

ITEM NUMBER: 7.21
CHAPTER 7: Administrative
Management
CODE: Procedure

Title:	Reporting Injuries and Accidents
Effective Date:	1985
Authorized By:	Library Director
Date of Last Revision:	4-2023

Injuries and accidents occurring on Marathon County Public Library property should be documented using a Marathon County Public Accident/Incident Report. Accident/Incident Report forms are available at public desks at all MCPL locations and should be completed by a staff member immediately following the incident. If possible, patrons involved in an incident should be consulted when filling out the report. If the involved patron is a minor, their parent or legal guardian should be contacted immediately.

An Accident/Incident Report should be completed regardless of the severity of the incident and the patron's own self-assessment of their wellbeing. The patron may be asked to sign the paramedic waiver portion of the report if they decline medical assistance. Completed forms should be sent to the Personnel Specialist, or to another member of Library Administration if the Personnel Specialist is unavailable.

If the incident is the result of physical conditions (such as wet floors, ice on the sidewalk, etc.) library staff should attempt to remedy the hazardous conditions. If further assistance is required, staff should contact the Library Support Services Manager so the situation can be remedied. Branch staff should call their building's maintenance contact for further assistance.

If cleaning is necessary, library staff should make every effort to contain the results of the incident while prioritizing their health and safety. Staff should block off the area as well as possible and contact the Library Support Services Manager or their building's maintenance contact for further assistance.

Library staff members are not trained to assess injuries or provide first aid and should not attempt to determine the extent of an injury or the need for medical attention. If the injured person wants an ambulance called, the call should be made by the injured person, or by a library staff member per their request. In cases where the injured person is unresponsive, MCPL staff may call an ambulance.