

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

HUMAN RESOURCES

CAREERS at LPS

- Apply Now / Open Positions
- Employment Process - Recruitment Schedules
- Highly Qualified Information
- Licensed In-District Transfers
- Licensure - Teacher and Alternative
- New Teacher Support
- Salary Schedules
- Student Teaching
- Substitute Teaching

Work Year Calendars

2017-2018

Administrators, Coordinators and Classified - 12 month

All Classified Bookkeepers & Secretaries

Assistant Principals, Elementary/Middle Principals, & Specialists

All Classified Working Less Than 12 Months

Custodial & Year Round Child Year Round

The Village @ North Staff Calendar

2016-2017

Administrators, Coordinators and Classified - 12

For Staff

- CEAC (Classified Employees' Advisory Council)
- Classified Staff Personnel Handbook
- Cohort Program
- Collective Bargaining Agreement
- Employee Benefits
 - Benefits Enrollment
 - Cigna
 - Dental
 - Employee Assistance Program (EAP)
 - Kaiser
 - Life Insurance
 - Privacy Policy
 - Section 125 Plan
 - Retirement Options
 - Vision Service Plan

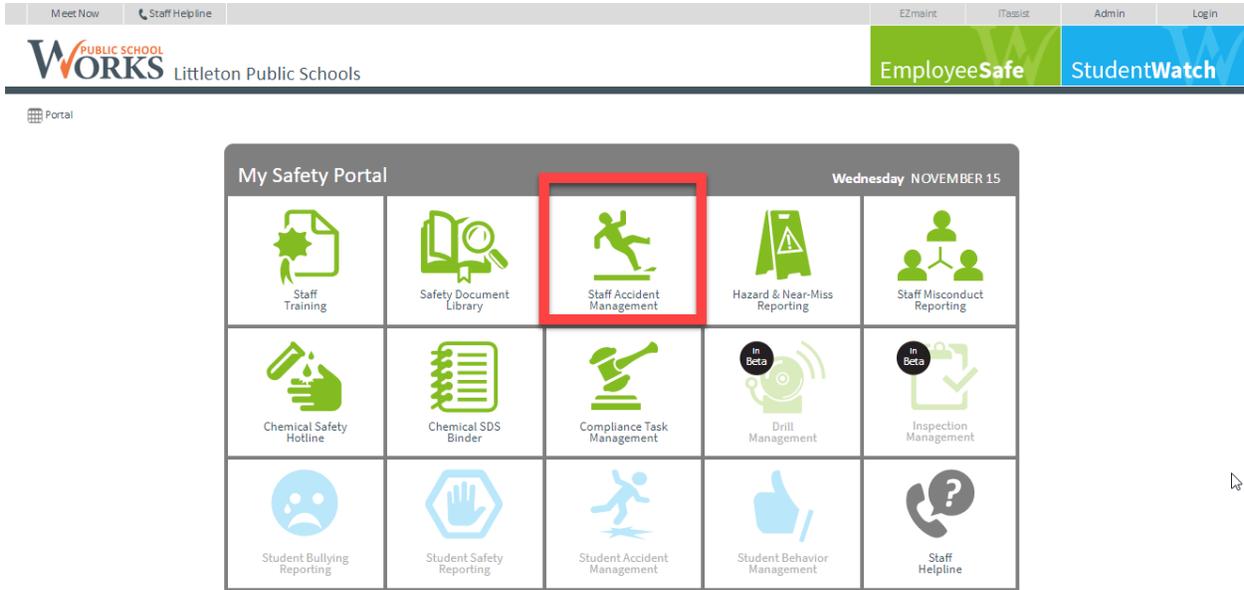
- Employee Notices
- Employee Online Address/Phone Changes
- Employee Rights Posters
- LARS (Littleton Absence Reporting System)
- Professional Learning
- Technology Resources
- Tuition Reimbursement
- Workers' Compensation
- Wellness @ LPS



