

**TITLE: INJURY/ILLNESS REPORT**

**GENERAL DESCRIPTION:** This procedure applies to all injuries/illnesses, sustained by an 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.

**PRIMARY RESPONSIBILITY:** Supervisor

**REFERENCE OR AUTHORITY:** District Policies EBBB

**PROCEDURAL STEPS:**

1. Supervisor will be verbally contacted immediately when there is an injury/illness.
2. Supervisor submits a written report (occupation injury form) within 24 hours to the district's safety officer and HR.
3. If injury/illness requires medical attention beyond first aid, employee goes to the ER or employee is going to miss work supervisor/employee fills out SAIF 801 form and submits it to HR.
  - a. HR adds injury/illness to OSHA 300 form.
  - b. HR files a SAIF claim with SAIF
  - c. Upon receipt of doctor's release, HR will clear employee to return to work.
4. All fatalities or catastrophes shall be reported to safety officer and HR within 8 hours.