

EMPLOYEE INJURY ON THE JOB

It shall be the responsibility of the employee injured on the job to fill out and submit an on-line accident report and to notify their building administrator within twenty-four hours of the occurrence. Injuries not reported within twenty-four hours may be subject to denial of claims against the district.

When an employee becomes seriously injured on the job, the building principal shall notify a member of the family, or an individual of close relationship, as soon as the building principal becomes aware of the injury. An injured employee shall be turned over to the care of the employee's family or qualified medical employees as quickly as possible.

In the event of a serious on-the-job injury or death of an employee, it shall be the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after becoming aware of the incident.

It shall be the responsibility of the injured employee to file claims, such as workers' compensation, through the district office.

Cross Reference: 404 Employees' Health and Well-Being

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