

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 7

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ACCIDENTS AND INJURIES ON THE JOB

Reviewed

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.