

ACCIDENT REPORTS

Accidents will be reported immediately to a supervisor.

Written reports will be submitted within one business day to the building principal on all accidents occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business. Reports will cover property damage as well as personal injury.

All accidents/incidents will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

Monthly records will be maintained.

The board will receive reports on serious accidents and periodic statistical reports on the number and types of accidents occurring in the district, as well as on the measures being taken to prevent such occurrences in the future.

Cross Reference: 404.02 Employee Injury on the Job

Revised ____June 8, 2009____