



Our Values:

Together we are making a stronger, safer workplace for all at Salem-Keizer Public Schools.

The Health and Safety of our staff, students, and visitors is our top priority.

A safe work environment is everyone's responsibility.

We address workplace injuries with an employee focus that fosters compassion, empathy, and respect.

Workplace injuries are reported immediately, care is given immediately, and we evaluate each incident to improve our safety programs.

Returning to work is essential to employee recovery, health, and wellness.

# If You Are Injured on the Job:

Report the injury to your supervisor or office manager as soon as possible.



Review and complete the Employee Injury Report located on Insight 24J under Employee Resources.

If you seek medical treatment, Safety and Risk Management Services needs to be notified to open your claim.



Questions? Ask your supervisor, office manager or Safety and Risk Management Services at 503-399-3070.



## Injury Protocol for Supervisors

When an employee is injured:

- Speak with them and make sure that they receive any medical treatment if necessary.
  - Ask: Do you need medical assistance?
    - If yes, document the answer and follow the Workers Compensation processes.
- If an employee is responsible for a group of students, provide coverage for their class so they may attend to any injury, have time to regroup, fill out employee injury report, address student needs, and either return to class or take leave as needed.
  - Be explicit. Encourage them to take a 15-minute break and ask them if they need more time.
    - Injuries can be traumatic, especially an injury caused by a student.
    - Provide time for the employee to recovery physically and emotionally before they return to working with students.
- Listen to the employee, ensure they are heard, feel valued, and know that they are important. Be clear that you (the supervisor) will support the employee them in their physical recovery and working with students who may be exhibiting challenging behavior.
  - Questions you may want to ask:
    - What do you need?
    - How can I help? (Use open ended questions to help evaluate what an employee may need.)
- Support the employee in filling out the injury report. All injuries need to be entered into the injury reporting system.
- Check in with the employee at the end of the day.
- Check in with the employee the following day to see how things are going, how they are feeling, and if they need additional supports.
- Check in with the employee in a week or two.
- Communicate with your level director if you believe the employee may need additional support.

## Support for Student Caused Staff Physical Injuries

When a physical injury occurs because of a student interaction, follow these steps:

- Temporarily remove the student from the classroom to ensure de-escalation has occurred unless behavior intervention plan protocols can be implemented to de-escalate without removing the student.
  - Ensure the student is safe following Mandt, Ukeru, Zones of Regulation, or appropriate behavior support protocol or process.
- Provide behavioral supports for student that may include:
  - Contact family to notify of incident
  - Follow student discipline policies and procedures including considerations to IEP or any other specialized services
  - Review the IEP/504 and refer to the IEP team if applicable
    - Complete a functional behavioral assessment (FBA) if applicable
- Communicate with the employee regarding student needs and behavior
- Include input from the employee when they are the direct service provider when creating or updating a behavior intervention plan (BIP)

If student has de-escalated and there are not disciplinary consequences return student to class.

For students with disabilities, the IEP team must be convened if multiple removals cause loss of instructional time that could constitute a denial of FAPE.

## **Injury Protocol for Employees**

If you, as an employee are injured on the job:

- Take care of yourself, ask for help, and ensure students are safe and supervised.
- Report the injury to your supervisor or office manager as soon as possible.
- Review and complete the Employee Injury Report located on Insight 24J under Staff Applications.
  - If the injury is caused by student behavior, it's important to add the student ID number in the 'Injury' section of the report.
- If you seek medical treatment, notify Safety and Risk Management Services.
  - Questions? Ask your supervisor, office manager, or Safety and Risk Management Services at 503-399-3070

## **Preventative Actions for Supervisors**

Supervisors, you are responsible for ensuring that employees perform their work safely and in a safe environment. Good communication is critical to creating and maintaining a safe workplace.

Actions that will help:

- Ensure your building safety teams are meeting regularly.
- Talk about safety often.
- Share and reinforce expectations.
- Understand the requirements of the work environment.
- Ensure staff have appropriate protective equipment and understand how to use it.
- Monitor and adjust as needed.