

ACCIDENT REPORTS

All accidents and injuries to CESA personnel while performing their job functions are to be reported to the Agency Administrator or Fiscal Administrator not later than the following business day and documentation provided.

Should an injury occur while providing services within an Agency school district, employees shall report such injury immediately to the person in charge of the building where the injury occurred. The injury must also be reported to the CESA #9 Agency Administrator or Fiscal Administrator not later than the following business day.

Tentative Approval: March 2, 1988

FINAL APPROVAL: July 6, 1988

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