

Public School Works Accident Reporting Process

If **YOU** are the injured employee

*Note: If you are not the injured employee, see separate procedure documentation

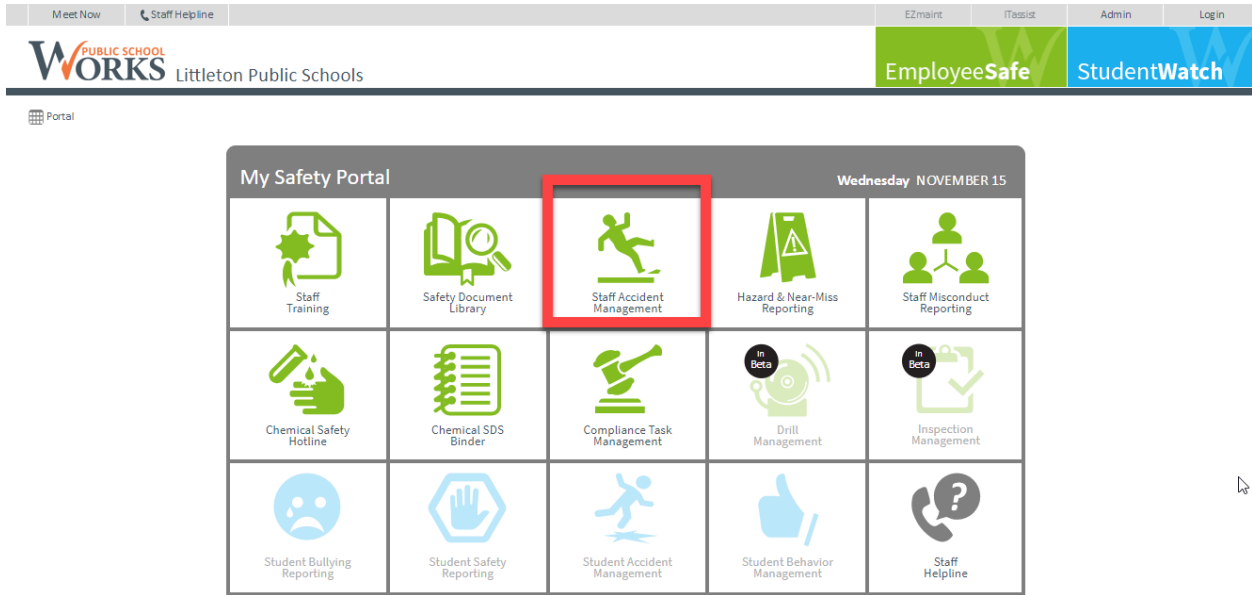
1. **Open Google Chrome.** Internet Explorer will not display the form correctly.
2. Go to the district website: littletonpublicschools.net
3. Click on the For Staff icon
4. In the Important Links section, click on Public School Works

The screenshot shows the website's navigation bar with 'LPS', 'EXPLORE', 'NEWSROOM', and 'SCHOOLS' menus, along with social media icons. The main heading is 'HUMAN RESOURCES'. There are three main content areas:

