



INJURED AT WORK?

Washington State law requires that an employee has a responsibility to report on the job accidents and injuries to their employer within **24 hours** of the incident.

This can be done first by immediately informing your manager or supervisor prior to seeking initial treatment.

We have partnered with **Retail Association Services, Inc.** to assist you in the processing of our workers' compensation claims. They will provide you with excellent customer service and help to expedite your claim.

If you have incurred an injury while on the job, please do the following:

1. Seek treatment immediately and advise your doctor that you were injured on the job and your employer is state-funded **NOT** self-insured (IMPORTANT).
2. If you are physically able to do so, inform your manager/supervisor of your injury before you leave to seek initial treatment.
If you are unable to report your injury prior to leaving for treatment, you must report your incident/injury within **24 hours** of the incident.
3. Call **Michele Whinery @ 360-339-4524** if you have questions or concerns about your claim.

