Lourdes Public Charter School

Code: EBBB

Adopted: 4/28/25

Injury or Illness Reports

All injuries or illnesses[[1]](#footnote-1), sustained by the employee while in the actual performance of the duty of the employee, occurring on public charter school premises, in public charter school vehicles, at a public charter school-sponsored activity or involving staff members who may be elsewhere on public charter school business will be reported immediately to a supervisor. All accidents involving employees, students, visiting publics or school property will be reported to the administrator.

A written report will be submitted within 24 hours to the public charter school’s safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related[[2]](#footnote-2) illness or injury to an employee resulting in in-patient hospitalization, loss of an eye, amputation or avulsion[[3]](#footnote-3), the safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours after notification to the public charter school of an illness or injury. Fatalities or catastrophes[[4]](#footnote-4) shall be reported[[5]](#footnote-5) to OSHA within eight hours.

**ALL** injuries or illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving school property, employees, students or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The school safety officer will maintain records on injuries, illnesses, and accidents involving school property, employees, students or visiting publics. These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the school, and monthly and annual analyses of accident data. Such reports will be submitted to the Board annually.

END OF POLICY

Legal Reference(s):

[ORS 338](http://policy.osba.org/orsredir.asp?ors=ors-338).115(1)(z)

[ORS 339](http://policy.osba.org/orsredir.asp?ors=ors-339).309

[OAR 437](http://policy.osba.org/orsredir.asp?ors=oar-437)-001-0015

[OAR 437](http://policy.osba.org/orsredir.asp?ors=oar-437)-001-0700

[OAR 437](http://policy.osba.org/orsredir.asp?ors=oar-437)-001-0704

[OAR 437](http://policy.osba.org/orsredir.asp?ors=oar-437)-001-0760

[OAR 437](http://policy.osba.org/orsredir.asp?ors=oar-437)-002-0360

[OAR 437](http://policy.osba.org/orsredir.asp?ors=oar-437)-002-0377

[OAR 581](http://policy.osba.org/orsredir.asp?ors=oar-581)-022-2225

1. The Oregon Occupational Safety and Health Division provides: “Injury or illness” means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39)) [↑](#footnote-ref-1)
2. An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. (OAR 437-001-0700(6)) [↑](#footnote-ref-2)
3. Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4)) [↑](#footnote-ref-3)
4. “Catastrophe” is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11)) [↑](#footnote-ref-4)
5. Reporting must be done in person or by telephone. (OAR 437-001-0704(3)) [↑](#footnote-ref-5)