

## Injury/Illness Report

All injuries/illnesses sustained by an employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity, or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. All accidents involving students, visiting public, or district property will be reported immediately to a supervisor. A written report will be submitted within 24 hours to the risk management department. Reports will cover property damage as well as personal injury.

In the event of a work-related<sup>1</sup> illness or injury to an employee resulting in overnight hospitalization for medical treatment<sup>2</sup> other than first aid, the risk management department shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA). This report will be made within 24 hours after notification to the district of an illness or injury. The risk management department shall report fatalities or catastrophes<sup>3</sup> to OR-OSHA within eight hours.

ALL injuries/illnesses sustained by an employee while in the actual performance of the duty of the employee, or by a student or visiting public will be promptly investigated. As a result of the investigation, any corrective measures needed will be acted upon.

The risk management department will maintain records and reports on serious injuries/illnesses, including accidents involving district property or employees, students, or visiting public, and periodic statistical reports on the number and types of injuries/illnesses occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future.

The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually. Such reports will be submitted to the superintendent annually.

END OF POLICY

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<sup>1</sup>An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition.

<sup>2</sup>Medical treatment includes managing or caring for a patient for the purpose of combatting disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

<sup>3</sup>A “catastrophe” is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

**Legal Reference(s):**

[ORS 339.309](#)

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)

[OAR 437-001-0760](#)

[OAR 581-022-2225](#)

**Cross Reference(s):**

GBE - Staff Health and Safety