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# Workers' Comp Recurring Accidents Procedure (HR-P014)

SAINT LOUIS PUBLIC SCHOOLS

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## 1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to eliminate recurring workers' comp accidents for Saint Louis Public Schools.

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

## 2.0 RESPONSIBILITY:

- 2.1

## 3.0 APPROVAL AUTHORITY:

- 3.1 Human Resource Chief Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 4.0 DEFINITIONS:

- 4.1 C.C.M.S.I. – Cannon-Cochran Management Services, Inc. a workers' compensation company
- 4.2 HR – Human Resources at SLPS
- 4.3 SLPS – Saint Louis Public Schools

## 5.0 PROCEDURE:

- 5.1 A report of recurring workers' comp accidents taking place is filed.
- 5.2 CCMSI initiates an investigation of causes.
- 5.3 HR receives the investigator's report and follows up on site's action plan to eliminate the cause(s) of recurring accidents.
- 5.4 Paperwork is filed in each involved employee's file.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Investigator report
- 6.2 Workers' Compensation Procedure (HR-P012)

## 7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|----------------|------------------|--------------------|-------------------|
| Investigator's Report | HR files       | 99 years         | Discard as desired | Secured Office    |

## 8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 04/02/08     |             | Initial Release                 |

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**\*\*\* End of procedure \*\*\***