

Workers' Compensation Claims Reporting Process

Catholic Charities is covered for Workers' Compensation through Zurich Insurance.

To report a work-related injury or illness, please follow the procedure below:

- All work-related injuries or illnesses should be reported immediately to the employee's supervisor within 24 hours.
- The supervisor or Regional Director should complete the [Workers' Compensation Reporting Form](#) (*Note: This form is a fillable PFD document.*)
- Send the completed form via e-mail to [Rachelle Landis](mailto:Rachelle.Landis@ccharitiesdor.org) Rachelle.Landis@ccharitiesdor.org and copy Michael Dawson [Michael Dawson](mailto:Michael.Dawson@ccharitiesdor.org) Michael.Dawson@ccharitiesdor.org within 24 hours after knowledge of the injury or accident.
- Please direct any questions to Rachelle Landis 984-900-3123 or Michael Dawson 984-900-3121.