

If you are injured at work, the following steps will help you navigate the process for reporting your injury to the Office of Human Resources (OHR).

1. Employee Statement

The employee completes, signs, and dates the form. If the employee is physically unable to complete the form, the supervisor can record the answers, as specified by the employee. If the supervisor must complete the form on behalf of the employee, note this in the “Any Other Relevant Information” section of the form.

2. Supervisor Statement

The supervisor completes, signs, and dates the form. The supervisor is anyone with supervisory authority, who was present at the time of the incident, or to whom the incident was reported. It need not be the direct supervisor, particularly if the direct supervisor was not present or involved in the investigation or reporting of the incident.

3. Witness Statement

The witness completes, signs, and dates the form. A witness may include a non-employee. A witness may also be someone who did not see the incident, but was aware of circumstances leading to the event, or in contact with the employee following the incident.

4. Submit

Send the forms to the OHR, HR Policy and Faculty/Staff Relations unit, within 24 hours of the incident. If all of the statements are not available within 24 hours, send those that are complete. Forms may be faxed to 410-704-6320, or 6321. Forms may also be emailed, via Towson’s secure file delivery service, to leavebenefits@towson.edu. If photographs or video of the incident are available, please include them with the forms.

5. Next Steps

Upon receipt of the statements, the OHR will file your claim with the university’s Workers’ Compensation carrier. The carrier will contact you for additional details and next steps.

6. Questions

Contact the OHR at 410-704-2162, or leavebenefits@towson.edu, if you have any questions or need assistance.

Office of Human Resources, Administration Building, Room 101

 410-704-2162  410-704-6320
<https://www.towson.edu/hr/>
Sept. 2019