Public School Works Accident Reporting Process

If you are **NOT** the injured employee

*Note: If you are the injured employee, see separate procedure documentation.

1. **Open Google Chrome**. Internet Explorer will not display the form correctly.
2. Go to the district website: littletonpublicschools.net
3. Click on the For Staff icon
4. In the Important Links section, click on Public School Works

5. Click on the Staff Accident Management icon
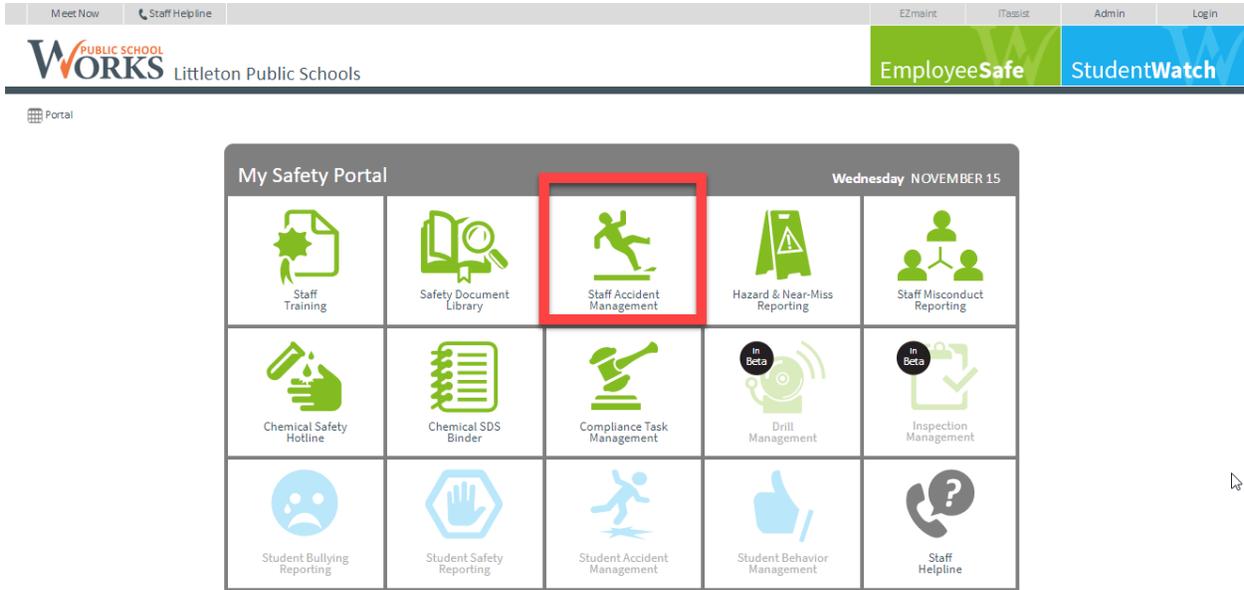
6. Click on Submit Accident Report
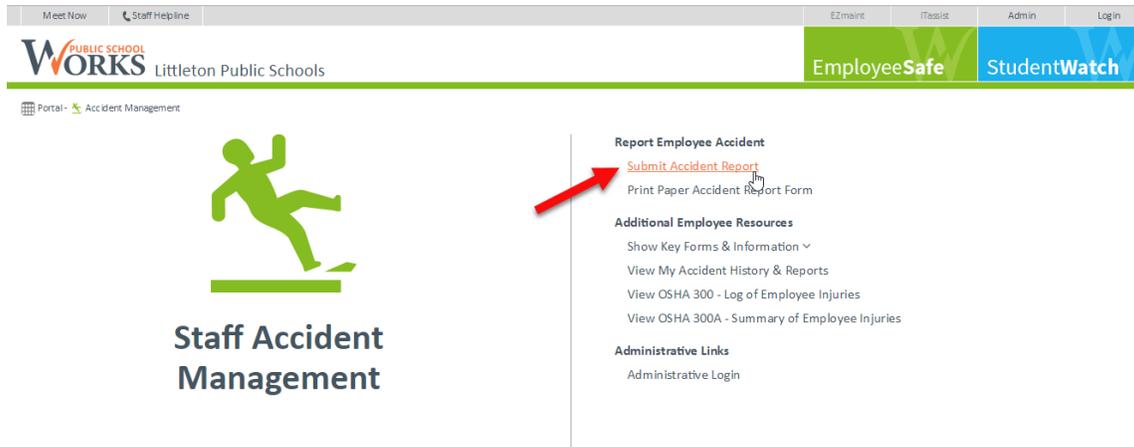
7. Employee Selection page has two options:
   - ✓ Click here if you are **NOT** the injured employee (if you are the injured employee, see other set of instructions)

8. A box appears that allows you to enter the employee's last name (If you can't find the employee in the list, skip this part)
   - ✓ Enter any part of the employee's name
       i. Click on the name when it appears in the box
       ii. Click on Next
       iii. Complete the Accident Report

OR

If you can't find the employee's name, click on *Click here if you cannot find the employee's name in the list*

- ✓ Complete the Accident Report. Your progress is shown on the left-hand side

Meet Now
Staff Helpline
EZmaint
ITassist
Admin
Login
PUBLIC SCHOOL WORKS
Littleton Public Schools
EmployeeSafe
StudentWatch
Portal - Accident Management
Steps
● Injured Employee
○ Date, Supervisor, Loc'
○ Injury
○ Blood Exposure
○ First Aid
○ Witness, Signoff
○ Preview, Submit
Additional
Instructions
Confidentiality
Previous
Next

Injured Employee

1. **Employer:** Littleton Public Schools
2. **First name:** ☐ **MI:** ☐
3. **Last name:** ☐
4. **Permanent home street address:** (include apartment number) ☐
5. **City:** ☐
6. **State:** ▾
7. **Zip Code :** ☐
8. **Date of birth:** ☐ (mm/dd/yy)
9. **Social Security No.:** ☐
10. **Sex:** ▾
11. **Primary phone no.:** ☐ (e.g., cell, home, etc.)
12. **Secondary phone no.:** ☐ (e.g., work, etc.)
13. **Job / Trade:** ▾
14. **Primary work site / building:** ▾
15. **Immediate supervisor:** ▾ (If not listed or unsure, leave blank)