



SAFETY NET

NJSIG'S SAFETY NEWSLETTER



Workers' Compensation
Intake Reporting Line



609-543-3377

Monday - Friday | 8am - 5pm



Download
helpful WC
resources on
[NJSIG.org](https://www.njsig.org)

Totally Covered:

Workers' Comp Resources

Think of this guide as your Workers' Compensation mixtape.

In this special **Workers' Compensation Edition**, we're putting all of NJSIG's best resources in one place so you don't have to search high and low like it's 1999. From helpful guidance and key contacts to tools designed to support your district, this issue highlights the programs and information available to help you navigate workers' compensation with confidence.

No dial-up required - just easy access to all of NJSIG's resources.



Dear NJSIG: Workers' Comp Advice Column

Have a workers' comp question? You're in the right place! Our **Dear NJSIG** column connects you with the tools, guidance, and contacts that help make navigating WC a whole lot easier.

Dear NJSIG,

An employee in our district was injured at work and reported it to their supervisor. What should we do first to make sure everything is handled correctly?

Signed,
Wanting to Do It Right

Great question! When a workplace injury occurs, **timely reporting is key**. Make sure the injury is reported through the district's internal procedures and submitted to NJSIG as soon as possible. Early reporting helps ensure the employee receives appropriate medical care and allows the claim to be handled efficiently.

First, if it's an **emergency**, dial 9-1-1 or direct the injured employee to go to nearest emergency room.

For all other injuries, please call NJSIG's WC Claims Reporting Line at **609-543-3377**.

For **step-by-step guidance** on reporting a claim and what to do next, visit the [Workers' Compensation Resources](#) page on the NJSIG website. There, you'll find reporting instructions, forms, and key contact information. You can also download the **WC Claim Reporting Flowchart**, a visual guide that walks you through exactly what to do when an employee is injured.

**NJSIG's WC Claim Reporting
Flowchart Flyer**

Dear NJSIG,

How can our district get new nurses trained on Workers' Compensation procedures and best practices?

Signed,
New Nurse

Making sure new staff members understand Workers' Compensation procedures is an important part of keeping things running smoothly.

For the entire membership, NJSIG offers **two virtual training sessions** each year designed to help school nurses and staff learn the WC process, including reporting procedures, documentation, and what to expect when an employee injury occurs.

In addition, our Member Services representatives are available to provide **individualized training** tailored to your district. These smaller sessions are a great way to build confidence and ensure everyone is following the proper procedures.

To learn more about available training opportunities, reach out to your Member Services Rep, Joe or Joanna.

**VIDEO: January 2026 WC Claim
Training with Live Q&A**

Dear NJSIG,

How can our district get a return-to-work program up and running?

**Signed,
Tired Teacher**

Starting a **return-to-work program** is a smart way to help employees transition back safely after an injury, while keeping your district running smoothly.

NJSIG provides **guidance and tools** for developing a return-to-work program, including sample policies, forms, and best practices for temporary or modified duties. By tailoring the program to your district's needs, you can support employees' recovery and reduce the impact of workplace injuries.

Check out the **Return-to-Work Toolkit** on the NJSIG website, where you'll find step-by-step guidance, ready-to-use templates, and sample policy language to help you confidently get your program started.

Return-to-Work Toolkit

Dear NJSIG,

What should we do if an employee gets hurt on the job after normal business hours?

**Signed,
After Hours Crew**

No worries - NJSIG has you covered! Even when an injury happens **outside of normal business hours** (before 8am or after 5pm), there are clear steps to make sure the claim is reported correctly and the employee gets the care they need.

First, if it's an **emergency**, dial 9-1-1 or direct the injured employee to go to nearest emergency room.

For all other injuries, please fill out the **First Report of Injury form** on NJSIG.org.

To guide you through the process, download the **After Hours Reporting Procedure** flyer from the NJSIG website. It's a simple, step-by-step resource that explains exactly what to do when an incident occurs after hours, so you can act confidently and quickly.

After Hours Procedure



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