

Cove School District 15

Code: **EBBB**
Adopted: 11/10/81
Revised/Readopted: 11/13/01; 7/16/13
Orig. Code(s): 6713.2

Injury/Illness Reports

The superintendent shall develop and implement systems for injury/illness reporting. Monthly records will be maintained and the Board will be informed of any staff/student injury/illness that has occurred. An annual injury/illness report will be provided to the Board.

Injury/illness occurring to district staff and students while 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 at the time of the injury/illness or as soon after as practical. All illnesses and injuries shall be reported on the day they occur, including identification of witnesses, if any. Forms must be readily available and should include a place where suggestions for corrections to help eliminate the cause can be noted.

In the event of a work-related¹ illness or injury to an employee resulting in a hospital admission whereby medical treatment² other than first aid is provided, the safety officer shall inform the Oregon Occupational Safety and Health Division (OR-OSHA). A report will be made within 24 hours after notification of an accident or injury. Fatalities or catastrophes³ shall be reported within eight hours.

ALL accidents/incidents will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The Board will receive 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.

END OF POLICY

¹An 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.

²Medical 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.

³A 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):

[OAR 437-001-0015](#)
[OAR 437-001-0700](#)
[OAR 437-001-0760](#)

[OAR 437-002-0140](#)
[OAR 437-002-0144](#)
[OAR 437-002-0145](#)

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-1420](#)

Cross Reference(s):

GBE - Staff Health and Safety