REPORTING AN INJURY

WORK SHOULDN’T HURT
MAKE SURE YOU REPORT YOUR INJURY ASAP!
THE FOLLOWING MUST BE COMPLETED WITHIN 24 HOURS OF YOUR INJURY

1. REPORT THE INJURY
   Verbally let your Administrator know and fill out a DOE Written Statement Form

2. COMPREHENSIVE INJURY REPORT
   Submit Parts A and B of the CIR to your payroll secretary within 24 hrs of injury
   Submit witness statements (Part C)
   KEEP COPIES!!!!!

3. OORS REPORT
   Request a copy of the OORS report in writing from your admin with the names redacted

4. GO TO THE DOCTOR
   Go to your doctor ASAP
   Collect Medical Documentation
   Keep Copies!!!!!

5. SOLAS
   - Submit medical documentation
   - LODI- Pedagogues
   - Workers Comp- Non Pedagogues

6. UFT Safety Incident Report

When in Doubt, Just Reach Out
Contact your UFT Borough VSP, or call the UFT (212) 331-6311

[Safe Secure Schools]