

Injury & Illness Reporting - Investigations

Getting Started

 To conduct an injury or illness investigation you will need to login to RSS Platform either by selecting the link in the notification you received



 Or by going directly to <u>https://app.riskandsafety.com</u> and selecting the report from the "Action Items" section of the RSS Platform homepage

O RISK & SAFETY	B			Mars Campus
ŵ Home				
Action Items		Welcome to RSS Platform for Mars Ca	mpus	
🗂 Workspace				
Account Management		Action Items	1 - 5 of 45	Chemical Supply Store! Order for your inventory
iii More Apps		Complete and Submit Report	03/15/2023	
Infection Prevention	*	injury investigation - Haite Berry		Computer Ergonomics Office
Lab Safety	*	Review and Acknowledge Laboratory Hazard Assessment (LHAT) Collins Training Group	02/16/2023	Ergonomic Assessment
Workers Compensation	٠	Resolve Inspection Findings Aug82020[1 - 02/14/2023	02/14/2023	Quick Links
		Resolve Inspection Findings	02/14/2023	Begin a Biological Use Authorization
		Engineered Materials Laboratory - 02/14/2023		Begin a Laboratory Hazard Assessment
		Review and Acknowledge Laboratory Hazard Assessment (LHAT) Chemicals Training Hazard Assessment	02/09/2023	Manage PPE Inventories
			View More	Report Employee Injury or Illness



• Select the "People" tab to enter additional investigators. Search by name or email in the "Add a Responsible Person" field

Halle Berry: No Cla	jation m # [2]		Ins	pection Date: 03/15/2023
Details	People	Incidents		
Responsib	le People			
Add a Responsible	le People			
Responsib Add a Responsible Name	Person	Email		

- Select the "Questionnaire" tab to answer the questions relating the injury/illness investigation
- Answer all required questions on the investigation form

Halle Berry: No Clai	m # 🖄			Inspection	rbate: 03/15/2023 ¿
Details	People	Questionnaire	Incidents	÷	
Search for question				All Categories	
⊐≰ Set remaining res	ponses for all categorie	S			
≍¥ Set remaining resp	oonses for all categorie	s			
Employee Interviewed	oonses for all categorie view & Investiga By *	s			
Employee Inter Employee Inter Employee Interviewed B I U	view & Investiga By * I≣ I≣ ⊙ ¢	s			



- Farther down the page, questions in the "Preventive Actions & Statement" section can include detailed information such as number of days to resolve and detailed instructions for correcting issues
 - Select the "X" for the desired question to identify this as a deficiency and be able to enter further comments, due date and action plan

Preventiv	e Actions	& Statem	nent =	×			
Develop/revis	se safety proce	dures and up	odate IIPP	or Chem	nical Hygie	ne Plan	
~	×						

- Enter comments, action plan, days to resolve and attachments (images or documents).
- Select Save Incident when all data has been entered

	Sav	e Incid
Action Plan		
B / U HE HE O C		
Days To Resolve		
T Attachmente		

· When the investigation is complete, select the checkbox at the bottom of the form





• Select the "Set remaining responses for all categories" and select the desired response ("checkmark", "NA" or N/O" depending on your location's settings) and **Save**

All Categories	
Set remaining unanswered compliance question	ns to Car Save

• Select the circle icon at the bottom right of the report and "Send to Resolution" option

Injury Investigation Halle Berry: No Claim # 🔀	Status: DRAFT Inspection Date: 03/15/2023		
Details People Questionnaire Incidents			
Search for question	All Categories	•	
Incidents: +			
Reported on Mar 15, 2023 by Al Pacino			
Action Plan			
au au chruig an thigan thir			
	Send to Re	solution	
Request ergonomic evaluation			
⊘ ×	Prin	t Report	
		History D	
		4-	
Order new equipment			



• Any deficiencies identified in the investigation are now ready to be resolve by selecting the "Incidents" tab and selecting each deficiency

Details	People	Questionnaire	Incidents		
				SHOW ALL	
Develop/revise sa	afety procedures and update	e IIPP or Chemical Hygiene P	lan		NOT RESOLVED

• Once open, select the **Resolve** button

Injury Investigation Halle Berry: No Claim #	Status: RESOLUTION Inspection Date: 03/15/2023
÷	
a sunablicular animi biogramica ana abaste in Lior chorusan Libbero Lion	
Due Apr 14, 2023 29 days remaining to resolve	
Reported on Mar 15, 2023 by Al Pacino	
Action Plan:	
sdvsdLKVNs;dlvkn;sdlVKN	
AP Al Pacino Mar 15, 2023	
.D,SMN.a,fmbn.,FMBN.f,bng	
Resolution	NOT RESOLVED
Add Tracking Number	
Vo Resolutions.	
Comment	



- · Enter resolution comments and attach images or documents
- Select the Save button

Add corr	nments	or atta	ach fil	les, a	nd sele	ect 'save	' to subr	nit your	resolution.	
B <i>I</i> This is co	<u>U</u> mplete	0	Ξ	5	C					
M									Cancel	Save

• Once all deficiencies on an investigation have been resolved, the investigation is automatically moved to the "Done" (_completed) status