Incident Reporting Instructions

To Report an incident, injury, or illness:

1. Use the following link for Incident Reporting System
   www.safety.rochester.edu\SMH115.html and chose the appropriate option

2. Log into the system using your HRMS NetID and password.

3. Click on the Report Event option.
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4. Click Employee Injury/Illness.

5. Fill out the form to the best of your ability. All yellow fields and fields denoted by a red asterisk (*) are required.
6. Select the appropriate information for fields that have a tree icon (≡) by clicking on the icon and then expand the section by clicking on the (+) icon, or collapsing the section by clicking on the (-) icon.

7. For fields that have the magnifying glass (🔍), click on the magnifying glass and select the code that matches the appropriate information. Do not click in the box as that will give you a limited number of choices. Clicking on the magnifying glass will give you all the options for that specific field. Fields that do not have a ≡ or🔍 are a free form field that allows you to answer the question without any character limitations.
8. In certain categories you will have to select the category code listed left and not the name of the item listed on the right.

9. The submit button is located at the top of the page.
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10. Upon submission, you will receive a notification via email that your report was received. You can log onto the Incident Reporting System anytime to view previously submitted incidents.

To Report an Ergonomic Issue/Concern:

1. Click on Report Event

   ![Image of the Incident Reporting System]

2. Select Ergonomic Concern/Request

   ![Image of the Incident Reporting System with options]

3. Follow the directions and complete each section.

4. For the question; “Have you completed an ergonomic assessment in the past 60 days?”, when you select “NO”, once you submit your event report, you will receive an ergonomic self-assessment link via your e-mail to complete. This assessment will give you recommendations that may assist you in correcting your ergonomic issues yourself. If after 2 weeks of trying these recommendations you are still not satisfied, please call EHS at 5-3241 for an ergonomic assessment appointment.