

TOWN OF SWANSBORO

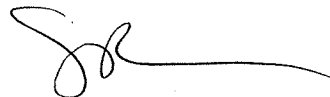
GENERAL POLICY -- NO. 8
INJURY AND SICKNESS REPORTS

It is the intent of the Town of Swansboro to comply with OSHA record keeping requirements. All illnesses and injuries, no matter how minor, and having occurred at the work place, must be reported to the appropriate Department Head. Report forms are available for the purpose of recording each accident as well as each illness. As an example, an accident as minor as scraped knuckles and an illness as minor as a bout of nausea must be reported. These records will be available as an incident history in the event of future complications from the accident and the possibility of a chemical over exposure related illness. All completed incident forms must be given to the Safety Coordinator.

Training is available on an annual basis. Counseling is also available to any employee from the Department Head or Town Manager.

Failure to comply with the requirements of this policy may incur disciplinary action ranging from counseling up to and including job dismissal.

APPROVED BY THE TOWN MANAGER THIS 22ND DAY OF MARCH, 1995.



William E. Price