

Instructions to Supervisor



Human Resources Division
Safety and Claims Management
ADM-ES-0500
500 Fourth Avenue, Suite 500
Seattle, WA 98104
206-477-3350 Fax 206-296-0514

Emergency Situations

Call 911 immediately or transport the injured or ill employee to a medical clinic or hospital. Once the emergency has been resolved, follow the steps below.

Non-emergency Situations

- 1** To record the incident, complete *Work Related Illness/Injury Supervisor Report* on-line at http://des-icomp:8080/kc_firstrpt.shtml. Even if the employee does not need medical attention, please fill out the required internal departmental reports for the employee's worksite in addition to the *Work Related Illness/Injury Supervisor Report*. To complete the online report, interview the employee and describe events leading up to the injury/illness as they were reported to you. Note: A paper report is not necessary if an online report is filled out.
- 2** Send the *Self-Insurer Accident Report (SIF-2)* to the Worker's Compensation section of Safety and Claims Management within 24 hours of the time of the injury.
 - White Copy: FAX the *SIF-2* to Safety and Claims Management at 206-477-3350 OR email electronic copy to workerscomp@kingcounty.gov *
 - ➔*Before you FAX or email the *SIF-2*, check that the form is filled out completely.
 - Make sure the employee has signed in two places: 1) medical release authorization and 2) acknowledgment of legal warning.
 - Be sure to complete the first three sections of the Employer section in bottom left-hand corner: 1) Date of return, 2) If employee was engaged in regular course of employment when injured, and 3) Do you agree with the employee's description of the incident? If not, explain.
 - Yellow and White Copies: mail as soon as possible to Safety and Claims Management at Mail Stop: ADM-ES-0500.
 - Green Copy: Remains at the worksite.
 - Pink copy: Goes to the employee for his/her records.
- 3** If medical treatment is necessary, make sure the employee completes and submits all forms. The employee must be instructed to take this packet to their first doctor visit and return the following three forms: 1) *Activity Prescription Form (APF)*; and 2) the *Provider's Initial Report (PIR)*. The APF should be returned to you (the Supervisor/Superintendent) and to Safety & Claims Management **immediately following the doctors visit**.
 - If the employee is medically unable to return the completed forms the same day that they see their physician, arrangements must be made to submit them the following day.
 - *If you (the supervisor) were unavailable to help complete the SIF-2 before the initial doctor visit, complete it afterwards, following the instructions above (Item #2 above).*
- 4** If the employee notifies the work unit by telephone of a work-related injury/illness that requires medical attention, *ask the employee to meet with you (the supervisor) before seeing a doctor*, unless the employee needs emergency medical attention.

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- 5** If the employee was in an accident with another vehicle or other accident that involved a **third party**, the Safety & Claims office will send a *Third Party Election Form* to the employee to complete.
- 6** **Assist the employee to Return to Work.** When the employee returns to work with a full or limited duty release (Activity Prescription Form [APF]), immediately e-mail (at workerscomp@kingcounty.gov), call at 206-477-3350, or FAX at 206-296-0514, Safety and Claims to report the work status of the employee.
- Contact Safety and Claims if you need help determining whether the employee needs a work accommodation.
 - Email or mail (at Mail Stop: ADM-ES-0500), all notes from a physician, including medical progress notes or return work releases.
 - **You are encouraged to contact your employee at least once per week while he/she is off, to review the employee's Return to Work status.** This will keep the employee connected to his/her workplace and can encourage an earlier Return to Work.