

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, Maryland 21042

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Chief Human Resources and Professional Development Officer

Procedures for Workers' Compensation and Employee Incident Reports

TO: All Staff

FROM David Lerner,  
Chief Human Resources and Professional Development Officer

Attached please find a copy of the updated procedures for reporting a work-related injury/illness. Also, please find sample copies of the Workers' Compensation Commission First Report of Injury (Form IA-1) and Employee Incident Report, referred to in the procedures.

Additional forms are available from the Workers' Compensation Specialist upon request and are also available on the Staff Hub under Services → Employee Resources → Workers' Comp & Incident Reports.

All Supervisors:

Please read the procedures thoroughly and, in particular, pay careful attention to what you must do when an employee assigned to your school/area is injured or assaulted. Please inform your staff of the procedures for reporting incidents and obtaining medical care. Failure to follow these procedures may impact the workers' compensation benefits received. The forms must be completed and forwarded to the Office of Workers' Compensation within 24 hours of the injury.

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

DL/JW

Attachment