

## **Accidents/First Aid/Unsafe Working Conditions**

All accidents involving employees during working hours or while on Library property, and all other accidents in which the Library or its property are involved directly or indirectly, including those involving patrons of any age, are to be reported immediately to the Director or designee.

Any unsafe working conditions are to be reported as soon as possible to a supervisor, the Director, or designee.

First Aid kits are available at the Library.

--Approved July, 2009