



ANNUAL EMPLOYER CHECKLIST

ARAWC recommends you check your Texas injury benefit program annually to confirm it is up-to-date and following best practices. A great place to start is ARAWC's annual employer checklist. If you need assistance, please contact info@arawc.org.



Safety First!

- ✓ Confirm your safety training meets the latest standards & requirements for your industry
- ✓ Confirm your employees have received the most recent safety training
- ✓ Document and preserve safety training materials and training logs



Educate Your Team

- ✓ Educate your employees on your injury program and updates
- ✓ Confirm your injury program training is up-to-date and documented
- ✓ Confirm you have program training acknowledgment forms for all employees, including (if applicable) arbitration agreements



Keep Your Injury Program Updated

- ✓ Review your injury program with outside counsel to ensure it is current, per case law and statutory updates
- ✓ Confirm your injury program postings (e.g., wall-cards) are up to date and compliant, including injury reporting protocols, notices of coverage and nonsubscriber status
- ✓ Confirm program-related policies are consistent with program provisions (e.g., arbitration, drug & alcohol policies, return-to-work policies)



Confirm & Renew Insurance Coverage

- ✓ Review program limits to ensure program quality, accounting for cost of living and leveraging fellow ARAWC member trends (e.g., medical and indemnity benefit caps, waiting period, etc.)
- ✓ Review applicable excess coverage for injury program including SIR, benefits caps, etc.



Comply with State & Federal Filing Requirements

- ✓ Texas DWC-5; U.S. DOL Form 5500; CMS Section 111 Reporting
- ✓ Sign-up for regulatory updates - contact info@arawc.org for more information



Get QCARE designated

- ✓ QCARE (Qualified Compensation Alternative for Recovering Employees) is a simple, no-cost, online designation to recognize employers with a responsible Texas injury benefit program that satisfies high industry standards
- ✓ Assess your current program against QCARE's ten requirements which emphasize legal compliance, fairness in benefit delivery, insurance protections, and professional claims administration
- ✓ Visit qcare.org for more information and learn how to apply



Join ARAWC to stay informed!

- ✓ ARAWC can help your company stay informed on the latest issues impacting Texas employers with injury benefit programs. If you are not already a member, contact info@arawc.org to join today.