Work-Related Injuries/Accidents
The following procedure is required for all work-related injuries or accidents

1. **Let your supervisor know immediately** – or as soon as is practical. Your supervisor **MUST** report the incident to Human Resources at 413 588-5923 ASAP. This means **ALL incidents**, no matter how minor. When an incident occurs after 5:00pm; or on the weekend, e-mail or phone a detailed message to your supervisor and then check in with them and HR at the start of the next business day.

2. **If treatment or evaluation is needed and/or feels necessary**, do not hesitate to seek medical treatment*. If urgent and/or immediate care is required, visit the nearest medical facility or hospital at once. At the time of your visit, let the health care provider know the treatment is in response to a work-related injury which is covered under Workers’ Compensation. If possible, give them the contact information for the carrier which is listed at the bottom of this page.

3. **Complete the CES Accident/Incident Report in full** and send to HR via fax (413 584-8217) or via e-mail (hr@collaborative.org) within **24 hours** of the incident. Details are VERY IMPORTANT because they will be used to complete the report which goes to our Workers Compensation carrier. This report will facilitate the payment of medical bills – by MEGA, rather than you! **

   The following information is required:
   - **Injured person’s Name / Department**
   - **Injury Date and Time**
   - **What the injury was – specifics ARE REQUIRED.**
   - **Where and how it happened. Witnesses, if any.**
   - **If treatment was sought, identify the Doctor/Medical Facility including address.**

4. **You or your Supervisor must advise HR if the incident results in a work absence of 5 or more days.** You may be entitled to FMLA. When you return to work after an absence of this duration, you will be required to provide us with a doctor’s note stating you are able to fully perform your job, or you are able to do so, but with certain restrictions. Restrictions must be listed on the note.

* For treatment in Hampshire County: AEIOU, 170 University Drive, Ste. 102. Amherst MA
You may call ahead, if that is convenient (413) 461-3530 to get an appointment.

** Medical providers work directly with our Workers Compensation carrier: At the time of your medical visit, if possible, provide the name of our carrier, its contact information and our policy number which is listed below.

MEGA Workers Compensation Group
55 Walkers Brook Drive, 4th Floor, Suite 402
Reading MA 01867
**CES policy number: WC20-02532 Phone 1-800-552-1150**