

1 **Bainville K-12 Schools**

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3 **PERSONNEL**

5337

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5 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 during an emergency;
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- 12 2. Correct or report as needing correction a hazardous situation as soon as possible after an  
13 emergency situation is stabilized;
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- 15 3. Report the injury or disabling condition, whether actual or possible, to the immediate  
16 supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational  
17 Injury or Disease; and
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- 19 4. Call or visit the administrative office after medical treatment, if needed, to complete the  
20 necessary report of accident and injury on an Occupational Injury or Disease form.
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22 The Superintendent will notify the immediate supervisor of the report and will include the  
23 immediate supervisor as necessary in completing the required report.

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25 An employee who is injured in an industrial accident may be eligible for workers' compensation  
26 benefits. By law, employee use of sick leave must be coordinated with receipt of workers'  
27 compensation benefits, on a case-by-case basis, in consultation with the Workers' Compensation  
28 Division, Department of Labor and Industry.

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30 The District will not automatically and simply defer to a report of industrial accident but will  
31 investigate as it deems appropriate to determine: (1) whether continuing hazardous conditions  
32 exist which need to be eliminated; and (2) whether in fact an accident attributable to the District  
33 working environment occurred as reported. The District may require the employee to authorize  
34 the employee's physician to release pertinent medical information to the District or to a  
35 physician of the District's choice, should an actual claim be filed against the Workers'  
36 Compensation Division, which could result in additional fees being levied against the District.

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40 Legal Reference: §§ 39-71-101, et seq., MCA Workers' Compensation Act

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42 Policy History:

43 Adopted on: 2/25/08

44 Reviewed on:

45 Revised on: