

INJURED ON THE JOB?

DO YOU KNOW WHAT YOUR RESPONSIBILITIES ARE?

EMPLOYEES:

- **Notify** your supervisor of the injury as soon as it occurs.
- **Within 48 hours** of the injury you must complete an Accident Report Form.
- **Provide** medical documentation of treatment and any restriction to work to your supervisor.
- **Follow** established guidelines and **WORK SAFELY!**
- **Report** any unsafe conditions to your supervisor.
- **You may not** leave the job site prior to notifying your supervisor.

SUPERVISORS:

- **Within 48 hours** of the injury you must:
 - **Notify** the Insurance Office at x 3-9481.
 - **Ensure** completion of the Accident Report Form, proper signatures & delivery to the Insurance Office, fax 3-2208 or email insuranceoffice@brown.edu.
- **Investigate** the accident to determine cause and take preventative action.
- Take action to **correct** any hazard to employee safety in the work place.
- **Forward** all medical documentation of the injured employee to the Insurance Office, fax 3-2208 or email insuranceoffice@brown.edu, upon receipt.



All injuries sustained on the job, regardless of severity, must be documented on an Accident Report Form, signed by the supervisor and submitted to the Insurance Office - fax 3-2208 or email insuranceoffice@brown.edu within 48 hours.

Accident Report Forms may be obtained by visiting www.brown.edu/insurance or by contacting the Insurance Office at insuranceoffice@brown.edu

Fraudulent claims of injury on the job can result in criminal prosecution

Insurance & Purchasing Services
South Street Landing, 4th Floor
Box 1845
Fax 3-2208
Phone 3-9481