

13. REA Health and Safety Report

January

- Note: If you are involved in an incident at work remember to report it to your principal and fill out an incident report. Also, have witnesses fill out a form of their own. The office secretary should have these. (This includes parking lot incidents.)
- Remember some services require preauthorization for Capital Blue starting in January. Please, read all information you received in the mail.
- Please, remember births and marriages must be reported promptly. Failure to do so could result in denial of benefits. Remember, if any employee gets married, the spouse must purchase coverage from their employer if it is offered.
- Also, remember to hand in your physical reimbursement form to save money. Submit the form to Denise Templin at the Benefits Office.
- If you have any questions or concerns please contact me or the REA office.
- Next Health and Safety meeting will be on
January 30, 2018

Respectfully Submitted,

Judy Treichler

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