



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

INTER-OFFICE MEMORANDUM



REMINDER NOTICE
11/16/2011

DATE: Re-Issued-12/29/09

TO: Distribution/RIDOT Managers

FROM: Paul E. Pysz
Human Resources Administrator
RIDOT/RIDEM Human Resources Service Center

SUBJECT: REPORTING OF WORK RELATED INJURIES-24 Hour Mandate

The State Employees Workers' Compensation Division has mandated that agency human resources staffs **must report workplace injuries within 24 hours**. This notification process (see attachment) expedites the processing of individual claims; and, it is separate and apart from the long-standing routine of completing and submitting the actual injury forms. In order for DOT to comply with this initiative, **Supervisors must immediately call the Human Resources Office to report as much information as possible as soon as they are notified of any workplace accident/injury**. RIDOT supervisors should contact our Human Resources staff at 222-2572, extensions #4612, 4613, 4614, 4615 or 4615.

As has been the practice in the past, it is the responsibility of each Division Manager and/or supervisory staff to report any witnessed or claimed work related accident/injury to the HR staff by completing the following forms **within 5 days of the injury**: Incident/Injury Report Form (S-41A); Employee's Certificate of Dependency Status Form [(DWC-04 (01-03)]; Authorization for Release of Confidential Information, and the Accident Witness Affidavit Forms.

Please remember that the State's insurance carrier is responsible for determining if this is a valid claim. Completing the First Report of Injury is not an admission of liability. The Department can be fined \$250.00, per incident, for failure to timely report said injuries. This penalty is strictly enforced by the R. I. Department of Labor & Training. All reports received will be date stamped upon receipt by the HR Office.

Attachment

cc: Michael P. Lewis
Phillip Kydd