

## **Dallas School District No. 2**

### **On-the-job Employee Injury Procedure**

1. Supervisor completes Accident/Incident Analysis form with employee.
  - a. Repeatedly question “Why” to determine the root cause of accident.
2. If outside medical treatment is needed, SAIF 801 form needs to be completed by employee in addition to the Accident/Incident Analysis form previously completed with supervisor.
  - a. Supervisor communicates SAIF 801 form requirements to employee.
  - b. Provide immediate access to the form as detailed in step 3 below.
  - c. Send original form to the district office with the following status, if known:
    - i. Time missed from work due to the injury.
    - ii. Notes from the attending physician that detail work restrictions.
  - d. District Office is required to report an on-the-job injury to SAIF by submitting the SAIF 801 form within five (5) days of **having knowledge that the** employee obtained medical treatment.
    - i. *If overnight hospitalization is required, District must report directly to Oregon OSHA within 24 hours!*
3. Both the Accident/Incident Analysis and SAIF 801 forms are available as printable hard copy or fillable form on the Safety Committee web page of the district website. <http://www.dallas.k12.or.us>. Select the Staff tab, then Safety button.
4. Monitor employee condition as appropriate.
  - a. Employee may initially decline medical treatment but decide to seek treatment later, follow procedures in step 2 above.
  - b. For an employee that has been provided work restrictions by attending physician.
    - i. District practice is that we modify the employee’s job where possible. If we cannot modify their job, we use a sub for their regular job and provide different work that will conform to work restrictions.
    - ii. If help is needed to identify/provide other work, contact District office.
  - c. As work restrictions change, employee must provide a copy of the updated restrictions to their supervisor within 24 hours of the ending date of the prior note.
5. All forms and doctor notes are sent to the District Office.
  - a. Current district contact is Trista Girt, [trista.girt@dsd2.org](mailto:trista.girt@dsd2.org) or 503-623-5594 x 1222.

*The spirit with which we approach this matter is always to show support and concern for an employee that has been injured at work, while also ensuring accountability as an employer and an employee.*  
**Remember employee medical information is highly confidential!**