

SUPERVISOR RESPONSIBILITIES

WHAT IS DIFFERENT? The employer used to provide the employee with the state SIF2 form.
Note that has changed. NOW the employee calls ESD 112 to report the claim and the SIF2 will be mailed to them.

☐ **WHAT TO DO IF AN EMPLOYEE IS INJURED AT WORK**

Investigate the site immediately

Have the employee complete an Employee Incident Report

Complete part 2 of the Employee Incident Report

Fax the report to ESD 112 at 360-750-9836

Send the completed Employee Incident Report to the district office

If no medical attention is needed, stop here

☐ **WHAT TO DO IF THE EMPLOYEE NEEDS TO GO TO A MEDICAL PROVIDER**

Provide the employee with a copy of the **WHAT TO TELL THE MEDICAL PROVIDER** sheet

Have the employee contact you immediately after the doctor visit

Require the employee provide you with a copy of the return to work status note within 24 hours after EACH doctor visit

Contact ESD 112 at 1-800-749-5861 immediately to:

- ▶ Report the employee has gone to a medical provider
- ▶ Provide details of your investigation to the claims staff

☐ **WHAT TO DO AFTER THE EMPLOYEE RETURNS FROM THE DOCTOR'S OFFICE**

Review the return to work status note to understand if there are restrictions and if there is light or modified duties available

Fax the note to the ESD 112 Workers Compensation Claims Department
(fax to 360-750-9836)

Contact ESD 112 at 1-800-749-5861 immediately to:

- ▶ Report the employee has returned to:
 - 1) full regular work without restrictions, OR
 - 2) working regular hours and wage within the restrictions, OR
 - 3) light modified work within the restrictions, AND

Report the:

- >start date
- >scheduled hours
- >wage
- >description of light modified duties

- ▶ Report the above information to the central district office contact person