

Category:	Procedure:	
Business Management	Employee Accidents and Workers' Compensation	
Descriptor Code:	Issued Date:	Revised Date:
AP-E-201	June 1997	August 2001

 1. Employee Accidents at school between 7:00 A.M. and 4:30 P.M. A. To Report Custodial Accidents I) Call the Operations office at 594-3694. I) Call the Operations office at 594-3694. If unavailable, call the Employee Benefits Office at 594-1685. File Employer's First Report of Work Injury Form (C-20) within twenty-four hours. B. To Report Food Service Accidents Call Food Service office at 594-3623. I) Call Food Service office at 594-3623. If unavailable, call Employee Benefits Office at 594-1685. File Employer's First Report of Work Injury Form (C-20) within twenty-four hours. Simployee's Accident at school after hours A. To Report Custodial Accidents Call Custodial foreman. Call Employee Benefits Office at 594-1685. 	
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18 2) Call Employee Benefits Office at 594-1685.	
193) File Employer's First Report of Work Injury Form the next business day at school	
20 office or Custodial office.	
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