



Division of Human Resources & Payroll/Affirmative Action

WORKPLACE INJURIES POLICY STATEMENT

EMPLOYEES

Any person who experiences a work related injury (any injury which arises out of, and in the course of employment) must report the injury within 48 hours. All full-time and part-time employees must report any injuries to the Division of Human Resources and Payroll/Affirmative Action. If severely injured and unable to report yourself, please have your Supervisor or a fellow employee notify the Division of Human Resources and Payroll/Affirmative Action.

VOLUNTEERS

Any person (either a MWCC student or community member), who is on campus to perform work on a volunteer basis, must have an orientation meeting with the Division of Human Resources and Payroll/Affirmative Action prior to reporting to their volunteer assignment. Volunteers must assume all risks of loss, damage or injury, including death that may be sustained in the course of their participation in their volunteer assignment at the college.