

Workforce Safety & Insurance

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Safety & Risk Management Program

- West Fargo Public Schools established a Safety & Risk Management Program
- Priority on prevention of accidents & injuries, quality healthcare for injured staff and a return-to-work program
- All staff must be trained at the beginning of their employment, annually receive information on the program and have information accessible via the employee portal
- Acknowledgement of receipt of the information presented in this section via the professional staff acknowledgement form

Universal Precautions in the School Setting

- North Dakota Department of Public Instruction (ND DPI)
<https://www.nd.gov/dpi/districtschools/safety-health/school-health>
- Information on reducing risk of exposure to bloodborne pathogens through preventing contact with blood and other bodily fluids
- Instructions for creating a kit as a preparedness tool along with recommendations for schools, classrooms, and staff working outdoors or on bus routes

Designated Medical Providers

- **Sanford Health Occupational Medicine Clinic**

- + 3838 12th Ave N
- + Fargo, ND 58102
- + (701) 234-4700

- **Essentia Health Occupational Medicine Clinics**

- + 1100 19th Ave N
- + Fargo, ND 58102
- + (701) 364-5757

- + ***Emergency care is exempt from the designated medical provider requirement.***

Designated Medical Provider Selection

- Staff may elect to add their own designated medical provider for a workplace injury PRIOR to an injury occurring.
- Complete the DMP selection form on Human Resources Employee Portal and return to Human Resources.
- Can be done at anytime, but prior to an injury in order to be utilized.



Workplace Injury Designated Medical Provider

The West Fargo Public School District has implemented a Safety and Risk Management Program. As part of this program, WFPS has designated healthcare providers to treat workplace injuries and illnesses. The District's current providers are:

Sanford Health Occupational Medicine Clinic

3838 12th Ave N
Fargo, ND 58102
701.234.4700

Essentia Health Occupational Medicine Clinic

1100 19th Ave N
Fargo, ND 58102
701.364.5757

North Dakota Workforce Safety & Insurance will not pay for medical treatment to any other provider unless you are referred by the designated provider, or you specify a different provider in writing prior to the occurrence of an injury or work-related illness. **Emergency care is exempt from the designated provider requirement.** To add another medical provider to your list of designated providers for a workplace injury or illness, please complete and return this form.

Employee Name: _____

Please Print

I designate the following physician to be my designated medical provider in the event of workplace injury or illness.

I understand that in the event of a workplace accident or injury, I must still complete a Workplace Injury Incident Report and follow West Fargo Public School's procedures for reporting and processes related to workplace injuries and illnesses.

Name of Physician: _____

Name of Medical Clinic/Facility: _____

Employee Signature: _____

Phone #: _____ Date: _____

Workplace Injury Incident Reporting

- Injured on the job
- Must be completed on the day of injury or by the next business day
- Return to supervisor or building administrator AND HR
- Available in the Main office of every school