

Accident Reporting and Compliance

We are required by the Commonwealth of Pennsylvania Department of Labor and Industry to report work-related injuries on a timely basis. In brief, the law is in force to make sure we provide safe working environments for our employees, and the requirement to report accidents and safety issues enables the State to identify whether or not we are actively working to that end.

Repeated accidents send up a flag that the employer has not taken responsible action to correct the cause of the accident. Failure to do so carries with it the potential for fines and other legal remedies, including criminal prosecution of the managers responsible for maintaining a safe work environment (in this case, the Parish Pastor and any supervisory staff charged with this function).

Since the parishes are part of the diocesan self-insurance plan which covers Worker's Compensation, all accidents must be reported through our carrier, Gallagher-Bassett Services, Inc. A copy of the form to be used (LIBC-344 Rev 11-97) is attached for you to download and keep for your ready use.

For assistance in filling it out, contact Gallagher-Bassett Services, Inc at 1-800-831-3247, advise them that you are part of the Diocese of Erie Plan, and that you need help in completing the form. Send the completed form to them at the address shown on the form and they will take care of it from there.

Most importantly, be sure to investigate the cause of the accident and take corrective action. Don't be afraid to involve the injured party as a source of getting additional input for corrective action. Be certain to document all of this and keep it in file, including a copy of the form sent to Gallagher-Bassett.

Finally, a copy of the *Diocese of Erie Accident and Illness Prevention Program* is also attached. Russ Rydzewski, Director of Facilities and Risk Management Services for the Diocese, has compiled this program to meet mandated safety requirements. Each major heading represents a required element from the Bureau of Worker's Compensation and it deals with our need to comply within the terms of our self-insurance program. Russ is available to consult with you if you need additional advice or assistance. He can be reached at 814-824-1112, or e-mail him at RRydzewski@eriercd.org.