

HOWARD COUNTY PUBLIC SCHOOL SYSTEM EMPLOYEE INCIDENT/INJURY REPORT

INSTRUCTIONS: This form must be completed immediately for all job-related injuries or illnesses. Please print and answer all questions completely. If you do not understand the questions or need help completing this form, ask your supervisor/principal for assistance. After you have completed Section I, return the form to your supervisor/principal to complete Section II. This form must be submitted to the Office of Safety, Environment and Risk Management within 48 hours of the injury/illness. Notify us immediately if this is a serious injury and fax this form to 410-313-7177.

SECTION I: Completed by the employee.

Employee Name: _____ Incident Date: _____ Incident Time: _____ AM/PM

School/Facility: _____ Job Title: _____

Incident Location (Be Specific): _____

Describe in detail what happened. _____

Names of persons who witnessed the incident: _____

When did you report the incident? _____ Who did you report it to? _____

Did you seek medical treatment? Yes/No

Where were you treated? Concentra Howard County General Hospital Other _____

Please provide address and phone number of location where treated. _____

Injured Part of Body and Type of Injury? (i.e. right ankle sprain) _____

Signature of Employee

Date

OFFICE OF SAFETY, ENVIRONMENT AND RISK MANAGEMENT

410-313-6739 – Ron Miller

410-313-7494 – Catherine McLin

410-313-7177 - Fax

Revised 7/07

SECTION II: Completed by the supervisor.

When were you informed of the incident? _____

How were you informed? _____

List any additional information that you may have concerning how the injury occurred.

Please check any accident causes that contributed to this incident:

Housekeeping

- Poor planning
- Unsafe storage/arrangement
- Untidy/Congested work area
- Clutter, items on floor

Physical Safeguards

- Unguarded machinery
- Inadequate machine guards
- Inadequate protective equipment
- Inadequate body protection
- Warning signs not posted

Maintenance of Area/Classroom

- Temporary set-ups
- Defective equipment/materials
- Unsafe equipment/materials
- Failure to inspect area, equipment materials

Task Methods

- Operating equipment at unsafe speed
- Unsafe loading, placing, unloading
- Taking unsafe posture or position
- Employee required to rush
- Insufficient help
- Unsafe layout
- Unsafe methods, procedures, processes
- Inadequate equipment
- Poor lighting
- Poor ventilation
- Safeguards not provided
- Protective equipment not provided
- No safe practice rules
- Using equipment/materials unsafely

Miscellaneous

- Horseplay
- Combative student

Supervision

- Inadequate training
- Inadequate direct supervision
- Failure to enforce rules
- Lack of supervisory foresight
- Toleration of unsafe practices
- Protective equipment not used

Task Methods

- Unskilled or uninstructed
- Unsuitable to job
- Attitude (hurrying-reckless)
- Disregard of instructions
- Failure to use safeguard/safe attire, protective equipment
- Improper Clothing
- Operating without authority

What action have you taken to prevent the incident from recurring? _____

Could use of protective equipment have prevented this injury? Yes/No

If this was the result of an auto accident, provide name, address, and insurance information of that at fault driver: _____

If this was the result of a human bite/scratch, provide student's name, parents' names, address and home/work phone numbers: _____

Has employee returned to work? Yes/No If so, when? _____

Was there any lost time from work? Yes/No If so, how long? _____

Are you able to modify the employee's job to accommodate the work restrictions? Yes/No

If no, contact the Office of Safety, Environment and Risk Management immediately for job placement of the injured employee.

Signature of Supervisor _____ Date _____

Signature of Principal/Facility Manager _____ Date _____

Serious injuries must be called in at 410-313-7494 or 410-313-6739. Keep a copy for your file. This is a HCPSS form. Competition of this form does not constitute filing a claim under Maryland Workers' Compensation law.