



# POST FALLS SCHOOL DISTRICT #273

DISTRICT ADMINISTRATIVE OFFICE

P.O. Box 40 • Post Falls, ID 83877-0040  
208-773-1658 • FAX 208-773-3218  
www.pfsd.com

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## Accident Reporting and Personal Safety

The goal of the Post Falls School District is to help you maintain a safe and secure working environment. Since accidents do happen we want to clarify our policies and procedures regarding accident reporting.

- 1. Should you personally have an accident or injury while on duty with the school district, you must report this incident to an authorized supervisor immediately.*
- 2. Emergency care is available for you through our preferred providers.*
- 3. Telling a co-worker or reporting an accident at a later time or date does not qualify as district policy. Reporting must be to a supervisor immediately.*
- 4. This reporting procedure covers all accidents to you or students, parents and vendors. If you observe an accident report the incident as soon as possible. Your supervisor will determine the steps to take.*

By learning and applying safety techniques, we can reduce accidents. Should you need training in lifting, general safety and/or first aid techniques, we will provide this service to you. Our goal is to assist you in the prevention of accidents.

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I have read the procedures and policy listed above:

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Signature

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Print Name

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Date

**Return this to the District Office representative.**