

What To Do When Injured At Work

(Information for Employees)

If you are injured at work, you may be entitled to injury compensation benefits provided under the Federal Employees' Compensation Act (FECA). Federal employees have certain rights and responsibilities in filing for these benefits:

- Immediately report any work-related injury to your supervisor. If you require emergency medical treatment, obtain care first and then notify your supervisor as soon as possible after receiving treatment.
- Complete a Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, if your injury results from a specific event or a series of events during one day or shift. If you develop a condition due to prolonged exposure lasting more than one day or shift, complete a Form CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation. Your supervisor will provide you with these forms or refer you to the appropriate point-of-contact. To protect your rights to certain benefits, complete the front section of the Form CA-1 or CA-2 and provide it to your supervisor as soon as possible, but not later than 30 days after your injury. Complete these forms as precisely as possible in order to avoid delays caused by asking you for additional information.
- If your injury requires medical treatment, obtain care as soon as possible. If you sustain a traumatic injury, you may obtain a Form CA-16, Authorization for Examination and/or Treatment from your supervisor or other agency representative.
- You may be asked to provide additional information. Although your supervisor or other agency representative may assist you, it is your responsibility to obtain the information needed to support your claim.
- If you are temporarily unable to work because of your injury, you need to keep your supervisor informed about your medical condition, and return to work as soon as your physician allows you to do so. Light duty assignments may be available if you are not able to perform your regular job, and if so, you must advise your physician.

If you experience a work-related injury, your supervisor will tell you whom to contact for assistance and additional information. To protect your rights and receive benefits as quickly as possible, please do not delay in reporting work-related injuries.