

Accidents

All accidents involving employees during working hours or while on Library premises, and all other accidents in which the Library or its property are involved directly or indirectly, including those involving customers of any age, are to be reported immediately on the Incident Report. The Incident Report should be completed and signed by a Building Supervisor and the reporting employee, and then forwarded to the Library Director and appropriate Department Heads. As appropriate, the Library's insurance carrier will be notified of accidents.

Any unsafe conditions are to be reported as soon as possible to a Building Supervisor who will determine the appropriate course of action.

First aid kits are available at all Service Desks.