

South River Board of Education

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*Business Administrator/
Board Secretary; Ext. 1227*

TO: All Staff Members

FROM: Johnny Rosa, Business Administrator

DATE: July 1, 2026

SUBJECT: How to Report Workman's Compensation Accident

Listed below please find the District's procedure of reporting a Workman's Compensation accident:

If you incur a work related injury, please **report to the school building nurse** and provide any and all information relating to the accident to their office.

Following your visit to the school nurse, the accident must be reported immediately to **NJSIG, at 609-543-3377**.

You will speak with a managed care nurse who will obtain detailed information about the accident and/or injury. They will make the necessary arrangements for any medical treatment. This applies to all non-emergency situations. This procedure is required under the policy of our workman's compensation insurance carrier.

In case of emergency:

- The employee should report directly to an emergency room for treatment.
- Once the employee leaves for the emergency room, or EMS personnel have left with the injured worker, please call to report the injury.
- Upon discharge, or when the employee's condition is stable, the employee must **call NJSIG**.

After normal business hours:

- The employee can print and complete (in full) a copy of a blank first report of injury (FROI) from: www.njsig.org/reporting-claims#workerscomp
- Email completed first report of injury (FROI) to FROI@njsig.org

Your cooperation in following the above mentioned procedures is appreciated.

If you have any questions, please contact Beth DePinto 732-613-4000, Ext. 1226.