

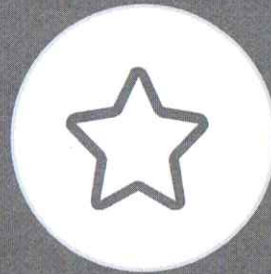
# Reporting Procedures: Overview

Monday – Friday

8:00 AM – 5:00 PM



The injured employee should report incident to the school nurse for assessment.



If the nurse is not available, the employee should report the injury to the supervisor.



The employee then calls NJSIG so that treatment can be directed:

609-543-3377



Alternatively, complete an accident report on NJSIG's website.

\* *Outsourced employees (cafeteria workers, bus drivers, substitute teachers, etc.) must contact their employer when injured.*

FROI form can be found:

[www.njsig.org/reporting-claims#workerscomp](http://www.njsig.org/reporting-claims#workerscomp)

