

# Workers' Compensation Reporting Instructions

Thank you for your cooperation in this serious matter. Workers' Compensation fraud is a felony offense. If you have any suspicions regarding the legitimacy of a claim, please notify the Extreme Reach Risk Management department immediately at [riskmanagement@extimereach.com](mailto:riskmanagement@extimereach.com).

In the event that an occupational injury or illness occurs, please complete the following steps:

## **Step 1: Report the Incident to Extreme Reach and complete W/C Forms (If an emergency, skip to #2)**

Immediately contact Risk Management and notify them of the injury or illness. You will then need to complete the W/C Injury Forms (detailed below) and forward to Risk Management. Should an injury occur after hours, on a weekend or holiday please call 818-217-5941. Should you need additional assistance and/or copies of the reports please contact our Risk Management Department.

1. State Mandated Form(s)
2. [ER Acknowledgment of Receipt Form](#)
3. [ER Employee Injury Report Form](#)
4. [ER Supervisor's First Report of Injury Form](#)
5. [ER Medical Treatment Authorization Form](#) (if applicable)
6. [ER Refusal of Medical Care Form](#) (if applicable)

In order to avoid penalties and/or fines these forms must be fully completed and forwarded to Extreme Reach within 24 hours of your knowledge of the injury or illness. Extreme Reach recognizes that in the initial hours after the injury occurs, you may not have all of the information required by the Injury Reports. We ask that you complete the report to the best of your ability within the 24-hour time frame and call at a later time with missing information.

## Step 2: Medical Treatment

In case of an emergency (life or limb threatening) injury dial 911 immediately. Then, as soon as possible contact Risk management at 818.568.1801 for further instructions. Note that OSHA regulations requires that within eight (8) hours after the death of any employee as a result of a work-related incident, you must report the fatality to the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor. Within twenty-four (24) hours after the in-patient hospitalization of one or more employees or an employee's amputation or an employee's loss of an eye, as a result of a work-related incident, you must report the in-patient hospitalization, amputation, or loss of an eye to OSHA.

For non-emergency situations make sure the employee receives immediate and appropriate medical attention. Arrange for the employee to be transported to the nearest Occupational/ Industrial medical facility. To locate the nearest medical facility visit [www.talispoint.com/firsthealth/?AE=997373505&CAID=GBMPN](http://www.talispoint.com/firsthealth/?AE=997373505&CAID=GBMPN), or contact Extreme Reach for immediate assistance. The injured worker MUST be sent to the medical facility with a completed Medical Treatment Authorization form.

**Serious injuries:** Any death or serious injury must be reported within two hours of the occurrence of the injury. Serious injuries include amputation, in-patient hospitalization, permanent disfigurement and injuries involving multiple employees.

## Step 3: Keep Extreme Reach Informed!

Extreme Reach should be notified of all changes with regards to the injured employee's work status including any and all wages paid on the date of the injury. As a reminder, we are required to pay employees for their "full shift" on the day that they were injured. Therefore, upon submission of their time card(s) please be sure to indicate payment for the date of injury and full number of hours of their scheduled shifts.

- **Lost time:** Inform Extreme Reach when an employee has missed work due to a work-related injury, is returned to either full or modified duty and the exact date the employee returns.
- **Modified Duty:** When an employee is injured, Extreme Reach must be informed whether or not modified duty is available at the work site. Providing modified duty is a key measure in encouraging a faster Return to Work status.
- **New Hires:** Remember to notify Extreme Reach on the date of hire of a new employee. The new employee will not be covered by Workers' Compensation insurance until we receive the appropriate notification and paperwork.

Questions? Contact us at [riskmanagement@extremereach.com](mailto:riskmanagement@extremereach.com)