

## **Workers Compensation –First Report of Injury or Illness (IA-1)**

### **Currently in Effect**

#### ***When is the Workers Compensation – First Report of Injury or Illness Needed?***

The Workers Compensation – First Report of Injury or Illness (IA-1) is needed when a student is injured or becomes ill during a class/training, or when an employee is injured or becomes ill during a class/training or in the course of performing their job responsibilities.

The form is available on the Fire Commission website, or on the state website. If you experience difficulty locating or downloading the form, contact the SFRT Administrative Assistant for a copy.

Complete all required information.

When the form has been completed, the individual must sign the second page. Forms will not be processed without complete information and signature.

***Forms must be submitted to Workers Comp within 72 hours of the time of injury or illness. The following information is provided with regard to submission of forms:***

Forms for students who are not employees must be submitted to Workers Comp by their fire departments.

Forms for students who are employees attending on behalf of the Fire Commission or State Fire Rescue Training or who are instructing or assisting with a class/training must be scanned and emailed to the SFRT Administrative Assistant with a copy to the Division Director of SFRT. The SFRT Administrative Assistant will submit the forms to KCTCS Workers Comp for processing.

Keep a copy of each form in the Area Office files.