

**Linn Benton Lincoln  
Education Service District**

Code: **EBBB**  
Adopted: 7/8/98  
Revised: 8/21/24

## Injury or Illness Reports

The ESD shall promptly and thoroughly investigate issues surrounding an on the job injury, illness or accident.

All injuries or illnesses<sup>1</sup>, sustained by the employee while in the actual performance of the duty of the employee occurring on ESD premises, in ESD vehicles, at ESD sponsored activities or involving staff who may be elsewhere on ESD business, will be reported immediately to a supervisor. All accidents involving employees, students, visiting public or ESD property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours Human Resources. Reports will cover property damage as well as personal injury.

In the event of a work-related<sup>3</sup> illness or injury to an employee resulting in-patient hospitalization, loss of an eye, amputation or avulsion<sup>4</sup>, Human Resources shall inform the Oregon Occupational Safety and Health Division (OR-OSHA). A report will be made within 24 hours after notification to the ESD of an illness or injury. Fatalities or catastrophes<sup>5</sup> shall be reported<sup>6</sup> within eight hours.

All injuries or illnesses sustained by the employee while in the actual performance of the duty of the employee, or by a student or visiting public and accidents involving ESD property, employees, student or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

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<sup>1</sup> The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

<sup>2</sup> For employees, "first aid" means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries that do not ordinarily require medical care. Such one-time treatment and subsequent observation is considered first aid even though it is provided by a physician or registered professional personnel. (OAR 437-001-0015(34))

<sup>3</sup>An injury or illness is work-related in an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. (OAR 437-001-0015(39))

<sup>4</sup> Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

<sup>5</sup> "Catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

<sup>6</sup> Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

Human Resources will maintain records on injuries, illnesses, and accidents involving ESD property, employees, students or visiting publics.

These records will include prevention measures taken, reporting information, periodic statistical reports on the number of types of injuries, illnesses and accidents occurring in the ESD, and monthly and annual analyses of accident data.

The Board will receive reports on serious injuries/illnesses and periodic statistical reports on the number and types of injuries/illnesses occurring in the ESD, as well as on the measures being taken to prevent such injuries/illnesses in the future.

END OF POLICY

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**Legal Reference(s):**

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)

[OAR 437-001-0760](#)

[OAR 437-002-0360](#)

[ORS 339.309](#)

[OAR 437-002-0377](#)

[OAR 581-024-0275](#)