

# WHEN AND HOW TO FILE A C-2 FORM

## FILING OF THE C-2, EMPLOYER'S REPORT OF INJURY/ILLNESS.

- A. Immediately after becoming aware of a workplace injury or illness, prepare a C-2, Employer's Report of Injury and forward it to your insurance carrier with a request that the C-2 be reviewed and filed with the Workers' Compensation Board if all information on the document is in order. (THE C-2 MUST BE SUBMITTED WITHIN 10 DAYS AFTER AN ACCIDENT OCCURS)**
1. Statute, WCL Section 110, requires that an Employer's Report of Injury be filed with the Board within 10 days of the date of injury, if the injury:
    - a. Causes a loss of time beyond either the date of the shift during which the accident occurred; or
    - b. Requires medical treatment beyond ordinary first aid; or
    - c. Requires more than two first aid treatments; or
    - d. Permanency will result.
  2. Potential penalties assessable against the employer for failure to file a C-2 are:
    - a. A misdemeanor conviction, and
    - b. A penalty of not more than \$1,000; or, after a hearing, not more than \$2,500 when the employer neglects or refuses to file the report.
- B. If the employer has no knowledge of an injury or is filing the C-2 at the Board's request, be sure to indicate on the C-2 either:**
1. "No known injury"  
or
  2. "Claimant alleges injury was (then describe)," whichever applies.
    - a. If the injury is disputed and the C-2 describes an injury as related by the employee, Referees and Board Members occasionally claim that the statement in the C-2 constitutes an admission that the event occurred.
- C. Complete the C-2 with as much information as possible, but always be sure to include the following information:**
1. The date the employer first received notice of the injury.
    - a. Separate from the C-2, advise the insurance carrier of the person to whom notice was given and how given.
    - b. The claimant's date of birth.
    - c. The date the claimant began working for you.
    - d. The claimant's job title at the time of the injury.
- D. If the claimant was a seasonal or part-time worker, indicate that on the C-2.**
- E. Occupational disease claims must also be reported on a C-2. Be very careful not to admit causal relationship.**
1. The receipt of a medical report alleging to give causal relationship between exposure in the work place and the claimant's medical condition requires that a C-2 be filed within 10 days of receipt of the report. The C-2 should be negative.
  2. If the employee or former employee gives notice to the employer that he/she is alleging an occupational disease, then a negative C-2 should be filed within 10 days.