

South Coast ESD has established a process for reporting work place accident and injuries of staff.

- An **Accident Form** is used for reporting any accident where a minor injury occurs, first aid is/isn't provided, and/or a student makes physical contact with an adult.
- An **801 Form** is used an injury occurs and the staff member needs to seek medical attention. Any time an employee obtains an injury at work, it must be reported to the main ESD Office the day the injury occurs. If the injury to a staff member is caused by a student, the staff member must also submit an **Incident Report** describing the incident that occurred, resulting in a staff member being injured.

The following side-by-side is to help staff in understanding which form should be completed if/when a workplace injury occurs.

Accident Report	801 Report
<p><b>What is it?</b> An Accident Report is made when a minor injury that requires first aid but not professional medical care. Examples of these could include:</p> <ul style="list-style-type: none"> <li>• Scratch: The skin is broken, area bleeding and requires first aid such as Neosporin, hydrogen peroxide etc.</li> <li>• Bruise: The bruise requires an ice pack to reduce swelling and pain.</li> <li>• Cut: The skin is broken through the outside layer of skin and requires bleeding control, first aid such as Neosporin, hydrogen peroxide and bandage etc.</li> <li>• Bite: If the bite breaks the skin</li> </ul> <p><b>Process for Reporting</b></p> <ul style="list-style-type: none"> <li>• Call the department secretary immediately if possible or before the end of the shift. If the department secretary is not available, call the administration office.</li> <li>• The department secretary takes a report.</li> <li>• Accident reports will go human resource and tracked through the safety committee.</li> <li>• Supervisory/designee follow-up if needed.</li> </ul> <p>If you report an accident as a result of a student making physical contact with you, an incident report describing the event that occurred must be filled out and turned in. Describe the events and student behavior that led to the accident happening.</p> <p><b>Follow up</b> Talk about what happened with your peers, administrator, or human resource.</p> <p>Ask yourself what you can do to prevent the accident from occurring again?</p> <ul style="list-style-type: none"> <li>• Can you change the environment?</li> <li>• Can you do something differently?</li> <li>• Can you get additional training?</li> <li>• Can you access a team to evaluate and offer solutions?</li> </ul> <p>If the employee is unable to complete the form the Secretary will take the report from the Employee and have the Employee sign and date form before forwarding to HR.</p>	<p><b>What is it?</b> An 801 Report is an insurance filing to obtain professional medical care for an injury. Examples of these could include:</p> <ul style="list-style-type: none"> <li>• Sprained wrist, knee, ankle.</li> <li>• A cut or bite that requires more than just Neosporin, hydrogen peroxide and bandage.</li> </ul> <p>An 801 Report must be filed within 24 hours of the injury.</p> <p><b>Process for Reporting</b></p> <ul style="list-style-type: none"> <li>• Report the accident immediately to the department secretary or human resource by completing an 801. (If you cannot make the call have another person make it for you)</li> <li>• If possible come to the ESD to obtain the 801 form. (If you cannot the ESD will assist in getting the form to you)</li> <li>• When you report to the doctor explain that this accident occurred while working.</li> <li>• With their assistance, you will complete an 827 form. You need to make sure that your description of the incident on the 801 form and the 827 form are identical.</li> <li>• Tell your physician that modified work may be available to you. (A written work release from the physician is required specifying any restrictions prior to coming back to work or the establishment of light duty.)</li> <li>• Report your physician's findings in writing immediately (within 24 hours) to human resource and your administrator.</li> <li>• Immediately report (within 24 hours) to human resource and your administrator your progress or findings after each subsequent physician's visit or treatment.</li> <li>• You must report for your next scheduled shift once the physician releases you to work.</li> </ul> <p><b>Follow up</b></p> <ul style="list-style-type: none"> <li>• An accident investigation will be conducted by the safety officer, administrator, or designee.</li> <li>• Administrator or designee will follow up on findings.</li> <li>• Follow-up activities might include: <ul style="list-style-type: none"> <li>○ Make environmental changes</li> <li>○ Provide more training</li> <li>○ Other</li> <li>○</li> </ul> </li> </ul> <p>If the employee is unable to complete the form the Secretary will take the report from the Employee and have the Employee sign and date form before forwarding to HR.</p>