

On the Job Accident Procedures

The district strives to provide a safe working environment and safe facilities, however there are times when an employee may sustain a job-related injury. When you do experience a job-related accident or injury you need to follow these reporting procedures:

- 1.) Tell your Principal/Supervisor ASAP, in detail, how the accident happened, where it happened, and if you are hurt. Your Principal/Supervisor has an Employee Accident form that you will need to fill out.
- 2.) If you feel that you need to go to a doctor or hospital because of a job-related injury, you will need to see me BEFORE you go, as there is paperwork to fill out that needs to be given to the medical provider to ensure that the billing goes directly to our self insured Worker's Compensation administrator, ESD 105. Of course, if you suffer a major injury and/or need immediate medical attention, then please come see me after you go to the doctor. As a reminder, my office is down at the Port, at the Business Office.
- 3.) Principals/Supervisors: Please fill out the Supervisor Accident Form and send over to me along with the Employee Accident Form & Witness Statement (if there is one).

All these documents must be filled out so that I can send them to ESD 105 before any of your claims will be processed.

Job-related injuries/accidents must be reported within 24 hours.