

North Wasco County School District 21

Code: **EBBB**
Adopted: 8/24/17; 11/21/17; 5/23/24

Injury / **or** Illness Reports

All injuries / **or** illnesses¹, 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. **Staff members will report self-administered first-aid² treatment to an immediate supervisor.** All accidents involving **employees**, students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the district's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related³⁺ illness or injury to an employee resulting in ~~overnight~~ **in-patient** hospitalization for medical treatment⁴² other than first aid, **loss of an eye, amputation or avulsion⁵** the district safety officer shall report the incident to the 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 catastrophes⁶³ shall be reported⁷ to OSHA within eight hours.

ALL injuries **or** illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public **and accidents involving district property, employees, students or visiting public** will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The district safety officer will maintain records ~~and reports on serious injuries, illnesses, including and accidents involving district property, or employees, students or visiting publics, and periodic statistical~~

¹The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria. OAR 437-001-0015(39).

²For employees, "first aid" means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries that do not ordinarily require medical care. Such one-time treatment and subsequent observation is considered first aid even though it is provided by a physician or registered professional personnel. OAR 437-001-0015(34).

³An injury or illness is work related if an event or exposure in the work environment **either** caused or contributed to the **resulting** condition or significantly aggravated a preexisting ~~condition~~ **injury or illness**. OAR 437-001-0700(6).

⁴²"Medical" treatment ~~includes managing or caring for~~ **is the management or care** of a patient ~~for the purpose of~~ **to** combatting disease or disorder. The following are not considered medical treatment: visits to a ~~doctor~~ **physician** or **other licensed** health care professional solely for observation or counseling; diagnostic procedures, **such as x-rays and blood tests**, including administering prescription medications **used** solely for diagnostic purposes; ~~and or~~ any procedure that can be labeled first aid according to OAR 437-001-0700(8)(d)(A)(iii).

⁵Amputations and avulsions are only required to be reported if they result in bone loss. OAR 437-001-0704(4)

⁶³A "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. OAR 437-001-0015(11)

⁷Reporting must be done in person or by telephone. OAR 437-001-0704(3)

~~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.~~

~~The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually.~~ **These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data.** Such reports will be submitted to the superintendent for review.

END OF POLICY

Legal Reference(s):

ORS 339.309

OAR 437-001-0015

OAR 437-001-0700

OAR 437-001-0760

OAR 581-022-2225