Employer Duties: If you see an accident on the job or someone reports one:

* Contact your insurance company right away.
* Do not decide on whether the reported injury is work related or not. Report the injury to the insurer who will conduct a claim investigation. Failure to report injuries timely may result in penalties.

Reporting Requirement: Employers are responsible for the following information in the claims process:

* Report all job-related injuries to the insurance company within 7 days of discovery.
* Provide a copy of the injury report to the injured worker.
* Report required wage information to the insurance company within 30 days of learning of an injury that will require the employee to miss work for more than 7 days or that results in a permanent impairment. ***Any time an employee loses time from work, it is best practice to gather payroll information immediately in order to timely report the employee’s wage information to the insurer.***