

DEPARTMENT OF HUMAN RESOURCES

505 Ramapo Valley Road, Mahwah, NJ 07430-1680

Phone (201) 684-7506 F

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www.ramapo.edu

Employee Checklist for Work Related Accidents

Important:

Employees are not permitted to seek treatment with their personal physician following work place accidents. All treatment must be coordinated and authorized by the Benefits Office with the exception of emergency room treatment immediately following accident.

Instructions

Please ask each department to initial and date each section and return completed form to the Benefits Office or call extension 7502 or 7230.

In the event that the injury occurs outside of normal business hours submit this form to the Benefits Office on the morning of the next business day.

Employee and Accident/ Injury Information	
Employees' Name:	Date of the Injury:
Department	Location of the Injury:
Brief Description of the Accident/Injury:	·



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Notification of Supervisor		
Name (Print)	Date :	
Signature:	Title:	
Comments:		
Notification of Unit Head		
Name (Print)	Date :	
Signature:	Title:	
Comments:		
Public Safety (Security Report Filed)		
Name (Print)	Date :	
Signature:	Title:	
Comments:		
Report to Benefits Office		
Name (Print)	Date :	
Signature:	Title:	