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POLICY/PROCEDURE

Focus Area:
Site and Member Services

See Also: Member Service Agreement; Member Placement Contract

POL – 133

MANAGING MEMBER SERVICE RELATED ACCIDENTS & INJURIES

This Policy/Procedure applies to all WSC/WRC members or any other project managed by WSC and service related accidents and/or injuries.

WSC/WRC members who are injured during the performance of their AmeriCorps service must report the injury immediately to their sites staff, even if a Labor & Industries (L&I) claim is not submitted. Member and site staff are required to submit a Member Incident Report Form to WSC within 5 business days of the incident.

Members are entitled to L&I worker's compensation benefits to cover injury treatment. However, because members are National Service participants (not employees), they are not eligible for time loss benefits (see RCW 50.65.270). L&I is the official determinant of a claim and benefit provider.

PROCEDURE:

1. Sponsoring Organization Ensures that Member Follows WSC Procedures if They Have a Service Related Accident/Injury.

- a. Ensure the member completes the first page of the Member Incident Report Form.
- b. Site Staff or Sponsoring Organization's Safety Representative provides input on page two of the Member Incident Report Form.
- c. The completed report must be submitted to the WSC/WRC Site and Member Services (SMS) Coordinator within 5 business days of the accident/injury.
 - i. Site Staff will complete the form to the best of their ability if the member is unable to do so.
 - ii. If a doctor's care is needed the member must tell the doctor it is a service related injury and that they are covered under L&I.
 1. Ensure member is aware that they are to use "AmeriCorps participant" as their occupation on the L&I claim form, and is not an employee.

2. Ensure member enters “Washington Service Corps” in the Employer Name field of the L&I claim form.
3. Submit a copy of the L&I claim form to WSC when completed.

2. Site and Member Services Coordinator Assists Sponsoring Organization

- a. Upon learning of the injury, WSC SMS Coordinator will work with Sponsoring Organization staff to ensure that:
 - i. The completed Accident/Incident report form is submitted to WSC within 5 business days of the reported injury. This report is to be submitted even if a member did not submit an L&I claim.
 - ii. The member and Sponsoring Organization understand that there is no time loss benefit for WSC AmeriCorps members.
 - iii. The Sponsoring Organization takes appropriate action to prevent any type of future occurrences.