



**City of Gardner
Department of Personnel
95 Pleasant Street
Gardner, MA 01440
(978) 630-4001 • Fax (978) 630-4025**

RESPONSIBILITIES WHEN AN EMPLOYEE IS INJURED AT WORK:

Responsibilities of the employee when injured at work:

1. THE INJURY MUST BE REPORTED IMMEDIATELY TO THE SUPERVISOR. The employee must fill out their own "ACCIDENT REPORTING AND TREATMENT FORM" and sign it. This form must be completed at the time of the injury regardless of how minor the injury may seem.

Responsibilities of the Supervisor (Employer) when an employee reports an injury at work:

1. If the employee needs medical treatment, seek such treatment at once.
2. The supervisor is responsible to collect the "ACCIDENT REPORTING AND TREATMENT FORM" from the employee, and send it to the Personnel Department at City Hall. This shall be done at the time of the injury.

At this point, if there is no lost time from work, the above form is all that is needed to be completed and sent to the Personnel Department. Medical bills regarding this injury that have not been sent directly to MEGA (the Worker's Compensation insurance carrier for the City), should also be sent to the Personnel Department at City Hall.

IF THERE ARE FIVE OR MORE DAYS OF DISABILITY, a Department of Industrial Accidents Form 101 MUST ALSO BE FILLED OUT. This will be completed by the Personnel Department. IT IS EXTREMELY IMPORTANT TO NOTIFY THE PERSONNEL DEPARTMENT IMMEDIATELY WHEN FIVE OR MORE DAYS OF DISABILITY HAVE OCCURRED, AS A FINE WILL BE LEVIED TO THE CITY OF GARDNER BY THE DEPARTMENT OF INDUSTRIAL ACCIDENTS FOR LATE REPORTING.

Also, when an employee is losing time from work due to a work injury, it is necessary to complete the Department of Industrial Accident Form 117, the 52 week wage schedule. This form will be completed by the Personnel Department when notified of a lost time work related injury.

An employee's compensation rate is based on the average weekly wage of his prior 52 weeks earnings. He/she receives compensation at the rate of 60% of his average weekly wage.

If you have any questions regarding workplace injuries, please contact Debra Pond, Director of Personnel at (978) 630-4001.