

## Volunteer Time Log

*A time log must be submitted by the volunteer directly to the HR Manager at the end of each month worked to maintain access to any volunteer benefits such as L&I coverage. Please send to [sefshr@uw.edu](mailto:sefshr@uw.edu)*

Volunteer Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

[illegible]

## A Worker's Compensation Guide for All University Personnel

For an electronic version of this information go to: <https://risk.uw.edu/wc>. UW Volunteers are considered University Personnel.

### WORK SAFE

The University of Washington values the safety, health, and well-being of all those in the UW community. University policies and processes are in place to foster a safe and healthy working environment, to comply with relevant laws and regulations, and to provide for prompt care and return to work.

If you become injured on the job and need medical attention, the University (with the help of your supervisor, the Claim Services staff, and Human Resources) will be directly involved in helping you get what you need to recover and return to work. Your supervisor may immediately take you to the doctor or hospital, assist you with filing the needed reports, and be involved in the subsequent accident investigation.

### REPORT IT

Seek Medical Attention, then File a Report

If you are injured while doing volunteer work, seek medical attention right away. If you are injured while working, go to the health care provider of your choice, or if needed, the emergency room. You may want to consider seeking treatment from a provider who specializes in occupational medicine.

Even if you don't need medical attention make sure that all accidents and work-related injuries are reported to your supervisor(s) as soon as possible.

You must also file an accident report to UW OARS (Online Accident Reporting System). The website is available via the Environmental Health and Safety (EH&S) website at: <https://oars.ehs.washington.edu>. These internal reports are specific to the University and **will not initiate a workers' compensation claim** (See File a Claim next.)

### FILE A CLAIM

While seeking initial treatment for your work-related injury, you and your doctor should complete an L&I Report of Accident (ROA) form. Your doctor will file this report with L&I and will give you a claim number. Once L&I receives your claim, a Claim Manager will be assigned.

You can also file an ROA online at: <https://www.lni.wa.gov/claims/for-medical-providers/filing-claims/filefast-report-of-accident> or by phone at 1-8787-561-3452. The Employer's portion of the ROA will be sent by L&I to Claim Services at the University. If your doctor certifies time off of work, contact Claim Services. Claim Services will send the necessary information to L&I.

Close communication is the key! Staying in touch with your supervisor, your L&I Claim Manager, and the UW's Claim Services will reduce delays and expedite claim processing.

If your injury causes you to work reduced hours or pay, contact your L&I Claim Manager and ask them to send Loss of Earning Power forms. UW Claim Services is the only University department authorized to complete and sign the employer section of this form.

## **CONTACTS AND RESOURCES**

WA State Labor and Industries (L&I) 1-800-LISTENS (547-8367)

Claim Service: 206-543-0183; [claims@uw.edu](mailto:claims@uw.edu); <https://risk.uw.edu>

To File and Internal Incident Report with UW: <https://oars.ehs.washington.edu>