RE: Workers Compensation Claim

Chimacum School District #49 is subject to Washington industrial insurance law and has been approved by the state to cover its own workers' compensation benefits. Self-insured employers must provide all benefits required by the laws. The Department of Labor and Industries regulates your employer’s compliance with these laws. If you become injured on the job or develop an occupational disease, you will be entitled to industrial insurance benefits. Your claim will be handled and your benefits paid by your employer.

If a job injury occurs and you do not seek medical attention:

1) Report your injury:
   a. To your immediate Supervisor

2) Complete the Employee Injury Report:
   a. Complete and review with your immediate Supervisor
   b. Supervisor sends a copy to OESD via fax
   c. Supervisor sends the original to Human Resources

If a job injury occurs and you do seek medical attention:

1) Report your injury:
   a. To your immediate Supervisor

2) Complete the Employee Injury Report:
   a. Complete and review with your immediate Supervisor
   b. Supervisor sends a copy to OESD via fax
   c. Supervisor sends the original to Human Resources
   d. Supervisor provides the injured with the phone number to open a claim

3) If a claim is opened due to medical attention:
   a. The injured individual will receive a packet of documents to complete and return to OESD. A self-addressed envelope will be included.

PLEASE NOTE:

1) Filing a workers’ compensation claim does not guarantee coverage. Determination of claim status is made by our self-insured provider, Olympic ESD Workers’ Compensation Trust.

2) Any person who knowingly gives false information in a claim or application for industrial insurance benefits shall be guilty of a Class C felony when the claim involves $500 or more. If the claim involves less than $500, the person shall be guilty of a gross misdemeanor (RCW 51.48.020).
For eligibility or benefit information please contact our self-insured provider at:

Claims Adjuster  
Olympic Educational Service District #113  
Workers’ Compensation Trust  
6005 Tyee Drive SW  
Tumwater, WA. 98512  
(800) 643-4369

The District will work with OESD on each claim on a case-by-case basis to determine whether modified and/or light duty work is available and appropriate. A “Guide to Workers’ Compensation Benefits for Employees of Self-Insurance Businesses” and a card from the Office of the Self-Insured Ombudsman are included in this packet for your information.

If you have any questions about this process, please give me a call at: (360) 302-5894. If you have any questions about the status of your claim, please contact (800) 643-4369.

Stephanie McCleary  
Human Resources Director  
(360) 302-5894