

# Employee Orientation

## Claims & Safety

### Welcome to the Workers' Compensation Trust (WCT)

Your school district is part of the Capital Region ESD 113 Workers' Compensation Trust (WCT), a self-insured program that manages work-related injury claims. Our goal is to make sure you receive timely benefits and support, while also helping to maintain a safe and healthy workplace.

### What You Can Expect

As an Employee, You Will:

- Report injuries promptly
- Follow safety procedures
- Help maintain a safe workplace
- Alert your supervisor to hazards

### Your District Will:

- Provide a safe and healthy environment
- Offer ongoing safety training and inspections
- Administer an active safety program
- Provide workers' compensation benefits as required by law

### Know Your Rights & Responsibilities

You are covered under:

**RCW Title 51 (Industrial Insurance Act)**

**RCW 49.17 (Washington Industrial Safety & Health Act)**

As an employee, you are required to:

- Report all workplace injuries or illnesses immediately (RCW 51.28.010)
- Follow all safety rules and use prescribed safety equipment
- Participate in district safety programs
- Exercise your rights under state law responsibly

### If You're Injured at Work, Follow These Steps:



#### Report the Injury

Notify your supervisor right away and complete an Employee Incident Report (EIR). Find online at <https://esd113.org/eir> or obtain from your supervisor, or district designee.



#### Seek Medical Attention (if needed)

Not all injuries require medical evaluation.

**IF you seek treatment, contact WCT at:**

**(360) 464-6880** to report the injury and get a claim number.



#### Notify the Provider

Let your doctor know your employer is self-insured. Ask them to send a Provider's Initial Report (PIR) to:

**Fax: (360) 464-6907**

**Mail: 6005 Tyee Dr SW, Tumwater, WA 98512**



#### Use a Network Provider

After the initial visit, continued treatment **must** be with a provider approved by the Washington State Department of Labor & Industries Medical Provider Network (WAC 296-20-01002).

## Have Questions or Need Help? Contact Us