

# SOUTHERN WESTCHESTER BOCES WORKERS COMPENSATION

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Southern Westchester BOCES is committed to providing and promoting a safe working environment. To achieve that goal and comply with the law, BOCES provides Workers' Compensation coverage for all employees. Workers' Compensation is an insurance program that provides wage replacement and medical treatment to employees injured or becoming ill arising out of and in the course of employment as determined by the New York State Worker's Compensation Board.

## **PROCEDURES**

**All employees must report any on the job injury or illness immediately to their Supervisor. Failure to report an employee's injury in a timely manner may jeopardize his/her right to receive Workers' Compensation benefits.**

1. Employee must complete Employee Claim form (C-3) and submit to Supervisor immediately following accident. **It is BOCES practice that a C-3 report is filed for every accident no matter how minor.**
2. The Supervisor will complete a C-2F (Employer's First Report of Work-Related Injury/Illness) within ten (10) days of the employee's accident. Special attention should be made to complete ALL parts of the form. Failure to not complete the report properly may result in a denial of benefits for the employee.
3. Supervisor must approve the C-2F form (Signature of Person Preparing Form, page 3).
4. Completed and approved C-2F form must be forwarded to the Benefits department.
5. C-2F and C-3 forms will be forwarded to Wright Risk Management for processing with the State Worker's Compensation Board.
6. If an employee requires immediate medical attention, the employee must inform the doctor or hospital that they were injured on the job and to forward all medical reports and bills to:

Wright Risk Management  
333 Earle Ovington Blvd.  
Suite 505  
Uniondale, NY 11553-3624

**An employee should never make a payment to a provider or hospital for treatment to work-related injuries. BOCES has no means of reimbursing the employee for those expenses.**

7. Any employee, who will be absent due to a work related injury must seek medical attention and will need to provide a physician's note stating diagnosis, prognosis and approximate duration of absence to the Benefits department. Worker's Compensation absences will be recorded based upon respective union contract or Terms and Conditions of Employment contract for the employee.
8. Before returning to work, the employee must provide a physician's statement indicating he/she may resume full duty on a specific date to their immediate supervisor and the Benefits department **ONE-DAY** prior to the employee returning to work.

Should you have any questions regarding this process please contact the Benefits department.