



# *The Commonwealth of Massachusetts*

## *Division of Industrial Accidents*

*18 Tremont Street, Boston 8*

WHEN REPLYING  
PLEASE QUOTE I.A.B.  
FILE NO.

ATTENTION OF:  
December 28, 1943

### CIRCULAR LETTER #33

#### INSTRUCTIONS TO AGENTS OF THE COMMONWEALTH APPOINTED UNDER G. L. (Ter. Ed.), Ch. 152, s. 75.

Referring to instructions previously published to Compensation Agents in the several boards, commissions and departments of the Commonwealth in the Department's Circular Letter #20, dated September 29, 1939 -- the Department amends paragraph three thereof, so as to read as follows:

#### 3. REPORTING OF INJURIES.

Under section 19, it is the duty of the employing department, board or commission, upon receipt of notice or knowledge of a personal injury in the course of employment to make investigation thereof to ascertain the facts, to keep a record of such facts and if injury "in the course of" employment is substantiated, then the employing head is required to make a report of personal injury to the Industrial Accident Board, as required by such section and required also to furnish a duplicate thereof to the compensation agent of his particular board, commission or department, and also a copy to the Department of the Attorney General. Where, however, it appears that no compensation or medical expense has been, or will be, incurred, the requirement of sending a copy of the report to the Department of the Attorney General may be omitted, unless that Department specifically requests a report in any such case.

Very truly yours

*Edward L. Doyle*

Secretary