

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE POLICY

Name: Injuries / Illness Reports

Section: Required Policies

Code: EBBB-AP

All injuries / illnesses, sustained by an 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. All accidents involving students, visiting member of the public or district property will be reported immediately to a supervisor. A written report will be submitted within 24 hours to the Superintendent or designee. Reports will cover property damage as well as personal injury.

In the event of a work-related¹ illness or injury to an employee resulting in overnight hospitalization for medical treatment² other than first aid, the Superintendent or designee shall report the incident to Oregon Occupational Safety and Health Division (OR-OSHA). This report will be made within 24 hours after notification to the district of an 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, by a student, or by a visiting member of the public, will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The Superintendent or designee will maintain records and reports on serious injuries / illnesses, including accidents involving district property or employees, students or visiting members of the public. Monthly records will be maintained. An analysis of the data and trends will be made at least annually.

Legal Reference:

ORS 339.309

OAR 437-001-0015

OAR 437-001-0700

OAR 437-001-0760

OAR 581-022-1420

¹ 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.

² 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 the observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

³ 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.

Reviewed: 3/19/18

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