



WHAT TO DO WHEN A WORKPLACE INJURY OCCURS:

- In the event of an emergency or serious injury – dial 911.
- Forms to be filled out below and the Clinic Location booklet can be found on the diocesan website (www.scd.org). Select DIOCESE, then from the drop down menu, select LAY PERSONNEL, then select HANDBOOK & FORMS, then select WORKERS' COMPENSATION FORMS.
- Fill out Form DWC1 – “Worker’s Compensation Claim Form”. The top portion of the form is to be filled out by the injured employee. The bottom portion of the form is to be filled out by the employer. Make two copies. Give one copy to the injured employee and keep one copy for your files. This must be done within 24 hours of knowledge of an injury.
- Complete Form 5020 - “Employer’s First Report of Injury” (Form 5020) and submit it to LWP Claims Solutions within 24 hours of receiving notice that an injury has occurred. To expedite the process we encourage you to fax claims to LWP at 408-725-0395 or email to froi@LWPClaims.com .
- Direct the employee to seek medical treatment at the nearest medical facility. Use the Clinics Location booklet to identify industrial or other medical facilities near your location.
- If there is no treatment or minimal medical treatment please fill out the First Aid Report located at www.scd.org/diocese/lay_personnel/files/pdf/first-aid-report.pdf and send the report to LWP at 408-725-0395 or email to froi@LWPClaims.com. Nothing further needs to be done.
- Complete your accident investigation and gather as many witness statements as possible. If the claim appears to be suspicious or questionable, contact LWP Claims Solutions immediately. Provide LWP with witness statements as soon as possible.
- Follow up with the employee on the results of their medical evaluation to determine if the employee is able to return to work. You must receive a written notice from a medical doctor before allowing the employee to resume work. If the written notice contains temporary work restrictions or permanent work restrictions, please consult with Anna Schiele at 916-733-0240 or aschiele@scd.org.

For any additional questions or concerns please contact one of the following:

Diocese of Sacramento
Anna Schiele, Director of Lay Personnel
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aschiele@scd.org

LWP Claims Solutions
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