



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007	WORKERS' COMPENSATION / LABOR AND INDUSTRIES	IV-C
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WORKERS' COMPENSATION DEFINITION

Workers' Compensation is an industrial insurance which covers job-related injuries, diseases, or death. This industrial insurance is designed to cover medical expenses and to partially make up for wages lost while a worker is recovering from work related injuries.

WAITING PERIOD

The three days following a job-related injury are considered a waiting period. Employees will not be paid for those three days unless they are unable to work on the 14th day after an on-the-job injury. Those days are to be reported as sick leave.

TIME LOSS

For on-the-job accidents/injuries that result in time loss payments, the district has 14 days from the date of notification from the physician, in which to make the first time-loss payment.

REPORTING PROCEDURE

1. On-the-job accidents/injuries involving District employees must be reported on a Supervisor Report of Accident and submitted to the Safety Office.
2. On-the-job accidents/injuries involving District employees requiring medical attention will be reported on a Supervisor Report of Accident and returned to the Safety Office. A Self-Insured Accident Report (SIF-2) **must also be completed in Human Resources.**
3. On-the-job accidents/injuries which result in time loss from work require completion of a Supervisors Report of Accident and a Self Insured Accident Report (SIF-2). In addition, a Work Authorization Form must be submitted **before** the employee returns to work.

This procedure is listed on your new safety bulletin in your building.

RETURN TO WORK

It is the practice of the district to attempt to return employees who have been injured on the job to light duty assignments.

Questions regarding employee accidents/injuries
should be referred to the district's
Employee Benefits Office at 7041 or 7042.