

INJURY REPORTING PROCEDURES MCINTOSH COUNTY SCHOOLS

The McIntosh County Board of Education recognizes the importance of maintaining a safe and risk free working environment for our students and our staff. Each member of the staff must have responsibility for his/her own safety. Adherence to policies, regulations, safety procedures, and heightened awareness of safety in your work area are critical to maintaining a safe and injury free work environment in our schools. In the event of an injury at the work site please follow these procedures:

- 1.) Report the injury to your Principal/Department Supervisor or their designee immediately. Effective May 7, 2013 you must report to the SCHOOL SUPERINTENDENT before completing an injury report form.**
- 2.) After the required SUPERINTENDENT interview you will complete the Injury Report Form at the Central Office. All employees filing a worker compensation injury report must seek medical attention immediately and undergo drug and alcohol screenings. If medical attention is refused the employee understands the school system is released of all workers compensation liability.**
- 3.) If the injury is serious or life threatening immediately seek medical attention and notify Debra Vickers by phone 437-8843 (interview and report will be completed later).
- 4.) If an injury (even if medical attention is not required) is reported you must still complete the SCHOOL SUPERINTENDENT interview.**
- 5.) The approved physician panel is posted at each school office and department site as well as being posted on our website. You must see one of the panel physicians listed.**
- 6.) If you are out for seven days and are not released to return to work following an injury, you will begin receiving workers compensation pay directly from Affinity Service Group until you are released from care. We will make every effort to accommodate modified light duty work until a full medical release is received.**
- 7.) Upon return to work from an injury the injured employee is required to have a follow-up conference with the Deputy Superintendent.**

These procedures have been instituted in an effort to reduce accidents in the workplace by identifying the causes and hopefully eliminating when possible the re-occurrence of similar injuries to employees.