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SUBJECT: ACCIDENTS AND INJURIES

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It is the policy of the County to maintain a safe and healthful working environment. It is recognized that minimizing the risk of injury in the work place will require the mutual cooperation of all employees. All injuries or accidents occurring on the property, involving employees and visitors are to be reported immediately.

**Employees:** Employees injured while on duty shall report the injury to their department head or supervisor. If necessary, the employee shall seek appropriate care and inform their supervisor of their actions. A written report (Cass County Accident Report and Workforce Safety Claim Form) of the incident must be made and submitted to the department head within twenty four (24) hours, who, in turn, will submit this report to the Personnel Department immediately for forwarding to Workforce Safety.

**Visitors:** For accident and injuries involving County visitors, employees shall find proper assistance and follow established incident reporting procedures as outlined in the County Policy Manual located in each unit/department.