

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

1.0 Purpose

1.1 To state the procedure for reporting workplace injuries/accidents.

2.0 Reference

2.1 K.S.A. 44-501 et seq

3.0 Policy

3.1 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 the HR Office.

4.0 Inquiries

4.1 Contact HR by email at human.resources@dol.ks.gov or at 785-296-5000 ext. 2565

5.0 Revision History

5.1 May 2016

5.2 December 2016

Signature on file

Lana Gordon, Secretary of Labor

Rescissions: None	Expiration Date: Continuous
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