

SOP: OHIOCOMP Injury Reporting Manager Guidelines

All employees should be instructed to notify a manager immediately of every injury. An employee may initially believe the injury is insignificant and not wish to seek medical treatment, but the company should still have documentation that an injury occurred. An employee may decide in the future that the injury requires medical treatment and in that case we will be prepared with documentation.

The employee should complete the top section (Injured Worker) of the BWC-1101 form. The manager should complete the bottom section (Employer Info) of the form BWC-1101, scan and email to Corporate Operations and HR and fax it to Ohio Workers' Compensation at 1-888-644-7339. The employee should then take form BWC-1101 and a copy of our Workers' Compensation Identification Card to a BWC-certified healthcare provider. Finally, the manager should call and report the injury by phone 1888-644-6266. All forms and documents received by the manager related to the injury should be scanned and sent to Corporate Operations and HR.