

## 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 [Public School Works](#) site from the staff section of our website.

The screenshot shows the 'My Safety Portal' interface for Chardon Local Schools. The page title is 'My Safety Portal' and the date is 'Wednesday FEBRUARY 1'. The portal contains a grid of 15 tiles, each with an icon and a label. The 'Staff Accident Management' tile, which features a person falling icon, is highlighted with a yellow circle. Other tiles include Staff Training, Safety Document Library, Chemical Safety Hotline, Chemical SDS Binder, Compliance Task Management, Staff Health Assessment, Inspection Management, Student Bullying Reporting, Student Safety Reporting, Student Accident Management, Student Behavior Management, and Drill Management. A 'Click here to:' section lists actions like 'Report work hazards', 'Report unsafe practices', 'Report near-misses', 'ID corrective actions', and 'Assign & track actions'. The top right corner shows 'EmployeeS'.

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

The screenshot shows the 'Staff Accident Management' page. On the left, there is a large green icon of a person falling and the text 'Staff Accident Management'. On the right, there is a sidebar with the following content:

- Report Employee Accident**
  - [Submit Accident Report](#)
  - [Read Reporting Procedures](#)
  - [Print Paper Accident Report Form](#)
- Additional Employee Resources**
  - [Show Key Forms & Information](#)
  - [View My Accident History & Reports](#)
  - [View OSHA 300 - Log of Employee Injuries](#)
  - [View OSHA 300AP - Summary of Employee Injuries](#)
- Administrative Links**
  - [Administrative Login](#)

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

Steps

- Injured Employee
- Dates, Times, Location
- Injury
- Blood Exposure
- First Aid
- Witnesses, Signoff
- Preview, Submit

Additional

- Instructions
- Confidentiality

Employee Selection

EMPLOYEE

[Click here if you are the injured employee:](#)

[Click here if you are NOT the injured employee:](#)

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