

Harney Education Service District

Code: **EBBB**
Adopted: 12/13/13
Readopted: 12/13/17

Injury/Illness Reports

All injuries/illnesses, sustained by the employee while in the actual performance of the duty of the employee, occurring on ESD premises, in ESD vehicles, at a ESD-sponsored activity or involving staff members who may be elsewhere on ESD business will be reported immediately to a supervisor. All accidents involving students, visiting public or ESD property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the ESD's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related¹ illness or injury to an employee resulting in overnight hospitalization for medical treatment² other than first aid, the ESD safety officer 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 ESD of an illness or injury. Fatalities or catastrophes³ shall be reported to 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 ESD safety officer will maintain records and reports on serious injuries/illnesses, including accidents involving ESD property, employees, students or visiting publics, and periodic statistical reports on the number and types of injuries/illnesses occurring in the ESD, 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):

[ORS 339.309](#)

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)

[OAR 437-001-0760](#)

[OAR 437-002-0377](#)

[OAR 581-024-0275](#)

Cross Reference(s):

GBE - Staff Health and Safety