

Reporting Accidents or Injuries

Even in the safest work environments, accidents can happen. Do you know what to do if one happens to you? Hopefully you know that you can and should report the incident to a supervisor right away. So how and when do you report the accident?

The best case scenario is to report the incident immediately after it happens. That's because all of the details will be fresh in your mind, witnesses will likely still be available to make comments, and any contributing building or work conditions can be observed by others. If, for some reason, you can't complete a report at the time of the occurrence of the accident, then be sure to submit your report within 24 hours of the incident!

To report an injury or accident, notify your supervisor and complete an **Unusual Occurrence Form**. The **Unusual Occurrence Form** can be found on the DCLS staff page (<http://www.dcls.org/staff/>). The link to the form can be found along the bottom of this page as well as under the "Reports & Problems" link. Just click on "Click here to Report an Unusual Occurrence" and fill in the necessary fields. When completing the form, give as many details as you can about what you were doing when the incident occurred, what the surrounding conditions were (e.g. ice on sidewalk), the nature and severity of your injury, and any other details that you feel relate to the incident. Make copies of the Unusual Occurrence form for your supervisors or managers and then submit the form. Seek medical attention, if necessary.

If immediate medical attention is required, be sure to obtain it from one of the designated medical providers for work-related injuries. Visits to non-approved providers or to your own personal physician will **not** be covered by workers compensation insurance or by your personal health insurance. You will find a list of these providers on the bulletin boards in the employee break rooms. Please take the time now to find and read this list so that you will be familiar with the approved medical providers. If you have any questions regarding the approved providers, speak to your supervisor or get in touch with HR Manager, Jim Carlin (234-4961, ext. 108).

Lastly, we encourage you to report even the minor accidents – accidents like those that result in minor injuries like small cuts, bruises, or pulled muscles. Though injuries like these likely will not require medical attention, it is important to keep in mind that even a minor cut can later get infected or a strained muscle can make it difficult to perform your work duties. Having the information on file will protect you on any future worker's compensation claims related to it.

- FFHK
- Circulation
- Reference
- Training Videos
- Forms
- Reports & Problems**

NEWSLETTERS

- Library Line**
- December 2011
- November 2011
- October 2011
- September 2011
- August 2011
- July 2011
- June 2011
- May 2011
- April 2011
- March 2011
- Migration Supplement
- Automation**
- November 2009
- December 2009
- February 2010

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DCLS Policies

Policies in Word Format – save to disk and edit when deemed necessary by DCLS Administration

- | | |
|---|--|
| Circulation policy | Meeting Rooms Policy |
| Community Collection Policy | Postings & Handouts Policy |
| Exhibits-Displays Policy | Three Month Fee Card Policy |
| Gates Computer Lab Policy | User Behavior Policy |
| Gift Acceptance Policy | Children's Safety Policy |
| Wireless Internet Policy | |

Report of Unusual Occurrence Form

You must print out a copy of the completed page to give your supervisor

When anything unusual happens, such as damage to property or a vehicle, injury, theft, illness, or public or staff behavior that requires extreme action (including the involvement of the police), report the incident immediately to the supervisor in charge. The supervisor should call or e-mail the Administrative office at once.

This completed report is necessary to protect employees, to make insurance claims, and to keep Dauphin County Library System Administration informed about occurrences that might precipitate other actions.

Complete this report as soon as possible. Pressing the submit button on the form will email a copy of the report to the Executive Director, the Public Services Director, Public Relations Director and Finance and Human Resources Director.

[Click Here to Report an Unusual Occurrence](#)

Free number that can be used to renew all of your library materials.

Dial 1-877-709-2690 (**don't forget the 1**), enter your library card number and PIN and you'll be ready to start avoiding overdue fines and fees. Make sure you have the materials with you when you make your call.

While you're on the line hear a list of items you currently have checked out, check the status of your holds, or cancel a hold. Contact information for all eight libraries is also available at this number. Try out this new service today.

Website Issues

[>> Click Here to Report a Website Issue](#)

Outlook Contact Records

[>> Report changes to Outlook Employee Records](#)

Click on one of these links to open the Unusual Occurrence Form

Figure 1

Complete this report as soon as possible. Pressing the **submit** below will send a copy of the form to the Executive Director, the Public Services Director, and the Finance & Human Resources Director.

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***** After filling out the form you must print out a copy (below) to give your supervisor *****

Reported by:

Your Email:

Date of Incident:

Time of Incident:

Location of Incident:

If other, please explain:

Please list people involved:

Staff, Patron or Visitor?

Describe Incident:

Enter the appropriate information, print out a copy, and submit.

Figure 2