

Accident Reporting Procedures

GBE-R

1. Staff will immediately report to the building principal all accidents and incidents where injury has occurred to any or all staff.
2. Once the principal is notified, he/she is required to investigate the accident and compile a written report stating the date, time, place, individuals involved, and nature of the accident. The principal will send this report to the superintendent.
3. The superintendent will send the employee the proper forms to complete. The superintendent will insure that all forms are filed with the appropriate agencies within ten (10) days. All paperwork related to the injury will remain in the employee's personnel file.
4. The superintendent will make a determination if the injury appears to be work related.
5. If there is a recommendation by a physician, reasonable accommodations for the employee will be made.