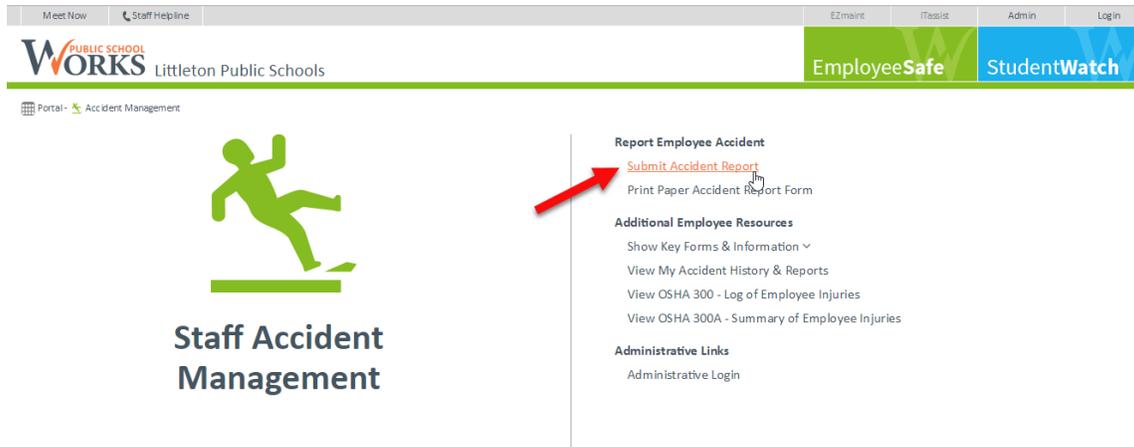
Important Links

 LARS	 Employee Online	 Educator Effectiveness	 Inside LPS
 STAFF Login Infinite Campus	 Business PLUS	 EMAIL	 AssessTrack
 Public School WORKS	 Performance Matters	 Password Self-Service	 RANDA

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)

The screenshot shows the WORKS system interface for Littleton Public Schools. The top navigation bar includes 'Meet Now', 'Staff Helpline', 'EZmaint', 'ITassist', 'Admin', and 'Login'. The main header features the WORKS logo and 'Littleton Public Schools', along with 'EmployeeSafe' and 'StudentWatch' buttons. The page title is 'Portal - Accident Management'. The 'Steps' section is highlighted in green and contains the following items:

- Injured Employee [Click here if you are the injured employee:](#)
- Date, Supervisor, Loc' [Click here if you know your login credentials](#)
- Injury [Click here if you do not know your login credentials](#)
- Blood Exposure [Click here if you are NOT the injured employee:](#)
- First Aid
- Witness, Signoff
- Preview, Submit

Below the steps, there is an 'Additional' section with links for 'Instructions' and 'Confidentiality'. A red arrow points to the 'Click here if you are NOT the injured employee:' link. The footer contains the copyright notice: '© 2015 WORKS International, Inc., All Rights Reserved. Terms of Use and Privacy Policy'.

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

The screenshot shows the 'Injured Employee' form in the EmployeeSafe system. The form is titled 'Injured Employee' and is part of the 'Accident Management' portal. The form includes a sidebar with steps: Injured Employee (selected), Date, Supervisor, Loc, Injury, Blood Exposure, First Aid, Witness, Signoff, and Preview, Submit. The main form fields are: 1. Employer: Littleton Public Schools; 2. First name: [Redacted]; 3. Last name: [Redacted]; 4. Permanent home street address: [Text input]; 5. City: [Text input]; 6. State: [Dropdown menu]; 7. Zip Code: [Text input]; 8. Date of birth: [Text input] (m/m/dd/yy); 9. Social Security No.: [Text input]; 10. Sex: [Dropdown menu]; 11. Primary phone no.: [Text input] (e.g., cell, home, etc.).

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*

The screenshot shows the 'Employee Selection' form in the EmployeeSafe system. The form is titled 'Employee Selection' and is part of the 'Accident Management' portal. The form includes a sidebar with steps: Injured Employee, Date, Supervisor, Loc, Injury, Blood Exposure, First Aid, Witness, Signoff, and Preview, Submit. The main form fields are: [Click here if you are the injured employee:](#), [Click here if you know your login credentials](#), [Click here if you do not know your login credentials](#), Select your name from the employee list. Enter any part of employee's name: [Text input]. A dropdown menu shows a list of employee names: Abalos, Wendy; Abel, James; Abel, Emily; Abernethy, Nichole; Abla, Clay; Abner, Kathleen; Abrams, Samantha; Ackerman, Kendra; Acuna paredes, Jose; Adams, David. A 'Next >' button is below the list. [Click here if you cannot find the employee in the list.](#)

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

Meet Now Staff HelpLine EZmaint ITassist Admin Login

WORKS Littleton Public Schools EmployeeSafe StudentWatch

Portal - Accident Management

Steps Injured Employee

- Injured Employee
- Date, Supervisor, Loc'
- Injury
- Blood Exposure
- First Aid
- Witness, Signoff
- Preview, Submit

Additional

- Instructions
- Confidentiality

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)