




Office of Human Resources
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To: Baruch College Community

From: Monique Brown George 
Executive Director of Human Resources

Date: June 1, 2018

Re: Reporting Injuries and Accidents

The City University of New York (CUNY) Colleges are required by law to report all claims of injury and/or accident to the New York City Law Department - Workers Compensation Division, which serves as the insurance carrier to CUNY and processes all claims of injury and/or accident. Campuses are required to file notifications of injury and/or accident within eight (8) calendar days of an occurrence.

In the event of an injury and/or accident, employees should contact the Office of Public Safety, their department supervisors and the Office of Human Resources (OHR), and seek medical attention when deemed necessary. The following forms should be completed and can be obtained via the OHR website: the "[Employee's Notice of Injury](#)," the "[Supervisor's Report of Injury](#)," The "[Witness Statement](#)," and the "[DP2002](#)." Please note that an election must be made on the form DP2002, in the event of a medical leave. Failure to make an election will automatically place you in option 2, which will be an unpaid leave status.

The above forms, required by the New York State Worker's Compensation Board (WCB), should be completed and promptly returned to the OHR. Upon receipt, the OHR will forward the forms to the New York City Law Department – Worker's Compensation Division, wherein a decision will be rendered as to the compensability of the claim.

If you have any questions, please contact the Office of Human Resources (OHR) at 646-660-6590 or via e-mail at Human.Resources@baruch.cuny.edu.