

POLICY: **Injured or Ill Employees**
EFFECTIVE DATE: **06/22/21**
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#702

POLICY

It is the policy of the District to ensure injured and ill employees, contractors, volunteers, and visitors are treated, and such injuries, illnesses, and treatments are documented for workers compensation claims, regulatory reporting, and possible prevention of similar injuries and illnesses.

It is the policy of the District that any situation of perceived negligence or inadequate safety that could cause an accident or illness must be prevented, if possible.

It is the policy of the District that all accidents, injuries, and illnesses involving employees, contractors, volunteers, and visitors are reported and investigated as soon as possible to expedite the investigation and increase the likelihood of important findings that could lead to preventive measures to be identified and implemented.

SCOPE

This Policy applies to all employees, volunteers, contractors, and visitors.

RESPONSIBILITIES

All **employees, contractors, volunteers**, and/or **visitors** must report accidents, injuries, illnesses, or occurrences or situations that may not have involved injuries, but could be potentially dangerous if repeated.

All **employees** must take immediate action to provide first aid to injured or ill employees, contractors, or visitors, and if necessary, arranging for additional care and/or safe transport.

It is the responsibility of the **Safety Officer** to investigate all reports of accidents, injuries, illnesses, or occurrences or situations that may not have involved injuries, but could be potentially dangerous, if repeated.

PRACTICES

1. All injuries and illnesses that involve employees, contractors, volunteers, and/or visitors should be reported. Although small cuts, bruises, etc. that normally do not require medical attention, do not have to be reported.
2. All accidents, severe injuries, and serious illnesses that involve employees, contractors, volunteers, and/or visitors must be reported including, but not

limited to:

- a. Fatalities;
 - b. Damage to the head, skull, and/or face;
 - c. Damage to any senses, e.g., partial, or complete loss of hearing, sight, etc.
 - d. Incapacitation or dislocation of limbs that hinder functionality or movement, including paralysis and amputation;
 - e. Blows or injuries to the spine, back, and/or ribs;
 - f. Harm to the nervous system or loss of consciousness through electrocution, hypothermia, etc.
 - g. Poisoning;
 - h. Contamination from hazardous substances or transmission of diseases; or
 - i. Any other injury that requires medical care or hospitalization.
3. Employees, contractors, volunteers, and visitors are required to report occurrences that may not have resulted in injuries, but could be potentially dangerous if repeated, including:
- a. Explosions;
 - b. Slippery surfaces;
 - c. Water or gas leaks;
 - d. Inadequate insulation of electrical circuits; or
 - e. Breaking glass;
4. Employees who are involved in or witness an accident, have been injured, or are feeling ill must notify their immediate supervisor and the **Safety Officer** and, if possible, complete and submit **Accident, Injury, or Illness Report Form 702-1** to the **Safety Officer**.
5. All employees must take immediate action to provide first aid to injured or ill employees, contractors, volunteers, or visitors and take any additional actions necessary to ensure the safety of themselves and others, e.g., close access to unsafe areas, turn off an energy source, equipment, clean up spills, etc.

6. If necessary, the District Manager, Fire Chief, fire officers, or the Safety Officer shall arrange for safe transport of an injured or ill person to their home, an urgent care facility, or to some other place of convalescence, and if necessary, call for emergency services, e.g., basic, or advanced life support, including ambulatory transportation.
7. Employees who anticipate an accident, injury, illness, or dangerous occurrence or situation due to perceived negligence or inadequate safety, must notify the District Manager, Fire Chief, a fire officer, or the Safety Officer as soon as possible so such accident, injury, illness, or dangerous occurrence or situation may be prevented, if possible.
8. Any employee that is determined to have been aware of, but did not report a serious accident, illness, or potentially dangerous occurrence or situation may be subject to disciplinary action, including and up to, termination.
9. No retaliatory actions shall be taken against any employee for reporting any accident, injury, illness, or potentially dangerous occurrence or situation.
10. All reports of accidents, injuries, illnesses, or potentially dangerous occurrences or situations shall be investigated by the Safety Officer and the investigation documented on **Accident, Injury, or Illness Report Form 702-1**, or if necessary, the Safety Officer shall request an investigation from experts or proper authorities.

RELATED POLICIES

Sick Excused Absences 466
Workers Compensation/Injury Leaves of Absence 484
Employee Responsibilities 530
Conflicts of Interest 582
Infection Control 706

REVISION HISTORY

Revision Date	Author	Revision Details
June 22, 2021	Monte Olsen	Initial version