

5142.2 (R).

EMPLOYEES

REPORTING THE INJURY

An employee who is injured on the job must complete an Employer's First Report of Injury or Disease form as soon as possible after sustaining the injury. The form must be submitted to the building principal or supervisor to whom the employee reports. The form must be completed as comprehensively as possible.

An employee who becomes ill as a result of performing his or her job must also complete a report.

MEDICAL TREATMENT

When medical treatment for a job-related illness or injury is necessary, the employee is to report to Concentra Medical Center, 900 Northrop Road, Wallingford, CT.

In the event emergency treatment is necessary, the employee is to report to the nearest medical facility.

Any questions relative to the above procedure should be forwarded to the Personnel Department.