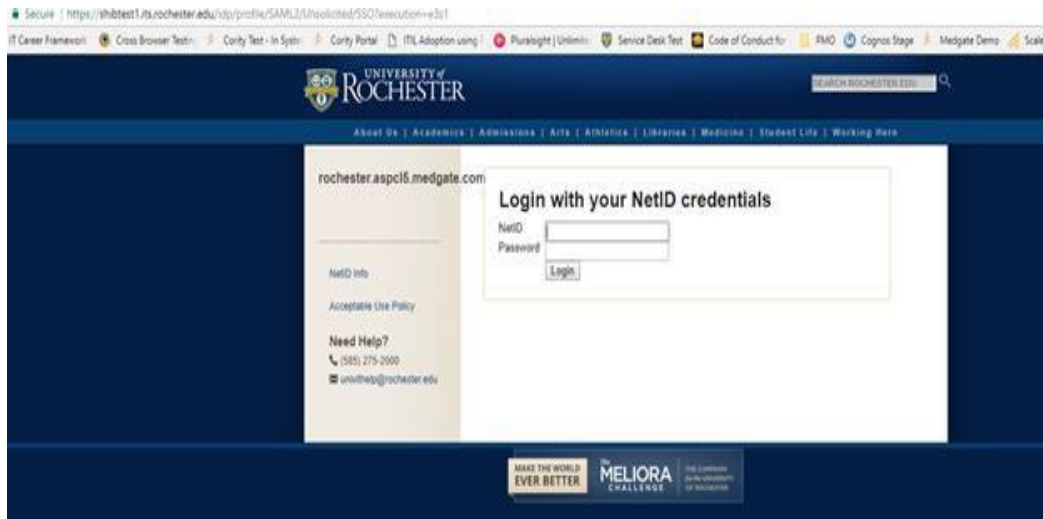


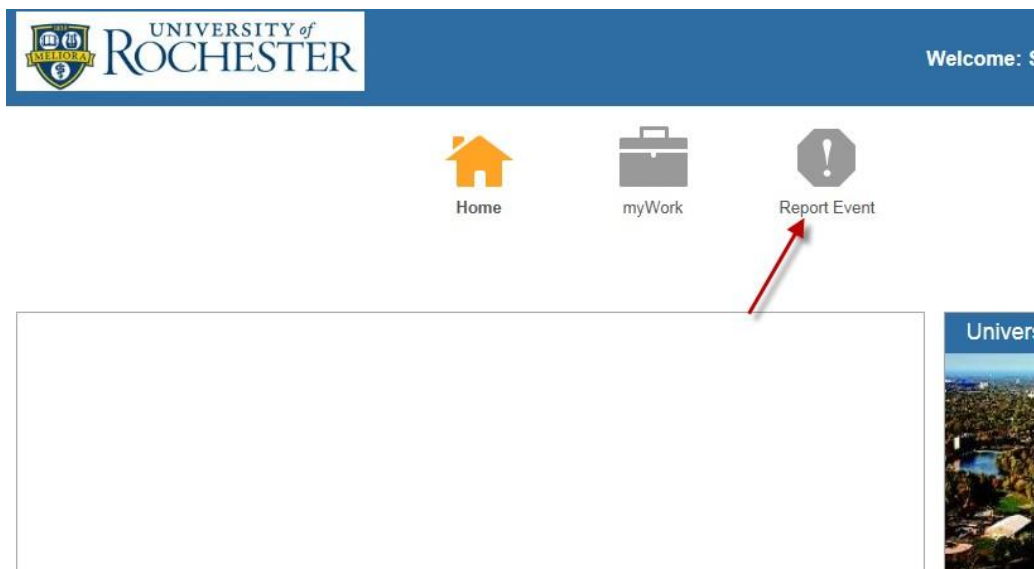
Incident Reporting Instructions

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.

