

COMPENSATION AND CLAIMS

3850

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Compensation-for-injury and claims responsibilities are included together within the Compensation and Claims Unit of the Incident Command System. It should be recognized that the specific activities are different and, at times, may require the expertise of more than one person.

The compensation-for-injury function is responsible for the welfare of the injured employee, assuring that medical attention is provided, that relatives are notified by the home unit, and that necessary forms required by Workers' Compensation are completed. The individual performing this activity is also responsible for maintaining a file of injuries and illnesses associated with the incident and ensuring that all witnesses' statements are obtained in writing.

It is important to understand that close coordination of activities must be maintained between the Compensation and Claims Unit, the Safety Officer and the Medical Unit. Each function will use the same information for different purposes. For example, all three functions will have investigative responsibilities. The Safety Officer must investigate the injury/illness to determine the circumstances surrounding the cause of the injury/illness in order to prevent it from recurring (risk management). The Medical Unit will need this information to help determine possible extent of injuries. The Compensation and Claims Unit will need the same information to verify that a claim is work related.

The claim function is responsible for investigating and processing all claims associated with the incident for the purpose of validation. Such claims will include private property loss (settled through the Victim Compensation and Government Claims Board process), cooperators' property loss, injury claims by private parties, and damage to state property by private individuals. This function will maintain logs on claims, obtain witness statements, document investigations and follow up as required.

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