

POLICY SECTION 5000 - PERSONNEL

DUTY TO REPORT ON-THE-JOB INJURIES AND TO REPORT NON-WORK INJURIES AND MEDICATIONS THAT IMPAIR JOB SAFETY**GENERAL**

The Olympia School District is subject to the Washington State Industrial Insurance Act as specified in Title 51 of the Revised Code of Washington. The statute outlines the responsibilities of employees and employers and includes the employee's affirmative responsibility to notify employers of an injury. This policy sets forth reporting steps for employees to follow and the relationship between these reporting steps and the applicable collective bargaining agreement and/or progressive discipline policies.

In the Olympia School District, the primary duty to report a work place injury rests with the employee who sustained the injury. The report must be made immediately.

1. REPORTING AN IMMEDIATELY APPARENT WORK PLACE INJURY

- a. When an employee sustains an on-the-job injury, the employee shall notify his/her supervisor immediately. If immediate notification is not possible, the employee must notify his/her supervisor prior to resuming work or no more than 24 hours after the time of the injury, whichever is sooner.
- b. Upon being advised of the injury, the supervisor on duty at the time of the incident should report immediately to the scene of the occurrence to assure prompt medical attention for the staff member(s) involved and to address any safety hazards which may have caused or contributed to the incident and perform an injury investigation. In the event the incident occurred outside the staff member's regularly assigned area, the supervisor on duty in the area where the incident occurred should report to the scene immediately, assure prompt medical attention for the employee involved, address any safety hazards, and perform an investigation.
- c. The employee shall complete, and forward to his/her supervisor, an Employee Incident Report form detailing the accident and the resulting injury within 48 hours of the accident.
- d. Supervisors will work with the Human Resources Office to identify any light-duty options that may be available for the employee to return to work as soon as is safely possible.
- e. In rare instances immediate notification, notification within 24 hours of an injury, and/or filing a report within 48 hours may not be possible due to the extent of the injury and/or timing of the injury adjacent to a holiday or weekend; district supervisors will take this into account in responding to the injury and assisting the employee.

2. REPORTING A WORK PLACE INJURY APPARENT AFTER COMPLETION OF WORK DAY

- a. If the employee's injury first becomes apparent after the employee has completed the normal work day, the employee must notify his/her supervisor prior to returning to work or no later than 24 hours after the time the employee becomes aware of the injury, whichever is sooner.
- b. Upon being advised of the incident, the supervisor on duty at the time the incident is reported should report as soon as is practical to the scene of the occurrence to address any safety hazards which may have caused or contributed to the incident. In the event the incident occurred outside the staff member's regularly assigned area, the supervisor on duty in the area where the incident occurred should report to the scene and address any safety hazards.
- c. The employee shall complete, and forward to his/her supervisor, an Employee Incident Report form detailing the accident and the resulting injury within 48 hours of the occurrence.

POLICY SECTION 5000 - PERSONNEL

- d. Supervisors will work with the Human Resources Office to identify any light- duty options that may be available for the employee to return to work as soon as is safely possible.
- e. In rare instances immediate notification, notification within 24 hours of an injury becoming apparent, and/or filing a report within 48 hours may not be possible due to the extent of the injury and/or timing of the injury adjacent to a holiday or weekend; district supervisors will take this into account in responding to the injury and assisting the employee.

3. REPORTING AN OFF-THE-JOB INJURY

If an employee is injured off district property during non-work time and the injury may impair an employee’s ability to perform his/her job responsibilities safely and without injury to the employee or others, the employee must report to his or her supervisor or the Human Resources Office that he or she have a medical condition which affects their ability to perform his/her responsibilities and may need a workplace accommodation. The Human Resources Office will identify any accommodations that are necessary and available during the period of impairment.

4. DUTY TO REPORT MEDICATION USAGE

An employee who is taking a drug or medication, whether or not prescribed by the employee’s physician, which may adversely affect that employee’s ability to perform work in a safe manner is required to report such use to his or her supervisor or the Human Resources Office. The supervisor, in conjunction with the Human Resources Office, employee, and medical provider, will then evaluate whether the employee can remain at work or whether any work restrictions will be necessary and for what period of time.

5. DUTY TO REPORT RECOVERY STATUS

In order to maximize opportunity for the district to identify light duty options for an injured employee, when an employee is in “off-work” or “light-duty” status due to a work place injury, the employee must notify his/her supervisor if a doctor changes the medically-allowable work schedule or duties within 48 hours of the associated doctor appointment.

6. PROGRESSIVE DISCIPLINE

- a. An employee’s failure to provide timely notice to his/her supervisor of a work-place injury, as set forth above, may result in disciplinary action subject to and consistent with the applicable collective bargaining agreement and district policies.
- b. An employee’s failure to provide timely notice to his/her supervisor of a non-work place injury or medication usage which affects the employee's ability to perform his/her job responsibilities safely and without injury to the employee or others, as set forth above, may result in disciplinary action subject to and consistent with the applicable collective bargaining agreement and district policies.



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