

Dufur School District 29

Code: **EBBB**
Adopted: 9/03/96
Readopted: 12/02/13
Orig. Code(s): EBBB

Accidents/Incident Reports

All injuries/illnesses sustained by the 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.

Each and every injury/illness, whether involving the employee or a student under his/her supervision, shall be reported to the principal within 24 hours. Every person acting as a supervisor of students at the time a student is injured is responsible to complete a report of accident or injury form and give it to the principal or the deputy clerk, as appropriate. The report of any accident which requires medical treatment shall be made on appropriate district forms. If a student or an employee requires medical attention that cannot be obtained at school, the proper form required by the student insurance carrier or the workers' compensation carrier shall be filled out and filed with the principal.

In the event of work-related¹ illness or injury to an employee resulting in an overnight hospitalization 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 illness or injury. Fatalities or catastrophes³ shall be reported within eight hours.

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

Monthly records will be maintained. An analysis of the data and trends will be made at least annually.

The Board will receive reports on serious injuries/illnesses, including accidents involving district property or employees, students or visiting members of the 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 581-022-1420](#)

HB 3045 (2013)

Cross Reference(s):

EH - Electronic Data Management
GBE - Staff Health and Safety