

# ***SAFETY AND SECURITY PROTOCOL***

## **Injury Reporting\***

<b>Depending on Assistance Needed, Call:</b>	
OPEFM Safety Unit	202-576-8962
Office of School Security	202-481-3096
DC Disability Compensation Program	1-888-832-2524
LEA Contact:	
Other	

### **Situation Description**

Every injury, including those which do not result in serious injury or property damage, should be reported. Proper reporting is the first step in the process of proper injury investigations and documentation. The information gathered by this process will be analyzed to:

- Identify the principal causes (materials, machines, tools, methods);
- Assess the degree of damage and the value of losses;
- Reveal the size of the accident problem relative to various departments and among various trade/personnel categories;
- Indicate the possible need for engineering revision by identifying unsafe equipment and materials;
- Disclose inefficiencies in operating processes and procedures;
- Reveal unsafe practices, which call for employee training;
- Reveal improper placement of personnel;
- Provide supervisors with essential and timely information about accidents; and
- Permit an objective evaluation of the progress of a particular safety program adopted by OPEFM and DCPS.

Prompt reporting will ensure appropriate injury investigation and recommended action that must be taken to correct deficiencies or provide necessary training. Accident investigations will be *fact finding* rather than *fault finding*. Fairness and impartiality are essential.

\* This Protocol contains information developed and implemented by District of Columbia Public Schools and can be used as a guideline for other District LEAs. Each LEA should review and edit the contents to conform to their procedures and contacts.

## Procedures

- In cases where an injury has resulted in hospitalization or death, significant property damage, or extended interruption of operations, you must report it immediately to the OPEFM Safety Unit 202-576-8962 and DCPS School Security 202-576-6962.
- If the injured subject is an employee, contact the Office of Risk Management in regards to the Disability Compensation Program to submit a claim at 1-888-832-2524. If a non-work related injury occurs and a claim is to be submitted, refer to the Property Damage/General Liability Claim Report Form under Risk Management Forms in Section 7, Appendices.
- When an injury is investigated, it will be done with full concentration on the facts surrounding the events leading up to the accident. To get these facts, it is important not to allow the scene of the accident to be disturbed before the investigation is complete.
- All injuries will be investigated regardless of severity of injury or amount of property damage. Near misses should also be reported for investigation.
- It is important to obtain full statements from all witnesses soon after the accident. It may be most helpful to get witnesses to write down their observations in addition to interviewing them and recording the essence of their comments. This information will be included in the Report Form.
- The Injury Report Form is to be completed and submitted to the OPEFM Safety Unit within 24 hours of the incident. The form is to be submitted through the web-based application at <http://esa.dc.gov>.