



# 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](http://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](http://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?'
- ✓ BIAW '[Quick Check](#)' Go to: [www.biaw.com](http://www.biaw.com) Click on Online Resources, QuickCheck
- ✓ [Post Job Offer Physical](#)
- ✓ [Post Job Offer Drug Testing](#)
- ✓ [Post Job Offer Hearing Exam](#) (licensed audiologist)



**Building Industry Association of Washington**

\*111 21<sup>st</sup> Avenue SW \*Olympia, WA 98507 \*(800) 228-4229 \* [www.biaw.com](http://www.biaw.com)



*Clinic Locator*



## Building Industry Association of Washington (BIAW)

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### BIAW CLAIM's Department Contact List

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