

# Northwest Workforce Council

## POLICY AND PROCEDURE DIRECTIVES

**EFFECTIVE DATE:** July 23, 2001

**SUBJECT:** Procedure for Reporting Industrial Accidents

**REFERENCE #:** WIA 01-16

This memorandum is being issued to establish and clarify procedures for the reporting of industrial accidents involving employees of the Northwest Workforce Council (Council) or program registrants who, for the purposes of Washington State Labor and Industries Industrial Insurance coverage, are employees of the Council (i.e., Work Experience).

**Background:** All employees of the Council, including certain participants, are provided industrial insurance and supplemental medical aid through the Washington State Department of Labor and Industries. This is a legally required fringe benefit which covers medical costs, time loss payment and, in some instances, long term disability or lump sum payments to individuals who sustain injuries or illness as the result of performance of assigned job duties.

Council policy requires participants who are injured on the job to report such injury promptly to their immediate supervisor and to their assigned coordinator within 24 hours of the occurrence. Participants are further instructed to seek immediate medical attention and to inform the attending physician that they were injured on the job while in the employ of the Council. The attending physician and the participant fill out the required claim form and send it to the Council for completion and forwarding to the Washington State Department of Labor and Industries. It is the responsibility of Council staff to describe the incident from the employer's viewpoint and, if there is time lost from work, to corroborate the number of days of absence. The Fiscal Assistant performs this function in the Bellingham office.

It is important to determine not only the extent of injury but also the circumstances under which the injury occurred. When a minor is involved, it is necessary to determine whether such injury was caused as the result of a violation of the Minor Work Regulations. Violation of the Minor Regulations can potentially result in misdemeanor charges and substantial financial penalties.

**Procedure:** All work related injuries or illnesses must be reported to the Fiscal Assistant within seven (7) days of the incident or occurrence. It is the responsibility of the assigned Coordinator to discuss the incident with the host agency supervisor and complete the attached Accident Report Form where the injury involves a program participant. If the host agency has an in-house accident report form, a copy of the form should be attached. The immediate supervisor should complete the Accident Report Form where the injury involves a Council staff employee.

If there is lost time associated with the incident, it is the responsibility of the individual who completed the Report Form to inform the Fiscal Assistant when the injured party returns to work.

The Fiscal Assistant is responsible for immediately informing the Operations Manager when a reported injury resulted from a violation of the Minor Work Regulations.