Smarter Solutions. Safer Schools.

INTRODUCTION

As a part of our commitment to the health and safety of all faculty, staff, students and visitors, to comply with state and federal laws, and to contain health care costs, we are implementing a new online employee accident reporting system. This system will help us support injured employees, better manage incidents, have faster response time with our claims and lost time management companies, and automate various notification and regulatory reporting requirements.

WHAT TO EXPECT

Beginning November 1, 2017, any employee involved in an accident or exposed to bodily fluid will be required to promptly submit an online accident report through the district website. Submitting an accident report is very easy, and should just take a few minutes. Please report every incident no matter how small. This helps us proactively address safety issues and prevents more serious injuries.

To help train on how to submit an accident report and what to include in your report, you previously received a quick ten-minute training course titled "Employee Accident & Exposure Reporting,". As with all PublicSchoolWORKS courses, you should have received an email with a link that will take you to our training system. If you have any questions about submitting the accident report or taking online training please call, 1-866-724-6650 and press option 4.

WHERE TO SUBMIT

Click on the My Safety Portal or Submit an Accident Report link from your district website.
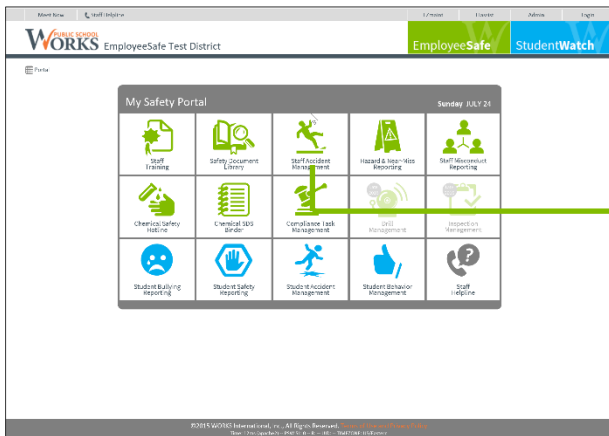
If your district website takes you to the My Safety Portal, this is your home page of all PublicSchoolWORKS systems. To access any system, click on the associated name / icon.

To submit an accident report next, click on **Staff Accident Management.**

Then click on **Submit Accident Report.**

Next you will be prompted to answer questions about your accident. Please be as detailed as possible.