



## ADMINISTRATIVE PROCEDURE

### EMPLOYEE ACCIDENT REPORTING AND RECORD KEEPING

2805.3

Procedure No.

August 1, 1975

Date

- I. **PURPOSE:** To comply with Maryland State Laws for the reporting and record keeping of accidents to Prince George's County Public School Employees.
- II. **BACKGROUND:** All Prince George's County Public School Employees are covered by both the Workmen's Compensation Act and the Occupational Safety and Health Act of Maryland. Regulations issued under these laws require prompt reporting and record keeping of employees' injuries on the job.
- III. **DEFINITIONS:** Safety Coordinator/Committee – Individual(s) designated to assist the Principal through increasing the awareness of safety needs and procedures among the student body and staff.
- IV. **PROCEDURES:** The following applies to required reports for Employee Accident Reporting and Record keeping.
  - A. **Reporting:**
    1. Employer's Internal Report of Injury/Occupational Disease form must be completed in triplicate by the immediate supervisor at the time of injury regardless of how minor.
    2. Distribute the form as follows:
      - a. Original and copy to Employees Services Department for Workman Compensation with the copy further forwarded to the Safety Office for statistical analysis.
      - b. One copy to the school file.
    3. Accidents involving fatality or serious injury (one requiring hospitalization) are to be telephoned to the Safety Officer immediately by the supervisor or principals concerned.
  - B. **Record keeping**
    1. **Log Occupational Injury and Illnesses** – Each school and facility will be sent a Log of Occupational Injury and Illnesses periodically listing all accidents which have occurred to employees within the school's responsibility.
      - a. The Log and coding sheets are to be maintained in the same school file with completed **Employer's Internal Reports.**



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- b. The Log will aid the safety coordinator/committee in reviewing the occupational injury and illnesses of your personnel.
  2. The Employer's Internal Reports and the Log are to be retained for five (5) years following the end of calendar year in which they relate. Both are required to be available without delay for examination by Maryland Occupational Safety and Health Representatives.
  3. A Summary of Occupational Injuries and Illnesses will be sent to each school by January 25 of each year. The summary must be posted within the school or facility in a place accessible to all employees from February 1 to March 1 of each calendar year.
- V. **RELATED PROCEDURES:** See Procedures for Workmen's Compensation and Occupational Disability Leave Reporting Procedures, where otherwise applicable to the instant case. See Administrative Procedure 2805.2, Student Accident Reporting.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Procedure will be reviewed annually in August of each year by the Safety Office for modification and/or revision.
- VII. **CANCELLATIONS AND SUPERSEDURES:** None.
- VIII. **EFFECTIVE DATE:** August 1, 1975.

Approved by:  
Carl W. Hassel  
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, and 9