

Montana First Report of Injury - Instructions

Work-Related Injury & Occupational Disease Reporting

All DNRC personnel, including EFFs, must inform all on-the-job injuries to DNRC Management and/or DNRC supervisor/Contact immediately.

DNRC is mandated by the State of Montana to file a claim within 6 days of the employee's notification. The filing of a Workers' Compensation claim protects the employee's right to benefits in the event a seemingly minor injury develops into a more serious condition. Failure to report correctly will result in DNRC Management to question the injury. This could cause delays and result in possible insurer denial.

Employees: Notify the supervisor/DNRC contact of any on-the-job injury **IMMEDIATELY**

Supervisors:

It is the DNRC supervisor's responsibility to:

Direct/and or assist the injured employee to get appropriate medical attention

Three options are available to report and file an on the job injury:

1. Contact Matt Chambers, DNRC Safety Officer **(406) 444-2079** office or **(406) 461-8313** cell within 24 hours of the injury. Complete the **DNRC Report of Incident** to provide details, **who, what, where** and **when** so, he may submit the FROI online to Montana State Fund.
2. Email the DNRC Safety Officer at (matthew.chambers@mt.gov) within 24 hours of the injury. Complete the **DNRC Report of Incident** to provide details, **who, what, where** and **when**. The DNRC Safety Officer will take this information to file the claim online with State Fund. The Safety Officer will send a confirmation email, with the claim number and additional details to the supervisor and employee.
3. If the DNRC Safety Officer is not available, complete the **DNRC Report of Incident** and fax it to Human Resources: (406)444-1357 within 24 hours of the injury. An HR specialist will assist in the filing any necessary information and forward to State Fund. Email (matthew.chambers@mt.gov) or leave a message that you have forwarded this information to Human Resources.

Fire assignments:

The employee's supervisor is his/her immediate supervisor at the incident. **If the immediate supervisor is not** a DNRC employee, **Contact the home unit as soon as possible to inform the DNRC supervisor of the injury**. The injured employee is then responsible to provide details, **who, what, where** and **when** to the DNRC Management, DNRC Safety Officer (Matt Chambers) or DNRC HR if no one is available.

EFF's must notify DNRC Management immediately on an injury that occurred under DNRC Supervision. Failure to report correctly will result in DNRC Management to question the injury. This could cause delays and result in possible insurer denial.

Questions or additional guidance:

Contact Matt Chambers, DNRC Safety Officer **(406) 444-2079** office or **(406) 461-8313** cell within 24 hours of the injury. Provide all the necessary details, **who, what, where** and **when** so, he may assist and submit the FROI online to Montana State Fund.