

### ***First Aid and Employee Injuries***

When there is any question whatsoever about the seriousness of any injury contact Amherst Dispatch by phone at 673-4900 or by two-way radio and request Emergency Medical Services (EMS) assistance. Before administering any form of first aid, employees should be mindful of their level of first aid training and experience.

Regardless of magnitude, all incidents or injuries shall be reported immediately to the employee's supervisor who is responsible for seeing that all proper Workers Compensation Forms are filled out.

Within twenty-four hours of the injury (or the next regular weekday), the employee shall notify the Executive Assistant or Public Works Secretary to file paperwork with municipal workers compensation.

*From the Town of Amherst's Policy and Procedure Manual, 2009.*