**Purpose**

The Agency provides Worker Compensation insurance as required by New York State Law. This program covers any work-related injury that occurs while on the job that requires medical, surgical, or hospital treatment even if the injured worker does not lose time from work.

**Policy**

Employees are required to notify their direct Supervisor **and** RCIL’s Human Resources Department immediately after sustaining any work-related injury. An Accident Report will be provided to the employee at the time of, or shortly after, the reporting of the work-related injury to the direct Supervisor and Human Resources Department. Our Employee Benefits Company, Crown Risk Management, LLC, will contact the employee directly by telephone to assist with the claim.

**For work-related injuries during business office hours, please follow the instructions below:**

* Notify your direct Supervisor of the work-related injury.
* Call RCIL’s Human Resources Benefits Coordinator at (315) 272-2943.
* RCIL’s Human Resources Benefits Coordinator will document the work-related injury and ensure compliant reporting occurs.

**For work-related injuries during non-business office hours, please follow the instructions below:**

* Notify your direct Supervisor of the work-related injury.
* Call RCIL at (315) 797-4642 and follow prompts to RCIL’s Answering Service to report the work-related injury.
* RCIL’s Answering Service representative will call the Executive Vice President of Corporate Resources or designated Human Resources Staff Member who will call the employee to document the work-related injury and ensure compliant reporting occurs.