

DIRECTIVE NUMBER 300-04-11

DATE: February 14, 2013

TO: All Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Injuries/Accidents

1. Purpose. To state the procedure for reporting workplace injuries/accidents.
2. References. K.S.A. 44-501 et seq
3. Action Required. Inform all employees that a workplace injury/accident must be reported to their immediate supervisor within 30 days of the date of injury/accident or 20 days if they have sought treatment from a medical provider or 20 days from last day actually worked. The supervisor shall report the accident to HR through Kyle Williams.
4. Inquiries. Kyle Williams, HR, (785) 296-5000 ext. 2565 or Kyle.Williams@dol.ks.gov

Lana Gordon, Secretary of Labor
Signature on file

Rescissions: None	Expiration Date: Continuous
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