

POLICY ON ACCIDENT, ILLNESS OR INJURY ON LIBRARY GROUNDS

Purpose

It is the policy that all accidents, illnesses or injuries that occur on library grounds, shall be properly reported to the library director and if necessary to the Town of Parma's attorney. A comprehensive accident reporting and investigation process is a proactive measure that can effectively prevent or minimize future accidents/incidents. This policy establishes a systematic process to ensure that accidents/incidents are properly reported and documented in a timely manner and that the appropriate corrective actions are taken.

Scope

This policy applies to the reporting of all accidents/incidents that result in:

- A work-related injury to any employee, volunteer, patron, or persons in the library or on library grounds;
- Damage to library property

Responsibilities

The highest ranking employee on site at the time of the accident/incident is responsible for the event when it occurs, however, ultimately the accident/incident is the responsibility of the library director. These responsibilities include:

- Ensuring that all accident/incidents are properly reported using the **Accident Report Appendix B**
- If the injured party is able they will be asked to sign the report and will receive a copy.
- Ensuring that all corrective actions are promptly and completely carried out.
- Any incident should be reported to the library director as soon as possible. If this is a work-related injury, the accident/incident must be reported no later than the end of the employee's regular shift (if injury allows.)

Employee must also complete the appropriate Worker's compensation forms as soon as possible, normally within 24 hours of the incident.

Accident Report Appendix B