



Quick Reference Card

WHAT TO DO WHEN AN INJURY HAPPENS:

- ✓ Get immediate medical help for injured employee
- ✓ If an emergency situation call 911
- ✓ If non emergency take injured employee to nearby clinic



FATALITY, PROBABLE DEATH AND/OR IN-PATIENT HOSPITALIZATIONS:

Employers must report to L&I within **8 hours** the death, probable death, or the in-patient hospitalization of any employee due to an on-the job injury by calling **1-800-423-7233**. After you have notified L&I call your BIAW claim representative for assistance at **1-800-228-4229**.

RETURN TO WORK:

- ✓ Did the treating doctor authorize time off work?
- ✓ Can the worker return to their regular job? If no, follow the next step.
- ✓ Send (mail, fax or email) a [Modified Duty Job Offer Check List](#) to the injured employee's doctor. Check list available @ www.biaw.com Click on Online Resources, Quick Reference Card.
- ✓ When modified duty is approved by the doctor create a [job offer letter](#) and send it certified mail to the employee. A copy of a job offer letter is available @ www.biaw.com Click on Online Resources, Quick Reference Card. Remember to send a copy to L&I.
- ✓ Apply for modified duty wage reimbursement through L&I's '[Stay at Work Program](#).'



Remember, hiring a worker is like buying a used car!

HIRING PRACTICES:

- ✓ Obtain Complete Employment History
- ✓ Call Prior Employers. Ask... 'Would you hire this person again?'
- ✓ Background Checks: (WA State Patrol, WA Courts, Court Trax, LexisNexis)
- ✓ [Post Job Offer Physical](#)
- ✓ [Post Job Offer Drug Testing](#)
- ✓ [Post Job Offer Hearing Exam](#) (licensed audiologist)



Building Industry Association of Washington

*111 21st Avenue SW *Olympia, WA 98507 *(800) 228-4229 * www.biaw.com



Clinic Locator



Building Industry Association of Washington (BIAW)

P.O. Box 1909 * Olympia, Washington 98507

Phone: (800) 228-4229 * Fax: (360) 352-5332 * Website: www.biaw.com

BIAW CLAIM's Department Contact List

Amy Sutton, Claim Representative - Company Names Beginning with **F, H, I, O, U and Cities**
Extension 127; amys@biaw.com

Chloe Kaufman, Claim Representative - Company Names Beginning with **E, N, V, W & Y**
Extension 118; chloek@biaw.com

Chris Creekpaum, Claim Representative - Company Names Beginning with **J, S, X, Z**
Extension 121; chrisc@biaw.com

Dave Ducey, Claim Representative - **P & R**
Extension 131; davidd@biaw.com

Laine Romero, Claim Representative - Company Names Beginning with **A & D**
Extension 126; lainer@biaw.com

LJ Jensen, Claim Representative - Company Names Beginning with **B, G, L**
Extension 122; lj@biaw.com

Michele Whinery, Claim Representative - Company Names Beginning with **M, Q, T**
Extension 141; michelew@biaw.com

Teresa Sheldon, Claim Representative - Company Names Beginning with **C, K & #'s**
Extension 136; teresas@biaw.com

Lara Hastings, ROII Marketing Manager - **Program Requirements**
Extension 171; lah@biaw.com

Kristeen Johnson, Field Representative - **Loss Control Strategies** (i.e. hiring practices, light duty)
Extension 119; krisj@biaw.com

Donovan Quebedeaux, Field Representative - **Safety Consultation** and **Safety Plans**
Extension 137; donovanq@biaw.com