



Workers' Compensation Trust

A Cooperative Program of Educational Service District 113

Online Employee Incident Report (EIR) Form

The ESD 113 Workers' Compensation Trust has made the EIR form available Online.

To access form, go to: <https://esd113.org/eir>

Process:

1. Employee completes online form and hits submit. A copy is distributed as follows:

- 1 to the Employee
- 1 to the Employee's Supervisor with a prompt for action:
 - ◆ They will get a code to complete the supervisor section (see 2 below)
- 1 to the Workers' Comp Trust (WCT)
- 1 to the WCT School District "SIF2" or designated contact person

2. The Supervisor Completes Supervisor section. A copy is distributed as follows:

- 1 confirmation of completion copy to the Supervisor
- 1 to the Employee
- 1 to the Workers' Comp Trust (WCT)
- 1 to the WCT School District "SIF2" or designated contact person

3. IF the employee seeks medical attention, they will need to contact the WCT to file a claim: 360-464-6880

For samples or more information please contact:

Jamie Bianco

Claims Technician

ESD 113 Workers' Compensation Trust

P: 360-464-6889

jbianco@esd113.org