
Department of Human Resources and Employee and Labor Relations

2024-2025 Procedures for Workers Compensation
and Employee Incident Reports

To: All Staff

From: T. Michael Carson
Executive Officer, Human Resources and Employee and Labor Relations

Attached, please find a copy of the updated procedures for reporting a work-related injury or illness. Additionally, sample copies of the Workers' Compensation Commission First Report of Injury (Form IA-1) and Employee Incident Report, as referenced in the procedures, are included.

Please read the procedures thoroughly, paying particular attention to the steps required when an employee assigned to your school or area is injured or assaulted. It is crucial to inform your staff about the procedures for reporting incidents and obtaining medical care. Failure to adhere to these procedures may affect the workers' compensation benefits received. The forms must be completed and forwarded to Human Resources within 24 hours of the injury.

Additional forms are available from the Workers' Compensation Specialist upon request and can also be found on the Staff Hub under Services, Employee Resources, Workers' Compensation.

If you have any questions, please contact the Office of Workers' Compensation at 410-313-7494.

TMC/sos

Attachment