

# CLATSKANIE SCHOOL DISTRICT

## EMPLOYEE RESPONSIBILITIES REGARDING ON THE JOB INJURIES/ACCIDENTS

- **Notify your supervisor of the illness or injury:**
  - Immediately report all injuries/accidents, no matter how slight, to your supervisor. Waiting until your next work shift is not an acceptable practice.
  
- **Get medical help, if needed:**
  - If your injury is life threatening, have someone call 911.
  - If your injury is serious but not life-threatening, go to the nearest urgent care or emergency room.
  - If your injury is not serious, see a doctor, if necessary.
  
- **Fill out an incident report, if you are not seeking medical help.**
  - You may fill out a form, available at the main office in each building, in the District Office or online at [www.csd.k12.or.us](http://www.csd.k12.or.us) >Staff Links>Forms>Incident Report.
  - Please fill out each section entirely, along with the pain diagram. **This is very important!** If you don't have the phone numbers of the witnesses, be sure to put their names down. Also, a detailed description of the incident.
  - If you need to seek medical attention later, this will be an important piece for filing a worker's compensation claim via the 801 Form.
  - Return the Incident Report Form to your building supervisor.
  
- **If you are going to the doctor or seeking medical attention after the incident, fill out an Oregon Form 801.**
  - Request form from the District Office or the main office in each building.
  - If you need to see a doctor, complete the "worker" portion of the Workers' Compensation Claim Form 801. If you need assistance with the form, contact the District Office.
  - Please fill out each line entirely and provide a detailed description of the incident.
  - Return the 801 Form to the District Office or your building supervisor.
  - Immediately (within 24 hrs) report your physician's findings to your supervisor or.
  - Please give any status update reports from your doctor to the District Office.
  - You should receive a Release to Return to Work from your physician visit and bring it to the District Office.