



# Notice to Employees

**It's the law!** Employers must post this notice where employees can read it.

(Revised Code of Washington 51.14.100)

## If a job injury occurs

Your employer is self-insured. You are entitled to all of the benefits required by the state of Washington's workers' compensation (industrial insurance) laws. These benefits include medical treatment and partial wage replacement if your work-related injury or disease requires you to miss work. Compliance with these laws is regulated by the Department of Labor & Industries (L&I).

## What you should do

**Report your injury.** If you are injured, no matter how minor the injury seems, contact the person listed on this poster.

**Get medical care.** The first time you see a doctor, you may choose any health-care provider who is qualified to treat your injury. For ongoing care, you must be treated by a doctor in the L&I medical network. (Find network providers at [www.Lni.wa.gov/FindADoc](http://www.Lni.wa.gov/FindADoc).)

Qualified health-care providers include: medical, osteopathic, chiropractic, naturopathic and podiatric physicians; dentists; optometrists; ophthalmologists; physician assistants; and advanced registered nurse practitioners.

**File your claim as soon as possible.** For an on-the-job injury, you must file a claim with your employer within one year after the day the injury occurred. For an occupational disease, you must file a claim within two years following the date you are advised by a health-care provider in writing that your condition is work related.

## To report an injury:

If you should become injured on the job or develop an occupational disease, immediately report your injury or condition to the person designated below:



**1) Report to your Supervisor**



**2) Laurie McGinnis, Dir HR  
(360) 680-5756**

For additional information or help with a workers' compensation issue you can contact the Ombudsman for Self-Insured Injured Workers at 1-888-317-0493.

*Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.*

### About required workplace posters

Go to [www.Lni.wa.gov/RequiredPosters](http://www.Lni.wa.gov/RequiredPosters) to learn more about workplace posters from L&I and other government agencies.

Self-Insurance Section  
Department of Labor & Industries  
P.O. Box 44890  
Olympia WA 98504-4890