

## REPORTING ON THE JOB INJURY

Procedure:

Employees who incur an on the job accident or injury are to report, as soon as possible, the accident or injury to their supervisor by completing a [Workers' Compensation Accident/Injury Report](#) form. The employee should obtain medical treatment, if necessary, at the earliest opportunity. Such treatment may be provided by the School Nurse, if available, or by an appropriate medical provider. If a medical provider is used they should be given the Worker's Compensation administration information below. The employee must notify their supervisor and/or the Personnel Department that they are seeking treatment, preferably prior to receipt of such treatment, but if that is not practical, as soon as possible after treatment is received. Any subsequent treatment other than a simple follow-up, after the initial evaluation, may require approval from the compensation administrator. The following is the name and address of OCM BOCES' Workers' Compensation Administrator:

OCM Consortium  
NCA Comp, Inc  
14 LaFayette Sq., Suite 700  
Buffalo, NY 14203  
716-842-0045

The supervisor is to insure that the Workers' Compensation Accident/Injury Report form is fully completed and forwarded to the Personnel Department at the earliest opportunity. If the employee is taken out of work by a medical provider the Personnel Department should be notified **immediately**.

Revised: 10/01/2014