



WORKERS' COMPENSATION NOTICE

Employees of this business are covered by the Virginia Workers' Compensation Act. If there is an injury while working or a disease that is caused by work, here are some things to know.

THE EMPLOYEE SHOULD:

1. In the event of an accident, immediately notify the employer in writing of the circumstances causing the accident and the date it occurred. In the case of an occupational disease, immediately notify the employer in writing of the diagnosed condition and the date of diagnosis. If the injury or disease results in death, the employee's dependents or a representative must provide this information on the employee's behalf.
2. If the insurance company will not agree to a written award to pay benefits, you can file a claim with the Virginia Workers' Compensation Commission. The claim form is available on the Commission's website at workcomp.virginia.gov/forms/claim-form or by scanning the QR code to the right.
3. Filing a claim with the Commission is different than telling your employer or its insurance company about the injury or disease. A claim for benefits is sent directly to the Virginia Workers' Compensation Commission.
4. For an injury, you usually have two years from your date of injury to file a claim with the Commission. For a disease, you have two years from the date you were diagnosed and knew the disease was caused by the work. If death benefits need to be requested, your dependents or someone acting for them can ask for death benefits.
5. There is a seven-day waiting period before lost wages can be paid. If you can work but cannot do your regular job, you must try to find other work you can do to receive lost wage benefits, unless you have an open award.



THE EMPLOYER SHOULD:

1. At the time of the accident, give the employee the names of at least three physicians from different practice groups from which the injured worker may choose an authorized treating physician. If this is not done within a reasonable time after being told about the injury, the injured worker may be able to seek treatment from a doctor of their choosing.
2. Tell your insurance carrier about the injury or disease. If you do not have workers' compensation insurance, report the injury or disease to the Virginia Workers' Compensation Commission directly.

HAVE QUESTIONS?

Contact the Virginia Workers' Compensation Commission toll-free at 877-664-2566 or visit workcomp.virginia.gov for more information. You may also scan the QR code to access employee-specific information on the Commission's website.



Every employer covered by the Virginia Workers' Compensation Act **must post this notice in a conspicuous place** at their place of business, or on their website if they do not maintain a physical location.