

# Management of Occupational Injury

If an employee is hurt or becomes ill on the job, immediately take the following steps:

- **Provide first aid.** Stabilize the injured workers and arrange for transportation to a medical provider. For serious injuries, call 9-1-1.
- **Refer the injured worker for appropriate medical care.** Give the employee a medical referral form, which can be found in your claims kit, to take to the physician. Use your assigned Medical Provider Network (MPN) and Clinic. These medical providers work with the claims examiners, nurse case managers and return-to-work specialists to establish a treatment and return-to-work plan.
- **Provide the physician and CompWest with the employee's job description.**
- **Provide the injured employee with the DWC-1 Employee Claim Form within 24 hours.** The DWC-1 form is in your claims kit. Document the date given and by whom. The form can also be mailed to the injured employee.
- **Complete the Employer's First Report of Injury Form.** You can report online, by telephone or fax or by mailing a hard copy of the Employer's First Report of Work injury to CompWest within five days of your knowledge of the injury or illness. Keep in mind that the sooner the claim is reported, the quicker it will be managed. This will result in the best outcome for the employee and your company.
- **Call CompWest's Claims department at 888-709-3651 immediately in the following cases:**
  - Head trauma
  - Cardiovascular accident (stroke)
  - Spinal cord Injury and/or paralysis
  - Burns, third degree
  - Heart attack
  - Aneurysm
  - Amputation
  - Multiple trauma
  - Severe fractures
  - Serious eye injuries
  - Crush injuries to hands or feet
  - Robberies
- **Complete a Supervisor's Report of Injury or Illness.** Obtain a statement (in the worker's own words) as quickly as possible, describing what happened and listing anyone who saw it happen. The investigation of the claim should answer the questions of how, when, where and why.
- **Save all evidence associated with the injury or illness.** If you feel the accident was the result of defective tools, equipment or materials, save the items for subrogation evaluation. The cost may be passed on to the vendor or manufacturer if they are found at fault.
- **Give the employee the "Facts for Injured Workers" booklet (found in your claims kit).**
- **Contact the physician regarding modified transitional duty.** Consult with the physician the day of the injury on the type of modified/ transitional duty that is available, so the employee may be allowed to return to work that day or shortly thereafter.
- **Take the necessary steps to avoid another accident.** Replace or repair broken equipment, guards or damaged floors; retrain others in the workplace; or substitute a safer chemical to prevent a reoccurrence.

**The CompWest Difference**  
CompWest customers are assigned a dedicated loss control consultant to identify and address loss trends while serving as a safety resource.

Report Claims by fax at 866-506-5800 or file online at [CompWestInsurance.com](http://CompWestInsurance.com).

The advice presented in this document is intended as general information for employers.  
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