

Injured at Work?

1. Get appropriate medical care.

- a. Your work area should have a first aid kit for treating minor injuries. A person should be assigned to check and stock the kit as needed.
- b. You can be treated by an off campus health care provider for more serious injuries.
 - i. Check to make sure the provider is authorized by L&I. <https://secure.lni.wa.gov/provdir/>
 - ii. You cannot get treatment for a work related injury at TESC Health Center
 - iii. Tell the provider you are being seen for a work related injury.
 - iv. The provider will give you a L&I Report of Accident form to complete.
 1. Use the following for business name and address on the form:
The Evergreen State College
2700 Evergreen Parkway NW
Olympia, WA 98505
- c. Call 911 for serious injuries.

2. Complete a college injury and illness report.

- a. You can complete the form on line, then print it and send the original to EHS.
 - i. <http://www.evergreen.edu/facilities/docs/accidentreport.pdf>
 - ii. EHS is in Lab II 1265, herrinr@evergreen.edu, (p) 360-867-6111, (f) 360-867-6103

3. Inform your supervisor and EHS of time off work or work restrictions.

- a. Give your supervisor and the Environmental Health and Safety Coordinator copies of all work restrictions or doctors notes keeping you off work. You can email or fax the notes if you are unable to come to campus.
- b. Have the provider update work restrictions/off work notes before they expire.

4. If you are off work due to a work related injury

- a. Keep your supervisor and EHS up to date on your condition and anticipated return to work date.
- b. Apply for time loss payments through L&I by completing a worker verification form.
 - i. Time loss does not cover the day of injury or the next three calendar days.
 - ii. Time loss replaces 60-75% of your wage.
 - iii. L&I should mail you a form or you can download it.
<http://www.lni.wa.gov/Forms/pdf/242052af.pdf>
- c. Record leave for all time off work due to a work related injury. You may use sick leave, vacation leave, comp time, personal leave day, personal holiday or LWOP. You are not eligible for shared leave for time off due to a work related injury.
- d. Contact Human Resources to determine the impact of LWOP on benefits.

5. Work with your supervisor and EHS to find suitable temporary light duty work if you are released to some type of work.

- a. Temporary light duty work may be significantly different from your pre injury job, however it has to meet work restrictions as outlined by your provider.
- b. You may be eligible for Loss of Earning Power payments from L&I if your temporary light duty position pays less than 95% of your pre injury position.
- c. L&I should mail you a form or you can download it <http://www.lni.wa.gov/forms/pdf/F242-208-000.pdf>
- d. Once you complete the worker portion, send the form to EHS to complete. EHS is the only authorized agent to complete LEP forms for the college.

6. **Participate in your medical care.** Keep medical appointments and complete home exercise programs as recommended by your provider.

7. **You may be eligible for other L&I programs**

- a. You may be eligible for Stay at Work program that provides funds to the college to help keep you working in a temporary light duty position. Contact EHS for more information.
- b. You may be eligible for vocational re-training or job modification if your provider tells L&I that you will be permanently unable to physically do your pre injury job. Contact your L&I claims manager for additional information.