

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 704

Page 1 of 1

ACCIDENTS AND INJURIES ON THE JOB

Reviewed 4/1/98

If an injury occurs while on the job, the accident is to be reported to the Human Resources Department immediately. To meet the requirements of the Workers' Compensation Act, ALA carries compensation insurance. To protect ALA and receive the benefits of this insurance, it is important that a report be prepared on every accident whether or not an injury occurs.