

WORKER'S COMPENSATION



Do not climb on chairs, desk, tables, counters, or any object not intended to be used as a support.

If an employee needs a ladder, provide assistance. Make sure the ladder is used properly and employees do not overextend



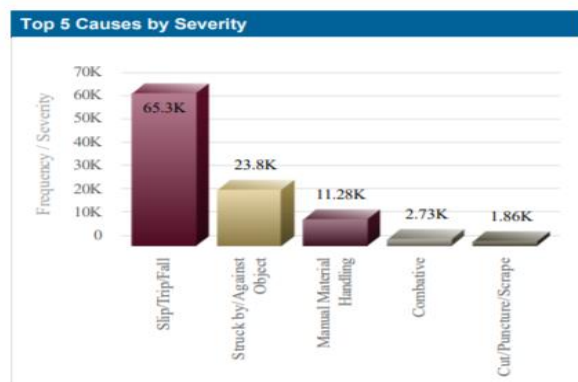
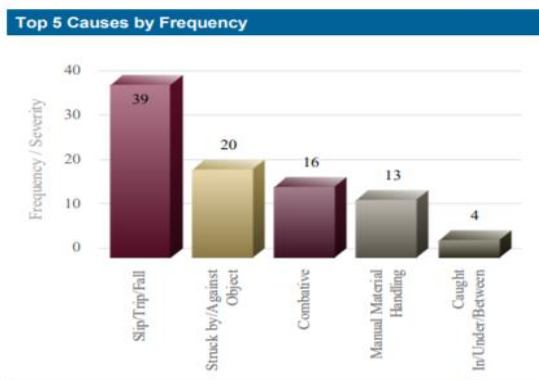
Use caution when students place book bags on the floor or under the desk. The highest number of accidents reported in the categories of trips, slips, and falls.



If the floors are wet due to mopping, rain, snow, etc., place wet floor signs in the area and make sure employees are cognizant of the warning signs.

Use the buddy system if large items have to be moved for cleaning purposes.

Statistics on Work Related Incidents Reported in ACPS



GUIDANCE FOR REPORTING

When an injury occurs, contact your supervisor immediately, complete the First Report of Accident, review the list of doctors, and complete the victim report. If you go to the doctor, please send all information to the School Administration Office to the attention Teresa Crouch, Chief Financial Officer.

United Heartland is our Worker's Compensation Provider

Email: ClaimsExpress@UnitedHeartland.com

Fax: (866) 814-5595

Phone: (888) 881-8242

The new ACPS website will have links to worker's compensation forms available under the Human Resources tab as well as a link on the Business Office page.

Per Policy, when employees go to the doctor for work related injuries, they should be prepared to take a drug test.

Mrs. Crouch will be glad to meet with you individually concerning work related injuries.

