

### WORKERS' COMPENSATION

All reasonable efforts are made to ensure a safe learning and working environment for the employees of SESC. All employees are covered by Ohio Workers' Compensation while performing work-related duties and responsibilities. At the time of hire, employees receive a Workers' Comp Identification card. Employees are encouraged to carry this card with them at all times.

### REPORTING WORK RELATED ACCIDENTS

Any accident that results in an injury to an employee of the SESC must be reported promptly to the Human Resources office. The following procedures are applicable to all accidents. It is very important for you to follow the instructions below to ensure your medical claims and return to work are processed smoothly. If you have any questions about reporting an accident, medical care, or next steps, please do not hesitate to call the Human Resources Office at (330) 945-5600.

### WHAT TO DO IF YOU ARE IN AN ACCIDENT

Your health is the first priority! Please do not hesitate to seek professional care for a medical emergency. A medical emergency is when you need immediate medical services that are necessary to alleviate severe pain, or an acute injury that could lead to a serious physical disability, mental disability, or death. IMMEDIATELY submit an Employee Accident/Exposure Incident Report (within 24 hours). To submit an employee incident report, go to the ESC website ([www.summitesc.org](http://www.summitesc.org)), click on Human Resources, click on **My Safety Portal** to go to the PublicSchoolWORKS website. There, click on Staff Accident Management, and then click on Submit Accident Report. Enter all information requested and follow the steps to submit your report. **LEA staff will need to list Tracie Collins (HR Coordinator) as the supervisor.** If you need help, ask your supervisor or call the Human Resources Office at (330) 945-5600. If the injured employee is unable to submit the accident report, another employee can complete the report with the assistance of the affected employee. All accidents must be reported within 24 hours.

My Safety Portal				Thursday AUGUST 16	
 Staff Training	 Safety Document Library	 Staff Accident Management	 Hazard & Near-Miss Reporting	 Staff Misconduct Reporting	
 Chemical Safety Hotline	 Chemical SDS Binder	 Compliance Task Management	 Drill Management	 Inspection Management	