RE: NEW-Employee Incident Report (EIR) Form Online Option

In an effort to further simplify the incident reporting process we are happy to announce the Employee Incident Report form is now available online: <https://esd113.org/eir>

What does this mean for your district?

Employees who are injured on the job can now complete an incident report online via the link above. You may use the link on your staff web page or distribute as you see fit.

**Process:**

1. Employee completes online form and hits submit. A copy is distributed via email as

follows:

• 1 to the Employee

• 1 to the Employee’s Supervisor with a prompt for action:

o They will get a code to complete the supervisor section (see 2 below)

• 1 to the Workers’ Comp Trust (WCT)

• 1 to the WCT School District “SIF2” or designated contact person

2. The Supervisor Completes Supervisor section. A copy is distributed via email as follows:

• 1 confirmation of completion copy to the Supervisor

• 1 to the Employee

• 1 to the Workers’ Comp Trust (WCT)

• 1 to the WCT School District “SIF2” or designated contact person

3. **IF** the employee seeks medical attention, they will need to contact the WCT to

file a claim: 360-464-6880

What about our paper EIR forms?

We encourage the use of the online form but will still have paper forms available, and we will still accept the paper EIR forms. If you need additional forms, you will need to contact our office to submit a request. Your usual annual shipment of EIR forms were sent May/June of this year.