

1 **Great Falls School District**

2
3 **PERSONNEL**

5337

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5 Employee Accident Reporting and Workers' Compensation Benefits

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7 All employees of the District are covered by Workers' Compensation benefits. In the event of an
8 industrial accident, an employee should:

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10 1. Attend to first aid and/or medical treatment as necessary;
11 2. Correct, or report the hazardous situation as soon as possible;
12 3. Report the injury or disabling condition (whether actual or possible) to the immediate
13 supervisor
14 4. Complete the District's Accident/Injury Report as soon as possible, but no later than 48
15 hours.

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17 The immediate supervisor shall notify the Human Resource Office of the report as soon as
18 possible. The Human Resource Office will notify the Transportation/Safety Office of the report.
19 Should the employee require time off of work due to the injury, the supervisor must notify
20 Human Resources immediately in order to comply with offering any eligible leave benefits,
21 including Family Medical Leave (FMLA). The return to work of an employee must also be
22 coordinated through the Human Resource Office.

23 An employee who is injured in an industrial accident may be eligible for Workers' Compensation
24 benefits. By law, use of sick leave must be coordinated with receipt of Workers' Compensation
25 benefits on a case-by-case basis by contacting the MTSBA/MSGIA Workers' Compensation
26 Risk Retention Program (WCRR).

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28 The District will not automatically and simply defer to a report of industrial accident. The
29 District shall investigate as it deems appropriate to determine (1) whether continuing hazardous
30 conditions exist that need to be eliminated, and (2) whether in fact an accident attributable to the
31 District's working environment did occur as reported. The District may require the employee to
32 provide pertinent medical information to the District or to a physician of the District's choice,
33 should an actual-claim be filed against the MTSBA/MSGIA Compensation Risk Retention
34 Program which could result in additional fees levied against the District.

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37 Legal Reference:

38 § 39-71-101, et seq., MCA Workers' Compensation Act

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40 Cross Reference:

41 Policy 5321R Industrial Accident

42 Policy 5328 Family Medical Leave Act

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44 Policy History:

45 Adopted on: July 1, 2000

46 Revised on: August 20, 2018