


MEMORANDUM

October 31, 2019

Action Required - NEW



Department of Systemwide Safety
and Emergency Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

TO: All Principals and Directors
FROM: Edward A. Clarke, Chief Safety Officer 
SUBJECT: *Reporting of Serious Employee Injuries and Illnesses*

Summary

This is a reminder that all workplace employee injuries and illnesses must be promptly reported to CorVel, Montgomery County Public Schools (MCPS) claims administrator, to ensure employees receive the treatment they need and also to ensure MCPS properly manages claims costs. Serious employee injuries and illnesses resulting in death, amputation, loss of an eye, or inpatient hospitalization must also be reported immediately to the Department of Systemwide Safety and Emergency Management, Systemwide Safety Programs Unit. This is necessary for compliance with state reporting requirements and to ensure associated hazards are identified and corrected. Employee injury and illness reporting information is available on the MCPS [Employee Injuries/Illnesses web page](#). A safe work environment is everyone's responsibility.

Background

Maryland Occupational Safety and Health (MOSH) requires all Maryland employers to report work-related employee injuries and illnesses resulting in inpatient hospitalization, amputation, or loss of an eye within 24 hours. Work-related employee fatalities must be reported to MOSH within 8 hours. In some cases, a MOSH compliance officer will visit the facility where a reported injury or illness occurred, without prior notice, to conduct a safety inspection.

Action Required

- Ensure all staff members are aware they must promptly report all workplace injuries and illnesses, regardless of whether or not they seek treatment, to their immediate supervisor.
- Ensure all supervisors are aware they must contact CorVel at 1-888-606-2562 when their employees report workplace injuries or illnesses within the required timeframe.
- In the event of a fatality, serious injury, or illness involving any employee or contractor at your facility, immediately notify Mr. Peter Park, team leader, Systemwide Safety Programs, at 301-370-2141 (cell) or via e-mail. Mr. Park will report serious injuries and illnesses to the state, as required.
- If a MOSH compliance officer arrives at your facility to conduct an inspection, please ask the officer to wait until you contact Mr. Park, 301-370-2141 (cell) or via e-mail, and ask them to wait for Mr. Park's arrival to provide assistance.

Links/Additional Information

- [How to Report Employee Work-Related Injuries/Illnesses](#) form
- [Systemwide Safety Programs web page](#)
- If you have questions, please contact Mr. Park at 240-314-1067 or via e-mail.

Approved by:

Andrew M. Zuckerman, Chief Operating Officer