

**I. PURPOSE**

In order to maintain a safe and healthy work environment, this policy ensures that proper procedure is followed in the event of an accident or an incident concerning an employee of Athlos Academy.

**II. POLICY**

- A. Any injury at work, regardless of severity, must be reported immediately to the Lead School Administrator or designee, and receive first aid attention.
- B. Athlos Academy shall have a Workers' Compensation insurance policy in place that covers all employees.
  - 1. In order to be compliant with Workers' Compensation regulations, employees must report injuries immediately to the Lead School Administrator.
  - 2. The Lead School Administrator or designee shall provide an incident report and report the incident to the local worker's compensation program administrator within twenty-four (24) hours of the incident to ensure proper processing.

**Legal References:**

[Minn. Stat. Ch. 176](#) (Worker's Compensation)