Online Incident Reporting Guide

Beginning January 1, 2008 there is a new, easier and faster way to report workplace injuries and illnesses. To report a workplace injury or illness you will simply complete an on-line form that is available on the Human Resource Services Website. The form will be electronically routed to Human Resource Services, Environmental Health & Safety, and the employee’s supervisor.

The new on-line form and revised Safety Policies and Procedures Manual (SPPM Section 25.20) on accident reporting will be available January 1, 2008. The revised SPPM describes how to report incidents using the new on-line system.

Human Resource Services will provide training on the new on-line system upon request. To schedule a training session please contact Jamilee Gecas.

Safety committees will still receive a copy of incident reports for review. The person preparing the report will print off a hard copy and route to the safety committee chair.

If you have any questions, please contact Jamilee Gecas at 509-335-1760 or by email at jdgecas@wsu.edu.

Please recycle all old hard copy Incident Report forms on January 1, 2008.
Begin by going to www.hrs.wsu.edu and click on the Incident Reporting link.

You will be taken to the Unified Sign In page (illustrated below)

You will need to enter your User ID and Password. If you do not know your User ID and/or Password please contact your IT Support.

Once you have successfully logged into the system, you will be asked to start a new form or to view an existing form.
If you click the “View a Saved Form” link you will see all the incident reports that YOU have submitted through the Online System. You will not be able to access reports that you did not prepare and submit.

**Note:** It may be helpful if your department or area selects one person to submit the incident report through the Online System. This would allow you to have access to all reports submitted in your particular unit.

You will be able to review a particular report by selecting the “Select” button on the right hand side of the screen. You will be able to view the incident report as it was originally submitted. If you need to make a correction or add additional information to a report that has been already submitted, you will need to complete a new report to create an additional record.
If you select the “Start a New Form” link you will be taken to the Affected Party screen.

This page will allow you to select who the Incident Report is for. If the Incident Report is for your workplace injury/illness then you will need to select the first “Next” button.

If you are submitting the Incident Report for another person, then you will need to enter the affected party’s WSU ID number in the space provided and select the second “Next” button.

If the affected party is not a WSU employee and does not have a WSU ID number (i.e.- visitor or volunteer or simply, you do not know the person’s information) then select the third “Next” button.
If you are the affected party, you will see a screen like this.

Most of the information will be auto-filled for you. Review the information for accuracy and complete the sections left blank.

If you try to continue without completing the page completely, you will receive an error message with the sections that were missed clearly marked.
You must complete the required sections before you can continue to the next section.

You will be able to click the “Previous Step” link to go back at any time throughout the process. You will also be able to click the “Next Step” link to get you to the point where you left off.
You will also notice that you will have a drop down menu to select the type of employment the affected person had at the time of the injury/illness.

Select the “Employee” option, if the affected person is a:

- Classified Employee
- Civil Service Employee
- Non Student Temporary/ Hourly Employee
- Administrative Professional (AP) Employee
- Faculty Employee

Select the “Student Only” option, if the affected person is student only. (i.e.- no paid employment with WSU)

Select the “Student Employee” option if the affected person is a student at WSU and has an active paid employment position.
Select the “Visitor” option if the affected person is not a WSU employee or student. (i.e.- no employment/enrollment affiliation with WSU)

Select the “Volunteer” option if the affected party is volunteering their time on behalf of WSU and have been reported as a volunteer via the Monthly Volunteer Report.

**Note – you must report ALL volunteers on the Monthly Volunteer Report available on the Business Policies and Procedures Manual (BPPM) 60.81.7. You should also review the Volunteer Policy BPPM 60.81.4 for additional requirements and reporting information. All volunteers MUST be reported to be eligible for the workers compensation insurance.**

The next screen will require the entry of the affected person’s supervisor.
If you do not know the spelling of the affected person’s supervisor, then you can put a partial spelling and you will be given a list to select from.

Once you have located the proper person, click “Select”.

Once the correct supervisor is selected, you will need to enter the date and time the affected party notified their supervisor.

The next screen is the Preparer's information. This information will be auto-filled, simply check the accuracy of the information provided.

If any information listed is incorrect, make changes in the appropriate field by moving your cursor to the incorrect field.

Next, you will complete the Incident Description section.
If you do not know what time the injury/illness occurred, you will need to check the undetermined time box. This will allow you to continue through the form without receiving an error message.

If you mark the “Restricted Activity” box you will be required to enter the restricted duty dates in the below fields.
If you marked the “Lost Work Days” box, you will be asked to send a copy of the affected person’s time reports to Human Resource Services.

You will also be required to put the dates that the employee was off work due to the injury/illness. If the affected person has not returned to work when the Incident Report is completed, then you will leave the Return Date blank.
Next, you will complete the “Injury Information” section.

Select one of the above options.

If you selected “First Aid and/or Medical Treatment”, you will be asked to enter a medical provider or clinic location.
If you did not seek medical treatment from a hospital or doctor, you will need to type “None” in the space provided.

If the affected person was treated in the Emergency Room or hospitalized overnight the check the last 2 boxes that apply.
The next step is to review the submitted information for accuracy. If any information is incorrect you will need to click the “Previous” button and go back to the page with the wrong information. Correct the information and click the “Continue” button and review again.
Once you complete your review and the information is correct you MUST click the “Submit” button for the information to be submitted. An automatic email will then be sent to HRS, EH&S, and the listed supervisor of the affected employee.
Once the form is submitted, you will then be able to print a hard copy of the Incident Report. You will also need to make sure that the Safety Committee receives a copy of the Incident Report.

You will receive a “Complete” message when your Incident Report has been successfully been sent. To print a copy of the submitted Incident Report, click on the “here” link.
By selecting the print here link, you will be taken to the Incident Report page and will need to select the “Print” button.

This is the screen that you will see. You will need to print it just like any other word document.

If you are having problems printing or do not receive this Complete page please contact HRS at 335-4521.
All incidents must be reported within 24 hours of the incident/illness.

Questions?

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http://www.hrs.wsu.edu/Workers%20Compensation