

BAY COUNTY LIBRARY SYSTEM

Accidents on the Job Policy

When an employee is injured while on the job, and regardless of the severity of the injury, the details of the accident should be provided to the Administrative Office so that they can be filed with the insurance company. When the accident occurs, the employee, or person in charge, should immediately:

1. Inform their supervisor and the Administrative Office.
2. Complete an Employee's Personal Injury Report and send it to the Administrative Office as soon as possible.
3. Keep the Administrative Office informed of any further developments.

If an employee's injury is not an emergency, but serious enough to require medical attention, the employee should go to:

1. Covenant Occupational Health Services, 2919 E. Wilder Road, Bay City, MI 48706.

When the employee reports for treatment, the employee should tell the receptionist the following:

1. The injury will be covered by Worker's Compensation.
2. The supervisor's name for verification of injury on the job.
3. The bill should be sent to the Bay County Library System Administrative Office, Wirt Public Library, 500 Center Avenue, Bay City, MI 48708

When having prescriptions filled, the employee should tell the pharmacist to bill the Bay County Library System. If the pharmacist is unable or unwilling to bill the library, the employee should pay for the prescription and request reimbursement from the library by providing the Administrative Office with supporting paperwork.

Any lost time due to injury on the job must be recorded on the employee's time sheet as Worker's Compensation (WC).