



EMPLOYEE REPORTING INSTRUCTIONS

ENVIRONMENTAL, HEALTH, & SAFETY OFFICE

585-275-3241

questions@safety.rochester.edu

NOTE: Use these steps for EMPLOYEE INJURIES ONLY.

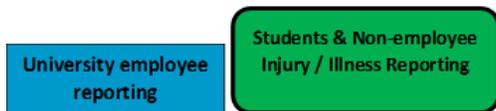
Patient injuries should be submitted via [RL Solutions](#)

To Report an incident, injury, or illness:

1. Go to www.safety.rochester.edu
2. Click "Employee Incident Form" (in the right column)



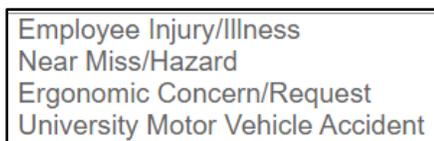
3. Click whichever icon applies to you



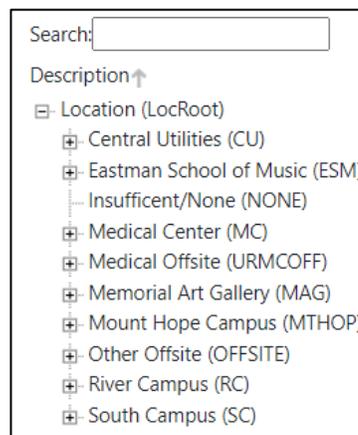
4. Log into the system using your UR name and password.
5. Click on the "Report Event" option



6. Choose which form you want to fill out.



7. Fill out the form to the best of your ability. All yellow fields and fields denoted by a red asterisk (*) are required.
8. 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.



9. 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.

10. Once you are done, press the "Submit" button at the upper left corner of the page.

