

BRANCBURG TOWNSHIP SCHOOL DISTRICT

"Excellence in Education"



240 Baird Road • Branchburg, New Jersey 08876-4200 • Fax (908) 526-6144

- **SALLY DOLAN**, *Business Administrator/Board Secretary*
(908) 722-3335

WORKERS' COMPENSATION PROCEDURES

Beginning July 1, 2023, our Workers' Compensation injury reporting will be handled by New Jersey Schools Insurance Group (NJSIG). In the event of an employee injury that requires more than a visit to the nurse, or the employee/nurse feels it is necessary to report the claim (as in the past), the employee must call **NJSIG at 609-543-3377** to report the incident.

If an employee is injured but requires no treatment (other than first aid provided by a school nurse), it is not necessary to report the matter to NJSIG or the Division of Workers' Compensation. In these cases, the school nurse will simply keep an internal record of the incident.

After July 1, 2023:

Please have injured employees call NJSIG at 609-543-3377 to report the incident.

In case of emergency:

- The employee should report directly to an emergency room for treatment.
- Once the employee leaves for the emergency room, or EMS personnel have left with the injured worker, a call to NJSIG is to be made to report the injury.
- Upon discharge, or when the employee's condition is stable, the employee must call NJSIG.

After normal business hours:

- The employee can print and complete (in full) a copy of a blank first report of injury (FROI) from: www.njsig.org/reporting-claims#workerscomp
- Email completed first report of injury (FROI) to FROI@njsig.org

If you have any questions, please feel free to call 609-386-6060 and speak with one of the Workers' Compensation Supervisors:

- **Mike Weiner:** x3026
- **Karen Olsen:** x3022
- **Gabe Foeldes:** x3016
- **Denise Hall:** x3092