

INJURED ON THE JOB

What do I do now?

If you sustain an injury of any kind on the job, do not remain silent about it even if you can continue to work. Sprained ankle, pulled back muscle, anything. You must protect yourself. **Remember:** all injuries are new injuries until your doctor tells you otherwise. Here's what you should do.

1. Notify Your Direct Supervisor & Union Rep

Do this as close to the time of injury as possible; if you leave the job site for medical care, it counts as notification. You can also fax a statement; in that case make sure to keep a copy of the fax confirmation sheet as proof that you made a notification. Late notification means no differential payments.

2. Call Control Center/OSAC/Console, ASAP

A call and description of your injury and that it happened on the job will record the time of injury immediately; it will also record that you are informing your supervisor. Do this also if you realize you are injured after your tour of duty (like the next morning). Late notification means no differential payments. Make sure to write down the name of the person you spoke to and the date and time of the call.

3. Obtain Treatment

If your injury prevents you from continuing to work, seek treatment immediately, if possible the same day. You can see either your own physician or a physician certified by the Workers' Compensation Board (WCB) for the first visit after injury. After the first visit, you will have to go to a WCB approved physician. If you cannot get an appointment within 24 hours, contact your union rep.

4. Fill out an IOD Form

You can do this later as long as you have notified the Control Center/OSAC/Console of your injury on duty. Before filling out the form, go to the TWU website Medical Issues tab for instructions or ask a union rep to help. There are many more tips on the TWU website you need to check out if you go out on workers' comp leave. www.twulocal100.org



Transport Workers Union Local 100

Workers' Comp Desk • 212-873-6000 x2113

