

REPORTING INJURIES

ALL INJURIES MUST BE REPORTED TO THE SUPERINTENDENT OR HIS/HER DESIGNATED REPRESENTATIVE IN ACCORDANCE WITH FLORIDA STATUTES AND BOARD POLICY, RULES AND REGULATIONS.

AUTHORITY: F. S. 230.22 (1) (2)
Policy Adopted: 12/17/90;9/5/74

Policy Readopted: 2/19/91

RULES

Every injury, regardless of how small or seemingly insignificant to personnel and students, must be reported promptly to the Risk Management and Safety Department on the forms provided by the department. The Director of Risk Management and Safety Department or designated representatives, shall investigate all personal injuries to determine cause and procedures to follow in order to prevent a recurrence. The investigation shall also be aimed at obtaining the necessary information needed to file the proper public liability claim(s).

AUTHORITY: F. S. 230.22 (1) (2)
Rules Approved: 12/17/70
Rules Amended: 9/5/74
Amended Rules Approved: 12/20/79

Amended Rules Approved: 2/19/91