

Reporting an Injury:

When a work related injury occurs the DSS will follow the guidance of the State of Connecticut Department of Administrative Services (DAS). The paperwork used is that required by the DAS.

The following link is to approved physicians and pharmacies. When seeking medical assistance, an approved physician must be used.

<https://portal.ct.gov/DAS/Workers-Comp/DAS-Workers-Compensation/Locate-a-doctor-hospital-or-pharmacy-in-the-Workers-Compensation-network/How-To>

In the event the injury is significant the employee should be directed to the nearest emergency medical facility.

This information below is for the reporting of injuries and assumes the employee is obtaining or has obtained the needed assistance based on the injury

Overview:

State of Connecticut, Department of Administrative Services, Human Resources forms WC-207 'First Report of Injury' and the 207-1 'Supervisor's Accident Investigation' forms are used in the initial documentation of injuries. When possible the Supervisor will complete these with the injured person as soon as possible following the incident.

General Flow for reporting injuries:

1. Injury is reported as soon as possible to the injured person's Supervisor.
2. When possible the employee's Supervisor will complete the WC-207 with the injured employee. If the injured person cannot assist, the Supervisor will complete the form. The Supervisor can reach out to the Section Manager or the Safety Officer to obtain information such as employee number or date of hire.
 - a. The Supervisor calls the injury into the Injury Report Hotline as listed on the bottom of the WC-207.
 - b. The reporter will be asked for information on the injured person and the injury. The following information is required to initiate a report is:
 - i. Employee name
 - ii. Employee Social Security Number
 - iii. Date of Hire
 - iv. Employees address
 - c. Once the report is completed, the person taking the report will supply the reporter with a reference number. This is to be entered on the WC-207 under TPA Reference No.
 - d. The WC-207 should be completed and called in to receive a reference number as early as possible to the incident, and no later than 24 hours after the incident.

GL 2.5 Guide to Reporting an Injury

Approved by Director: Dr. Guy Vallaro

Document ID: 20307

Revision: 1

Effective Date: 04/22/2021

Status: Published

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3. After reporting the injury, the Supervisor must complete a 207-1 'Supervisor's Accident Investigation Report' form. This form captures, what occurred, and if there were factors contributing to the injury. This also has a portion to determine if an action plan is needed to prevent re-occurrences.
4. When this paperwork is completed, it is to be forwarded to the Safety Officer.
 - a. The Safety Officer will review the forms with the Director.
 - b. The Safety Officer will then forward the forms, via email, to the State of Connecticut DAS Human Resources liaison. This is to be done within 24 hours of the injury. In the event the Safety Officers is not available the Deputy Director of the Section will forward the paperwork as appropriate.
 - i. The email should be to the contacts listed below and should copy the injured person and their Supervisor.
 - ii. Current Human Resources contacts are Denise Shelton denise.shelton@ct.gov and Patricia Silva Patricia.Silva@ct.gov, since the contacts may change the link to the CT DAS Worker's compensation liaisons per department is provide below; this can be used to verify the contact.
 - c. The original documents will be maintained with the Safety Officer in the OSHA Log report file.
5. Human Resources will require further forms to be completed regardless of the reason for the report (report only, medical only or lost time). The employee will work directly with Human Resources for this paperwork. The DSS will not maintain copies of any of the additional forms.
6. The Director may require follow up based on the injury and the potential for improvement to prevent a re-occurrence of the injury.

Links to CT DAS Human Resources Forms and References:

1. Form: WC-207 <https://portal.ct.gov/-/media/DAS/Workers-Comp/Claim-Reporting/DAS-WC207-2017-revision-w-boxes-writable.pdf>
2. Form: 207-1 <https://biznet.ct.gov/Images/4957/Supervisor207-writable.pdf>
3. Reference: Supervisor's Guide to Workers' Compensation Clam Reporting: <https://portal.ct.gov/-/media/DAS/Workers-Comp/Communications/GG-Supervisor-rev-1011.pdf?la=en>
4. Reference: Employee Information Brochure: <https://portal.ct.gov/-/media/DAS/Workers-Comp/Communications/NEW-General-WC-Brochure.pdf>
5. Reference: Current DESPP Worker's Compensation Liaison Contacts: <https://portal.ct.gov/DAS/Workers-Comp/DAS-Workers-Compensation/Find-Agency-Workers-Compensation-liaisons-contacts/How-To>