

EMPLOYEE INJURY/ILLNESS POLICY AND PROCEDURES

The Librarian-in-Charge shall proceed as follows:

1. Emergency/life threatening injuries or illnesses (i.e., requiring immediate medical attention)

- Dial 9-911 for the paramedics (or simply 911 if using a cell phone).
- If the employee is under the age of 18, after dialing 9-911 call the employee's parent/guardian (please see attached roster of phone numbers)

2. Minor injuries requiring first aid

- Administer first aid as appropriate. First aid kits are kept in the following locations: Administration Office, Circulation Workroom, Adult Reference Workroom, Children's Reference, Cataloging Workroom, and the Custodian Office.
- Fill out paperwork documenting the incident as clearly and specifically as possible. Forward to the Library Director.

3. Non-emergency/non-life threatening injuries or illnesses requiring medical attention

- Direct the employee to the Administrative Office.
- If the Administrative Office is closed:
 - a. For **employees over the age of 18** - inform them they may seek medical attention at one of the clinics listed on the Medical Clinic Attachment, or their own health care provider. (provide them with a copy of the Attachment).*

If the employee is unable to drive him/herself to seek medical attention the Librarian-in-Charge shall offer to call the paramedics at 9-911 or to call an immediate family member of the employee who could take the employee to seek medical attention. If a family member cannot respond immediately, the paramedics shall be called at 9-911. **A staff member is not allowed to transport a co-worker to seek medical attention.**

- b. For **employees under the age of 18** - contact the employee's parent/guardian by telephone and inform them the employee may seek medical attention at one of the clinics listed on the Medical Clinic Attachment (provide them/the employee a copy of the Attachment).* If a parent cannot be reached, leave a message if possible and then call the paramedics. **A staff member is not allowed to transport a co-worker to seek medical attention.**

***During non-clinic hours** employees should be directed to the nearest medical facility (i.e. hospital, urgent care clinic, etc.).

Other possible scenarios

- If the employee, or the parent/guardian of an employee who is under the age of 18, indicates a preference for seeing their own physician, let them know that is an option, but if they cannot schedule an immediate appointment it is recommended that they go to one of the listed medical clinics. This is for the employee's protection, as well as the City's, to guard against complications from undiagnosed injuries or illnesses.
- If the injured employee, or the parent/guardian of an employee who is under the age of 18, indicates a preference for going to a hospital emergency room, ask the parent/guardian if they want to transport the employee there, or if they want the paramedics called.
- If an injured employee, or the parent/guardian of an injured employee who is under the age of 18, expresses hesitation in seeking medical attention, inform them that a medical provider must be seen to be eligible for Worker's Compensation benefits.
- Depending on the circumstances, the employee should be directed to obtain a return to work form from the Administrative Office or the Adult Reference Desk before they leave the Library. City policy requires the employee to submit the return to work form in person before returning to work.

4. Miscellaneous

- The Librarian-in-Charge must submit a report of the injury or illness to the Administrative Office once the employee has been attended to.
- The City's Worker's Compensation policies and procedures will be followed for work-related injuries.

Medical Clinic Attachment

The following clinics are recommended when seeking medical attention for non-emergency/non-life threatening injuries or illnesses:

- popcare+immediate Care Clinic-Franklin, 6501 S. 27th St., (414) 877-5445.
Clinic hours are 9:00 AM to 9:00 PM, Monday-Friday, 9:00 AM-5:00 PM, Saturday and Sunday.
(Incentive available)
- Aurora Health Clinic – New Berlin, 14555 W. National Avenue, Suite 195, (262) 827-3290. Clinic hours are 8:00 AM – 5:00 PM, Monday -Friday.
- Aurora Health Clinic- Milwaukee, 4111 W. Mitchell St., Suite 300A, (414)385-8800.
Clinic hours are 8:00 AM-5:00 PM, Monday-Friday.
- U.S. HealthWorks Medical Group (Concentra) -Milwaukee, 875 W. Layton Avenue, (414)489-3800. Clinic hours are 8:00 AM-5:00 PM Monday-Friday, 8:00 AM-12:00 PM Saturday.