

Office of Risk Management  
520 Market Street, City Hall, Room 416  
P.O. Box 95120  
Camden, NJ 08101-5120  
**Phone: 856-757-7173**  
**Fax: 856-541-3719**

## Self Insurance Funds

### Workmen's Compensation

Individuals injured while at work should report to the Office of Risk Management as soon as possible with a copy of the supervisor's injury report. In the event of serious injury or work related injury when the Office of Risk Management is closed, individuals should proceed to the emergency room and report to the Office of Risk Management as soon as possible afterwards. **Do not delay treatment!** Individual questions should be directed to **Risk Management at 856-757-7576.**

### Liability

Questions regarding procedures for making a claim with the City of Camden should be referred to **Risk Management at 856-757-7576.**

## City Owned Vehicles

The Office of Risk Management assists the Fleet manager in maintaining accurate statistical data on city-owned vehicles and maintaining insurance for these vehicles. Questions regarding city-owned vehicles should be directed to Lena Daly at 856-757-7526.

## Contracts and Bids

The Office of Risk Management is responsible for working with the Purchasing Officer for the procurement of various services to include: Excess Liability and workmen's compensation insurance, surety bonds, property, auto, professional liability and marine and hull insurance, workmen's compensation medical services, third party administration and outside legal services. Individuals or firms with questions regarding bids and contracts should contact the **Municipal Purchasing Agent, at 856-757-1765**

## Insurance Commissions

The Insurance Commission is scheduled to meet at 11:00 on the first Thursday of every month in the Risk management Conference Room. Individuals or groups wishing to make presentations should contact the **Secretary fo the Insurance Commission at 856-757-7170.**

## Safety/PEOSHA

Prevention and compliance are two important responsibilities of the Office of Risk Management. Individuals are encouraged to report unsafe acts or conditions to their immediate supervisor and the Office of risk management so these matters can be investigated and corrective action taken. Questions concerning the posting of PEOSHA 300 forms should contact **Risk Management at 856-757-7576**

## Employment Physicals

Pre-employment physicals are scheduled through the Office of Risk Management. Individuals will be contacted by the Department of Personnel regarding their appointments; however, should conflicts or problems arise, please contact **Risk Management at 856-757-7173.**