

Accident Reporting

Any accident or injury to an employee or patron in the library or on the library grounds, no matter how insignificant it appears to be, is to be immediately reported on an "Accident Form" to the Director. The form should be signed by the employee who witnessed the accident or to whom it was reported if no employee was present.

Accident forms will then be signed by the Director and a copy of every accident report will be forwarded to the insurance agency within one week.

Accidents or injuries to employees should also be documented. Any injury, accident or aggravated condition reported by an employee is to be treated first at the library's current designated care center *(current designated care center is named below). The employee is to advise the Director or Person-In-Charge as to the injury.

An Authorization Form is to be filled out, make 1 copy to keep at Bacon. The original form is to be taken by the employee to the designated care center. For any injury/accident to be eligible for Worker's Compensation the employee must be seen first at the designated care center and to follow-up their treatment guidelines for ten days. After ten days the employee may seek medical attention wherever s/he wishes. The employee does not pay for the visit at the designated care center. The designated care center will do the follow-up paper work with Meadowbrook (the worker's comp. provider).

Upon notice of an accident/injury to an employee the Director will fill out the "short form" and fax/ send it to Meadowbrook. A copy is kept in the employee medical file. Meadowbrook is also called to alert them of the incident.

The employee must give a copy of the designated care center's treatment papers to the Director.

*As of December 2018, the current designated care center is Wyandotte Urgent Care located at 1768 Ford Ave. in Wyandotte.