

EMPLOYEE INJURY/ACCIDENT REPORTING

When an employee of the district experiences a work injury it must be reported to the employee's immediate supervisor. If the injury requires medical treatment the supervisor and employee must make the district office aware of the injury so that a first report of injury can be reported to the workers compensation insurer. If the injury is a medical emergency the employee may report the injury to the supervisor and district office after seeking medical treatment. An injury/accident investigation will be conducted by supervisor/administration for all injuries/accidents.

Accident/injury forms are available in the district office. Accident/injury summary logs are posted from February to April each year in the staff lounge area according to OSHA regulations.