

**Reference:** SAFETY  
**Section:** GENERAL  
**Title:** JOB RELATED ACCIDENTS/INJURIES - EMPLOYEE INITIAL REPORT  
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## **I. PURPOSE**

The purpose of this policy is to define the procedure to be followed by the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority") when an employee is involved in a work-related injury or illness.

## **II. POLICY**

Each employee of the Authority has the responsibility to report all job-related injuries and illnesses immediately (within one (1) hour) as they occur or as soon as they are medically discovered (within one (1) working day of the medical report).

Employees are to report such injuries to their direct supervisor. The direct supervisor will send employees needing medical attention to a physician (either an emergency room physician or the contract physician of the Authority).

Employees must document the reported injury by completing the "Employee Injury Report" form and submitting the completed form to their supervisor immediately after making the verbal report.

An employee's time away from work without medical verification will be considered an unexcused absence or usage of benefits (such as sick time, personal leave, etc. if the employee's supervisor approves the time). If a physician verifies that an occupational injury or illness has occurred, the Worker's Compensation Department will assist the employee toward a program of physician-directed treatment and therapy. Within physician-defined medical limits, the employee may be returned to the job with minor restrictions or a light duty assignment will be found.

If the employee is receiving worker's compensation benefits, the employee cannot receive duplicate benefits such as paid sick time.