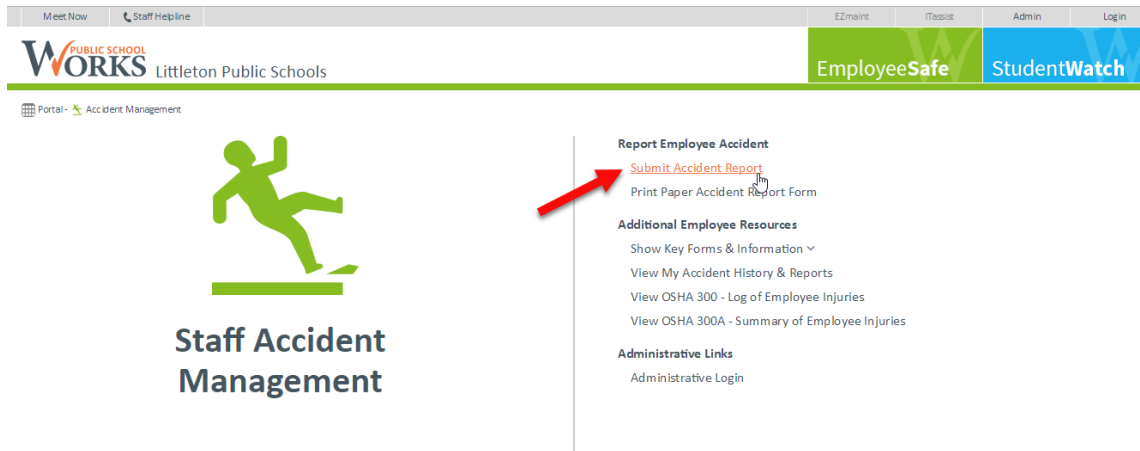
- CAREERS at LPS:** Includes links for 'Apply Now / Open Positions', 'Employment Process - Recruitment Schedules', 'Highly Qualified Information', 'Licensed In-District Transfers', 'Licensure - Teacher and Alternative', 'New Teacher Support', 'Salary Schedules', 'Student Teaching', and 'Substitute Teaching'.
- For Staff:** Includes links for 'CEAC (Classified Employees' Advisory Council)', 'Classified Staff Personnel Handbook', 'Cohort Program', 'Collective Bargaining Agreement', 'Employee Benefits' (with sub-links for Benefits Enrollment, Cigna, Dental, EAP, Kaiser, Life Insurance, Privacy Policy, Section 125 Plan, Retirement Options, and 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', and 'Wellness @ LPS'.
- Work Year Calendars:** Lists calendars for '2017-2018' and '2016-2017' for various roles like Administrators, Coordinators, Classified staff, Bookkeepers, Secretaries, Principals, and Specialists.

The 'Important Links' section contains a grid of icons: LARS, Employee Online, Educator Effectiveness, Inside LPS, STAFF Login Infinite Campus, Business PLUS, EMAIL, AssessTrack, Public School WORKS (highlighted with a red arrow), Performance Matters, Password Self-Service, and 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 the injured employee (if you are not the injured employee, see other set of instructions)

Meet Now Staff Helpline EZ maint ITassist Admin Login

WORKS PUBLIC SCHOOL Littleton Public Schools EmployeeSafe StudentWatch

Portal - Accident Management

Steps Employee Selection

- 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

Additional

- Instructions
- Confidentiality

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8. You will be presented with two options: Click here if you know your login credentials or Click here if you do **NOT** know your login credentials.

- ✓ Click here if you know your login credentials
- ✓ Enter your user name and password
- ✓ Click on Login

Meet Now Staff HelpLine EZmaint Tassist Admin Login

WORKS Littleton Public Schools EmployeeSafe StudentWatch

Portal - Accident Management

Account Login

Please Read!

User Name: enter your district username. If you do not have a district username, enter your personal e-mail address.

Password: enter your district password. If you do not have a district password, enter your employee ID number.

User Name

Password

Login

[Click here if you need help](#)

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Time: 29ms [apache2] - PSW SL: 0 - R: - UID: - TIMEZONE: US/Mountain

OR

Click here if you do **not** know your login credentials

- ✓ If you select this option, a box will appear that allows you to enter your last name. Select it and click Next
- ✓ If you can't find your name on the list, click on *Click here if you cannot find your name on the list*

Steps Employee Selection

- 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
- First Aid
- Witness, Signoff
- Preview, Submit

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Select your name from the employee list.

Enter any part of employee's name:

- Abalos, Wendy
- Abel, James
- Abell, Emily
- Abernethy, Nichole
- Abia, Clay
- Abner, Kathleen
- Abrams, Samantha
- Ackerman, Kendra
- Acuna paredes, Jose
- Adams, David

Next >

[Click here if you cannot find the employee in the list.](#)

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Time: 193ms [apache3] - PSW SL: 0 - R: - UID: - TIMEZONE: US/Mountain

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

Meet Now Staff HelpLine EZmaint ITassisst Admin Login

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Portal - Accident Management

Steps Injured Employee

- Injured Employee
- Date, Supervisor, Loc'
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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)