

You are involved in an accident/injury

Report your accident/injury to your supervisor

Submit an Accident/Incident Report form online at Puget Sound Workers' Compensation Trust (PSWCT)

Will you be seeking medical attention?

Yes

No



**Work Injury Process for employees**

Stop here. No further action needed.  
(You have 1 year from date of accident/ injury to file a claim )

Submit a work injury claim online on the PSWCT website.  
(If you indicated you have or plan to seek medical treatment when submitting your Accident/ Incident Report form, the PSWCT system will automatically take you to the claim submittal form after submitting your Report form.

Contact the HR Benefits Department to schedule a meeting to review the work injury claim process, obtain required forms and receive guidance.

HR Benefits contact information:  
Email: [benefits@everettsd.org](mailto:benefits@everettsd.org)  
Phone: 425-385-4115  
Fax: 425-385-4135

Obtain medical treatment.  
For emergency situations, please seek medical attention immediately before the steps above. Your medical care provider is to complete a Provider's Initial Report (PIR) form and Activity Prescription Form (APF) needed by the PSWCT and HR

Are you able to return to **full duty** work?

Yes

You return to full duty work

No

Not medically cleared to return to any work

Off work and Time Loss Benefits

Cleared to return to work with restrictions

HR Benefits team reviews work restrictions and possible job modifications with your supervisor.  
Can your restrictions be accommodated?

Yes

No

Employee meets with HR Benefits team, is offered modified work duty and returns to work in a modified duty assignment

Off work and Time Loss Benefits begin