

MEMORANDUM

February 12, 2026

Action Required - ANNUAL



Division of Facilities Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

TO: All Principals and Directors
FROM: Andrea L. Swiatocha, Deputy Chief *ALS*
SUBJECT: *Maryland OSHA (MOSH) Requirements*

Summary

Employee injuries and illnesses are generally considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Instructions for reporting work-related injuries and illnesses to CorVel, MCPS' workers' compensation claims management company, and information for injured employees, including a list of network urgent care facilities, are available at the Systemwide Safety Programs [website](#).

Montgomery County Public Schools (MCPS) is required to comply with state worker safety/health regulations, enforced by Maryland Occupational Safety and Health (MOSH or "Maryland OSHA"). This memorandum provides key requirements related to worker injury and illness reporting, MOSH inspections, and correspondence from MOSH. Compliance with these requirements is necessary to ensure injured employees receive needed treatment and benefits, MCPS manages claims efficiently, and workplace hazards are effectively identified and corrected. Failure to comply with MOSH requirements can result in penalties up to \$165,514 per violation for MCPS.

Action Required

- Ensure all employees are aware they must promptly report all work-related injuries and illnesses, regardless of whether or not they seek treatment, to their supervisor. Supervisors, or the school/facility administrative secretary, must call CorVel at 1-888-606-2562 to report work-related injuries and illnesses. Reports can be made 24 hours a day, seven days a week.
- Promptly notify Mr. Peter Park, team leader, Systemwide Safety Programs, Division of Facilities Management, via [email](#) of any serious work-related injuries or illnesses resulting in inpatient hospitalization, amputation, loss of an eye, or death. Mr. Park will report these injuries and illnesses to MOSH, as required by law.
- In some cases, a MOSH compliance officer will visit the facility where a reported injury or illness occurred, without prior notice, to conduct an inspection. If a MOSH compliance officer arrives at your facility to conduct an inspection, please contact Mr. Park at 301-370-2141 (cell) or via [email](#) and ask the officer to wait until Mr. Park arrives before starting the opening conference.
- If your facility receives any correspondence from MOSH, such as a notice of an employee safety complaint or a request for employee injury/illness data, promptly notify Mr. Park via [email](#).

Questions

- If you have any questions related to MOSH requirements, please contact Mr. Peter Park, team leader, Systemwide Safety Programs, Division of Facilities Management, via [email](#).

Approved by: *Adnan Mamoon*
Adnan Mamoon, Chief Operations Officer