

Board Policy

Code No. 403.2

EMPLOYEE INJURY ON THE JOB

It is imperative that all employees work together to create a safe working environment for all. Employees are expected to notify the Director of Operations of any unsafe conditions. Employees are expected to follow safety rules including the use of protective equipment to avoid job-related injuries.

When an employee becomes seriously injured on the job, the employee's supervisor shall notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee shall be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It shall be the responsibility of the employee and their immediate supervisor to notify the Superintendent or designee of an injury and file an accident report (located on the District intranet) within twenty-four hours after the employee reported the injury.

Legal Reference: Iowa Code §§ 85; 279.40; 613.17 (2013).
1972 Op. Att'y Gen. 177.

Cross Reference: 403 Employee Health and Well-Being
409.2 Licensed Employee Personal Illness Leave
414.2 Classified Employee Personal Illness Leave

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