



## **Lumber Industries Self Insured Group**

### **Injury Reporting Guidelines**

#### **When you are notified of an injury:**

1. Instruct the employee to complete Form 8aWCA: Notice of Accidental Injury or Occupational Disease.
2. Complete Form 8WC: Employer's First Report of Occupational Injury or Disease.
3. Forward Form 8WC and Form 8aWCA to The Lawson Group within 5 calendar days from the date you were notified of the injury.
4. If there are more than 3 days of lost time, complete Form 13WCA; Employer's Supplemental Report of Injury. Forward Form 13WCA to The Lawson Group no later than 10 days after the first date of disability.
5. When an employee returns to work, complete Form 13WCA again, and forward it to The Lawson Group.
6. Complete Form 13WCA for every subsequent period of disability and forward it to The Lawson Group.

If these forms are not completed and submitted in the time prescribed, a civil penalty of up to \$2500 can be assessed by The Department of Labor (RSA 281-A:53)

A "First Aid Claim: is a one-time treatment that generates a bill for less than \$2000.00.