

**EMPLOYEE INJURY REPORTING PROCEDURES  
STATE OF CONNECTICUT WORKERS' COMPENSATION ACT**

**You must notify your supervisor immediately if you are injured at work.  
If your direct supervisor is not available you must contact your Dean.**

Supervisors are required to report all work related injuries of employees under their supervision to the 24 hour, seven days a week GAB Robins Injury Reporting Hotline: **1-800-828-2717**. When you call, an injury care coordinator will ask for the following information:

- \*Complete Name & Address \* Job Title \*Date of Hire \*Home & work telephone numbers
- \* Work location \*Date & time of injury \*Social Security number \*Date of birth
- \* Type of injury \*How injury occurred

After you have made this call, please notify Peggy Hayes, Payroll Officer, at 738-6412. You must obtain a First Report of Injury form from her to be completed by the injured employee, signed by the supervisor, and returned to the Payroll Office. If the employee needs medical attention, you may obtain a list of participating physicians under Workers Compensation from Ms. Hayes.

Information on the state's Workers' Compensation Insurance is available on the Department of Administrative Service's website: <http://www.das.state.ct.us/WorkersComp/WCopp.asp>. The participating provider directory and First Report of Injury Form are also available online and can be accessed at the above website address.

If you have any questions, please contact me at 738-6325.

Attachments:

- State of Connecticut Workers' Compensation Program – Employee Information Brochure
- State of Connecticut Workers' Compensation Program – Supervisor's Guide to Workers' Compensation Claim Reporting
- DAS First Report of Injury Form
- State of Connecticut Workers' Compensation Commission Notice to Employees