

8/1/93 Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111	Regulations: E-01-R3 Effective: 8/1/93
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EMPLOYEE ACCIDENT AND OCCUPATIONAL ILLNESS
REPORTING PROCEDURE

Employees shall report all accidents to their immediate supervisor within one hour after the occurrence.

The Employee's First Notice of Injury Report/Forms shall be filled out by the employee's immediate supervisor or their designee (examples of designee; school nurse, secretary and/or assistant principals) and sent to the district's Workers' Compensation claims agent immediately. Serious accidents (those accidents requiring immediate hospitalization and/or transportation by ambulance to a medical facility) shall be immediately reported to the Workers' Compensation claims agent via telephone by the employee and promptly followed by the written Employee's First Notice of Injury Report/Form.