

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

## Part 3: Preventive Action

# Preventive Action


Preventive Actions & Statement

\*Supervisor will

- Develop/revise safety procedures and update IIPP or Chemical Hygiene Plan
- Request ergonomic evaluation
- Order new equipment
- Order new PPE
- Remove equipment from use and/or repair/replace
- Retrain employee before task is reassigned

Preventive actions status

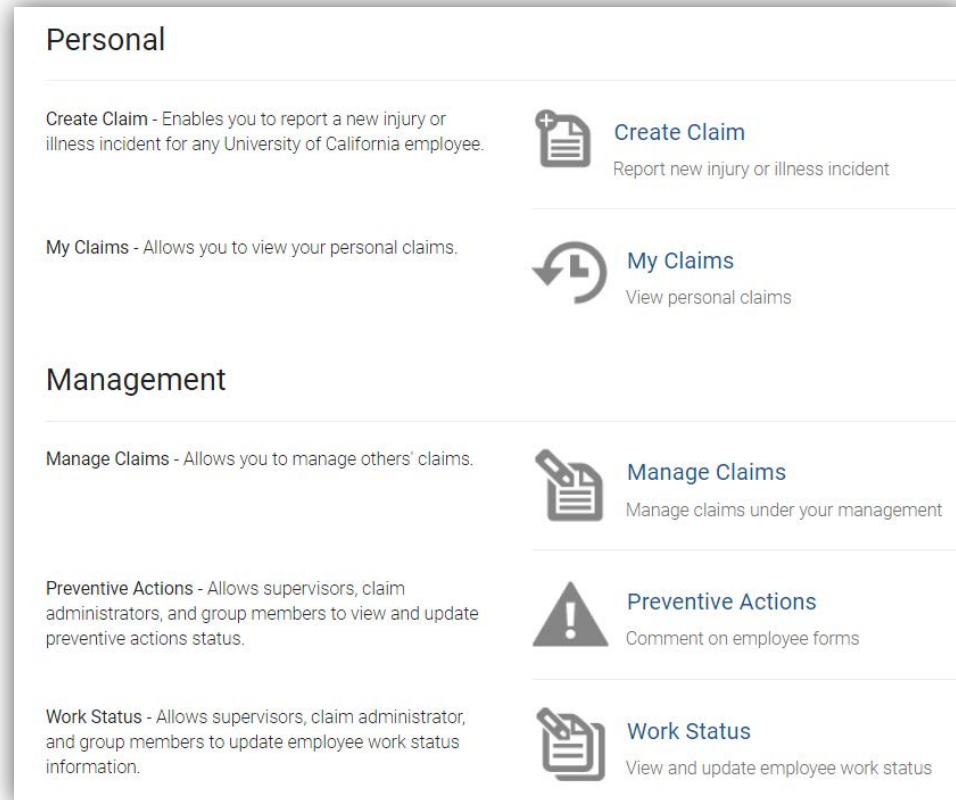
Preventive actions will be completed by:  
IMAZUMI, MIKE

\*Expected date of completion:  
mm/dd/yyyy 

As a reminder, the Actual Completed Date on the Preventive Actions page must be completed even if no further action is required. The Preventive Actions page can be accessed [here](#) or from the homepage.

- On this previous investigation page, you indicated the Preventive Actions you will be taking
- On the right side, you indicated who would be responsible for completing the actions and by what date
- If the preventive actions are not completed by this date, the individual responsible, will receive reminder emails until the actions have been completed

Once the preventive action(s) have been completed, please follow these steps in order to update the entry and stop the reminder emails from being sent



The screenshot displays a user interface with two main sections: 'Personal' and 'Management'. Under 'Personal', there are three options: 'Create Claim' (Report new injury or illness incident), 'My Claims' (View personal claims), and 'Preventive Actions' (Comment on employee forms). Under 'Management', there are three options: 'Manage Claims' (Manage claims under your management), 'Preventive Actions' (Comment on employee forms), and 'Work Status' (View and update employee work status). A red arrow points to the 'Preventive Actions' option in the Management section.

Section	Option	Description
Personal	Create Claim	Report new injury or illness incident
	My Claims	View personal claims
	Preventive Actions	Comment on employee forms
Management	Manage Claims	Manage claims under your management
	Preventive Actions	Comment on employee forms
	Work Status	View and update employee work status

- Log in to EFR
- Click “Preventive Actions”

## Preventive Actions & Status

GRETCHEN SCOTT ()  
UNIVERSITY HEALTH SERVICES

Date of Injury / Onset of: October 25, 2018 12:00:00 AM

Date Reported: October 25, 2018

Status

History

Action Due Date:

10/25/2018



Date when preventive action is due

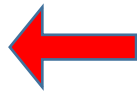
Responsible Person:

IMAZUMI, MIKE

Preventive actions will be completed by

Actual Completion Date:

Actual completior



Date when action was completed

Additional Comments:

Additional comments or notes relation to this incident

Add any additional comments or notes relation to this incident

Save

Cancel

- Fill in the “Actual Completion Date”
- Add any “Additional Comments”
- Click “Save”