

Personnel – Certified / Non-Certified

ADMINISTRATIVE REGULATIONS ON EMPLOYEE SAFETY – ACCIDENTS AND ABSENCES

4148.1AR – 4248.1AR(a)

1. Purpose

To provide procedures that promote a safe and healthy work environment for all Fairfield Public Schools employees, ensure compliance with Connecticut Occupational Safety and Health Act (CONN-OSHA) standards, and establish clear responsibilities for reporting, documenting, and investigating employee accidents and absences.

2. Accident Reporting Procedures

- All employee accidents, injuries, or occupational illnesses must be reported immediately to the employee's immediate supervisor. A District Accident Report Form shall be completed within 24 hours of the incident.
- The supervisor shall investigate the incident, complete the required documentation, and forward it to the Superintendent's designee (Human Resources) within 24 hours.
- A copy of the report shall be retained at the school site
- Reports involving serious injuries shall be reported immediately by phone to the Superintendent or designee.

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3. Safety Committee Responsibilities

Each school shall maintain an active Safety Committee in compliance with C.G.S. §31-40v.

- Review all accident and injury reports monthly.
- Identify trends, hazards, or unsafe conditions.
- Recommend corrective or preventive actions.
- Promote staff safety training and awareness initiatives.
- Maintain minutes and records of Committee meetings.

4. Absence Reporting Procedures

- Employee absences due to illness, injury, or other causes shall be reported according to building-level and district procedures established by supervisors.

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- For absences resulting from on-the-job injury, employees must comply with Worker’s Compensation requirements, submit required medical documentation, and cooperate in any return-to-work evaluation.
- Supervisors shall maintain accurate attendance records and forward absence information to Human Resources.

5. Return-to-Work Procedures

- The district supports a safe and timely return to work following injury or illness.
- Employees must provide medical clearance prior to resuming duties.
- Where medically appropriate, modified duty assignments may be offered to facilitate early return in compliance with district and contractual provisions.

6. Accident Investigation and Record Retention

- Supervisors are responsible for investigating each reported incident to determine contributing factors and recommend corrective actions.

7. Training and Prevention

- All employees shall receive annual safety training relevant to their job responsibilities.
- Topics may include hazard identification, ergonomics, emergency response, and injury prevention.
- The district encourages reporting of unsafe conditions and “near-miss” incidents to supervisors or the Safety Committee.