

PROCEDURES FOR 1ST REPORT OF INJURY

- A) Employee obtains the 1st Report of Injury Form from the School Nurse (Kristen) or from the SAU Office (Marie)
- B) Employee completes the 1st Report of Injury Form and submits the form to the SAU Office (Marie) within three (3) days of injury.
- C) Marie will complete the procedure by filing the claim on-line through Primex. Primex is our Worker's Comprehension insurance provider.
- D) Once Primex has received the information the process is completed by submitting the form to the Department of Labor.

PROCEDURE TO PERCEIVED BUILDING LIABILITY

- A) Once the employee has concerns regarding perceived liability within the building. The employee will send an email to Custodial@wnhsd.org.
- B) The Email is received by Building Principal (Mike) and Building/Ground Maintenance (Don).
- C) Mike & Don review email.
- D) If necessary contact with the employee who submitted the concern.
- E) Otherwise, Mike & Don schedule a time for the maintenance to be completed.