

April 12, 2006

***SPECIAL BULLETIN***

***ACCIDENT REPORTING/  
WORKER'S COMPENSATION CLAIMS  
PROCEDURE***

All accidents/injuries are to be reported as soon as possible to the **Safety Director, Carol Hughey, 729-4064**, and a "First Report of Injury or Illness" form filed. No matter how small it may seem, **report it**. Even if you choose not to seek medical attention due to it being a first-aid type injury, you still need to **report it**.

If you need immediate medical attention, report to **Twin Cities Hospital**. Afterwards, you are required to report the injury to the **Safety Director**; bringing all paperwork provided by the hospital. If you have a first-aid type injury and it later becomes a medical or lost time case, you need to contact the **Safety Director** for further instructions.

Any lost work time as a result of an unreported injury will be charged as leave without pay. In addition, other actions may be taken as deemed appropriate.

Wanda Cruttenden  
City Planner