



**In Good Form: Replenish your Supply of Insurance Claims Forms and Pamphlets**

No matter how safety conscious your fair is, accidents still happen. And because they do, it's a good idea to periodically check to make sure you have an adequate supply of required CFSA and state claims forms and pamphlets on hand. Stocking up is easy ~ all of the forms and pamphlets mentioned here are available from CFSA, even the state forms.

**Workers' Compensation Forms**

Employee's Claim for Workers' Compensation Benefits

(Form DWC-1) This state form must be provided to an injured employee within 24 hours of any knowledge of injury or illness. If the employee isn't able to complete the form within this time period, make a copy of the goldenrod page and send it to CFSA. Keep the goldenrod original as a temporary receipt for your fair. Check your *Red Book* for the full filing procedure.

Employer's Report of Occupational Injury or Illness

(Form 5020) Another state form, this one must be filled out by the fair and the original mailed to CFSA (along with the Supervisor's Report of Work Injury Form mentioned below) within five days of any knowledge of injury or illness. (Keep a copy of the Employer's Report for your fair records.)

Supervisor's Report of Work Injury Form

When a work-related accident or illness occurs, have the affected employee's supervisor complete this CFSA form (WCSR) supplying as much detail as possible. Attach it to Form 5020 and as mentioned above, send both forms to CFSA, attention: Workers' Compensation.

**Workers' Compensation Pamphlets**

Employers are required by law to provide new employees with information about their workers' compensation rights either at the time of hire or with their first paycheck.

In addition, should an employee be injured, you're also required to provide him with information about his rights, benefits and the obligations of workers' compensation upon notice of injury. *Continued on back...*

**Let's Go to the Fair**

Better weather this year over last was the most commonly given reason for this year's up attendance numbers at four of five completed fairs polled to date.

Here's how the numbers add up for total paid attendances:

2002: 304,823 patrons  
2001: 294,049 patrons  
Total: +10,774  
Up: 3.15%



**CFSA Welcomes the Los Angeles County Fair to the Pooled Property Protection Program**

On May 1, 2002, the Los Angeles County Fair Association became the newest member of the new Pooled Property Protection Program managed by the Authority and funded by the Division of Fairs and Expositions. The fair, with property values exceeding \$90 million, is the pool's second largest member.

The Property Program provides all-risk protection for fair buildings in addition to optional all-risk protection for business and personal property, and equipment belonging to contractors. The cost of this optional protection is paid by the individual fair. (If you're interested in purchasing optional protection for your fair, contact Charlie Mitchell at (916) 263-6150 or by e-mail: [cmitchell@cfsa.org](mailto:cmitchell@cfsa.org).)

**CFSA's Interim Web Site is Up and Running**

As announced in the March *fyi*, CFSA is hard at work on its new Web site. In the meantime, CFSA has replaced its current Web site with an interim site featuring up-to-date staff and director contact lists, a staff org chart, the latest annual report and board minutes, and a recent *fyi* newsletter. The address is the same, [www.cfsa.org](http://www.cfsa.org).

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"Good judgement comes from experience, and a lot of that comes from bad judgement."

~ Will Rogers



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Let's hear from you!  
Contact *fyi* at:  
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[www.cfsa.org](http://www.cfsa.org)

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"Lettin' the cat out of the bag is a whole lot easier than puttin' it back in."  
~ Will Rogers

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### ***In Good Form....continued***

To help you with both requirements, CFSA has two free pamphlets available: "Facts about Workers' Compensation" and "Facts for Injured Workers." The pamphlets are yours for the asking and are available in both English and Spanish.

Copies of these pamphlets as well as the three Workers' Comp forms are available by contacting Jenni Wilbur at (916) 263-6174 or by e-mail at [jwilbur@cfsa.org](mailto:jwilbur@cfsa.org).

### **General Liability Forms**

#### Accident Report (Other than Motor Vehicle)

When it comes to general liability, the question most often asked of Rosalyn Johnson, CFSA's Senior Liability Claims Examiner, is, "What accidents should be reported?"

For workers' compensation, the rule is clear ~ any injury resulting in lost time from work or requiring medical care beyond self administered first aid must be reported. For other types of accidents, however, it's a little less clear-cut and you'll need to use your best judgement. When in doubt, Rosalyn says, "Report it!" (especially if the accident involves a child or a serious injury).

Rosalyn emphasizes that simply reporting an accident doesn't automatically make it a claim and it doesn't reflect negatively on your fair. In fact, she maintains an "incidents only" file that is extremely valuable to her should she be contacted directly by the parties involved in the accident or by their lawyers down the road.

Another way to help her help you is to keep your eyes open during special and interim events. Even though a promoter or someone else other than the fair may be responsible for insurance, if you hear about an accident on your grounds, let Rosalyn know about it right away. Again, should she be contacted directly about the incident, the more she knows about it the better.

Most important of all, Rosalyn requests that if you have any questions about whether or not an incident warrants a report or if you have concerns about an incident, to please call her.

To file a report, simply make a copy of the original Accident Report Form in your *Red Book* (General Liability, tab 2). If you need to replace your original, contact Rosalyn at (916) 263-6171 or [rjohnson@cfsa.org](mailto:rjohnson@cfsa.org).

### **Special Events**

#### Special Events Coverage Receipt

This multicolored, four-part form is used to provide Special Events liability protection for lessees, concessionaires, exhibitors and other special event operators using fair facilities for nonhazardous activities.

Remember, if the covered special event operator is going to have separate exhibitors, a security company or anyone in addition to themselves, they must require proof of liability insurance from each attending person or group.

To report an accident, use the Accident Report (Other than Motor Vehicle) reviewed above.

To replenish your supply of Special Events Coverage Receipt forms, contact Lianne Lewellen at (916) 263-6145 or e-mail her at [llewellen@cfsa.org](mailto:llewellen@cfsa.org).

### **Is Your Fair's Red Book Up to Date?**

While you're checking your claim forms supply, take a minute to make sure you've received the latest additions to your fair's *Red Book* (the *Claims and Loss Reporting Guide and Insurance Programs/Coverages*).

On April 18, Charlie Mitchell mailed out an Insurance Information Alert announcing a series of revisions in the Workers' Compensation, General Liability, Cal-OSHA 300 Log, Pooled Property Protection, and Insurance Guidelines sections of the *Red Book*.

On May 1, he sent out a second Insurance Alert with information about a new medical malpractice insurance requirement.

If you didn't receive your fair's Alerts, or if you can't find your *Red Book*, please contact Lianne Lewellen, at (916) 263-6145, or at [llewellen@cfsa.org](mailto:llewellen@cfsa.org).

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### **www.cfsa.org, con't....**

Check the site often for breaking news, additional issues of the *fyi* newsletter and updates on the final Web site's progress.

If you have ideas about what information or forms you'd like to see on CFSA's new site, please contact Melissa Thurber at (916) 263-6163 or [mthurber@cfsa.org](mailto:mthurber@cfsa.org).