Instructions for Employer’s First Report (EFR)
(On-line reporting system)

Part 2: Employer Investigation
Go to: ehs.ucop.edu/efr

- Scroll and select “University of California, Berkeley”
- Click “Next”

- Sign-in with your CalNet ID
- Click “Sign In”

If you are already logged in, you will not have to complete these two steps
Click “Manage Claims”
You will now see a list of your employees’ claims

Click the name of the employee for whom you are completing the investigation
This “Employee Information” page will display an overview summary of the claim.

Click the “Investigation Information” tab at the top.

Click on “Employer Investigation & Statement”
• Click on “Employee Interview & Investigation”
Enter as much information as possible.

“Employee Interviewed by” box is an active field. Begin typing last name, then select name after it appears.

Click “Save”

All fields marked with an (*) must be completed.
• Select the possible “cause” of this injury or illness
• Multiple causes can be selected
• Provide further details where requested
• Click “Save”
Select the possible “Contributing Factors” for this injury or illness

- Multiple contributing factors can be selected
- Each contributing factor field expands by clicking the arrow
- Click “Save”
Select the “Preventive Action” that will be taken in order to reduce or eliminate the possible reoccurrence of this type of injury or illness

The above screenshot only shows a partial list of the “preventive actions” choices

On the right side, indicate who will be responsible for completing the preventive action and by what date

Click “Save”
- Check the box when the investigation is completed
- Add any additional information or details
- Click “Save”

- You have now completed your Employer Investigation
- Please see next section on “Preventive Action”