

**VILLAGE OF RYE BROOK  
MEMORANDUM**

TO: All Village Employees

FROM: Christopher J. Bradbury, Administrator

SUBJECT: Multiple Workers Compensation &  
Multiple Property/Auto/General Liability Claims Procedure

DATE: September 16, 2010

Based upon the recommendations of the Village's Safety Committee, the following procedure is implemented immediately:

Multiple Workers Compensation and Property/Auto/General Liability Claims Procedure:

In any twelve (12) month period, if any employee has more than one (1) workers compensation injury or is involved in more than one (1) property/auto/general liability claim, the employee's supervisor must meet with the employee to discuss any safety concerns or supplemental training necessary. The purpose is to identify any areas where further accidents or injuries can be avoided. Such meeting shall be documented by the supervisor and results reported to the Safety Committee at the next regular monthly meeting.



Christopher J. Bradbury  
Administrator

CC: Joseph Ricci, Risk Consultant