

## **EMPLOYEE WORK-RELATED INJURIES**

The RSU #23 School Department Board is concerned about the health and safety of all employees. Therefore, the Board makes a consistent effort to provide our employees with a safe work environment.

If an employee is aware of a potential hazard in the work place, the employee will immediately report the concern to his/her supervisor. The supervisor will then report the potential hazard to the appropriate department head for the required action.

In the event of a work-related injury, the employee will:

1. Seek appropriate emergency medical care;
2. Report the injury to the supervisor and the school nurse. The staff member must then fill out an accident report. The accident report will be completed within 24 hours of the injury and a copy should be sent to the school nurse and a copy should be sent to the Human Resource office so that a Workers Compensation Claim can be filed;
3. If medical attention is required or desired, be evaluated by the school department's designated health care provider in accordance with state law.
4. Provide the Human Resource office and supervisor with health care provider's instructions in regards to any working restrictions, medical leave time needed and/or return to work instructions.

Adopted: 1/8/14