



## Accidents/First Aid/Unsafe Working Conditions

All accidents involving employees during working hours or while on Library premises, 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 Person in Charge (PIC).

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

First aid kits are available at the Library if necessary.

The Mattoon Public Library follows all policies as set forth by the City of Mattoon in their Safety Manual.