

# Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

**Policy: EBBB**  
Adopted: 12/13/04  
Readopted: 2/13/06

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## INJURY/ILLNESS REPORTS

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All injuries/illnesses 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. A written report will be submitted within 24 hours to the 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 safety officer shall inform the Oregon Occupational Safety and Health Division (OR-OSHA). A report will be made within 24 hours after notification to the District of an illness or injury. <sup>3</sup>Fatalities or catastrophes shall be reported within eight hours.

ALL injuries/illness sustained by the employee while in the actual performance of the duty of the employee will be promptly investigated. As a result of the investigation any corrective measures that are 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.

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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 combating disease or disorder. The following are not considered medical treatments: visits to a doctor or health-care professional solely for observation or counseling; 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.

## END OF POLICY

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### Legal Reference(s):

OAR 437-001-0015	OAR 437-001-0760	<del>OAR 437-002-0360</del>
OAR 437-001-0052	OAR 437-002-0140	<del>OAR 437-002-0377</del>
OAR 437-001-0053	OAR 437-002-0144	OAR 581-022-1420
OAR 437-001-0700	<del>OAR 437-002-0145</del>	HB 3045 (2013)