

## Secretaries Training – September 16, 2015

### Risk Management Forms

Following are some forms that you are probably familiar with. These forms can be found on our district website at <http://www.ddouglas.k12.or.us/departments/human-resources/hr-employee-documents-and-forms/>. Please discard any of these forms you may have in your office and replace them with the ones I give you today.

1. **Employee Safety Input Form.** This form is used by any staff person that sees a potential safety issue in their building. If you see a safety concern somewhere in your building, or in the district, please inform the administrator in charge (e.g., principal, supervisor, etc.). If the safety concern cannot be addressed at the building level, then it needs to be addressed by the District Safety Committee. Please complete the Employee Input Safety form, have it signed by your principal or supervisor and send it directly to the Business Manager at District Office
  - a. Complete the form and turn into the office for the principal to review and discuss with the building safety committee. If the building safety committee can resolve the issue, please attach an explanation of resolution to the form and forward both to the Director in the Business Office.
  - b. If the building safety committee cannot resolve the issue at the building level the form should be forwarded to the Director of Administrative Services in the Business Office along with the minutes from the building safety committee meeting where the issue was discussed. The Director will then take the issue to the district safety meeting at the next scheduled meeting.
  - c. The district safety committee will review the safety issue and determine the best course of action to resolve it. Once resolved, the bottom of the form will be completed and the originator will be notified of the action taken.
2. **Incident Report Form.** This form is used to report an accident/incident or sudden illness occurring to an employee, patron or student while on district premises resulting in injury or suspected bodily harm that may require first aid and possible medical attention. This form is a fill-able form that can be reused over and over again.
  - a. Please be sure to make sure all areas on the form are complete:
    - If writing by hand, please make sure the information is clearly legible. Business Office personnel are not familiar with handwriting of your staff.
    - Identifying check boxes (student, employee or patron), one should always be checked. The Business Office may not recognize the names of your staff people.
    - Injured person information is complete. Especially if it's a student or patron. The business office does not have access to student data or patron information.
    - Incident information is complete.
    - Review reports when they are turned in to you. Please make sure the person completing the report has actually **described** the incident. The Business Office or the insurance company need to know what really happened and just checking circles is not sufficient.
    - If follow-up Procedures were done, please make sure this information is included.

- b. Give completed forms to your principal for review and signature.
  - c. Make sure that your principal has signed the form before sending it to the business office. If they haven't, it will be sent back to you. Their signature is the only way we know that they've seen it.
3. **Theft Report Form.** This form is used when a theft of district property occurs. If a staff person reports a theft, please follow these instructions.
- a. Contact the building principal/administrator.
  - b. Notify the police to get a police report (if the theft warrants it).
  - c. If it's a piece of technology, contact Derek Edens and let him know of the theft.
  - d. The person that discovers the theft should complete the theft form. Please DO NOT USE the NCR form of years past for a theft. There is new information requested on the form on our website that the old form doesn't ask for.
  - e. Make sure the handwriting is legible and all areas are complete.
  - f. If the theft is technology, send the report to Derek Edens. If the theft is not technology, send the report directly to the Business Office.
4. **Vandalism Report Form.** These forms can be obtained by emailing a request to Sherrill Pratt. When vandalism occurs in/at your building please follow these instructions.
- a. The person that discovers the vandalism should complete this form. The old NCR forms can be used for this purpose until they are gone.
  - b. Please make sure the handwriting is legible.
  - c. Return original to the maintenance department, keep a copy and send a copy to the Business Office.