

Reporting Injuries

The why, what and how of reporting



All Injuries

Why report all injuries?

Without consistent, accurate reporting of workplace injuries it is hard to get an accurate picture of the problem. Each report strengthens our case for additional staffing, funding and training to help keep students with severe needs, other students and staff safe.

What do I need to report?

Thanks to legislation championed by OSEA in 2013, *all school districts are required* by **Oregon Revised Statute (ORS) 339.309** *to establish an injury reporting policy*:

ORS 339.309 Required reports of employee injuries.

- (1) *Each district school board shall establish a policy for the reporting of incidents that:*
 - (a) *Result in the injury of an employee of the school district; and*
 - (b) *Are sustained while in the actual performance of the duty of the employee.*
- (2) *A policy established as provided by this section must align, to the extent practicable, with any existing reporting requirements. [2013 c.283 §1]*

Where do I find my district's reporting policy?

Check with your OSEA chapter president or supervisor for a copy of the policy. You may also visit the Oregon School Boards Association's online policy page at policy.osba.org (select a school district from the left-side column and then type policy code EBBB in the search field at the top right to locate a link to the injury/illness policy).

The following is a sample school district policy:

Injury/Illness Reports

All injuries/illnesses, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. A written report will be submitted within 24 hours to the safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related¹ illness or injury to an employee resulting in overnight hospitalization for medical treatment² other than first aid, the safety officer shall inform the Oregon Occupational Safety and Health Division (OR-OSHA). A report will be made within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes³ shall be reported within eight hours.

ALL injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee 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.

Oregon OSHA: Serious Injuries

Does my injury qualify as serious?

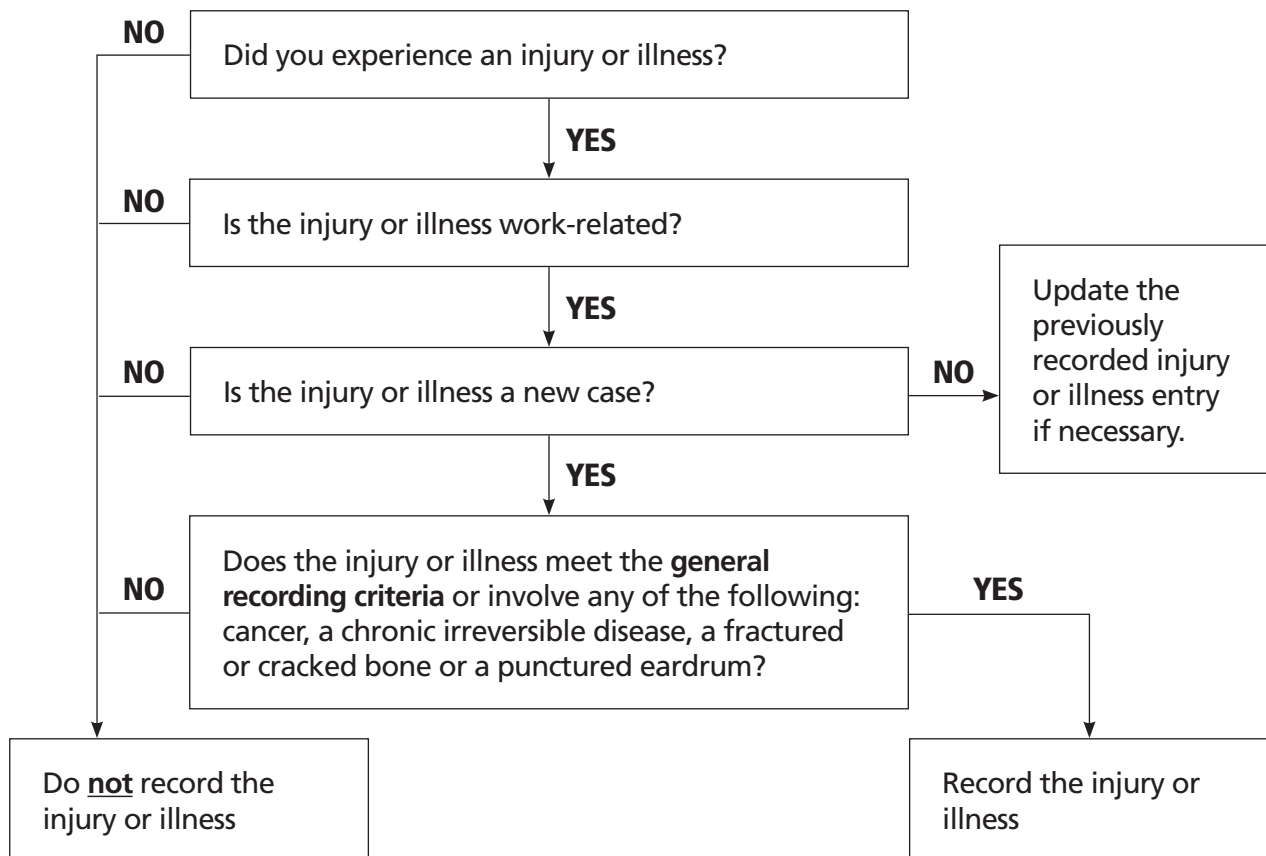
You should report all injuries according to your district's reporting policy; however, **serious injuries** need to be reported using OSHA 300 logs. A work-related injury or illness is considered serious if it meets one or more of the following **general recording criteria**:

