Reporting Work-Related Injuries Procedure (sample)

General
1. All injuries occurring on school district property will be immediately reported to employee’s supervisor. Injuries not reported immediately will be considered non-work-related. Accident investigation will be conducted as stated in the Accident Investigation Procedure.
2. A designated occupational health provider, hospital and/or 911 should be identified and posted in the office. Name, location and map to facility should be posted.

Non-Emergency Treatment
3. Employees who report a work-related injury, regardless of severity will report to supervisor/principal. Employee will receive first aid treatment if necessary. Injury will be logged in and accident investigation initiated.
4. In the event an injured employee must seek immediate, emergency treatment, Accident Investigation Procedure may be delayed. Supervisor must be notified prior to employee leaving the job site.
5. Employee can be transported by personal vehicle to an occupational health clinic or hospital, if the injury is non-life threatening. In no instance should employee drive themselves.

Emergency Treatment
6. If the injury is life threatening or serious, emergency services must be notified. Emergency professionals are responsible for employee stabilization prior to transport.

Supervisor Directive
7. Accident Investigation Procedure should be initiated per written policy.