

## **Employee Accident Reporting Program**

The administrators of this district are committed to providing employees with a safe and healthy workplace. It is the policy of this district that employees report unsafe conditions and not perform tasks considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors.

Every accident is potentially serious and the reporting of all accidents is extremely important. Accidents and near misses should be investigated and reported in a timely manner.

### **I. WHAT IS A WORK RELATED INJURY?**

The purpose of workers' compensation insurance is to provide benefits to injured workers for workplace injuries and occupational diseases. Through the statutory definition of injury, the legislature describes those injuries that are recognized as qualifying for compensation under the workers' compensation law. Common legal phrases used are that the injury is "work-related" or that it "arises out of and in the course of employment."

Employees are entitled to benefits if injured while performing normal duties during regular working hours. Often, questions arise if employees are injured in circumstances that are not typical of the normal working environment in terms of time, place or performance of duties. Workers' compensation is generally not allowed for injuries resulting from horseplay, intentional self-infliction, intoxication or incurred while traveling to and from work.

### **II. ACCIDENT REPORTING**

Proper accident reporting plays a major role in controlling the severity of a loss. If reporting is delayed, the victim may not receive prompt treatment, medical benefit payments may be delayed, and witnesses may forget important facts and key evidence may be lost or destroyed.

The *LA-1 Workers Compensation - First Report of Injury or Illness* employee form shall be completed, in its entirety, for any employee that experiences an accident while on the job. The form shall be filed with the Personnel Assistant within 24 hours of the accident.

The hospitalization of three or more employees and any fatality shall be reported to the Superintendent or Director of Personnel who must notify the Kentucky Division of Occupational Safety and Health Compliance (KY OSHA) within 8 hours.

The hospitalization of fewer than three employees or an amputation suffered by an employee shall be reported to the Superintendent or Director of Personnel who must notify the Kentucky Division of Occupational Safety and Health Compliance (KY OSHA) within 72 hours.

### III. PROCESS

- A. Any employee, after becoming involved in an accident, injury, or illness in the course of employment must report immediately, or “as soon as practical,” to his/her administrator/manager at Carter County Schools.
- B. Any time an accident, injury, or illness occurs; immediate treatment/first aid should be sought and administered with follow-up reporting. In the instance that the accident, injury or illness requires advanced medical treatment, the employee should seek assistance by a medical professional.
- C. The immediate supervisor shall be responsible to ensure the injured victim receives appropriate medical attention and shall also be responsible for completing the *LA-1 Workers Compensation - First Report of Injury or Illness* form. This form is not to be completed by the employee involved in the accident, injury or illness.

The form is available on the District Documents page on the Carter County Schools website ([www.cartercountyschools.org](http://www.cartercountyschools.org)).

- D. Accidents, injuries or illnesses occurring at an off-site facility or center during a sponsored field trip or an approved off-site work assignment, shall be reported to the administrator/supervisor immediately. If need be, the employee shall report to a medical care facility for treatment.

### IV. ACCIDENT INVESTIGATION

All accidents shall be investigated by a supervisor within 24 hours of the occurrence and should include information gathering, employee interviews, and information analysis.

- A. Information Gathering
  - a. Determine the immediate cause of the accident
    - i. Unsafe conditions
    - ii. Unsafe acts
    - iii. Unsafe practices
  - b. Determine contribution factors. Why did the accident happen?
    - i. Management
    - ii. Insufficient training
    - iii. Lack of Equipment
    - iv. Employee Factors
      - 1. Physical condition
      - 2. State of mind

- B. Employee Interviews

The information obtained regarding an employee accident plays an important role in determining the cause of an accident and preventing a similar occurrence from happening again. The supervisor should clarify and review the information with the employee to ensure accuracy. Employees are encouraged to offer suggestions for improvement and/or mitigation.

C. Information Analysis

- a. Determine proper corrective action
  - i. Ensure that equipment/supports are available
  - ii. Modify/establish work processes
  - iii. Modify employee behaviors