

Jewell School District 8

Code: **EBBB**
Adopted: 1/21/98
Readopted: 11/17/08
Orig. Code(s): EBBB

Injury/Illness Reports

All work-related injuries/illnesses 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. Written reports will be submitted to the safety officer within 24 hours to the safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related illness or injury to an employee resulting in a hospital admission whereby medical treatment 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 catastrophes shall be reported within eight hours.

All work-related injuries/illnesses 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 publics and periodic statistical reports on the number and types of accidents occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future.

END OF POLICY

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):

EH - Electronic Data Management