

CATHOLIC ARCHDIOCESE OF SEATTLE SAFETY AND ACCIDENT  
PREVENTION PROGRAM

**APPENDIX D-10**

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**For The Supervisor:** It is very important that if an Employee sustains a work-related injury, illness or condition, you follow these steps:

1. The following URL can be used to guide a supervisor through the Workers Compensation Claim process: <http://seattlearchbenefits.org>
2. Then click on the Administrators Portal.
3. Then click on **Administrative Pages then Workers Compensation**
4. On the upper left corner click on **Administrator's Library**.  
The following reports are available:
  - Supervisors Investigation Report
  - Employee Investigation Report

Any questions contact the Archdiocesan Retirement and Workers' Compensation Program Manage.