



WOONSOCKET EDUCATION DEPARTMENT

108 High Street

Woonsocket, Rhode Island 02895

Telephone (401) 767-4686

Fax (401) 767-4647

NOTICE TO EMPLOYEES In the event of a work related injury

Immediately notify your Supervisor/Building Administrator and your School Nurse (employees in Facilities who are injured after the Nurse has left for the day are required to notify the Chief Operating Officer). Please make sure you complete an "On the Job Injury" form with your School Nurse within 24 hours of the injury. If you are not able to complete the form as you were taken by ambulance, please email Human Resources as soon as possible for an electronic form.

If you require more than first aid with the school nurse, you should visit:

Landmark Medical Center

Address: 115 Cass Avenue, Woonsocket, RI 02895

Phone: 401.769.4100

Hours: 24/7

You have the right to initially choose a medical provider other than our designated facilities listed above, but we have determined that the above facilities can provide timely care to our employees in the event of an injury and directly bill the Trust.

Information to provide facility at the time of treatment: Woonsocket Education Department, 401-767-4625.

Our Workers Compensation Insurer is: The Trust, 501 Wampanoag Trail, Suite 301, East Providence, RI 02915. Claims Adjuster: Charlie Benson at 401-438-6511 extension 545.

"Empowering all learners to shape and enrich their changing world"

The Woonsocket Education Department does not discriminate on the basis of age, sex, race, religion, national origin, color or disability in accordance with applicable laws and regulations.