



Haverhill

Human Resources Department, Room 306

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Reporting a Work-Related Injury (For All Public Safety Employees)

- ❖ The employee must report the injury as in accordance with departmental policy or General Order **as soon as possible**.
- ❖ If the injury is not urgent but necessitates medical attention, the employee must report to Anna Jaques Occupational Health Center (Amesbury location) for treatment of injuries that occur between the hours of 8 a.m.-4:30 p.m. Monday–Wednesday and 7 am-3:30 pm Thursday-Friday. It would be helpful if a representative from the employee’s department called the Anna Jaques Occupational Hospital Center (attachment #1) prior to sending the employee. If an injury occurs after the listed hours, the employee should go to the nearest emergency room. If an employee visits any other emergency room other than Anna Jaques Hospital, then a medical authorization form (attachment #5) must be filled out and completed.
- ❖ If an injury is **severe AND requires immediate attention**, then the employee should go to the nearest emergency room. Follow up with the Anna Jaques Occupational Health Center must take place.
- ❖ All injuries require that an Accident Report form (Attachment #6) be completed as in accordance with departmental policy. It also needs to be signed and approved by the Chief as a Section 111F claim in order to be accepted as a work-related injury.

Accident reports will then be forwarded by the Department to HR at City Hall Room 306 for signature by the HR Director. After review and processing, a copy is returned back to the department and the original is sent to the Retirement Office.

Please review the forms enclosed. They are available on the city website at www.ci.haverhill.ma.us/departments/hr/injury_forms or can be emailed upon request.

If you have any questions or problems, please contact us at:

- ❖ Denise McClanahan, HR Director (978) 374-2357 or dmcclanahan@cityofhaverhill.com
- ❖ Sheila Pelczar, HR Technician (978) 374-2357 or spelczar@cityofhaverhill.com