



Trenton Public Schools

“Children come first, Los niños son primero”

James Earle
Superintendent of Schools



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(609) 656-4900, ext 5471

TO: District Staff
FROM: Cherelle C. Tolor, Esquire, Executive Director of Human Resources
DATE: March 11, 2024
SUBJECT: Procedures for Reporting Accidents

In accordance with Board Policy #8442 – Reporting Accidents, please be reminded of the following procedures: When an employee suffers a work-related injury while at work, the employee is required to notify their supervisor. If the employee is injured, the employee should immediately be referred to the *school nurse* for appropriate medical attention.

In the event an employee requires medical attention, the employee should complete and file an *Employee Incident Report Form* and call NJSIG at (609) 543-3377. This will enable us to process your claim accordingly and ensure treatment is rendered. You will be provided with a medical form approval (DDI Letter) and a copy of the prescription card which will be available online and/or from the school nurse.

Prior to the employee leaving the work location, they must also fax the Employee First Report of Injury Form. This form must be forwarded to NJSIG & workerscomp@trenton.k12.nj.us or fax to (609) 393-2439. For additional questions, please call (609) 656-4900 x 5753 or 5695. If the employee is incapacitated, the form may be completed by the school nurse or building administrator within 24 hours of the accident and it must be reported to Human Resources.

If there is an employee accident that results in a work-related injury *after hours*, please ensure your supervisor is aware of the incident and follow-up with human resources the next morning. Our first obligation is to ensure you receive medical attention and adequate care. You should also complete the incident report and call NJSIG at (609) 543-3377; leave a message. *The intake person will return your call the following business day.*

All reports of injury must be communicated to Human Resources, failure to do so may result in denial or delayed processing of your claim and/or could result in disciplinary action being taken. Also, as a reminder all medical treatment for work-related injuries must be directed by NJSIG and treatment rendered within our workers compensation panel of physicians. Should you visit any other practitioner, this will result in denial of your claim, with the exception of emergency room treatment at the onset of claim.



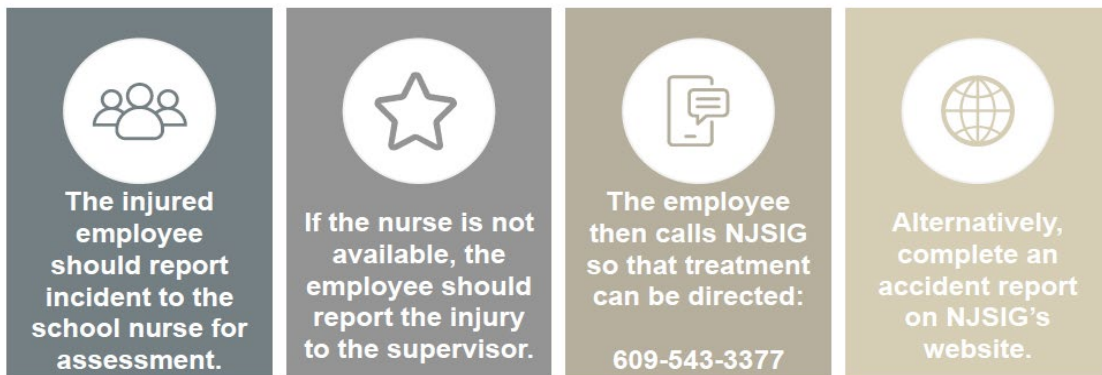
Lastly, please be reminded that all employees who have been injured must report to Human Resources Department to **be cleared prior to returning to their work location.** No employees are to be permitted to return to work without authorization from Human Resources Department. ALL injured employees must follow-up with Human Resources the NEXT day of reporting an incident.

If you have any questions or require further clarification, please contact your Human Resources Department.

Thank you for your continued support and cooperation.

Reporting Procedures: Overview

Monday – Friday
8:00 AM – 5:00 PM



* Outsourced employees (cafeteria workers, bus drivers, substitute teachers, etc.) must contact their employer when injured.



FROI form can be found:
www.njsig.org/reporting-claims#workerscomp

For Questions: The administration of workers compensation is being conducted as follows:

Lucia Archila-Correa A-L x 5753
Tracey McMillan-Booker M-Z x 5695