

Injury Free Program

As a part of the Raleigh County Board of Education's continuing efforts to provide a safe work and school environment for our staff, students, and community members, the Board has established the Injury Free Program to assist employees who have repeatedly sustained on-the-job serious injuries. The purpose of the program is to work with and counsel injured employees so as to avoid additional injuries, while accepting responsibility for personal safety. The motto of the Board's Safety Program is "Where Safety Works" and the ability to work safely is a condition of employment with the Board.

Serious injury: is defined as an injury that results in treatment beyond first aid, lost work days, work restrictions, loss of consciousness or significant injury or illness diagnosed by a physician or other licensed health care professional.

Reporting requirements: Employees are required to immediately report all on-the-job injuries to their supervisor. Reports of injuries will be reviewed by safety committees at the work site and county levels. Serious injuries as defined above will be reviewed by the county safety committee. Employees who sustain a serious injury will be notified by letter that another serious injury may result in placement in the **Injury Free Program**. Injuries sustained through no fault of the employee, e.g., assault by a student, unavoidable motor vehicle collision, etc., will not be subject to placement in the program. Employees who have sustained two or more serious injuries between July 1, 2009 and the effective date of the program will be notified that any additional serious injury may result in placement in the program.

Placement in program: Employees placed in the Injury Free Program will meet with a committee consisting of the Director of Safety, Director of Personnel, Assistant Superintendent/Division Head and the immediate supervisor to develop an Action Plan. Members of the county's safety committee may also attend the meeting. The employee will be interviewed about his/her injury history. If it is determined by the committee that placement in the Injury Free Program is not warranted, no further action will be taken. Employees placed in the Injury Free Program will be advised of the expectation that they will work without additional injuries for the next 12 months.

Action Plan: The Action Plan will provide special attention, supervision and training for the employee to reduce the potential for repeat occurrences and additional injuries. The Action Plan will be in writing and signed by the employee and committee members. Elements of the Action Plan may include additional training, personal protective equipment, counseling, changes in equipment and operational methods, and other appropriate activities to guide and assist the employee in working safely.

Completion: Employees successfully completing the Action Plan with no additional injuries within the 12 month period will receive a written acknowledgment of their achievement. Any significant injuries at any time in the future will result in a review of the employee's injury history and possible inclusion back into the Injury Free Program.

Discipline: Employees who sustain another injury during the course of the Action Plan will be evaluated by the immediate supervisor and placed on a 30-day improvement plan. Improvement plan procedure will follow West Virginia Board of Education Policy 5310 for Professional Staff and West Virginia Board of Education Policy 5314 for Service Personnel. Injuries sustained through no fault of the employee, e.g., assault by a student, unavoidable motor vehicle collision, etc., will not be subject placement on a 30-day improvement plan.

Furthermore an employee, who fails to improve performance or violates any provision of the Board's Injury Free Program, or any regulations or procedures related thereto, shall be subject to the following incremental disciplinary steps:

1. Documented conference with immediate supervisor
2. Formal written reprimand from immediate supervisor
3. Placement on a 30-day improvement plan
4. Five-day suspension without pay by the Superintendent and approval of the Raleigh County Board of Education
5. Dismissal