



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 (NY WCL Ch. 67, §1 et seq.). 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

It is essential that employees immediately 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, please contact Public Safety as soon as possible at 212 217-7777.

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 will provide employees 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 and reviewing all return-to-work documentation (with or without restrictions/light duty).
 - While employees are encouraged to keep their supervisor updated on their status, the OHR will 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 assist 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 Public Safety 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.

- **The Department of Public Safety**
 - The Department of Public Safety responds to an employee accident or injury, or reports of unsafe conditions, 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 immediately to supervisors and Public Safety. Supervisors should supply the appropriate corrective action for unsafe conditions or unsafe behavior whenever possible. All injuries or illnesses, regardless of severity level, must be reported to the immediate supervisor and Public Safety.

Procedures

- **Incident Reporting**
 - Accident/injury reports must be made to the Department of Public Safety either by dialing (212) 217-7777 or by picking up any of the red or blue emergency phones located around 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 Public Safety on behalf of an employee.
- **Reporting Chain**
 - Employees must always notify the Department of Public Safety *first*. 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.
- **Employee Injury/Illness Forms**
 - The OHR staff member responsible will contact the employee to determine the facts and circumstances and obtain an Employee Injury/Illness Form which should, ideally, be completed within 24 hours of the accident or injury.
 - Where extenuating circumstances prevail that render the employee unable to provide the information to OHR (such as hospitalization), their immediate supervisor should notify OHR and assist OHR with obtaining the necessary information.
 - The OHR staff member will provide the employee with all the information of what they need to do according to the [New York State Workers' Compensation Board](#).
- **Investigation**
 - The Director of EHS, in conjunction with OHR, may need to investigate the accident or injury by physically reviewing the accident site and speaking 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.
 - Hazardous Communication Training (refer to the Environmental Health and Safety policy in Related Policies section for more information.)
 - Annual training on hazards in the workplace is mandatory for all employees per the NYS Right to Know Act and SUNY.
 - Annual live training, conducted by EHS, is mandatory for appropriate staff and faculty on Hazardous Communication, in accordance with OSHA.
 - OHR also provides New Hire online onboarding, see additional information found on [HR's website](#).

Violations

N/A

Related Policies

- [Environmental Health and Safety](#)

Related Documents

- New York State Workers' Compensation Board "Quick Guide for Injured Workers"
- Collective Bargaining Agreement

Contacts

- **Office of Human Resource Management and Labor Relations**
Phone: (212) 217-3650
Fax: (212) 217-3651
Humanresources1@fitnyc.edu
- **The Department of Public Safety**
236 West 27th Street
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: (888) 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
Fax: (800) 432-9762

- **PMA Care 24:**
At the point of injury, call the dedicated Toll Free line: (833) 376-1901. Immediate nurse triage for your injured worker - 24hrs per day/7 days per week/365 days a year. This triage service is not required but may be utilized.

- **PMA Corporate Address**
PMA Management Corp
5789 Widewaters Pkwy
DeWitt, NY