

**Willamette Education  
Service District**

Code: **EBBB**  
Adopted: 7/8/03  
Readopted: 9/12/05; 7/27/10  
Orig. Code(s): None

**Employer Injury/Illness Reports**

Employee injuries/illnesses will be reported immediately to a supervisor.

Written reports will be submitted within 24 hours to the Human Resources Officer on all injuries/illnesses occurring on ESD premises, in ESD vehicles, at an ESD-sponsored activity or involving staff members who may be elsewhere on ESD business. Reports will cover property damage as well as personal injury.

In the event of work-related<sup>1</sup> illness or injury resulting in an overnight hospitalization for medical treatment<sup>2</sup> other than first aid, 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 illness or injury.

Fatalities or catastrophes<sup>3</sup> shall be reported within eight hours.

Reported injuries/illnesses will be promptly investigated. As a result of the investigation any needed corrective measures 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 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 illnesses/injuries in the future.

END OF POLICY

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**Legal Reference(s):**

[OAR 437-001-0015](#)  
[OAR 437-001-0700](#)  
[OAR 437-001-0760](#)

[OAR 437-002-0140](#)  
[OAR 437-002-0144](#)  
[OAR 437-002-0145](#)

[OAR 437-002-0360](#)  
[OAR 437-002-0377](#)  
[OAR 581-024-0275](#)

**Cross Reference(s):**

EH - Electronic Data Management  
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.

<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.