

**South Umpqua  
School District 19**

Code: **EBBB**  
Adopted: 1/16/02  
Revised/Readopted: 8/02/17  
Orig. Code(s): EBBB

**Injury/Illness Reports**

Written reports will be submitted to the district safety officer on all 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. A written report will be submitted within 24 hours to the safety officer.

In the event of work-related<sup>1</sup> illness or injury to an employee resulting in a hospital admission whereby medical treatment<sup>2</sup> other than first aid is provided, the safety officer shall inform the Oregon Occupational Safety and Health Division (OR-OSHA) as required by law. A report will be made within 24 hours after notification of an accident or injury. Fatal accidents shall be reported within eight hours.

ALL injuries/illnesses sustained by the employee while in 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 injuries/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.

END OF POLICY

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**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):**

GBE - Staff Health and Safety

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<sup>1</sup>An 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.

<sup>2</sup>Medical 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.

