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## Injury~~/~~or Illness Reports

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All injuries~~/~~or illnesses<sup>1</sup>, sustained by an the employee while in the actual performance of their~~ir~~ 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-aid<sup>2</sup> treatment to an immediate supervisor. All accidents involving employees, students, visiting public or district property will be reported promptly. A written report will be submitted within 24 hours to the administrator for risk management. Reports will cover property damage as well as personal injury. Accident, injury and illness reports will be promptly investigated and any needed corrective measures will be applied.

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 administrator for risk management shall inform report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA): A report will be made within 24 hours after notification to the district of the an illness or injury. Fatalities or catastrophes<sup>6</sup> shall be reported<sup>7</sup> within eight hours.

~~ALL injuries/ illnesses 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 needed will be acted upon.~~

~~Monthly records will be maintained. An analysis of the data and trends will be made at least annually.~~

The administrator for risk management will maintain records on injuries, illnesses and accidents involving district property, employees, students or visiting public. 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.

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<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 condition. (OAR 437-001-0700(6))

<sup>4</sup> Medical treatment is the management or care of includes managing or caring for a patient for the purpose of to combatting 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 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).

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

<sup>6</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. (OAR 437-001-0015 (11))

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

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 437-002-0377](#)

[OAR 581-022-2225](#)

**Cross Reference(s):**

EH - Electronic Data Management

GBE - Staff Health and Safety