

## Forest Service Injury & Illness Reporting Process on Incident Assignments

The Federal Employees' Compensation Act changed in 2011 and requires the reporting of work related injuries and illnesses electronically. The Forest Service, ASC-HRM, Workers' Compensation Branch (WC) is utilizing eSafety to comply with this requirement and will no longer process handwritten CA-1 or CA-2 forms. WC requires an eSafety generated and populated CA-1 or CA-2 to be printed, signed and faxed to WC via a secure eFax at 1-866-339-8583 (currently eSafety generated forms do not include the signature, therefore a hard copy is required). This process is required for injuries and illnesses occurring during incident assignments.

The eSafety system requires access to eAuthentication or a FS computer with access to the non-eAuthenticated user site (for access, contact ASC). If accessing through eAuthentication, a FS employee's information will be prepopulated. If going to the system outside of eAuthentication, all information must be entered. AD employees will need to enter all information regardless of how they access the system. If medical treatment is authorized on a CA-16, any bill from the medical provider is the employee's responsibility until a signed eSafety generated CA-1 or CA-2 is received at WC and processed to the Department of Labor. eAuthentication link – <https://usdafs.connecthr.com>, FS Workers Compensation page [http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp\\_index.php](http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php)

### Employee's Role

Scenario	Process
Injured FS employee has access to any electronic device that has internet access to eAuthentication or a FS computer.	Employee will enter CA-1 or CA-2 data directly into eSafety.
Injured FS employee or FS hired AD does not have a computer and internet access to eAuthentication or a FS computer; COMP/INJR has a FS computer.	COMP/INJR will allow FS employee or FS AD to use computer system to log into a non-eAuthenticated user site to enter claim for FS hired ADs. Contact ASC to access site. COMP/INJR will assist employee or AD in completing the fields.
Injured FS Employee or FS hired AD is not at camp or is otherwise unable to complete eSafety and COMP/INJR does have computer and internet access to eAuthentication.	Employee will complete hard copy of the CA-1 or CA-2 and Supplemental Form and submit to COMP/INJR. COMP/INJR or incident supervisor may enter the employee's portion of the CA-1 in eSafety on behalf of the injured employee.
Injured FS employee or FS hired AD and COMP/INJR is unable to access a computer, internet, or eAuthentication.	Hard copy CA-1 or CA-2 and Supplemental Form will be completed, signed and faxed to the injured employee's home unit for entry into eSafety.

## Supervisor's Role

Scenario	Process
Incident supervisor is FS employee and has computer and internet access to eAuthentication or a FS computer.	Incident supervisor will complete the supervisory portion of the CA-1 or CA-2 in eSafety, print a hardcopy and employee, supervisor and witness (if applicable) signs the document. COMP/INJR will fax to secure eFax at WC with all supporting documentation.
Incident supervisor is not a FS employee or does not have computer or internet access.	Hardcopy CA-1 or CA-2 and Supplemental Form is completed and signed at the incident and faxed to the injured employee's home unit supervisor for entry into eSafety. The eSafety generated form must be printed, signed by the home unit supervisor and faxed to WC (The home unit supervisor is serving as a proxy for the incident supervisor in this scenario and will keep the faxed CA-1 or CA-2 generated at the incident as backup documentation).

- A CA-1 or CA-2 shall be completed within 48 hours of the date of injury.
- If an eSafety generated CA-1 is completed at the incident, the CA-16, any available medical reports, and Casual Hire Forms (if AD) should be faxed with the CA-1 to WC.
- If a CA-1 is completed at the home unit, the home unit should fax the CA-1 to WC and the incident should fax the CA-16 and any supporting documentation to WC. The documents will be matched up the case manager at WC. The originals should be retained by the injured employee.
- The Casual Hire Form is required to be faxed with a CA-1 or CA-2 for AD employees before the claim can be processed. For AD crews, a crew manifest and/or resource order that lists the injured employees' name, can be sent instead of the Casual Hire Form.
- All supporting documentation must have the employee's social security number in the upper right hand corner of each page. This will facilitate matching the documentation to the appropriate CA-1 or CA-2 when it is submitted through the secure eFax.
- The original CA-1 or CA-2 with supporting documentation is retained by the employee.
- "Documentation Only" CA-1 or CA-2 shall be entered into eSafety.
- Although there are COMP/INJR personnel available to assist on the incidents, the ultimate responsibility for eSafety remains with the injured employee and their home unit supervisor.

ASC-HRM, WC Secure eFax – 1-866-339-8583

ASC-HRM, WC Help Desk – 1-877-372-7248

eAuthentication Link – <https://usdafs.connecthr.com>

Non-eAuthenticated Link for FS hired ADs – For access, contact ASC

FS Workers Compensation – [http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp\\_index.php](http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php)