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DATE: April 12, 2010

TO: SmART Boards and Councils

FROM: Patrick Prose, Personnel Representative, Small Agency Resource Teams (SmART)

RE: **Worker's Compensation / First Reports of Injury / OSHA Reporting**

Recently SmART HR collaborated with Risk Management's Worker's Compensation division to make the processing of First Report of Injury forms, Privacy Statements, and subsequent reporting requirements, more efficient for our Councils. It was determined that by connecting the Councils directly to Worker's Comp division, the processing of the necessary forms and the administration of the Worker's Comp process would be significantly improved.

Effective immediately, all Worker's Compensation incidents, forms, claims, and OSHA reporting inquiries, will be directed to Worker's Comp division. Mr. John Sargent is the central point of contact at 651 201-3031.

For the Council's convenience, Worker's Comp division offers the following additional tips and resources:

Recall that the First Report of Injury (along with Privacy Statement & Agency Claims Inv form) **MUST** be completed within 24 hours of the notification of a work related injury. Fax the completed form (Retain the Privacy statement with your agency too) to 651 297-5471. Attn: Johnathan Carver

Link to Worker's Compensation home page with contact numbers
<http://www.risk-workerscomp.admin.state.mn.us/eidwcagency.htm>

Link to the web page for Worker's Compensation Forms
<http://www.risk-workerscomp.admin.state.mn.us/forms.htm>

Link to Agency Workers' Compensation Handbook:
<http://www.risk-workerscomp.admin.state.mn.us/pdf/WorkersCompAgencyHandbook2008.pdf>

This memo will be linked to the SmART Website under SmART Resources for your future reference:
<http://www.admin.state.mn.us/smart.html>