

## **Jefferson Unitarian Church**

### **Accident Reporting Procedure**

Accident or injury occurrence of any magnitude should be immediately reported to a staff member who will in turn make sure that the Administrator is apprised of the situation. The Administrator will notify Church Mutual, the President of the Board of Trustees and the Senior Minister of the accident/injury for information's sake. If the injured party so requests, the Administrator will also handle the filing of a claim if authorized to do so by either the Minister or Board President. It is likely that a personal call of concern by either or both would be warranted.