



# REPORTING AN INJURY



**WORK SHOULDN'T HURT  
MAKE SURE YOU REPORT YOUR INJURY ASAP!  
THE FOLLOWING MUST BE COMPLETED WITHIN 24  
HOURS OF YOUR INJURY**

## **1. REPORT THE INJURY**

Verbally let your  
Administrator know  
and fill out a DOE  
Written Statement  
Form

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## **2. COMPREHENSIVE INJURY REPORT**

Submit Parts A and B  
of the CIR to your  
payroll secretary  
within 24 hrs of injury  
Submit witness  
statements (Part C)  
**KEEP COPIES!!!!**

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## **3. OORS REPORT**

Request a copy of the  
OORS report in writing  
from your admin with the  
names redacted

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## **4. GO TO THE DOCTOR**

Go to your doctor ASAP  
Collect Medical  
Documentation  
Keep Copies!!!!

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## **5. SOLAS**

- Submit medical  
documentation
  - LODI- Pedagogues
  - Workers Comp-  
Non Pedagogues
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## **6. UFT Safety Incident Report**



When in Doubt, Just Reach Out  
Contact your UFT Borough VSP, or call the  
UFT (212)331-6311

