****96 Cricket Hill Road

Hyde Park, VT 05655

(802) 888-3142

**Procedures for Workplace Injuries**

When an injury occurs, employees should always report the incident to their supervisor IMMEDIATELY. The supervisor or school nurse should administer first aid if needed.

If medical attention is needed, the employee should go to the emergency room at the nearest hospital or to their regular doctor if it is not an emergency.

If the injury is life threatening, call 911 immediately.

A “first report of injury” report needs to be completed online by the nurse, administrator or the administrative assistant. If for some reason there is no one available to enter the claim online, please complete the form found on the back of this notice and leave it for the administrative assistant.

Employees need to know the following regarding the claims process:

* Medical certification is required as follows:
	+ At the time of the injury, stating any restrictions or accommodations if necessary.
	+ Periodically during time out of work.
	+ Before you return to work, stating any restrictions or accommodations if necessary.
* The employee is expected to cooperate with their medical provider, the employer and workers’ compensation regarding required treatment, work restrictions, accurate reporting and timely response.
* The employee is entitled to have all reasonable medical expenses paid that were a result of the injury or illness if the workers’ compensation claim is approved.
* Travel (mileage) to and from medical treatment may be reimbursable through worker’s compensation insurance if the claim is approved.
* The employee will make an effort to schedule appointments relating to the injury outside of work hours. If that is not possible, worker’s compensation insurance may reimburse the employee for their time away for work injury related appointments. When an employee requests leave time for a worker’s compensation related appointment it needs to be noted on the request form that it is workers’ compensation related.
* An employee can use up to three sick days (if available) while worker’s compensation is processing the claim.

Worker’s compensation insurance company is: VSBIT-Multiline, 52 Pike Drive, Berlin, VT 05602

Contact is: Timothy Vincent (802) 223-6132