

## If A Work Injury or Illness Occurs

### Follow These 3 Steps:

1. If an employee is injured or becomes ill at work, the primary goal is to get them medical treatment. If the injury is life threatening, call 9-1-1. If not, transport the employee to the identified medical provider. Don't let an injured employee drive themselves to the medical provider.
2. Report the injury to Preferred Employers Insurance using any of these methods:
  - a. Our toll free telephone number, (888)472-9001, then press 1.
  - b. Email, complete the Employers First Report and send to [firstreport@peiwc.com](mailto:firstreport@peiwc.com).
  - c. Fax, complete the Employers First Report and fax to (866) 921-7313.
  - d. Online, go to [www.peiwc.com](http://www.peiwc.com) and follow prompts under **Report A Claim** tab.
3. Give the "Workers' Compensation Claim Form" (DWC-1) to the injured worker within one working day after receiving notice of the injury or illness.

Too often a business considers their part of the claims process finished after step 3. The next activity can have significant influence on the outcome of an injury or illness, the **incident investigation**.

A good investigation can lay the ground work for the best course of action to contain cost and prevent recurrence of the incident.

Note: **Reporting the injury within 3 days of the incident can contain costs.** Studies show that injuries reported one week after the incident were 6% more costly. Those injuries reported two weeks after the incident were 19% more costly.

## Other Important Information

*Notify your managers and human resources as soon as possible when an incident or injury occurs.*

