

FILLING OUT THE WCSR “SUPERVISOR’S REPORT OF WORK INJURY”

- THIS FORM MUST BE FILLED OUT AND MAILED TO CFSA WITHIN FIVE DAYS OF ANY KNOWLEDGE OF INJURY/ILLNESS ●
1. Have the supervisor complete Form WCSR “Supervisor’s Report of Work Injury,” using as much detail as possible. Attach this form to the Form 5020 “Employer’s Report of Occupation Injury or Illness” and send both forms to CFSA’s Workers’ Compensation Claims Administrator.
 2. Refer to Section 5, Subsection “Accident Investigation” for further instructions on how to conduct an investigation. This section will also assist you in completing the “Supervisor’s Report of Work Injury” and complying with Cal/OSHA requirements.