



Workers' Compensation

Policy HR001

Volume 9: Human Resources

Responsible Administrator: Vice President for Human Resource Management and Labor Relations

Responsible Office: Human Resource Management and Labor Relations

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Policy Statement

Workplace health and safety are paramount concerns for the Fashion Institute of Technology ("FIT" or "the college"). Employees at FIT are covered under New York State Workers' Compensation law. In the event of a job-related injury or illness, workers' compensation insurance pays for necessary and reasonable medical care expenses related to the injury or illness. Workers' compensation may also provide some reimbursement for lost wages.

Reason for the Policy

The policy was established to provide protection for employees in the event of loss of time or medical expenses due to work-related accidents, injuries, or illness, in compliance with the New York Workers' Compensation Law.

Who is Responsible for this Policy

- Human Resource Management and Labor Relations
- Environmental Health and Safety
- The Department of Public Safety
- All FIT supervisors

Who is Affected by this Policy

- All FIT employees

Definitions

- **Accident:** An unintended occurrence arising in the work environment that results in injuries, illnesses, or property damage.
- **Job-Related:** A job-related injury or illness is one that arises out of, and in the course of, the claimant's employment. Most accidents occurring during the course of the employee's work day, and arising out of the employee's employment activities, will be considered job-related. Willful actions intended to cause injury or illness, or injuries and illness caused by the employee's intoxication from alcohol or controlled substance, will not be considered job-related.

- **Injury or Illness:** An injury or illness is an abnormal condition or disorder. Injuries include burns, bruises, cuts, fractures, sprains, or amputation. Illnesses include skin diseases, respiratory disorders, or poisoning.
- **Unsafe Work Conditions:** Situations or circumstances that might cause an accident, injury, or illness.

Principles

N/A

Responsibilities

- **Human Resource Management and Labor Relations (“OHR”)**

The OHR will post information related to occupational injury/illness, job safety, and health protection, and will maintain injury/illness records as required by the New York State Department of Labor. The OHR will also assist in completing regulatory surveys involving injuries and illnesses.

The OHR is responsible to provide the employee with all the details/information of what they need to do, including filing the initial claim, complying with the New York State Workers’ Compensation Board - Claims Process Timeline, and reviewing all return to work documentation (with or without restrictions/light duty).

The OHR will also keep the ill or injured employee's supervisor notified of their employee's out-of-work status and estimated return-to-work date, and will work with the supervisor regarding any return-to-work restrictions that may be necessary to return the employee to their job.

To the fullest extent possible, the OHR will maintain the confidential status of the employee's medical condition. In some cases (e.g. safety concerns), the OHR may need to provide limited medical information to other college officials. Every effort will be made to accommodate the employee’s return to work, on light duty if necessary, however in some instances, due to the nature of the job duties, this may not be feasible, and the return would be delayed until the employee is able to be released for full duty.

- **Environmental Health and Safety (“EHS”)**

The Office of Environmental Health and Safety (EHS) reviews all incident reports. All accidents, injuries, illnesses, and medical emergencies will be reviewed in order to determine and address any safety concerns. EHS will help implement appropriate corrective action whenever trends, unsafe conditions, or unsafe behavior are identified. Unsafe behavior may be reported to the supervisor and/or OHR for further action. EHS will also complete regulatory surveys involving injuries and illnesses. The Director of EHS is responsible for compiling information and reports for New York City, State, and Federal agencies, including OSHA.

- **The Department of Public Safety**

The Department of Public Safety responds to an employee accident or injury and sends an incident report to both OHR and EHS.

- **Supervisors and Employees**

All employees are responsible for promoting a safe and healthful work environment. To prevent injuries, illnesses, and accidents from occurring, unsafe work conditions or unsafe behavior must be reported to supervisors and Public Safety. Supervisors should supply the appropriate corrective action for unsafe conditions or unsafe behavior whenever it is possible. All injuries or illnesses, regardless of severity level, must be reported to the immediate supervisor and Public Safety.

Procedures

It is essential that employees promptly report any job-related accident, injury, or illness, no matter how minor the injury or illness may seem. In the event of an accident/injury, employees should first seek first aid or other medical attention as necessary. For more information on [FIT's Workers' Compensation Benefit Program](#), or to report a claim, submit a request to the [HR Solution Center](#).

- **Incident Reporting**

Accident/injury reports must be made to the Public Safety Department either by dialing (212) 217-7777 or by picking up any of the red emergency or blue phones located around the campus. In addition, it is important that employees report their accident/injury to their supervisor as soon as possible. Supervisors may also report an employee injury to OHR on behalf of an employee.

- **Reporting Chain**

In all cases where Public Safety is notified and responds to an employee accident or injury, Public Safety will promptly send an incident report to both OHR and EHS. In all cases where OHR is notified first, OHR will notify EHS (and Public Safety as appropriate).

- **Human Resource Management and Labor Relations**

The OHR staff member responsible will contact the employee and/or the supervisor to determine the facts and circumstances and obtain an Employee Injury/Illness Form; and the supervisor will be contacted to sign the Employee Injury/Illness form. Note, this form must be completed and returned to HR within 24 hours of the injury/illness. The OHR staff member will provide the employee with all the information of what they need to do according to [New York State Workers' Compensation Board \(see "Understanding the Claims Process"\)](#)

- **Investigation**

The Director of EHS, in conjunction with OHR, will, as needed, investigate the accident or injury by physically reviewing the accident site and will speak to the employee, supervisor, and/or witnesses. The EHS investigation may result in recommendations for immediate abatement of safety concerns and recommendations for preventative safety measures.

- **Training**

As part of new employee orientation, the Director of EHS provides information on workplace health and safety, and reviews the procedure employees must follow in case of an accident, injury, or occupational disease. OHR also provides New Hire online onboarding, see additional information found on HR's website: <http://www.fitnyc.edu/hr/new-hires/>.

Violations

N/A

Related Policies

- No related policies

Related Documents

- [Employees Injury/Illness Report Form](#)
- [New York State Worker's Compensation Board "Understanding the Claims Process"](#)
- [Return to Work Certification Form](#)

Contacts

- **Office of Human Resource Management and Labor Relations**

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Fax: (212) 217-3651

Humanresources1@fitnyc.edu

- **The Department of Public Safety**

Phone: (212) 217-7777

Fax: (212) 217-7861

- **Environmental Health and Safety**

Phone: (212) 217-3753

Fax: (212) 217-3750

- **External Contacts**

(FIT's Workers' Compensation Carrier):

- **PMA Customer Service Center**

PMA Toll Free Customer Service

Number: (800) 476-2669

Fax: (800) 432-9762 or (315) 233-7200

Send all medical bills/reports/claims/ correspondence to:

PMA Customer Service Center

P.O. Box 5231

Janesville, WI 53547-5231

- **PMA Corporate Address**

PMA Management Corp

5789 Widewaters Pkwy

DeWitt, NY