

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 200-11</b>
<b>Subject:</b> <b>INJURY REPORTING OF EMPLOYEES</b>	<b>Date of Issue:</b> <b>10/1/82</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>5/11/05</b>

**NOTE:**

*In the event of accidents involving hospitalization and/or death of employees, "hospitalization" means to be sent to, to go to, or to be admitted to a hospital or an acute care medical facility/ emergency room.*

I. Policy – 306.5, 320.9

II. Procedure

A. In the event of injury to an employee, the employee shall:

1. Report the injury to his or her supervisor immediately or as soon as practical.
2. Complete the "Employee Statement of Injury or Illness" form and return it immediately or as soon as practical to the building manager or principal for the location to which the employee is assigned. This may not be the location where the injury or illness occurred.
3. Inform the building manager or principal of the level of treatment received (i.e. clinic, hospital, first aid, none, etc.)
4. Complete a leave request indicating "sick leave," and specify the reason for any time missed from work. Appointments and treatments should be scheduled around work hours whenever possible. Employees must comply with all usual procedures for absence reporting.
5. Report any work restrictions to their supervisor. If the restrictions cannot be accommodated by the supervisor, principal, or building manager, the employee must notify the Benefits Office.
6. Refer all correspondence and telephone calls concerning the injury to the Benefits Office. All invoices and receipts for medical services in connection with the injury shall be forwarded to the Benefits Office.

Note: Salary Continuation - All checks the injured employee receives from the claims administrator for compensation for lost time shall be forwarded directly to the FCPS Finance Department for processing, in accordance with the language in the appropriate negotiated agreement for salary continuation. Such workers' compensation benefits are not taxable currently under the federal income tax statute. If an employee's disability continues beyond the negotiated period for the salary supplement, the employee may elect to use accrued sick leave or annual leave. Sick leave bank benefits are not available for personnel off work because of workers' compensation incidents.

B. In the event of injury to an employee, the supervisor shall:

1. Notify the Benefits Office by telephone or email at the time of all employee on-the-job injuries. The following information should be provided:
  - a. The name of the injured employee.
  - b. The date and time of injury.
  - c. The nature of the injury.
2. Notify the supervisor of operations and safety by telephone of any incidents which:
  - a. Involve three (3) or more employees.
  - b. Require hospitalization of an employee.
  - c. Results in death.
  - d. Are caused by a situation that poses a safety or health risk to others.
3. Complete the "Supervisor Statement of Injury or Illness" form and return it immediately or as soon as practical to the building manager or principal for the location to which the employee is assigned. This may not be the location where the injury or illness occurred.
4. Inform the building manager or principal of the level of treatment received (i.e. clinic, hospital, first aid, none, etc.) if known.
5. Report any work restrictions to the Benefits Office, including whether or not you can accommodate those restrictions within your department or location.

C. In the event of injury to an employee, the witness to the incident or situation surrounding the incident or employee shall:

1. Complete the "Witness Statement of Injury or Illness" form and return it immediately or as soon as practical to the building manager or principal for the location to which the employee is assigned. This may not be the location where the injury or illness occurred.
2. Cooperate with any investigation or questioning surrounding the incident.

D. In the event of injury to an employee, the building manager or principal shall:

1. Complete the "First Report of Injury" form based upon the information in the forms referenced in A. B. and C.
2. Make two copies of each of the four forms and send the originals to the Benefits Office within 24 hours. The forms may be faxed. The copies should be kept on file in a secure location on site.

E. In the event of injury to an employee, the Benefits Office shall:

1. Complete the "First Report of Injury" form, based upon the information sent by the building manager or principal and in compliance with the Worker's Compensation (WC) carrier's requirements. The signed and dated form will be sent to the WC carrier within 24 hours of receipt.
2. Coordinate the return to work process, including seeking potential modified duty assignments in the event that the restrictions cannot be accommodated in the usual department or location.
3. Serve as a liaison between the Worker's Compensation carrier and employee.
4. Maintain records in accordance with Section G.

F. In the event of an injury to an employee, the supervisor of operations and safety shall:

1. Report to MOSHA within 48 hours of an employment accident resulting in the hospitalization of five (5) or more employees regardless of whether treatment was provided and/or the length of stay in the hospital.
2. Notify MOSHA within eight (8) hours after the death of an employee from an employment accident or the in-patient hospitalization of three (3) or more employees as a result of an employment accident.
3. Notify MOSHA within eight (8) hours of the time the employment accident is reported. This applies if the principal or building manager does not learn of the reportable employment accident at the time it occurs, but later learns of the accident and the employment accident would otherwise be reportable under this regulation.
4. The supervisor of operations and safety must report the following information to MOSHA:
  - a. Establishment name.
  - b. Location of the employment accident.
  - c. Time of the employment accident.
  - d. Number of fatalities or hospitalized employees.
  - e. Name and phone number of the contact person.
  - f. A brief description of the employment accident.

G. Record keeping requirements under the Occupational and Safety Health Act of 1970.

1. Records as required in the U. S. Department of Labor pamphlet entitled *Record Keeping Requirements* under the Occupational Safety and Health Act of 1970 dated 1978 shall be kept at all Frederick County Public School system school and administrative offices.

2. The staff positions listed below are responsible for insuring compliance with the OSHA/MOSHA record keeping requirements for the noted buildings/departments.
  - a. Schools - Building Principal
  - b. 7630 Hayward Road - Employee Benefits Officer
  - c. Operations Office - Supervisor of Safety and Operations
  - d. 7516 Hayward Road- Building Manager
  - e. Church Street Office - Building Manager
  - f. Fiscal Services Division- Executive Director of Fiscal Services
  - g. Food Service Department- Food Service Officer
  - h. Transportation Department- Transportation Manager
  - i. Maintenance Department- Supervisor of Maintenance
  - j. Construction Management Department- Director of Construction Management
3. The required records First Report of Injury must be maintained at each location. First Report of Injury forms may be obtained from the Benefits Office or the Maintenance/Operations Departments. Under law, OSHA and MOSHA representatives may request to see these records during site inspections.
4. The maintenance/operations departments shall be responsible for the following:
  - a. Maintaining supplies of the OSHA pamphlet.
  - b. Distributing forms and pamphlets to the record keeping locations.
  - c. Sending out periodic reminders regarding OSHA/MOSHA record keeping.
  - d. Conducting spot checks on record keeping at the various locations.
5. A central log shall be maintained by the Benefits Office. Each year the Benefits Office will send out completed OSHA 300 and OSHA 300A forms to each location for posting, per OSHA requirements.
6. Records will be retained at each school system location for five (5) years. The Benefits Office will keep records indefinitely.

Approved:

Original signed by

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Linda D .Burgee  
Superintendent