

Contact:

Le Moyne College

Amy Zubieta, HR Specialist

315-445-4156

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PMA Customer Service

1-800-476-2669

claimsmail@pmagroup.com

Eileen Moore, Sr. Acct Claim Rep

315-445-6406

315-445-6400 (fax)

Eileen_Moore@pmagroup.com

All Medical Bills and Accompanying
Medical records associated with Worker's
Compensation claims:

PMA Customer Service Center

P.O Box 5231

Janesville, WI 53547-5231

Websites:

portal.lemoyne.edu (faculty/staff resources > human resources)

<https://www.osha.gov>

www.pmacompanies.com

LE MOYNE
Greatness meets Goodness

HEALTH & SAFETY

OSHA's Mission Statement

With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance

*Safety is everyone's
responsibility*

Reporting a Hazard:

If you notice a safety hazard (i.e. wet floors) report it to Physical Plant - 445-4500

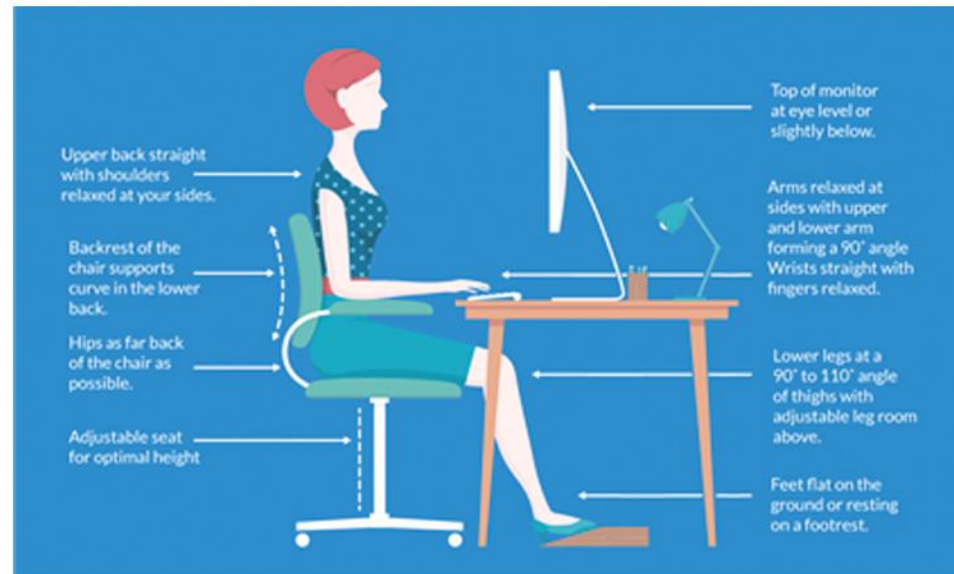
Slip & Fall Prevention:

Wear appropriate shoes for conditions, take your time, use handrails, etc.

Lifting Safely

Assess the weight of the load and route, get help when needed, bend at the knees, don't twist, maintain good balance.

Colleges and universities are relatively safe places to work. However, workplace hazards do exist. Le Moyne College, along with the NYC&URMG and Marsh USA, Inc. have developed this brochure to help you stay safe and injury free while at work.



Office Ergonomics

- Adjust your workspace to fit your body
- Maintain a neutral body position
- Keep frequently used items within easy reach
- Take micro-breaks or change tasks
- Do stretching or flexing exercises
- If you need help assessing or configuring your workspace contact HR

Reporting a Worker's Compensation Claim

Immediately (or within 24 hours of the incident)

- Notify your supervisor
- Log a report with HR by completing the online Worker's Compensation Claim Form
- If you need to seek medical attention immediately your supervisor can complete this form for you

Within 24-48 hours

After you complete the online form, HR will process the claim and email your worker's compensation claim number and our insurance contact information