



Belding Area Schools

The right size. The right choice.

WORKERS' COMPENSATION PROCEDURES

The following procedures are to be taken when there is an employee injury on your building site (excludes student injuries):

1. The employee must notify the building secretary and/or administrator of the injury/accident. Even if the employee does not feel the injury is very "serious", it must be reported.
2. The building administrator or secretary must notify the business office of the injury/accident. Once again, please report the injury even if the employee does not seek or denies immediate medical attention. If the injury requires medical attention, an appointment will be made with the District's occupational service facility. If the injury/accident occurs after regular business hours or on the weekend, the injured employee must go to the emergency room or urgent care facility and indicate to the parties that the injury is classified as workers' compensation for Belding Area Schools.
3. Within 24 hours of the injury, the employee and supervisor must fill out the "Employee/Supervisors Accident Report." This report must be forwarded to the business office.
4. ***Communication between the employee, his/her supervisor, and the business office is of great importance.*** The employee's injury and work status need to be tracked on an ongoing basis.
5. If you have any questions, you may contact the business office at extension 4715.

Belding Area Schools

850 Hall Street
Belding, MI 48809
616.794.4700
www.bas-k12.org

Superintendent

Brent R. Noskey

Board of Education

Mike Baker	Keven Krieger
Terry Boni	Doug Lamborne
Sarah Foss	Jennifer Lien
Shannon Hummel	



Home of the Black Knights