

The following policy is intended to assist and protect the employees of the Lapwai School District. This policy shall be reviewed and signed annually with copies submitted to the District Office by the supervisor. Except for life-threatening injuries requiring immediate medical attention, the follow procedures shall be followed consistently:

1. Employees shall immediately report all near-miss, property damage, and injury incidents to their supervisor. All injuries will be documented even though a physician's attention may not be deemed necessary. This is for the employee's personal protection. Employees are responsible to report to their supervisor within 24 hours of the incident, immediately whenever possible. Should the supervisor be unavailable, reports may be directed to the Superintendent.
2. The supervisor shall interview the reporting employee and complete an Employee Accident Form which includes a corrective action plan. This form is to be completed by the supervisor on behalf of the employee and submitted to the District Office within 24 hours of the incident, immediately whenever possible.
3. The supervisor shall notify the reporting employee should they determine seeing their medical provider is necessary, to contact the district office *prior* to seeing their physician. District staff will conduct a second interview, complete a Workers Compensation Form, and submit it to the Idaho State Insurance Fund. This form is to be completed by District staff on behalf of the employee.

Employees should be aware the Idaho State Insurance Fund may request detailed medical history while processing a Workers Compensation Claim. Prior to seeing chiropractors and other medical specialists, you must first be referred by your general medical practitioner.

These procedures are in no way intended to curtail medical attention for valid job-related injuries, but rather, to aid and protect employees, provide best care, and expedite payment of medical bills and/or compensation.

Supervisors, with the full cooperation of all employees, shall be directly responsible for monitoring and enforcing safe operating procedures, work methods, and working conditions, protecting the safety and welfare of fellow employees, investigating all accidents whether or not they result in injuries, and correcting all unsafe work conditions or practices.

The Lapwai School District requests a proactive and preventative approach by requesting all employees immediately report unsafe procedures and conditions. The supervisor will also immediately report concerns to the Superintendent in order to ensure corrective action.

Employees have the right to report work-related injuries and illnesses; and employers are prohibited from discharging or in any manner discriminating against employees for reporting work-related injuries or illnesses.

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Employee's Signature

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Date