

Long Creek School District 17

Code: **EBBB**
Adopted: 2/13/01
Readopted: 1/17/12; 2/18/14
Orig. Code(s): EBBB

Accident Reports

Written reports will be submitted to the superintendent on all injuries/illnesses sustained by an employee while in the actual performance of the duty of the employee that occurs on school premises, in district vehicles, at a school-sponsored activity or involves staff members who may be elsewhere on school business and will be reported immediately to a supervisor. Reports will cover property damage as well as personal injury.

The Board will receive reports on serious accidents and periodic statistical reports on the number and types of accidents occurring in the school, as well as on the measures being taken to prevent such accidents in the future.

In the event of work-related¹ accident or injury 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 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.

The following reporting system will be used for all accidents on or involving district property, or involving employees, students or visiting public.

1. **Accidents to Students** - The activity supervisor shall file a written accident report within 24 hours after an accident requiring first aid to a student. For serious accidents involving injuries requiring medical care beyond first aid, the administrator will be verbally notified as soon as possible and a written report will be filed within 24 hours by the activity supervisor.

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 pre-existing 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.

2. Accidents to Employees

- a. In the event of a work-related illness or injury to an employee, the administrator shall be notified as soon as possible by the injured employee or the employee who observed or discovered the accident.
- b. All accidents, not merely those requiring medical attention beyond first aid, shall be reported by the affected employee within 24 hours of occurrence to the superintendent. Form 8149-105, "Occupational Injury Report", will be used for this purpose.
- c. A State Accident Insurance (SAIF) Form 801 Revised, "Worker's and Employer's Report of Occupational Injury or Disease," shall be completed by the affected employee for all cases of occupational injury or illness resulting in overnight hospitalization for medical treatment⁴ other than first aid. In cases of serious injuries that may incapacitate the affected employee, this report shall be completed by the district administrator. These forms will be available in the district administration office and returned by the affected employee within three days after injury or illness is discovered or reported. In addition, the administrator must notify the Oregon Occupational Safety and Health Division within 24 hours. Fatalities or catastrophes⁵ shall be reported within eight hours.
- d. The administrator shall maintain an accident report log, using OSHA Form 100, "Recordkeeping Requirements Under the Occupational Safety and Health Act of 1970". A monthly summary shall be prepared of all reported accidents, using state of Oregon Form 101, "Accident Trend Control and Statistical Report."

3. **Accidents to Visitors** - In the event of an accident to a visitor, the administrator shall be notified as soon as possible. The employee who observed, discovered or was informed of the accident by the injured person shall file a written accident report with the administrator within 24 hours after learning of the accident.

END OF POLICY

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):

GBE - Staff Health and Safety

⁴Medical treatment includes managing or caring for a patient for the purpose of combating 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.

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