



Department: Human Resources  
Policy Number: OJI-A001  
Effective Date: 04/18/11

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this document are unofficial copies.

## ON-THE-JOB INJURY REPORTING POLICY

It is the policy of Clarksville Montgomery County School System that all on-the-job employee injuries, whether requiring medical attention or not, must be reported by the injured employee to the supervisor and the Building Representative within twenty-four (24) hours after occurrence. The injured employee may also contact the Safety and Health Department if the Representative and/or Supervisor is not available. Injuries that are reported within (24) hours will have thirty (30) days to seek medical treatment from the date of injury.

Injuries not reported within (24) hours will be deemed a non-compensable OJI Claim. For further details of the On-the-Job Injury reporting process, please refer to and follow the OJI Procedure (OJI-P001) and the OJI Program (OJI-PRO1).

Implementing Procedures: OJI Procedure ([OJI-P001](#))

Associated Documents: OJI Employee Injury Statement ([OJI-F003](#))  
OJI Program ([OJI-PRO1](#))  
OJI Program Acknowledgement Form ([OJI-F002](#))  
OJI Information for Injured Employees ([OJI-F008](#))

### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/18/11		Initial Release - replacing RSK-A004
6/9/14	A	Change physician to medical provider's approval
11/23/15	B	Removed procedural information that is available in OJI-P001.
4/4/16	C	Added timelines for reporting, references to procedures, and updated associated documents.
3/11/19	D	Added, "The injured employee may also contact the Safety and Health Department if the Representative and/or Supervisor is not available". Updated hyperlinks.



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**\*\*\* End of Policy \*\*\***