



Book	BYLAWS AND POLICIES
Section	8000 OPERATIONS
Title	REPORTING ACCIDENTS
Code	8442
Status	Active
Adopted	September 15, 2020

The Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this Edison School of the Arts. To that end, and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to IPS or Human Capital Concepts. Injured persons shall be referred to the appropriate personnel for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form, available in the office of the principal, that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of Edison School of the Arts who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action.

IPS and Human Capital Concepts shall prepare administrative guidelines which should include procedures for notification of the insurer.