



INSTRUCTIONS FOR REPORTING WORKER'S COMPENSATION ACCIDENTS

**BE SURE TO FILE THESE INSTRUCTIONS WITH YOUR COMPENSATION POLICY
THEY MAY BE VERY IMPORTANT AT A FUTURE DATE**

FIRST AID CASES:

Under the New York Workers' Compensation law it is not necessary to file a C2 form on a work related injury which has not or will not cause lost time from regular duties of one day beyond the work day or shift on which the accident occurred, or has not or will not require medical treatment beyond ordinary first aid or more than two treatments by a person rendering first aid.

The First Aid incident must be documented in an internal report (the C2 can be used) and kept on file for 18 years. Should the First Aid injury develop into a reportable case please forward the C2 to our office. Please read the instructions below for completing the C2.

SERIOUS INJURIES/LOST TIME CLAIMS

A **NEW** C2 (dated 9-08) form must be completed for any claim for injuries which involves lost time beyond one day or is more serious in nature or could result in permanency.

The C2 is a legal document, we suggest you begin your answers in Section D for questions # 10, 11 and 12 with the words, "Employee alleges..." or "Employee claims...". This will protect your interest in the event it should be discovered at later date that the alleged claim may not be legitimate. **Only the employer should complete the C2.**

Please send one copy of the C2 to our office. We will forward the appropriate copies to The State Insurance Fund and the Workers' Compensation Board as is necessary. Our office maintains a file on every accident reported to us. C2 can be either faxed to 914-381-1134 or emailed to WorkcompFirstReports@Keevily.com.

All additional reports: payroll statements (C240), change in work status/returned to work forms (C11), medical reports (C4), bills, hearing notices, award and decision notices, should also be sent to OUR office.

As a service to our customers, we will gladly help you with any workers' compensation problems that you may encounter. Please direct all matters or questions pertaining to this subject, to OUR office rather than to the State Insurance Fund.

Please note the new C2, can now be also used in place of the OSHA 301 for OSHA record keeping purposes. Please refer to OSHA's website, www.OSHA.gov, for recordkeeping requirements and instructions.