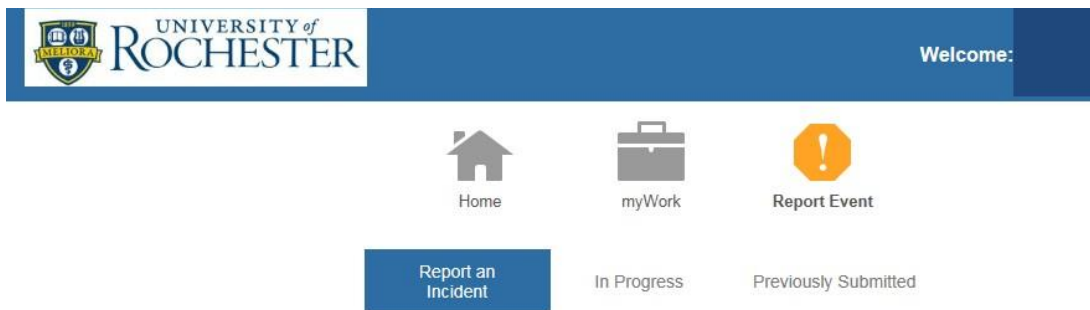


3. Click on the Report Event option.



Incident Reporting Instructions

4. Click Employee Injury/Illness.




To report an event, please click on one of the options below:

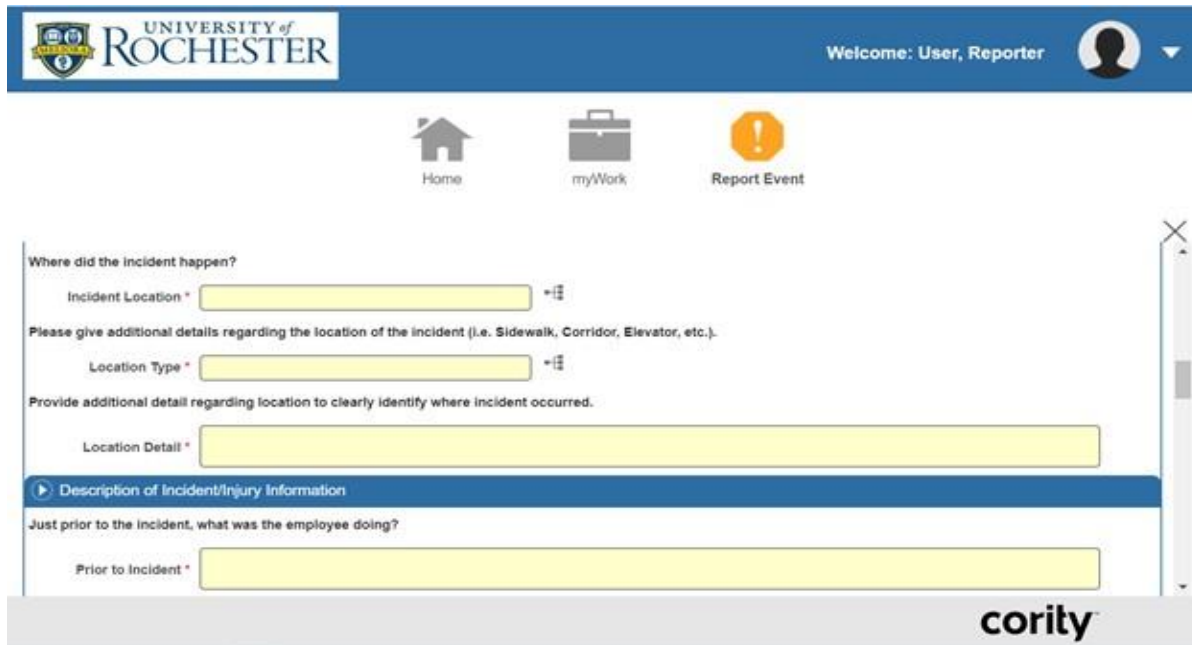


5. Fill out the form to the best of your ability. All yellow fields and fields denoted by a red asterisk (*) are required.




The screenshot shows the incident reporting form. At the top is the University of Rochester logo and the text "Welcome: User, Reporter" next to a user profile icon. Below the navigation bar are three icons: "Home", "myWork", and "Report Event". The form itself has a blue header with a play button icon and the text "Employee Information". Below this header, there are three instructions: 1. Please fill out as much information about the event as possible in the sections below. The fields highlighted in yellow are required. 2. When you have completed all sections, scroll back to the top of the page and press the Submit button. 3. When looking up options for selection, you may need to scroll up to see the window. The form contains three yellow input fields: "Employee Reporting *" with the value "User, Reporter (CORITY04)", "Name of the person this incident happened to, starting with their LAST Name? (search by LAST NAME)" with the value "Injured/Ill Employee *", and "What job position was the employee working when the injury/illness occurred? (The job position will default to the primary job position from HR. Please change if the employee was working at a different position at the time of injury.)" with the value "Job Position *". There are also search icons next to each field and a "Department" label. At the bottom right of the form is the "cority" logo.

