ACCIDENTS

All employees are covered in accordance with state workers' compensation laws. Any employee who is injured while working or becomes ill as a result of some activity involved with work must notify their supervisor or the pager cell phone person immediately. The employee must fill out a Benco incident report form describing what happened and turn it in to the supervisor as soon as possible.

If the employee needs to see a doctor they may do so first and foremost before filling out the Benco incident report form, if the employee chooses to see a doctor they will need to contact the Personnel Director at the Benco Administrative Office to fill out an 801 form as soon as possible (within 5 days of the incident). If the employee does not want or need to see a doctor, the employee need only to fill out the Benco incident report from and turn it into their supervisor.

Approved By: Julie Hansen
Julie Hansen, Benco Board President

Date: 5/7/26