

## EMPLOYEE INCIDENT/ACCIDENT PROCEDURE CHECK LIST (ACTION REQUIRED)

- Step 1 Employee and Supervisor must complete and sign the “ISD Employee Incident/Accident Form” (within 48 hours of the incident/accident.)
- Step 2 Return the completed “ISD Employee Incident/Accident Form” to Sena Camarata in Human Resources
- Step 3 If employee indicated “**NO**” for **seeking medical attention**, no further action is required.
- Step 4 If employee indicated “**YES**” for **seeking medical attention**, give employee orange Workers’ Compensation folder and have them follow the instructions on the “Filing a Workers’ Compensation Claim” document within the folder. The employee **must** follow the instructions to submit an online claim through the Puget Sound Workers’ Compensation website [www.pswct.org](http://www.pswct.org)
- Step 5 If employee misses work due to injury (time loss), Payroll Department will contact him/her to complete the “Leave Claim Form for Time Loss Due to Injury” if eligible.

If there are any questions at any time through the process, please contact:  
Sena Camarata, Director of Human Resources, at 7033 or [camaratas@issaquah.wednet.edu](mailto:camaratas@issaquah.wednet.edu)