

# Milton-Freewater School District 7

Code: EBBB  
Adopted: 11/23/93  
Revised/Readopted: 12/10/02; 1/14/14; 12/12/16;  
1/08/18

## Injury/ or Illness Reports

{This policy was originally released with the April 2024 Policy Update. Following that release, OSBA determined that a correction was necessary. This correction was made in May 2024 and this policy was re-released. This version includes the correction. Required policy. ORS 339.309 requires a district school board establish policy for reporting incidents, e.g., injury.}

All injuries or illnesses<sup>1</sup>, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district school vehicles, at a district-school-sponsored activity or involving staff members who may be elsewhere on district school business will be reported immediately to a supervisor. [Staff members will report self-administered first-aid<sup>2</sup> 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. Copies of such reports may be forwarded to the district's agent-of-record and legal counsel when necessary or appropriate.

In the event of a work-related<sup>3</sup> illness or injury to an employee resulting in in-patient overnight hospitalization for medical treatment<sup>4</sup> other than first aid, loss of an eye, amputation or avulsion<sup>5</sup>, the district safety officer shall report the incident to inform the Oregon Occupational Safety and Health

<sup>1</sup> The 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))

<sup>2</sup> For 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))

<sup>3</sup> An 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 injury or illness. (OAR 437-001-0700(6)) pre-existing condition.

<sup>4</sup> "Medical treatment" includes managing or caring for a patient for the purpose of combating is the management or care of a patient to combat disease or disorder. The following are not considered medical treatment: visits to a physician or other licensed doctor or health care professional solely for observation or counseling; diagnostic procedures, such as x-rays and blood tests, including administering prescription medications medication used solely for diagnostic purposes; or and any procedure that can be labeled first aid according to OAR 437-001-0700(8)(d)(A)(iii).

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

Division (OR-OSHA). ~~This report will be made~~ within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes<sup>6</sup> shall be reported<sup>7</sup> to OSHA ~~within~~ ~~with~~ eight hours.

~~ALL~~ ~~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 the visiting members of the public, ~~and periodic statistical reports if a number and type of injuries/illnesses are occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future.~~ These records will include ~~monthly reporting information and an analysis of the data and trends will be conducted at least annually~~ 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 annually~~<sup>8</sup>.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.309](#)

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)

[OAR 437-001-0704](#)

[OAR 437-001-0760](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2225](#)

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<sup>6</sup> “Catastrophe” ~~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. (OAR 437-001-0015(11))

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

<sup>8</sup> ~~Annual reporting is required, but may occur more often.~~

**Cross Reference(s):**

EH - Electronic Data Management

GBE - Staff Health and Safety

Corrected 5/20/24