

**Accident Reporting Requirements and Record Keeping**

The purpose of this policy is to ensure all accidents in the workplace and on school grounds are reported immediately and to the proper authorities as well as to ensure compliance with the NH Administrative Rules.

**Responsibilities**

The District shall:

1. Record all accidents occurring in the workplace or on school grounds no matter how serious.
2. Report all accidents which are fatal to one or more employees, or which result in the hospitalization of 3 or more employees, to the commissioner of labor within 8 hours of its occurrence. Notification of such accidents will be given by telephone by calling the New Hampshire Department of Labor at (603) 271-6297 or (603) 271-6850.
3. In an emergency call 911.
4. Keep a log of all injuries and illnesses sustained by employees in the workplace. The log shall include:
  - a. Date of injury
  - b. Name of injured employee
  - c. Occupation
  - d. Injury/Illness Description
  - e. Lost time status
  - f. Date of return to work
5. Keep records available for use by NHDOL inspectors upon request.
6. The procedures for accidents and accident reporting are to be reviewed by the Principal of each school with all staff at the beginning of each school year.

The Employee shall:

1. Report all accidents immediately to their supervisor or Principal no matter how serious.
2. Report accidents that happen to yourself, and those to which you are a witness, using Ashland School District's accident reporting form.

***Legal References:***

- RSA 200, Health and Sanitation*
- N.H. Code of Administrative Rules, Section Ed 306.12, School Health Services*
- N.H. Code of Administrative Rules, Section Ed 311, School Health Services*
- N.H. Code of Administrative Rules, Section Lab 1403.04 Accident Reporting Requirements*
- N.H. Code of Administrative Rules Section Lab 1403.46 Record Keeping*

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