- Death
- Days away from work
- Restricted work or transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- A significant injury or illness diagnosed by a physician or other licensed health care professional

Note: Most serious injuries and illnesses will result in one of the events listed above; however, there are some serious injuries, such as a punctured eardrum or a fractured toe or rib, for which neither medical treatment nor work restrictions may be recommended. Cancer, chronic irreversible diseases, fractured or cracked bones, and punctured eardrums are generally considered serious injuries and illnesses; they must be recorded at the initial diagnosis even if medical treatment or work restrictions are not recommended or are postponed in a particular case.

How do I determine if I should report my injury on an OSHA 300 Log?

Use the following decision tree to determine whether or not you should report your injury:



How do I report serious injuries?

Serious injuries should now be reported on the **Log of Work-Related Injuries and Illnesses (OSHA 300 Logs)**. Up until Jan. 1, 2018, K-12 schools, other schools of instruction and educational support services were not required to keep OSHA 300 Logs because they were considered to be “low-hazard” industries.

According to Oregon OSHA Administrator Michael Wood, “The lack of recordkeeping has become a barrier to addressing injuries in the workplace, particularly in relation to workplace violence.” As a result, OSEA was able to successfully petition Oregon OSHA to initiate a rule change that now holds school districts to the same standards as construction companies, factories and other facilities that have high injury rates — and with good reason; Oregon OSHA discovered school employees miss more days of work (or are restricted in their duties) due to injuries and work-related illnesses than nonresidential construction workers.

Notify your supervisor of a serious work-related injury or illness as soon as possible so it can be reported on the OSHA 300 Log within seven (7) calendar days, as required under OSHA recordkeeping requirements.

The following is a sample OSHA 300 Log:

OSHA's Form 300

Log of Work-Related Injuries and Illnesses

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity, or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health-care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in OAR 437-001-0700. Use two lines for a single case if you need to. You must complete the Report of Injury or Illness (Form 801) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local Oregon OSHA office for help.

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Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Establishment name: Generic School

City: Anywhere State: OR

Identify the person		Describe the case			Classify the case												
(A) Case no.	(B) Employee's name	(C) Job title (e.g., "welder")	(D) Date of injury or of illness	(E) Where the event occurred (e.g., "loading dock -north end")	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., "second-degree burns on right forearm from acetylene torch")	Using these four categories, check only the most serious result for each case:				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:					
						Death Days away from work	Job transfer or restriction	Other recor- dable cases	Away from work	On job transfer or restriction	Injury	Skin disorder	Respiratory condition	Poisoning	Hearing loss	All other illnesses	
						(G)	(H)	(I)	(J)	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)
	<u>Mary Jane</u>	<u>SPED IA</u>	<u>1/18</u> month day	<u>SPED Room #3</u>	<u>Repeatedly punched until loss of consciousness & vision</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>4</u> days	__ days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Page totals ▶						(G)	(H)	(I)	(J)	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)

440-3353A (11/15/OSHA) Be sure to transfer these totals to the Summary (Form 300A) before you post it.

What happens with this information?

Injured members should keep copies of all their injury reports to share with their chapter president, OSEA field representative, safety committee officer and bargaining team.

OSEA field representatives, employees, former employees and safety officers can request copies — free of charge (the first time) — of current or stored OSHA 300 Logs. The employer must provide a copy of the relevant OSHA 300 Log by the end of the next business day. The information on OSHA 300 Logs should be used to identify causes and trends of injuries, as well as create corrective actions to eliminate reoccurrence.

The employer must post a 300A Summary of the OSHA 300 Log by Feb. 1 of the year following the year covered by the form and keep it posted until April 30 of that year. The employer must keep the OSHA 300 Log and 300A Summary for five (5) years following the year to which they pertain.