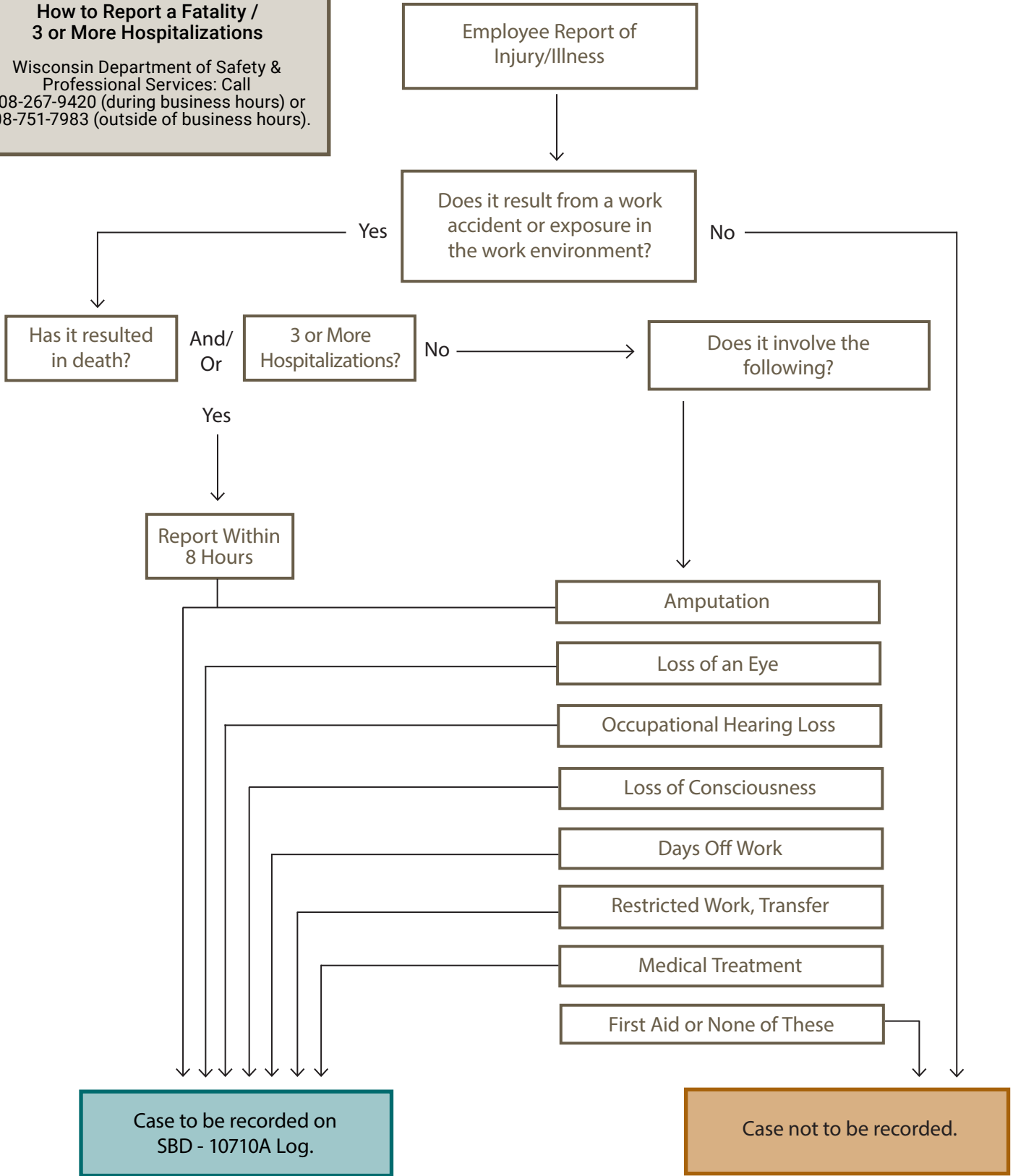


Recordkeeping Flowchart Schools & Municipalities

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How to Report a Fatality / 3 or More Hospitalizations
Wisconsin Department of Safety & Professional Services: Call 608-267-9420 (during business hours) or 608-751-7983 (outside of business hours).





Reporting, Recordkeeping & Posting Requirements



FATALITY REPORTING

Wisconsin Department of Workforce Development (DWD):

All employers must report work-related fatalities to the Workers' Compensation Division, Madison Office, within 24 hours of the fatality. Work-related fatalities must be reported via phone at 608-266-1340 AND via fax at 608-267-0394. For security reasons, the Employer's First Report of Injury or Disease (WKC-12) can not be submitted electronically.

FATALITY AND/OR 3 OR MORE HOSPITALIZATIONS REPORTING

Wisconsin Department of Safety and Professional Services (DPS):

When reporting a fatality AND/OR 3 or more hospitalizations, contact the DPS at 608-267-9420 (during business hours) or 608-751-7983 (during non business hours). Reporting must occur within 8 hours of the fatality and/or hospitalizations.

RECORDKEEPING REQUIREMENTS

Wisconsin Department of Safety and Professional Services (DPS):

Public sector employers are required to record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.

The State of Wisconsin requires public sector employers to report work-related injuries and illness to the DPS. By March 1st of each year, employers must complete Form SBD-10710 for the previous year and submit it to the DPS.

Starting in 2018, the DPS has made an online reporting system available for filing the SBD-10710. A user name and password is required to access the online reporting system.

Visit the Injury and Illness Reporting Online System (<https://widoa.force.com/dsps/login>) to enter, review and submit your information. After submitting your information, you will receive a confirmation email.

For more information on the requirements for injury and illness reporting for public sector employers, refer to the Wisconsin Department of Safety and Professional Services information packet (<https://dps.wi.gov/Documents/Programs/PublicSafety/SBD10710Packet.pdf>). This packet includes frequently asked questions, a copy of SBD-10710, and a worksheet to aid in properly filling out the SBD-10710 form.

Questions regarding public sector safety questions can be sent to: DSPSSBHealthAndSafetyTech@wi.gov.

POSTING REQUIREMENTS

The State of Wisconsin requires public sector employers to post the Summary of Work-Related Injuries and Illnesses (SBD-10710) by February 1 of the year following the year covered by the form, and keep it posted until April 30th of that year. The summary should be posted in an area where other important notices are posted.

Need more information? Contact a KnowledgeBroker at R&R Insurance Services.