



MEMORANDUM

HUMAN RESOURCES DEPARTMENT

November 4, 2019

To: All Staff
From: The Human Resources Department
RE: Information Regarding On-the-Job Injuries and the OESD 114 L&I Process

The purpose of this memorandum is to outline the proper procedure and expectation for reporting any workplace injury, the OESD 114 L&I process, and the roles that various departments play when accommodating a staff member that has been injured during their workday.

Who's Who in The Process:

Superintendent's Office

- Executive Assistant: Robbie Bell
- District Receptionist: Maggie Geisler

Business & Operations Department

- Assistant Superintendent: Jennifer Farmer (Risk Manager)
- Executive Assistant: Landa Fuchs

Safety Department

- Director of Safety, Security & Emergency Management (SSEM): Darryl Johnson
- Administrative Assistant: Paula Rossa
- Lead Journeyman-Safety: Jeff Hill

Human Resources Department

- Executive Director: Jerry Holsten
- Director: Jamie Monagle

Payroll Department

- Supervisor: Lalaina Olson

OESD #114 – Labor and Industries

- Workers' Compensation Director: Nicole Roel

When a staff member sustains any job-related injuries throughout the course of their workday or are exposed to an occupational illness, they are required to report the injury to their supervisor or designee and complete an Employee Incident Report (EIR) within 24 hours. If medical attention is necessary, a licensed physician will need to certify whether the staff member is unable to perform his or her duties because of the on-the-job injury or occupational illness. At that time, the staff member will be encouraged to apply for worker's compensation benefits. Although the District is self-insured, the Olympic ESD 114 manages all of the L&I claims.



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The normal process when job-related injuries or occupational illnesses occur at the workplace are as follows:

1. If a 911 call is made, the Superintendent's Office needs to be notified immediately. SSEM will follow up directly with the building/department for additional information. Any time a staff member is transported to the hospital or seeks medical attention and is admitted to the hospital, SSEM needs to be notified immediately as this triggers WAC 296-27-031 and requires an 8-hour timeline for reporting to Labor & Industries. We are also mandated to report fatalities, amputations, or loss of an eye within 8-hours.
2. The staff member that endures an injury or occupational illness will inform their Office Coordinator/Department Lead that an injury has occurred, fill out an Employee Incident Report (EIR) (report can be found either online or you may ask your front office for one) and fax or email the incident report to SSEM at rossa@skschools.org or fax it to 360-874-6319 within 24 hours. If the employee is transported or is unable to complete the EIR at the time of the incident, an email should be sent to SSEM with an account of what happened as soon as the event is over. The EIR should be sent as soon as the employee is able to complete it.
3. The Office Coordinator/Department Lead will work with the immediate supervisor to complete the initial investigation portion of the report and either email the updated report to SSEM at rossa@skschools.org or fax it to 360-874-6319.
4. SSEM will review employee EIR's upon receipt and distribute as noted below:
 - Any time an injury occurs, all information is sent to the Olympic ESD 114 Worker's Compensation Trust Office;
 - When an injury requires medical attention, all information is also sent to the Business and Operations Executive Assistant;
 - When the injury involves Paraeducators or Special Services Staff members, all information is also sent to the Office of Special Services and the Human Resources Department;
 - When the injury requires any sort of accommodation, all information is also sent to the Human Resources Department.
5. After the supervisor's initial investigation is completed, SSEM may follow up for additional information. SSEM may provide recommendations for additional training, equipment or procedures necessary to minimize future injuries. This information will be provided by SSEM to Business and Operations for follow up with the injured employee's supervisor.
6. OESD 114 may also request additional information related to the incident. In these cases, SSEM will work with OESD 114 and the building administrator to provide the additional information and follow up. All documentation will be compiled and provided to both OESD



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114 and Business and Operations.

7. When an accommodation is needed, the Human Resources Department will work closely with Business and Operations, SSEM, and the immediate supervisor to review, recommend and monitor Physician Incident Reports (PIR) to determine any medical restrictions, return to work status updates, and other injury related information. If an accommodation seems reasonable, the Human Resources Department will work with the immediate supervisor to discuss options. Updated PIR's are required for all follow up appointments and prior to returning to work. A copy needs to be provided to the Human Resources Department, Business and Operations, SSEM and the immediate supervisor.
8. When OESD 114 L&I division receives the incident report, they will review the report and initiate a claim if the worker indicates they have or will receive medical attention. If no medical treatment is indicated, a letter will be sent to the staff member informing them of their option to open a claim in the future.
9. If OESD 114 L&I division opens a claim, they will send the staff member a packet of information, including the Self Insurer Accident Report (SIF-2) form which is the official form to file a claim. If immediate medical attention is needed, the hospital or attending physical will provide a Physician's Incident Report (PIR). A copy of the PIR needs to be provided to the immediate supervisor, Human Resources Department, Business and Operations and SSEM.
10. If the staff member selected "have or will receive medical attention" on the Incident/Accident Report or seek medical attention, they will receive a packet from OESD 114 which includes an SIF-2 Form. The staff member will need to complete all of the requested information and return it to OESD 114 in the provided envelope.
11. After OESD 114 L&I division receives the SIF-2 form back from the staff member, they will complete the claim process and send the information to Business and Operations and SSEM. OESD 114 L&I will continue to work with the staff member to obtain updated medical notes from their medical provider and monitors their claim for the duration of the injury.
12. The Human Resources Department will review the L&I paperwork to see if the staff member has been absent from work and the number of days they were gone. If the staff member is out for longer than five (5) days, they reach out and begin to set up an FMLA/HLOA leave. They also work with the Substitute Services Specialist to ensure proper substitute coverage during the duration of the absence.
13. The Human Resources Department will notify Payroll that a staff member is out on leave and whether it is due to an L&I claim. If leave is due to an L&I incident, Payroll will work with the staff member on how their leave will be deducted. They give the staff member the option to preserve their leave, use their leave, or buy-back leave.



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14. If the staff member needs an accommodation that is in lieu of taking leave, Business and Operations, SSEM, immediate supervisor and Human Resources Department will work together to see if the accommodation request is reasonable and manageable.
15. When the employee is cleared to return to work and their doctor states they are at maximum medical improvement, OESD 114 L&I will work on closing their claim and the Human Resources Department will work on closing their leave and/or modified assignment.
16. Once the claim is closed, final documentation is sent from OESD 114 L&I to Business and Operations and SSEM.