

Workers' Compensation Accident/Injury Report Form

If you, as an employee, sustain an on-the-job injury or illness, you are covered under workers' compensation and are entitled to medical treatment at no cost. Please follow the procedure below.

- 1. When injured, notify your supervisor IMMEDIATELY.**
- 2. Note:** If the injury involves a **needle stick or a cut from a sharp that could have been contaminated with blood or other bodily fluid**, wash exposed area with soap and water, seek medical attention **immediately** and notify your supervisor. Inform your medical provider of the possibility of a blood borne contamination exposure. You and your department should **contact EH&S immediately at 829-3301** to initiate investigation into the potential for blood borne infection. In addition, Employee should also notify **Annette Lozo, the Workers Compensation Administrator at 645-7777**. If your department has a biosafety exposure control plan already in place, please follow your departmental guidelines.
- 3.** If you need medical attention, go to the provider of your choice. Inform the provider that the injury is work related.
- 4.** Follow the procedure below based upon your employee status.

State Employees only:

- Please complete the attached Accident/Injury Report Form in full.
- **Contact the NYS Accident Reporting System (ARS) at 1-888-800-0029**
- Enter the NYS ARS Incident Number under Part 2 of the Accident/Injury Report Form
- Fax the completed Accident/Injury Report Form to Annette Lozo at 645-2605 IMMEDIATELY.
- If you have questions, please contact Annette Lozo at 645-7777.
- The proper insurance carrier for State Employees is:
The State Insurance Fund, 225 Oak Street, Buffalo, NY 14203 (716)851-2000.

Research Foundation Employees only:

- Please complete the attached Accident/Injury Report Form in full
- Fax the completed Accident/Injury Report Form to Annette Lozo at 645-2605 IMMEDIATELY.
- If you have questions, please contact Annette Lozo at 645-7777.
- Research Foundation Employees should not contact Chubb directly. Please call Annette Lozo at 645-7777.
- The proper insurance carrier for Research Foundation Employees is:
Chubb First.

FSA Employees only: –Contact Sherry Wagner, 146 Fargo Quad, 645-0379.

UB Foundation Employees only: – Contact Anne Duggan, Center for Tomorrow, 645-3013

Sub-Board Employees only: – Contact Adria Moffatt, 341 Student Union, 645-2954

