EASTCONN
Where Learning Comes to Life

PERSONNEL
Series 4000
Policy #4029.1.1

Reporting Injuries

In the event an employee receives an injury on the job, no matter how slight, the employee should report the injury and the incident precipitating the injury to their immediate Supervisor who is then responsible for notifying the Agency's Human Resources Office. The injured party is required to complete a Workers' Compensation form (Report of Injury) within twenty-four (24) hours. Accidents with or without personal injury to employees or which involve others, including students/clients, or cause property damage, must be reported to the Human Resources Office by the employees' immediate supervisor within twenty-four (24) hours.

Adopted: August 21, 2018
Revised:
Replaces: 3.010