



Reporting On the Job Injuries

Despite the best health and safety efforts, accidents do occur on the job. Western New England University is concerned about protecting your health and safety. If you are injured on the job, the University, in coordination with our Worker's Compensation program through Future Comp, wants to ensure that you understand and receive benefits and the best medical care to which you are entitled under Massachusetts Worker's Compensation law.

How Does It Work?

At the time of your injury, the University would report your injury to Future Comp. You may seek necessary medical treatment. Your attending physician may refer you to specialists when necessary and work with Future Comp to make sure your care is both effective and appropriate. You may obtain a second medical opinion in the same specialty while being treated for a work-related injury.

What If The Injury Is An Emergency?

1. In a medical emergency, call the Public Safety office or go directly to the nearest emergency care facility.
 - Baystate Medical Center's Emergency Department is located at 2 Medical Center Drive, Springfield.
 - Mercy Medical Center is located at 271 Carew Street, Springfield.
2. As soon as possible after the emergency, be sure to notify your supervisor and Human Resources.

What Should I Do If the Injury Is Not An Emergency?

Please follow these steps if your injury is not an emergency:

1. Report any injury to your supervisor and Human Resources. Please be specific when reporting your injury, for example: "I cut my right hand between pinky and ring fingers with a screw driver while repairing the window sill in Rivers Memorial Room 102." Please provide other specific information to the best of your ability. All injuries must be reported even though you may not desire or need medical treatment.
2. Seek prompt medical care. Services are available at Western New England University's Health Services office, located in the Center for the Sciences and Pharmacy building, Suite 235. Additionally the University works with an occupational health clinic, Concentra, located at 140 Carando Drive in Springfield.
3. Please keep any medical forms from the doctor and give them to the Office of Human Resources, and tell HR about your scheduled follow-up care.
4. Future Comp will provide you with a kit, including a claim number for future billing purposes.
5. Return to work as soon as your doctor advises and provide your supervisor with a "Return to Work" note from your doctor. If medically necessary, and with supervisor approval based upon the business needs of your department, you may return to work based on a restricted duty schedule until you are recovered.

Any questions regarding this program should be directed to the Office of Human Resources.