



THE JOHN MARSHALL LAW SCHOOL

Staff Safety & Security

Care of Equipment & Property

Care should be exercised when using Law School property & equipment. Department heads are responsible for tracking & maintaining equipment within their department. Employees may not remove equipment & supplies from campus without prior written permission from their department head & prior notice to security. Equipment should not be operated by unqualified personnel.

Work Related Illnesses, Injuries & Accidents

You must immediately report any work related injury, illness or accident to your department manager or supervisor, who is responsible for immediately reporting it to both Human Resources & Safety/Security. An injury/occurrence form must be filled out by Human Resources so it can be processed with the Workers' Compensation carrier.

Please refer to The Law Schools *Emergency Operations Plan* published under separate cover.