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**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 appropriate state administrative office to ensure proper processing.

**Legal References:**

[Utah Admin R386-703](#)

[Labor Commission of Utah – Employees Guide to Worker's Compensation](#)

<http://laborcommission.utah.gov/media/pdfs/industrialaccidents/forms/Form%20122.pdf>