

# Procedures for Reporting Work Related Injuries:

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If you are injured on the job, you **MUST**:

- Notify supervisor **IMMEDIATELY**, even if you do not require medical attention.
- Notify the contact person in the building in which your injury occurred (See below for Contact Information). They will provide necessary forms.
- Return completed forms (within 24 hours) to the Business Office for filing with Workers' Compensation. Completed forms for incidents occurring on weekends or holidays may be returned to the Business Office on the next Business Day.
- If you require **IMMEDIATE** medical attention – Go to an Emergency Room - or one of the Urgent Care Facilities on the Designated Physicians List provided to you in the forms packet and posted in each building.
- If you require medical attention (Non-Emergency) – you **MUST** utilize one of the Physicians on the Designated Physicians List provided to you in the forms packet and posted in each building.
- If you will be off work as a result of the injury:
  - Keep your supervisor informed of your status.
  - Your physician **MUST** Provide a Doctors excuse to be off work and **PRIOR** to returning to work.
- The Hermitage School District reserves the right to investigate any and all Workers' Compensation Claims.
- Failure to follow these procedures may result in the denial of your Workers' Compensation Claim.

## **BUILDING CONTACT INFORMATION:**

• Artman Elementary	1 <sup>st</sup> Contact	Jean Mikulski	Ext 5001
	Alternate	Sandy Rowe	Ext 5000
• Ionta Elem/Delahunty Middle	1 <sup>st</sup> Contact	Linda Koerth	Ext 3002
	Alternate	Mary Jo Erceg	Ext 3000
• Hickory High School	1 <sup>st</sup> Contact	Carol Hinkson	Ext 1001
	Alternate	Karen Stephenson	Ext 1000
• Central Administration	1 <sup>st</sup> Contact	Rose Collins	Ext 6000
	Alternate	Monique Horvath	Ext 6225
• Evening Maintenance & All Other After Hours Incidents	1 <sup>st</sup> Contact	Barb Knauff	724-813-2002
	Alternate	Bob Mclltrot	724-333-0816

**Note** – Minutes from the monthly Hermitage School District Workplace Safety Committee meetings are posted on the District's website at [www.hermitage.k12.pa.us](http://www.hermitage.k12.pa.us), under the Central AO tab.

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