



## **Injury/Illness Reports**

All injuries/illnesses, sustained by the employee while in the actual performance of the duty of the employee, occurring on ESD premises, in ESD vehicles, or an ESD-approved event must be immediately reported to a supervisor. All accidents involving students, visiting public or ESD property will be reported immediately to a supervisor. A written report will be submitted within 24 hours to the ESD's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related<sup>1</sup> illness or injury to an employee resulting in overnight hospitalization for medical treatment<sup>2</sup> other than first aid, the director of human resources shall inform the Oregon Occupational Safety and Health Division (OR-OSHA). This report will be made within 24 hours after notification to the ESD of an illness or injury. Fatalities or catastrophes<sup>3</sup> 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 will be considered and acted upon as deemed necessary.

The ESD safety officer will maintain records and reports on serious injuries/illnesses, including accidents involving ESD property or employees, students or visiting publics, and periodic statistical reports on the number and types of injuries/illnesses occurring in the ESD, 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 for review annually.

END OF POLICY

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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.

<sup>3</sup>A 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 437-002-0377](#)

[OAR 581-024-0275](#)

**Cross Reference(s):**

EH - Electronic Data Management

GBE - Staff Health and Safety