



Code: **EBBB**
Adopted: 4/09/03
Revised/Readopted: 7/09/08; 12/18/13; 8/10/16;
9/13/17; 3/21/18

Injury/Illness 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. An incident report will be completed using the district's electronic form submission process within 24 hours to the district risk manager. Reports will cover property damage as well as personal injury. All accidents involving students and visiting public will be reported immediately to a supervisor. Copies of such reports will be forwarded to the district's agent-of-record and legal counsel, as may be appropriate.

In the event of a work-related illness¹ or injury to an employee resulting in overnight hospitalization for medical treatment² other than first aid, the district risk manager 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 district of a work-related 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 district risk manager will maintain records and reports on serious injuries/work related illnesses, including accidents involving district property or employees, students or visiting publics 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.

The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually. Such reports will be submitted to the superintendent or designee for review annually.

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 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 the 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 581-022-2225](#)

Cross Reference(s):

EH - Electronic Data Management

GBE - Staff Health and Safety