

From: BPS COMMUNICATIONS DEPT <DO NOT REPLY> <NOREPLY@bpsma.org>

Sent: Friday, March 6, 2026 12:20 PM

To: ALL USERS <ALLUSERS@bpsma.org>

Subject: Accident Reports Protocol Reminder

Good afternoon BPS,

Attached please find a revised accident report for **all staff**. Kindly begin using this revised form upon receipt of this reminder.

When a staff member suffers a work-related accident, the employee must fill out an Accident Report within 24 hours of the accident and e-mail to the following:

- Tricia.Simpson@usi.com
- workerscomp@cobma.us
- sknight@cobma.us

Paper copies and faxed copies will no longer be accepted.

- Accident reports for all BPS staff should be e-mailed to the appropriate HR Generalist
- Teachers, Certified Staff, Non-Union Employees: [Elizabeth Vallee](mailto:Elizabeth.Vallee)
- **Food Service, BESPAs (Paras/MTAs, Safety and Security and Lunch Aides): [Jessica Santiago jessicasantiago@bpsma.org](mailto:jessicasantiago@bpsma.org)**
- Substitute Teachers and School Police: [Elizabeth Vallee](mailto:Elizabeth.Vallee)
- IBAA&TEA, Custodians, Access Control, and Transportation: [Lisa Oliver](mailto:Lisa.Oliver)

Thank you for your cooperation.

Communications Department *on behalf of* Human Resources

Brockton Public Schools