

Audit Checklist

When you become self-insured, you must have the necessary processes in place to manage your self-insurance program and to report injuries. Each self-insurer is responsible for promptly and fairly delivering benefits to injured workers and is accountable for all aspects of its workers' compensation program.

References: [WAC 296-15-310](#) and [WAC 296-15-320](#).

In order to meet these requirements, you must, at a minimum, do all of the following:

- Provide the department with the name, title, address, and phone number of a person designated as the contact person with L&I for all self-insurance matters and correspondence.
 - This person should be knowledgeable about your self-insurance program
 - If the contact person changes, you must notify L&I in writing within 10 working days.Reference: [WAC 296-15-221](#)(1)(a) & (3)

- Provide L&I with a statement of your current policy on keeping employees on full salary or applying sick leave, health and welfare insurance benefits or any other compensation in conjunction with time-loss compensation.
 - The policy must be on file with L&I. Reference [WAC 296-15-221](#) (1)(b)
 - If a worker receives wages through the use of sick leave, vacation pay, or some other accrued benefit, they will still be entitled to time-loss benefits.Reference: [RCW 51.32.090](#) (6)

- Have in place a comprehensive program to inform employees about self-insurance and employee rights and obligations.
 - New employees must be provided with a copy of the “Workers’ Compensation Filing Information” form ([F207-155-000](#)) within 30 calendar days of employment.
 - Additional information must be provided at the time a claim is filed.
 - Minimum requirements for advising employees of rights and obligations are found under [WAC 296-15-400](#).

Maintain a log of all claims filed by workers who sustain an industrial injury or occupational disease during employment. The log must contain:

- Injured worker's name.
- Date of injury or first notification of an occupational disease.
- L&I claim number.
- Date of claim closure.
- Documentation of whether the claim is compensable or medical only.

Reference: [WAC 296-15-200](#).

NOTE: This log is separate from OSHA's Form 300, "Log of Work-related Injuries and Illnesses", and OSHA's Form 300A, "Summary of Work-related Injuries and Illnesses".

Maintain a record of all compensation payments made to injured workers. The record of payments must include all of the following:

- Date payments are mailed or disbursed to the injured workers.

Reference: [RCW 51.14.110](#).

- Claim number.
- Check number.
- Date of payment/check.
- Who the payment was made to.
- What the payment was made for.
- What period the payment covered.
- Amount of the payment.

Display a self-insurance poster at each of your locations.

- These posters state that you are a self-insured employer, subject to the provisions of the self-insurance laws, and also identify a contact person for reporting injuries.
- The poster should be displayed where all employees can see it.

Reference: [RCW 51.14.100](#).