



WISCONSIN STATE FAIR PARK WORKER'S COMPENSATION PROGRAM INSTRUCTIONS

All employees of WSFP are covered by the State of Wisconsin's Worker's Compensation Law, which covers both mental and physical injuries incurred due to accidents or occupational diseases as a hazard of employment.

Employees are required to follow all applicable safety rules and guidelines of the Park and ensure they are completing their job in a safe manner. If an employee has a safety concern that affects their employment or ability to do their job, they should address their concern with their supervisor and/or [Human Resources](#). Employees injured in the course of employment must:

1. Report the injury or illness to their supervisor as soon as possible after the accident, or after becoming aware of the injury. To qualify for worker's compensation, injuries must be reported within two (2) years of the injury.
2. Complete and submit to their supervisor a [Worker's Compensation Employee Injury Report](#)
3. Seek medical care, if needed, as soon as practicable and inform the provider the injury is work-related and billable to **Bureau of State Risk Management**, PO Box 77008, Madison, WI 53707-1008.
 - a. To ensure care is covered, employees should **seek a provider that is covered by their own insurance** while awaiting word on the status of their injury claim.
 - b. You are not allowed to return to work without a medical release. Any doctor's notes or discharge paperwork should be sent as soon as possible to [Human Resources](#) and does *not* need to be provided to your supervisor. Human Resources will work with your supervisor as appropriate.

Employees who receive bills for service addressed to the employee (patient) from a health care provider for an injury approved for worker's compensation *cannot* forward these personal bills to the Bureau of State Risk Management or WSFP Human Resources. Instead, the employee must contact the health care provider on the bill to inform them the service was due to a work-related injury and covered by Wisconsin State Fair Park's worker's compensation policy and should be billed to Wisconsin State Fair Park, Attn: Worker's Compensation. The provider will then send the appropriate invoice for payment. Any Worker's Compensation questions should be directed to WSFP Director of Human Resources, Samantha Dennis at 414.266.7015.

Supervisors who become aware of an injury or illness must:

1. Ensure the injured employee completes an [Employee Injury Report](#) **within 24 hours** of reporting.
2. Complete a [Supervisor and Safety Coordinator Investigation Report for Injury or Illness](#)
3. Complete the [WSFP Department Accident/Injury Interview](#) form.
4. Submit forms listed above (Step 1-3) to Human Resources **within 24 hours**. Failure to submit timely could result in worker's compensation fines to WSFP.
5. Ensure that if an employee seeks medical treatment they provide HR with a medical release to return to work. They will not be allowed to work until we have one on file. The department does not need to keep medical information on file, only HR. We will consult you if work accommodations should be made.

Resources for Workers

[Facts for Injured Workers](#)

[Return to Work Following Injury](#)

[Wisconsin Worker's Compensation Program Information](#)

[Worker's Compensation Information Flyer](#)