



HEALTH BENEFITS TRUST | WORKERS' COMPENSATION | PROPERTY & LIABILITY

308 WEST JONES STREET RALEIGH NC 27603 919-715-4000

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OSHA FORM 301 or NCIC FORM 19 - WHICH ONE DO I USE?

We have been receiving information from several of our members in the Workers Compensation Insurance Program asking about these two forms.

Apparently, there has been some confusion or misinformation as to the use and purpose of each of these reporting forms. In some cases, members have been told they no longer need to complete the Form 19 and have destroyed any blank forms they may have.

YOU MUST STILL COMPLETE THE FORM 19.

FORM 19:

First and foremost: You must always complete the Industrial Commission Form 19 for employee injuries and send it to Risk Management Services Workers Compensation Claims unit.

- You may FAX this form to us at: 919-715-8465
- You may call in the information to us at: 1-888-561-1083 and we will complete the Form 19 for you
- You may mail the Form 19 to us at: Workers Compensation Claims Unit, NCLM, PO Box 1310, Raleigh, NC 27602

OSHA FORM 301:

You may substitute the NCIC Form 19 and use it in place of the OSHA Form 301 for OSHA recordkeeping purposes. The Form 19 has recently been modified to include the OSHA Form 301 required information and privacy statements.

YOU DO NOT HAVE TO USE THE OSHA FORM 301

YOU MAY USE THE FORM 19 AS A REPLACEMENT

For any questions about the use of the NCIC Form 19, please contact Cyndi Smith at the RMS office. You may reach them at: 1-888-561-1083.

For additional information contact risk management services at **1- 800-228-0986** and select **“safety and risk control”** from the available options.

This Bulletin is intended to assist in minimizing potential exposure to financial loss and is not intended to insure compliance with federal, state or local laws, regulations or rules, nor is it intended to be a substitute for legal counsel, actuarial assistance or other professional services. By offering periodic information on safety or risk management topics, neither the League nor its sponsored risk pools undertake to assume or guarantee safety or risk from injury or loss.