



Subject: Work-Related Injuries

Policy #4000-62

Policy:

School employees may be insured for on-the-job specific or cumulative injuries in accordance with law. In order to reduce costs and facilitate employee recovery, the Governing Board desires to have an efficient claims handling process. Employees are required to report any work-related injuries or illnesses to their supervisor as soon as practicable.

Procedure:

Notifications

The Director shall post a notice of employee rights related to workers' compensation and shall provide this information in writing to new employees.

This notice shall also include a statement of the school's policy requiring employees to report work-related injuries as soon as practicable.

Employees shall also be informed that pursuant to Labor Code 4906, it is a felony for an employee to make a false workers' compensation claim.


School Responsibilities

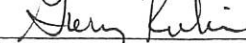
Supervisors receiving reports of a work-related employee injury shall gather appropriate information, including but not limited to:

1. The date, time and place of the injury
2. The name, occupation and signature of the injured employee
3. Details of how the injury occurred
4. The names of any witnesses

Supervisors shall promptly remit information about work-related injuries to the Director.

Whenever a work-related injury results in lost work time beyond the date of the injury or requires medical treatment beyond first aid, the employee shall be given a workers' compensation claim form and a notice of potential eligibility for benefits within one working day of the injury. In the case of stress claims, the claim form shall be provided only if the employee indicates that he/she is going to a physician or is unable to work.

First Reading 

Second Reading 

Adopted 12/11/14