

Greater Albany SD 8J
Administrative Regulation

Code: **EBAC-AR(3)**
Adopted: 6/80
Revised/Readopted: 3/12/01
Orig. Code(s): AR 7610-C

Reporting Employee Injuries and Acquiring Workers' Compensation Forms

The district policy in dealing with accidents or injuries for all employees is as follows:

1. Establish a line of responsibilities by employees and their supervisors. (Be sure each employee clearly understands the steps to follow should an on-the-job injury occur.);
2. Get immediate medical treatment and notify the school nurse or principal's office;
3. Keep a record of the injuries handled by the nurse or any immediate medical treatment. Keep complete and accurate records for future reference. An injury forms packet is needed to be completed for all injuries requiring first aid, physician treatment or hospitalization.
4. When an employee is injured and requires the service of a physician, he/she must complete the injury forms packet within 24 hours of injury and the building principal shall complete the appropriate form and forward it to the district office within 48 hours of the injury.

OSHA regulations require that the district maintain a record of recordable occupational injuries and illnesses of their employees. Such records must consist of:

1. A log of occupational injuries and illnesses;
2. A supplementary record of each occupational injury and illness.

A summary of occupational injuries and illnesses must be posted at the end of each calendar year. (No later than February 1.)

Greater Albany Public School District 8J

Work Accident/Incident Procedures

Administrators/Office Managers Responsibilities

Complete "Supervisor's Accident Report", on all incidents and accidents.

Complete items #35-41 on "Preliminary Accident Report of Employee Injury" form.

Complete page 2 of SAIF form "801" if worker seeks medical treatment.

Advise worker to return "Return to Work Status" form to you within 24 hours of medical treatment.

Administrator/Office manager sends completed Preliminary Accident report form, Supervisor's Accident report, 801 and RTW form to Risk Management/Carol Swank @ DO within 24 hours of injury.

OSHA Division requires that employers inform OSHA of all fatalities or catastrophes within 8 hours; accidents or injuries resulting in a hospital admission with medical treatment other than first aid, within 24 hours after the employer receives notification.

Greater Albany Public School District 8J

Employee: _____ SS#: _____

Date of Injury: _____

Work Accident/Incident Procedures

Employee Responsibilities

- _____ 1. Complete "Preliminary Accident Report of Employee Injury" form, on all injuries and give to your administrator/office manager to complete page 2 of SAIF form "801".
- _____ 2. Give "Supervisor's Accident Report" form to your administrator/office manager to complete.
- _____ 3. Complete page 1 of SAIF form "801" if you seek medical treatment. Give to your administrator/office manager to complete page 2 of SAIF form "801".
- _____ 4. Take "Return to Work Status" form to your physician, each time you go to the doctor and return it to your administrator/office manager within 24 hours of medical treatment.
- _____ 5. Give completed Preliminary Accident Report, 801 and Return to Work Status forms to your administrator/office manager.

Employee must initial each item to indicate that the appropriate forms have been completed.

Employee

Date