

Personnel – Certified / Non-Certified

EMPLOYEE SAFETY – ACCIDENTS AND ABSENCES 4148.1 – 4248.1(a)

The District is committed to providing a safe and healthy working environment for all employees. Each employee shall observe established safety practices and immediately report unsafe conditions, accidents, or injuries that occur in the performance of duty.

1. Accident Reporting

- a. Any employee accident, injury, or occupational illness shall be reported immediately to the employee's supervisor, who shall ensure completion of the district accident report form and forward it to the Superintendent or designee within 24 hours.
- b. As part of the reporting process, supervisors shall investigate accidents promptly to determine causes and recommend preventive measures.
- c. Reports shall be maintained in accordance with record-retention schedules and applicable worker's compensation requirements.

2. Absences Related to Injury or Illness

- a. Employee absences due to injury, illness, or other causes shall be reported in accordance with procedures issued by the Superintendent or designee.
- b. Employees absent because of an on-the-job injury shall comply with all requirements of the district's worker's compensation program managed by Human Resources, and provide any requested medical documentation before returning to work.
- c. The district shall make reasonable efforts to accommodate a timely and safe return to work consistent with medical guidance.

3. Safety Program

- a. The district's Safety Committee, established pursuant to C.G.S. §31-40v, shall review accident reports and recommend corrective actions to prevent recurrence.
- b. All employees are encouraged to participate in training programs and to report hazards or near-miss incidents promptly to the supervisor.

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Legal Reference: §31-40v Safety and Health Committees