



California: Revised Notice
NEW Workers' Compensation and New Hire Notice and Posting Requirements –
effective 10.08.10

October 20, 2010

Dear Client:

The Division of Workers' Compensation (DWC) in California has extensively modified Workers' Compensation and New Hire notice and posting regulations. These changes *require action* by all California employers by or beginning October 8, 2010. The updated Workers' Compensation (WC) notice regulations include, but are not limited to, the following:

Effective 10.08.10, California employers must:

- Post the **new notice**: "[Notice to Employees – Injuries Caused by Work](#)," – CA form *DWC7 (6/10)* – in a conspicuous location frequented by employees. *This notice is now required to be posted in both English and Spanish.*
 - *Note*: The link above goes to a generic version of the Notice. *You should have already received a completed DWC7 from your WC Carrier.* You may choose to *handwrite (transfer)* the information contained on the DWC7 form onto your CA State "All-in-One" poster (see below) so that you have only one version to post.
- Post a **new CA All-in-One state poster**.
 - *Note*: You should have already received notification of this update from your assigned SCI Professional. You may view this change and other recent state poster changes via our [Client Notice](#) on our website and on Reporting Services.
 - On the state poster, the Workers' Compensation "[Notice to Employees – Injuries Caused by Work](#)," section has been extensively revised. Our vendor has confirmed that the Spanish WC component that is *required to be posted* is included in the standard English poster.
 - *Remember*, your assigned SCI Professional can order this poster (and all Federal and State Posters) for you.
- Provide the **new form**: "[Workers' Compensation Claim Form \(DWC 1\) & Notice of Potential Eligibility](#)" Rev. 6/10, to injured workers when an incident happens.
 - *Note*: The link above goes to just the California version of the Notice. *SCI still requires additional information* to be obtained by you and returned to us on the SCI WC Incident Investigation Report form. These two forms have been combined for your convenience. The combined form is posted on Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Forms → WC → CALIFORNIA – Workers' Compensation. Please be sure to return all four pages of the combined form completed to your assigned SCI professional in addition to other directions contained on California's portion of the combined form.

SCI Operations Centers

Corporate Office – Atlanta • 2435 Tech Center Parkway, Lawrenceville, GA 30043 • 800.444.6211
Anchorage • 800.932.4610 ext. 2661 Chicago • 1420 Kensington Road, Suite 114, Oak Brook, IL 60523 • 800.750.1932
Dothan • 220 Healthwest Dr., Suite 3, Dothan, AL 36303 • 800.755.6722 Los Angeles • 800.932.4610 ext. 2661
Orlando • 5367 Conroy Road, Suite 300, Orlando, FL 32811 • 866.370.4211 Tampa • 4224 W. Henderson Blvd., Tampa, FL 33629 • 800.932.4610
www.scicompanies.com



- Distribute the **new pamphlet**: "*Facts about Workers' Compensation*" – CWCI © 2010, Rev. 10/10, to all new employees as well as on-site independent contractors hired on or after 10.08.10 at the time of hire or before the end of the first pay period. This notice mentions the employees' rights, benefits and obligations under the WC law and should be readily available without your employees asking you or another supervisor for it.
- **REVISED – Ordering Pamphlets**: Pamphlets are available in English and Spanish and are available from:
 1. The California Workers' Compensation Institute (CWCI) website: www.cwci.org. Once on the home page, click on "[store](#)." On the CWCI website, the pamphlets are called "*(NEW) Facts about Workers' Compensation Rev. Oct. 2010*" Pamphlets come in *packs of 100* at \$19.00 per pack and \$9.00 S&H. Choose the # of packs needed for ENG and/or SP and proceed to checkout. ~OR~
 2. SCI via your assigned SCI Professional: We have ordered the same pamphlets from the CWCI. For your convenience, you may order any amount, English or Spanish, from SCI at \$0.28 each, our cost per pamphlet.

Important!

Employers are subject to the posting notice and pamphlet requirements as describe in this notice. Failure to provide current information to employees can lead to civil penalties of *up to \$7,000 for each violation* of the posting requirement and the tolling of the statute of limitations for filing claims. Individual employers, not SCI Companies, are responsible for any fines or infractions incurred as a result of not meeting posting requirements.

Resources from SCI Companies

- Use the updated **SCI California and California-Spanish New Hire Packets** on and after 10.08.10: The Packets are located on Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Forms → New Hire and → Spanish Forms → New Hire.
- Use the updated **SCI WC Incident Investigation Report - CA** on and after 10.08.10: This combined form and the WC Claims Handling Packet – CA are located on Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Forms → Workers' Compensation.

All content in this notice is based on current information and supersedes previous communications regarding this topic. If you have any questions or concerns, please contact your assigned SCI Professional.

Sincerely,

SCI Companies