

Policy No.: 905.06
Date Approved: 5/10/2004
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ACCIDENT REPORTS

Accidents will be reported immediately to a supervisor.

Written reports will be submitted within 24 hours to the building principal on all accidents occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business. Reports will cover property damage as well as personal injury.

All accidents/incidents will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

Monthly records will be maintained. An analysis of the data and trends will be made at least annually.

Cross Reference: Employee Injury on the Job