

**WORKERS' COMPENSATION PROCEDURES FOR CUSTODIANS  
*WORKING WHEN SCHOOLS ARE CLOSED FOR HOLIDAYS***

If a work-related accident or injury occurs during the times schools are closed for the holidays, contact your building inspector:

Mike Brown	706-392-6186
Shirley Grace	706-392-6185
Will Lowery	706-392-6184

A building inspector will report to your school to complete the First Report of Injury and allow you to select a physician if your injury requires medical attention.

Call 911 for ambulance transportation to the St. Francis Emergency Room in an **EMERGENCY** situation (fracture, severe laceration, head trauma, loss of consciousness). When the emergency is over, the employee must choose a physician from the posted Panel of Physicians. MCSO WILL NOT PAY FOR EMERGENCY ROOM TREATMENT FOR NON-EMERGENCY MEDICAL CARE.

Drug testing is **MANDATORY** if an employee seeks medical treatment for any work-related injury.

IF YOU ARE UNABLE TO REACH A BUILDING INSPECTOR OR WHEN AN EMPLOYEE IS TRANSPORTED TO AN EMERGENCY ROOM FOR TREATMENT, CALL:

Denise Walker at 706-573-2562 (cell)  
or  
Marie Stringfellow at 706-527-7607 (cell)

Notify your principal if you are required to contact them in an emergency situation.