



## Employee FAQ

1. How soon do I need to report an incident?
  - a. Incidents must be reported within 24 hours to comply with all state and federal regulations
  - b. For all emergencies please call Public Safety at x13 or 585-275-3333.
2. Does every incident need to be filed through the reporting and submitting system?
  - a. Yes. This system is designed to record and track all incidents and near misses here at the University. It is used for University of Rochester employees, temporary employees/contractors, visiting professors, and UR students. There are separate links depending upon your affiliation.
3. How do I know if an incident is worth reporting?
  - a. You must report all incidents, regardless of severity.
  - b. If there was no injury, use the Near Miss/Hazard form.
4. Do I need to create a special username and password?
  - a. No. You use your HRMS Net ID and Password. If you are a temporary employee/contractor, visiting researcher, or UR student, and do not have a Net ID, please contact EH&S at 275-3241.
5. Am I required to fill out every line on the incident form?
  - a. No. Only the yellow fields with a red asterisk are the required fields. We encourage you to fill in as much information/detail as possible in all fields
6. Can I use any web browser?
  - a. Although the website will open on any web browser, some windows or layouts might be compromised. We recommend using Google Chrome, Safari, Internet Explorer, Mozilla Firefox, or Microsoft Edge.
7. Can I print out a copy of my report?
  - a. Please see your supervisor for a printed copy of your incident report.
8. Why can't I designate someone in my department to get a copy of the incident report any longer?
  - a. Your supervisor of record in the HRMS system is now automatically notified of the incident report being submitted. If someone else in the department needs a copy, direct them to your supervisor.
9. How do I view any reports I've already submitted?
  - a. Use the employee incident reporting link to login to the system. Once logged on, click on Report event. Click Previously Submitted. They will be listed below. You can search or sort all past incidents that have been submitted.

10. Can I copy/paste information from a Word document or email into any of the fields?
  - a. No, you must type the information directly into any free text fields.
  - b. If the field indicates that it has a lookup table (magnifying glass) or tree (see #12), you must select from the options available for that field – if you type in something else, you will get an error message when you try to submit the report.
11. I click on the name of fields in lookup tables (incident type or body part) and nothing happens.
  - a. You will have to select the category code listed left and not the name of the item listed on the right.
12. How do I use the tree icon? 
  - a. Fields that have a tree icon are groups of items that are sorted by type. You can expand the section by clicking on the (+) icon, or collapsing the section by clicking on the (-) icon.
13. What is the best way to search using the magnifying icon? 
  - a. To search using the magnifying glass start typing in the box, and the field should auto-populate with potential choices. Click on more matches found to see more options.
  - b. You can also search using an asterisk (\*) as wild cards to assisting your search. Example: \*Smith, \*spill.
  - c. You can also click on the magnifying icon to open a new window and search using the two methods listed above.
14. Once I submit a report, is there anything else I have to do?
  - a. No. Once an incident has been reported and submitted, you're all set. Your supervisor will be notified of the incident, as well as Worker's Compensation, and Environmental Health and Safety.
15. What are the benefits of this new system?
  - a. There is an electronic record that an incident report was submitted
  - b. Since the Leave Administration/Workers' Compensation unit is also notified when an incident is submitted, in the event a work-related injury results in medical bills, those bills are paid by Workers' Compensation instead of by the employee.