



Vermont State Employees: What to do if you have been injured on the job?

- Call 911 in a serious medical emergency
- Report your injury to your supervisor immediately
- You, your supervisor, or your HR Representative must complete a [Vermont State Employee's Workers' Compensation Incident Report](#) online as soon as possible, but no later than 72 hours following the injury. It is the duty of the supervisor to insure that a report was made within the required 72 hours. **Please be sure that only one report is created on line to avoid duplicate claims.** Web Reporting: <http://aoa.vermont.gov/wcp/injury>
- Call your Workplace Safety Coordinator to discuss any safety concerns

State of Vermont
Agency of Administration
State Employee Workers' Compensation and Injury Prevention
6 Baldwin Street
Montpelier, Vermont
05633-3801
Phone: 802-828-2899 Fax: 802-828-0410
Email: riskhelp@state.vt.us
Website: <http://aoa.vermont.gov/wcp>