

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 Injury Report Form found on Brown.edu/insurance/workers-compensation.
- **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:
 - **Ensure** completion of the Injury Report Form, proper signatures & delivery to the Insurance Office via 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 via email insuranceoffice@brown.edu.

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

Injury Report Forms may be obtained by visiting Brown.edu/insurance/workers-compensation.

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