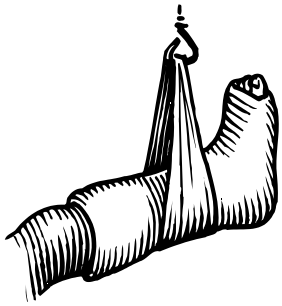
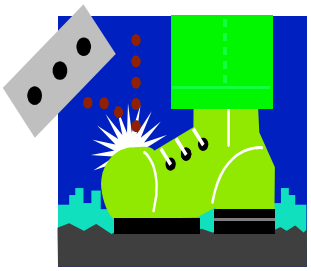

# Vermont State Employees: What to do if you have been injured on the job?

- 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


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