Incident Reporting Instructions

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.



The screenshot shows the top navigation bar of the University of Rochester incident reporting system. It includes the university logo, the text "UNIVERSITY of ROCHESTER", a user profile icon with the text "Welcome: User, Reporter", and three main navigation icons: Home, myWork, and Report Event. Below the navigation bar, the form is displayed. The "Where did the incident happen?" section contains three fields: "Incident Location *", "Location Type *", and "Location Detail *". Each of these fields has a tree icon to its right. Below this section is a blue header for "Description of Incident/Injury Information" and a "Prior to Incident *" field.

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.



The screenshot shows the "Description of Incident/Injury Information" section of the form. It begins with the instruction: "In the fields below - please use the look-up tables to identify the primary nature of injury and affected part of body." This is followed by two fields: "Nature Of Injury *" and "Part Of Body *", both with magnifying glass icons to their right. Below these is the question: "Do you think that this injury/illness might result in any time away from work or restriction in the ability to complete work duties?" with a "Time Away *" field and a magnifying glass icon. The next question is: "Was there a specific object or substance (chemical, biological, radiological) involved? If No, please enter N/A into field." with an "Object(s) *" field. The final question is: "Was personal protective equipment (PPE) worn?" with a "PPE *" field and a magnifying glass icon.

Incident Reporting Instructions

- In certain categories you will have to select the category code listed left and not the name of the item listed on the right.

The screenshot shows the top navigation bar of the University of Rochester incident reporting system. It includes the university logo, the text 'UNIVERSITY of ROCHESTER', a user profile icon with 'Welcome: User, Reporter', and three main navigation icons: Home, myWork, and Report Event. Below this, a dropdown menu titled 'Natures Of Injuries' is open, displaying a table of injury codes and descriptions. The 'cority' logo is visible in the bottom right corner of the interface.

Code	Description
NAT000	No injury or illness noted
NAT001	Abrasions (scraping)
NAT002	Allergic reaction
NAT003	Amputation
NAT004	Asbestos-related disease
NAT005	Asphyxia/asphyxiation
NAT006	Bite/sting
NAT007	Blister
NAT008	Loose/Broken tooth

- The submit button is located at the top of the page.

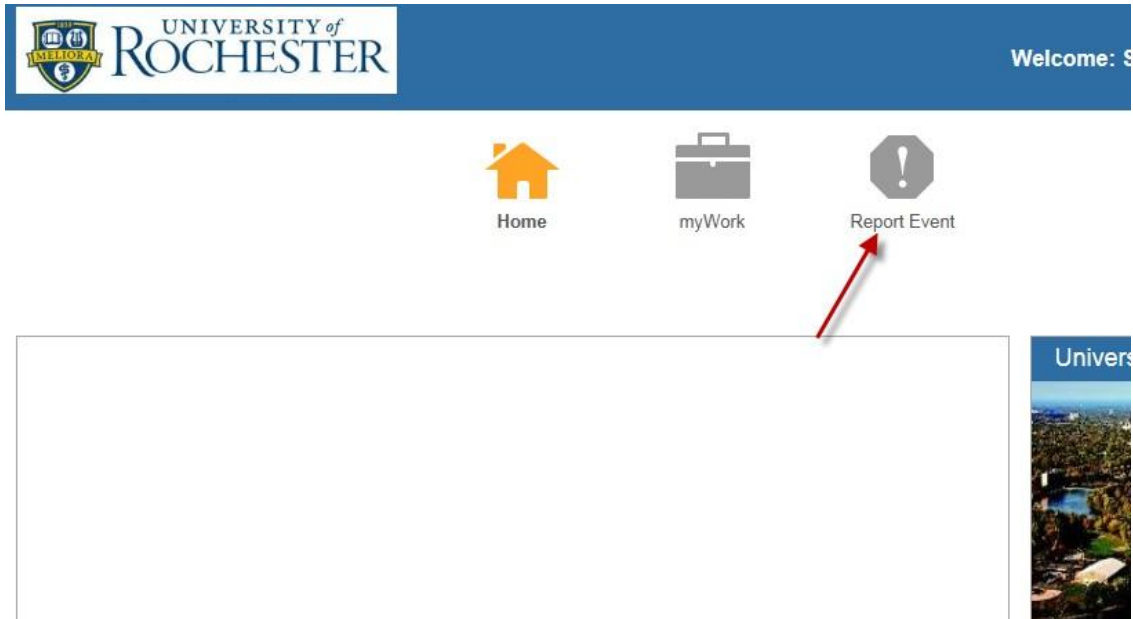
The screenshot shows the 'Employee Injury or Illness (Portal)' page. At the top, there is a navigation bar with the University of Rochester logo and 'Welcome:'. Below this are three navigation icons: Home, myWork, and Report Event. The main content area is titled 'Employee Injury or Illness (Portal)' and includes a sub-section for 'Event Report'. There are two buttons: 'Submit' and 'Actions'. A red arrow points to the 'Submit' button. Below the buttons, there is a section titled 'Instructions' with the following text: 'Use this event type to report an event involving an injury/illness to a University of Rochester Employee. When a work-related incident, injury or illness occurs, document the event by completing the incident report within 24 hours. 1. Please fill out as much information about the event as possible in the sections below. The fields highlighted in yellow are required. 2. When you have completed all sections, scroll back to the top of the page and press the Submit button. 3. When looking up options for selection, you may need to scroll up to see the window.' Below the instructions is a section titled 'Employee Information' with the text: 'Please enter the name of the employee that is reporting this event, starting with the LAST name. (search by LAST NAME)'.

