



For Additional Information

Department of Labor and Industries:
www.lni.wa.gov

EWU leave policies:

Consult your appropriate bargaining agreement or contact your Human Resource Associate.



Contact Information

Supervisor phone:

Human Resources:
509-359-2381

Benefits and Retirement Office:
509-359-2488

Payroll Office:
509-359-2325

Environmental Health & Safety
509-359-6496



Environmental Health & Safety
002 Martin Hall, Cheney, WA 99004
P: 509.359.6496 | F: 509.359.4690
sites.ewu.edu/ehs

ON THE JOB INJURY PROCEDURES



Environmental Health & Safety



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If you are injured on the job or develop an occupational disease in Washington, you are insured by the Department of Labor and Industries (L&I) Washington State Fund.

Insurance benefits vary based on the injury/illness. They can include paid health care, wage replacement, and other services to aid you in your recovery and return to work.

What to do if you are injured at work

1. Get first aid, either on campus or at a medical facility.
2. Report the injury, exposure, or illness to your supervisor as soon as possible. Report all injuries, some injuries seem to be minor initially but can become serious over time.
3. Fill out an EWU Incident Report within 24 hours, unless prevented by incapacity from doing so.
4. File a claim with L&I. Usually a doctor will help you fill out this form when you are first seen for your workplace injury or condition.
 - It is your responsibility to make sure the claim is filed.
 - You complete the first section.
 - After your examination, the doctor will complete the second section and send copies to L&I and to EWU.
 - Injury claims must be filed within one year and occupational disease claims must be filed within two years of receiving written notice from a doctor that a condition exists and it is work-related.
5. Stay in touch with your supervisor. Let them know how you are and when you expect to return to work.
6. Stay in touch with your doctor and your claim manager.

Get First Aid

Many falls, cuts and sprains can become serious injuries if they aren't treated right away. If it's a minor injury, get first aid at your workplace.

Your first doctor visit can be at any ER or health-care provider. They will assist you in filing the workers' compensation claim.

Follow-up medical care will need to be from a provider in the L&I network.

Notify EWU

Start by telling your supervisor, either before you leave for the doctor or while you're waiting to be seen.

- Tell your supervisor everything you can remember about the incident.
- Let them know if anyone was with you, or nearby, when the incident happened.

You or your supervisor must fill out an incident report within 24 hours.

- These can be found on the EH&S website: sites.ewu.edu/ehs.
- Include as much information as possible about the incident, what might have caused it, and what was happening just before it occurred.

File a L&I Claim

If you complete an accident report at your doctor's office, they will file the forms for you.

Otherwise you need to file the claim either on the L&I website (www.FileFast.Lni.wa.gov) or by calling 1-877-561-FILE.

There may be follow-up forms you need to complete.

- Make sure you put your claim number on all your paperwork and keep copies of anything you send.

Stay in Touch

Make sure your supervisor and the HR Consultant knows how you are doing and what the timeline looks like for returning to work.

Stay in contact with your doctor and go to all follow-up appointments.

Contact your claim manager with any questions or concerns.

Time-Loss/Wage Replacement

If you miss work because of your injury and your doctor certifies you are unable to work, L&I may pay for a portion of your lost wages, called "time-loss compensation."

The 3 days of work immediately following your injury are considered a waiting period. L&I won't pay for these days if they are the only ones you miss.

The use of leave while receiving time-loss benefits must be coordinated to ensure that your health benefit premiums are covered. Contact Human Resources to ensure the proper paperwork is completed.

Returning to Work

Some injured workers will miss days of work while they recover. However, many can return to work gradually, while still receiving medical benefits.

Time-loss coverage from L&I only pays 60-75% of your lost wages. EWU may be able to provide you with temporary light-duty jobs that will allow you to return to work quicker.

Contact Human Resources to learn more about light duty options for returning to work.