Trust

Employee Orientation: Claims & Safety

Welcome to the Capital Region ESD 113 Workers' Compensation Trust (WCT)!

Your School District has opted to self-insure its workers' compensation program so injured employees will receive the benefits available to them in an efficient and expedient manner. If you are injured on the job the WCT will manage your claim. We are also your partner and resource for safety & health services.

What to do if you are injured on the job:

1. Report the accident or injury to your supervisor. Get an Employee Incident Report (EIR) form from your supervisor or district designee to complete.
2. Not all injuries require medical treatment. **IF you need to go to a medical provider call the WCT at: (360) 464-6880 to report the injury and get a claim number.**
3. Tell your treating medical provider that your employer is self-insured. Ask them to fax or mail a Provider's Initial Report (PIR) to WCT. Fax: 360-464-6907.
4. If you cannot return to your job your medical provider **must certify** all restricted duties and/or time off work.

Note: Washington State Law requires an injured worker see a Labor and Industries Medical Network approved provider for care after the initial office or emergency room visit.

Safety Responsibility:

EMPLOYEES-You are responsible for your safety at work. You must do your job safely for the protection of you and those around you.

SUPERVISORS-You are responsible to make sure safety is a part of each employee's responsibilities. You should continually monitor work environment for potentially harmful situations. You should also ensure staff is trained appropriately on equipment and PPE.

ADMINISTRATION-You are responsible for providing a safe working environment for employees. This covers all aspects of the school district operation. Pursuing an effective safety program and the development of a positive safety attitude in all the employees in your district is paramount in maintaining a safe work place.

SAFETY COMMITTEE-The safety committee's responsibility is to evaluate and monitor the working environment and the work practices of the employees in your district. The committee will review Employee Incident Reports (EIR) and investigate accidents and hazardous practices to determine where training or repair is necessary for employee safety.

Remember:

In accordance with RCW 51.28.010, employees are required to report all accidents or injuries immediately. Failure to do so may jeopardize your benefits. Any injury regardless of severity should be reported.

You Will:

- Report an injury to your supervisor immediately
- Always use safe practices to ensure your well-being and the safety of those around you
- Notify your supervisor of any potentially unsafe conditions
- Participate in the safety program developed at your district

The school district will:

- Provide you and your co-workers a safe environment to work in
- Develop and maintain an ongoing safety program to prevent accidents from happening through inspection, education, and training
- Provide you with the benefits you are entitled to under the industrial insurance statute

As an employee of an ESD 113 WCT member school district, you are covered under the Washington State Industrial Safety and Health Act (RCW Chapter 49.17)

This law specifically requires that you comply with **all** safety and health standards which apply to your actions on the job. For the benefit of you and your Co-workers, you must:

- Read the WISHA poster displayed on the safety bulletin board
- Follow all district safety and health rules and wear or use all prescribed protective gear and equipment
- Report job-related injuries or illnesses to your supervisor and seek treatment promptly, if necessary
- Exercise your rights under the act in a responsible manner

For more information, contact:

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