



Columbus Education Association

Target: **ZER@** Campaign

What should I do if I am injured or assaulted?

1. If you need immediate medical attention, get it. Take pictures of visible injuries.
2. Immediately contact your administrator, faculty representative, and CEA to let them know an injury or assault has taken place.
3. Make sure to complete a Workplace/Injury Report at <https://bit.ly/2Z0qTJr>, and in the case of an assault, include a Discipline Referral as well. Make copies for your files.
4. Refrain from making any verbal or written statements until you have been advised by CEA.
5. If you have utilized sick leave as result of injuries sustained from an assault, you may be eligible to receive Assault Leave. To apply for Assault Leave, contact Broadspire at www.myleavetech.com or call 888-578-8561.
6. Your principal should contact the appropriate personnel and secure written statements from all parties involved. You should request copies.
7. As soon as possible, write a detailed statement of the incident for your personal files.
8. Keep all records of the incident.
9. You should keep CEA and your administrator apprised of all developments.

NO WORK INCIDENT IS TOO MINOR. NO INJURY OR ASSAULT GOES UNREPORTED.