

WARD INJURY REPORTING AND LIABILITY

6254

(May 2003)

Responsibility

All

Work related injuries or illnesses sustained by wards are reported according to the circumstances surrounding the occurrence. Additionally, the Department responsible for costs involved with settlement of Workers' Compensation claims also depends on the circumstances surrounding the occurrence (see Exhibit 6254, [Injury Liability Matrix](#)). Reporting of all ward injuries and payment of any related costs is primarily the responsibility of CYA. The two exceptions are when the ward injury occurs during CDF fire suppression or when the injury occurs during fire training and the ward is assigned to a conservation camp (not FTP) (See Exhibit 6254, [Injury Liability Matrix](#)).

If a ward is injured on a CDF work project, or on any emergency incident other than a CDF fire, and if the ward is not engaged in fire training while assigned to a conservation camp, the following forms are to be completed: Report of Ward Injury. In these cases, CYA is responsible for costs, including Workers' Compensation. If the ward is injured on a CDF fire or during fire training while the ward is assigned to a conservation camp, the following forms are to be completed: Employee's Claim for Workers Compensation Benefits, DWC-1/SCIF-3301 and Employer's Report of Occupational Injury or Illness, SCIF-3067. In these instances, CDF is responsible for costs including Workers' Compensation.

If the ward is injured on a CDF fire or during fire training while the ward is assigned to a conservation camp, the following forms are to be completed: Employee's Claim for Workers Compensation Benefits, DWC-1/ SCIF 3301 and Employer's Report of Occupational Injury or Illness, CDF-3067. In these instances, CDF is responsible for costs including Workers' Compensation.

COMPLETION OF THE CDF 3067
(May 2003)

6254.1

Responsibility

All

The base document for reporting employee and ward work related injuries and illnesses when assigned to CDF fires or fire training is the CDF 3067. For guidelines, responsibilities, completion submission, and retention information relative to the CDF 3067, see those sections of the CDF Health and Safety Handbook starting with Section 1711. (See [CDF 3067 sample](#).)

EMPLOYEE'S CLAIM FORM (SCIF 3301)
(May 2003)

6254.2

Responsibility

**Camp Superintendent
Division Chief**

The Employee's Claim for Workers' Compensation Benefits (SCIF 3301) is required within 24 hours of the injury for wards who receive reportable work-related injuries or illnesses. All pertinent sections of the form, per instructions contained in [Sections 1712 through 1712.3.3](#) of the CDF Health and Safety Handbook will be completed.

The SCIF 3301 is a four-part form with copies identified for:

1. State Fund
2. Employer
3. Employee, and
4. Employee's Temporary Receipt

The form is completed according to the circumstances under which the accident occurred. For ward injuries occurring during CDF fire suppression or during fire training exercises (except during training conducted by an institution-based Forestry Training Program), CDF is considered the employer. (See [SCIF 3301 sample](#).)

(see next section)

(see [HB Table of Contents](#))

(see [Forms](#) or [Forms Samples](#))