

**SECTION 6:
ACCIDENT AND OCCUPATIONAL INJURY /ILLNESS REPORTING**

The Asotin-Anatone School District is a self-insured organization and provides to its employees industrial insurance (workers' compensation insurance). This insurance is designed to cover qualified medical expenses and to partially reimburse employees for wages lost if an employee is unable to work while recovering from a work-related injury or disease. The district notifies its employees about their industrial insurance rights and obligations by providing employees a copy of the "Workers' Compensation Filing Information" form (Appendix A) within 30 calendar days of employment. In addition, a "Notice to Employees: Self-Insured Businesses" poster (Appendix A) is displayed at each of the district's locations. This poster states that the district is a self-insured employer, subject to the provisions of the self-insurance laws, and also identifies a contact person for reporting injuries.

All incidents when occurring in the course of employment that cause injury, illness or property damage, no matter how minor, must be reported promptly to the immediate supervisor, the superintendent or the Human Resources department for evaluation and investigation.

Note: Emergency medical services should be called in any case where the employee needs immediate medical attention for serious injuries. A supervisor or other staff member will accompany the employee to the hospital. For minor injuries requiring immediate medical attention, transportation will be provided to the injured party. For injuries that do not require immediate medical attention, the employee may transport themselves to the doctor.

The injured worker is required to complete an Employee Incident Report form. The form should be completed as soon as possible, even if the employee will not seek medical attention for their injury. The form is available from their supervisor or the Human Resources department. The employee's supervisor will assist with completing the form. Send the completed form to Human Resources. A copy of the form is found in Appendix A.

A call will also be made to the Insurance Program Workers' Compensation staff at 360-750-7504 or 800-749-5861 as soon as possible to report the injury and receive important information regarding their possible claim.

If the injured employee seeks or would like to seek medical attention, the employee may choose any doctor who is qualified to treat the condition. Employees should inform the doctor that the injury or disease is job-related. The doctor will need to complete a "Physician's Initial Report." This report must be sent to the ESD Workers' Compensation department. Claims staff will mail a packet to the injured worker that includes a (Self-Insurer Accident Report) (SIF-2) form and a pamphlet entitled *Employees of Self-Insured Businesses: A Guide to Industrial Insurance*

Benefits. The form initiates the claim for their occupational injury/illness, while the pamphlet explains the employee's rights and responsibilities. The school district is a self-insured employer so the employee claim will be administered by a claims representative from ESD 112 and any expenses resulting from the claim will be paid by the ESD 112 Workers' Compensation Claims Department rather than by the Department of Labor and Industries.

If a supervisor or employee has questions relating to any aspect of self-insurance or workers' compensation insurance regulations, they may contact:

ESD 112 Workers' Compensation Claims Department
2500 NE 65th Avenue
Vancouver, Washington 98661-6812
Phone: 360-750-7504
Toll free: 800-749-5861
Fax: 360-750-9836

Serious Injuries

In the case of death, probable death or inpatient hospitalization of any employee, the superintendent will contact the nearest office of the Department of Labor and Industries in person or by phone at 1-800-423-7233, within eight hours of the work-related accident or within eight hours of the time it was reported. During weekends and evenings the toll-free number is 1-800-321-6742. The school district will also provide the following information within 30 days of such accident to the Department of Labor and Industries:

- Name of the work place
- Location of the incident
- Time and date of the incident
- Number of fatalities or hospitalized employees
- Contact person
- Phone number
- Brief description of the incident.

Note: Any equipment involved in an accident resulting in a fatality, a near fatality or if two or more employees are sent to the hospital, is not to be moved until a representative of the Department of Labor and Industries investigates the incident and releases the equipment. However, if it is necessary to move the equipment to prevent further incidents or further harm to the employee or to remove the victim, the equipment may be moved as necessary.

Reference: WAC 296-800-320

Visitor Accidents/Injuries

Any non-employee injured on school district premises or property should receive necessary medical attention if needed. The situation must be reported to the superintendent's office as soon as possible. An Incident Report form (Appendix A), which can be obtained from the district office, must be completed and returned to HR. Human Resources will forward a copy of the report to the district's insurance carrier.

Student Accidents/Injuries

Student accidents and injuries must be reported to the superintendent's office. A Student Accident Report form (Appendix A), which can be obtained from Human Resources, must be completed and returned to HR. Guidelines for when to complete a Student Accident Report are also found in the staff handbook. Human Resources will forward a copy of the report to the district's insurance carrier.

Reporting Vehicle Accidents

Any accident and/or damage to a Motor Pool vehicle or any accident and/or damage by a Motor Pool vehicle to another vehicle or property, however minor, must be reported to the immediate supervisor. If anyone is injured or the possibility of an injury exists, this also must be reported.

In case of an accident:

- Insurance cards are located in the glove box.
- Exchange information and get names of witnesses.
- Do not admit fault.
- Do not discuss the accident with anyone at the scene except the police.
- Report to Motor Pool administration.
- Fill out Employee Incident Report Form.

If any person is injured including one's self, or any person's property sustains damages in the amount of \$700 or more, the owner or operator of the vehicle involved in the collision is required to complete a State of Washington Vehicle Collision Report (for accidents occurring in Washington).

Pupil Transportation

In the event of an emergency involving a school bus, the driver is to contact district base/dispatch immediately. Drivers will provide dispatch the following information:

- Bus number
- Location
- Emergency type (breakdown, accident, medical, weapon, etc.)
- Requirements (police, ambulance, tow truck, spare bus, etc.)
- Whose parents need to be notified

Drivers will await instruction from dispatch. In the event of a motor vehicle accident the driver will await the arrival of the Washington State Patrol.

