



Employee Procedure For On-the-Job Injuries

For all employees who are hurt while working:

We are sorry that you have been injured, and we want your medical treatment and recovery to go as smoothly as possible. If you ever have questions, please feel free to call Human Resources at (206) 546-7506. **To ensure that your claim is handled properly, you must follow these steps:**

1. If you need to see a doctor, first go to Human Resources or your supervisor and complete a yellow Workers' Compensation claim form, entitled *Self Insurer Accident Report (SIF2)*. If you can't complete that form first, let your doctor know that we are **self-insured**. Then, go and fill out a claim form immediately after your doctor visit.
2. You may go to any doctor you choose for your medical care. However, if you're going to miss any work, you must see a physician **first**, even if it means going to a local clinic or an Emergency Room. Give a copy of your claim form to the doctor for his/her records.
3. A doctor's note must be given to your supervisor **within 24 hours after each visit** to the doctor. (If you are unable to come in to work, the doctor can fax it to Human Resources at 206-546-7535.)
4. If the doctor keeps you off of work—or restricts what you are able to do—for a period of time, then a new note must be received from your doctor **before the previous note expires**. This also applies if your doctor releases you for Light Duty.
5. Before you can return to work, you must get a note from your doctor releasing you.

NOTE: It is your responsibility to keep your supervisor informed of your work status at all times...in writing. Any days missed from work without a current doctor's note will not be paid and may result in disciplinary action (as an unexcused absence).

I understand the above requirements, and agree to comply with them.

Employee Signature

Date