

**WAC 296-15-320 Reporting of injuries. What elements must a self-insurer have in place to ensure the reporting of injuries?** Every self-insurer must:

(1) Establish procedures to assist injured workers in reporting and filing claims.

(a) Immediately provide a Self-Insurer Accident Report (SIF-2) form F207-002-000 to every worker who makes a request, or upon the self-insurer's first knowledge of the existence of an industrial injury or occupational disease, whichever occurs first.

(b) Establish procedures for ensuring the timely delivery of completed SIF-2s to the claims management entity.

(2) Designate individuals as resources to address employee questions. These resources must:

(a) Have sufficient knowledge to answer routine questions; and

(b) Have responsibility for seeking answers to more complex problems; and

(c) Have detailed knowledge of the self-insurer's claim filing process; and

(d) Be reasonably accessible to employees.

(3) Upon request, produce a report of all workers' compensation claims filed in a format required by the department.

[Statutory Authority: RCW 51.04.020. WSR 19-01-095, § 296-15-320, filed 12/18/18, effective 7/1/19. Statutory Authority: RCW 51.04.020, 51.14.020, 51.32.190, 51.14.090, and 51.14.095. WSR 06-06-066, § 296-15-320, filed 2/28/06, effective 4/1/06.]