

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Injury Free Program

Series: G73A

Reference:

Issued: 11.21.2006

Revised:

Revision Number:

73.01 Purpose: As a part of the school system's continuing efforts to provide a safe work and school environment for our staff, students and community members, KCS has established the Injury Free Program to assist employees who have repeatedly sustained on-the-job serious injuries. The purpose of the program is to work with and counsel injured employees so as to avoid additional injuries while accepting responsibility for personal safety. The motto of the KCS Safety Program is "Safety Starts With Me" and the ability to work safely is a condition of employment with KCS.

73.02 Serious injury: is defined as an injury that results in treatment beyond first aid, lost work days, work restrictions, loss of consciousness or significant injury or illness diagnosed by a physician or other licensed health care professional.

73.03 Reporting requirements: Employees are required to immediately report all on-the-job injuries to their immediate supervisor. Reports of injuries will be reviewed by safety committees at the work site and county levels. Serious injuries as defined above will be reviewed by the county safety team. Employees who sustain a serious injury will be notified by letter that another serious injury may result in placement in the Injury Free Program. Injuries sustained through no fault of the employee, e.g., assault by a student, unavoidable motor vehicle collision, etc., will not be subject to placement in the program. Employees who have sustained two or more serious injuries between July 1, 2003 and the effective date of the program will be notified that any additional serious injury may result in placement in the program.

73.04 Placement in program: Employees placed in the Injury Free Program will meet with a committee consisting of the Director of Safety, Executive Director of Human Resources, Assistant Superintendent/Division Head and the immediate supervisor to develop an Action Plan. The Action Plan will provide special attention, supervision and training for the employee to reduce the potential for additional injuries. The employee will be interviewed about his/her injury history. If it is determined by the committee that placement in the Injury Free Program is not warranted, no further action will be taken. Employees placed in the Injury Free Program will be advised of the expectation that they will work without additional injuries for the next 12 months.

73.05 Action Plan: The Action Plan will be in writing and signed by the employee and committee members. Elements of the Action Plan may include additional training, monitoring, counseling, changes in equipment and

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operational methods, and other appropriate activities to guide and assist the employee in working safer.

73.06 Completion: Employees successfully completing the Action Plan with no additional injuries within the 12 month period will receive a written acknowledgment of their achievement. Any significant injuries at any time in the future will result in a review of the employee's injury history and possible inclusion back into the Injury Free Program.

73.07 Discipline: Employees who sustain another injury during the course of the Action Plan will be evaluated by the immediate supervisor and placed on a plan of improvement, as may employees who are placed on two or more Action Plans due to multiple injuries. Failure to improve performance will result in disciplinary action, up to and including suspension and/or termination of employment.

Nothing in this regulation shall be construed to restrict the ability of the employer to discipline employees for violation of safety rules.