Incident Reporting Instructions

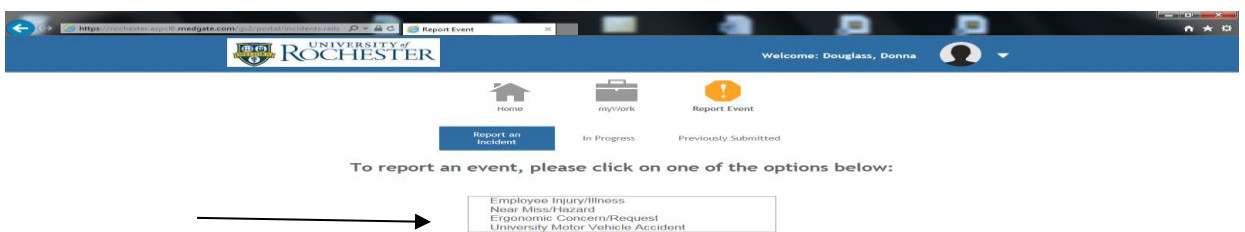
10. Upon submission, you will receive a notification via email that your report was received. You can log onto the Incident Reporting System anytime to view previously submitted incidents.

To Report an Ergonomic Issue/Concern:

1. Click on Report Event



2. Select Ergonomic Concern/Request



Incident Reporting Instructions

3. Follow the directions and complete each section.

The screenshot shows a web browser window displaying the 'Employee Ergonomic Request (Portal)' form. The browser address bar shows 'https://rochester.aspc6.medgate.com/gi2/portal/incidents.rails'. The page header includes the University of Rochester logo and a user profile for 'Douglass, Donna'. Below the header are navigation icons for 'Home', 'myWork', and 'Report Event'. The form itself is titled 'Employee Ergonomic Request (Portal)' and has a sub-header 'Event Report'. It includes buttons for 'Cancel', 'Submit', and 'Actions'. The main form area is titled 'Ergonomic Request' and contains the following sections:

- Complete this form when you have an ergonomic concern or would like to request an ergonomic assessment of your workstation**
- Person Requesting Ergonomic Assistance *** (text input field)
- Please describe your ergonomic concerns including any physical symptoms you are experiencing.**
- Concerns *** (text area)
- Have there been any changes to your work station/area that you feel could be contributing to your issues? If yes, please describe.**
- Changes *** (text area)
- Have you completed the Ergonomic Self-Assessment within the past 60 days?**
- Assessment *** (text input field)
- Check the box below if this Request is part of a return-to-work program.** (checkbox)
- Check the box below if you have any medical issues that would contribute to your discomfort.** (checkbox)
- If possible - please attach a picture of the area of concern in your workstation/area.**
- Attach Document** (Select Files... button)
- Attachments Preview**

At the bottom of the form, there is a blue bar with the text: '***You have completed the report. Please scroll to the top and press 'Submit'***'. The bottom of the screenshot shows a Windows taskbar with various application icons and a system tray showing the time as 1:54 PM on 1/20/2020. The 'cority' logo is visible in the bottom right corner of the browser window.

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