

Riddle School District 70

Code: **EBBB**
Adopted: 6/18/90
Readopted: 11/28/01; 3/19/14
Orig. Code(s): EBBB

Accident/Incident Reports

Accidents/Incidents 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.

Written reports will be submitted within 24 hours to the district safety officer on all accidents/incidents occurring on district premises or at a district-sponsored activity, or those involving staff members who may be elsewhere on district business. Reports will cover property damage as well as personal injury.

In the event of a work-related¹ accident, illness or injury to an employee 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. Fatal accidents or catastrophes³ shall be reported within eight hours.

ALL accidents/incidents 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 accidents/illnesses/incidents, including accidents involving district property or employees, students or visiting publics, and periodic statistical reports on the number and types of accidents/illnesses/incidents occurring in the district, as well as on the measures being taken to prevent such accidents/illnesses/incidents 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 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.

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 581-022-1420](#)

Cross Reference(s):

GBE - Staff Health and Safety