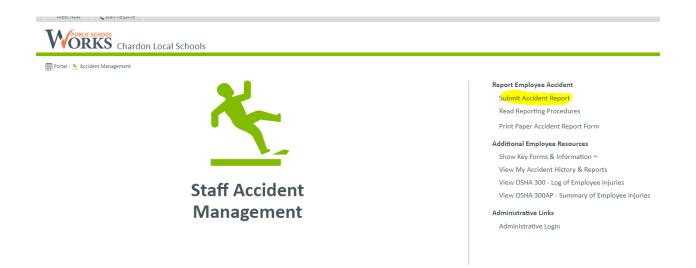
## ACCIDENT REPORTING PROCESS

When a Chardon staff member is injured at work, an accident report needs to be completed. This is a requirement for the Bureau of Workers' Compensation.

Either the injured staff member or their supervisor must navigate to the <u>Public School Works</u> site from the staff section of our website.



Select the "Staff Accident Management" tile to begin the report. Then select "Submit Accident Report"



Next, select whether you are the injured worker, or submitting on behalf of the injured worker.



🏢 Portal - 📩 Accident Management

Steps	Employee Selection
O Injured Employee	EMPLOYEE Click here if you are the injured employee:
O Dates, Times, Location	
O Injury	Click here if you are NOT the injured employee:
O Blood Exposure	
O First Aid	
O Witnesses,Signoff	
O Preview,Submit	
Additional Instructions Confidentiality	

Please provide as much detail as possible while answering the questions, this will help with the Bureau of Workers' Compensation to process the claim.

Please be safe Chardon, especially during the winter months.

Sincerely,

Deb Armbruster