

On-The-Job Injuries Emergency Guidelines



When to Call 911*:

- If the accident caused the employee to become unconscious at any time.
- If the employee is unable to move. (*Never move an injured employee who is unable to move on their own unless they are in immediate danger of being further wounded by remaining at the location of injury.*)
- If the employee has a head injury (open or closed wound).

Medics can check vitals, administer first aid, etc. and will recommend follow-up care or transport for emergency treatment if necessary.

*The above is a guideline. Please use best judgment when determining if emergency assistance is needed. ("Would I call if it were my own family member?")

The employee can seek medical treatment from any physician they choose; the district cannot require the employee to use a specific medical provider.

Reminder: When there is exposure to any body fluids all employees providing assistance must use protective gloves and proper cleaning/sanitizing procedures.

If the injured employee is transported to an emergency room: call the CSC Receptionist. Inform her of the emergency (employee unable to complete online claim form prior to seeking medical attention).

Provide: Employee's name, location of accident, brief description of known injury

Receptionist or HR will be able to issue a Claim Number at that time. HR will follow-up with employee with paper claim forms.

The district's L&I Insurance Contact Information:

Puget Sound Workers' Compensation Trust
800 Oakesdale Avenue SW
Renton, WA 98057
425-917-7632

All other employee on-the-job injuries must be filed using the online claim instructions below:

I've been injured and need to see the doctor. What do I do next...

Instructions:

Notify your school district of your injury. Visit our website, www.pswct.org, to begin the process of filing your on the job injury claim. This online form should only be completed when your injury needs medical attention. Once the online form has been completed, your district will receive a copy. Upon completion of the online portion, you will be provided paperwork to take to the doctor. A Claims Manager will be in contact with you.





On-The-Job Injuries Emergency Guidelines

Procedures for CSC

In an emergency situation when the employee is unable to complete the online claim file procedures prior to seeking medical attention due to the severity of their injury, supervisors have been instructed to contact the CSC Receptionist to secure a Claim Number for the employee.

The paper form packets are located the CSC Front Desk. The Claim Number can be found in the upper right-hand corner of the SIF-2 form (3-part NCR form in packet). This number can be given to medical providers along with the district's insurance contact information:

Puget Sound Workers' Compensation Trust
800 Oakesdale Avenue SW
Renton, WA 98057
425-917-7632

Please get the following information from the supervisor when you give out a claim number:

Employee Name: _____

Position: _____

Date/Time of Injury: _____

Brief Details of Injury: _____
(example: employee fell down stairs, hit head and elbow).

Transported by aid car to medical facility? Yes ___ No ___ If yes, which medical facility? _____

The employee can seek medical treatment from any physician they choose; the district cannot require the employee to use a specific medical provider.

The above information should be given to an HR Coordinator as soon as possible. If a Coordinator is not available and the employee's injury falls in the category below, please contact our Claims Consultant to inform her/him of the injury.

Medivac transport (air lift), head injury, worker hospitalizations, loss of an eye, partial or full body part amputations (including non-hospitalized), workplace injury that is possibly fatal, workplace death. Employers are responsible to make sure reports are made within 8 hours of an incident.

Puget Sound Workers' Compensation Trust Claims Consultant

Marie Gusenius, mgusenius@psed.org

(425) 917-7632