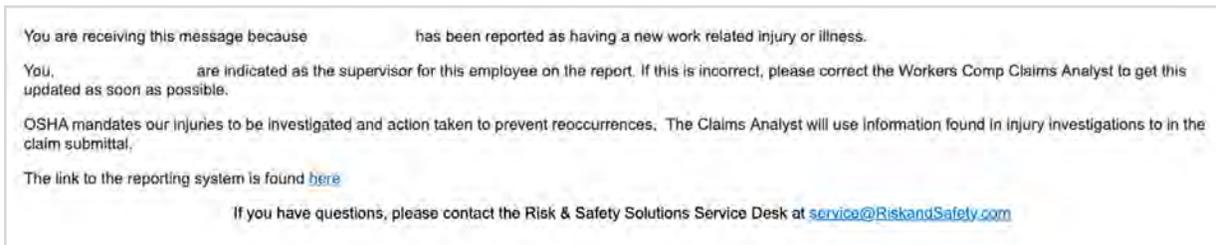


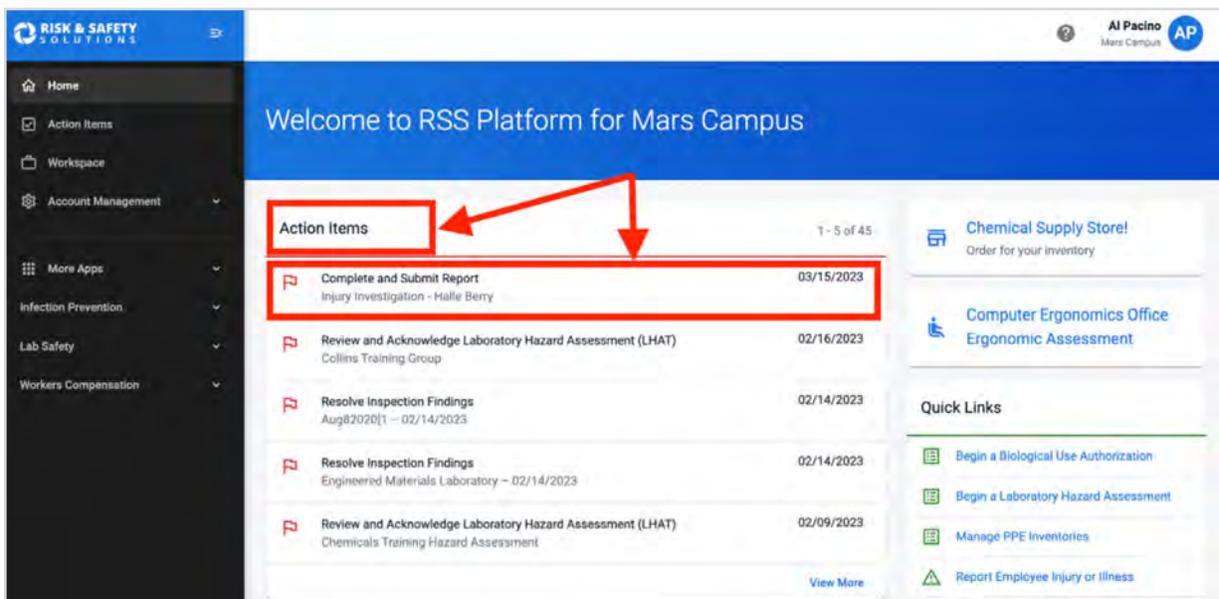
Injury & Illness Reporting - Investigations

Getting Started

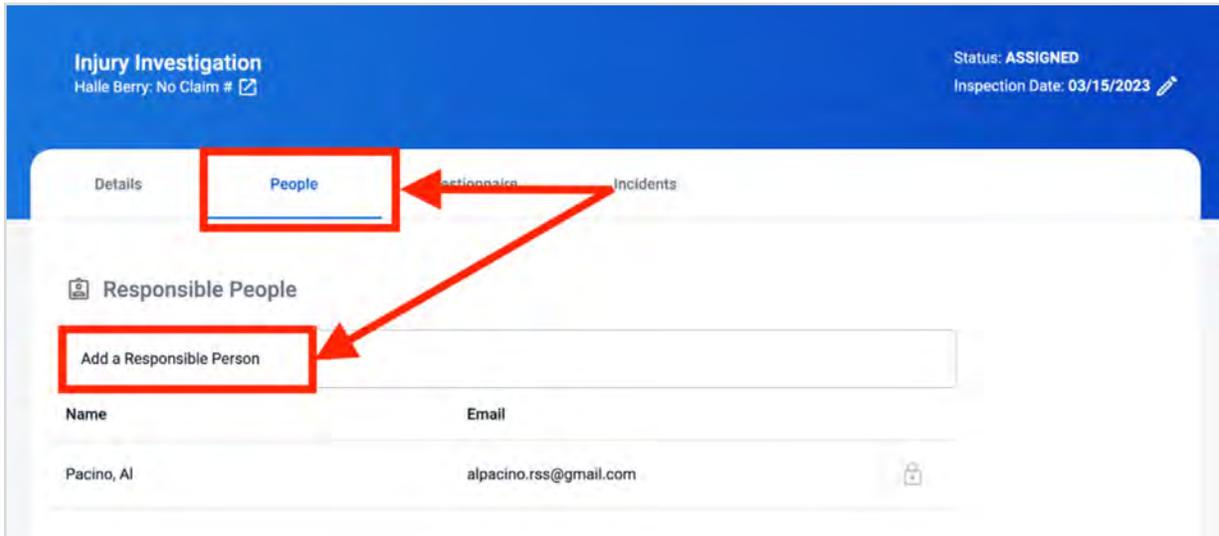
- To conduct an injury or illness investigation you will need to login to RSS Platform either by selecting the link in the notification you received



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



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



Injury Investigation
Halle Berry: No Claim # [link]

Status: **ASSIGNED**
Inspection Date: 03/15/2023 [edit]

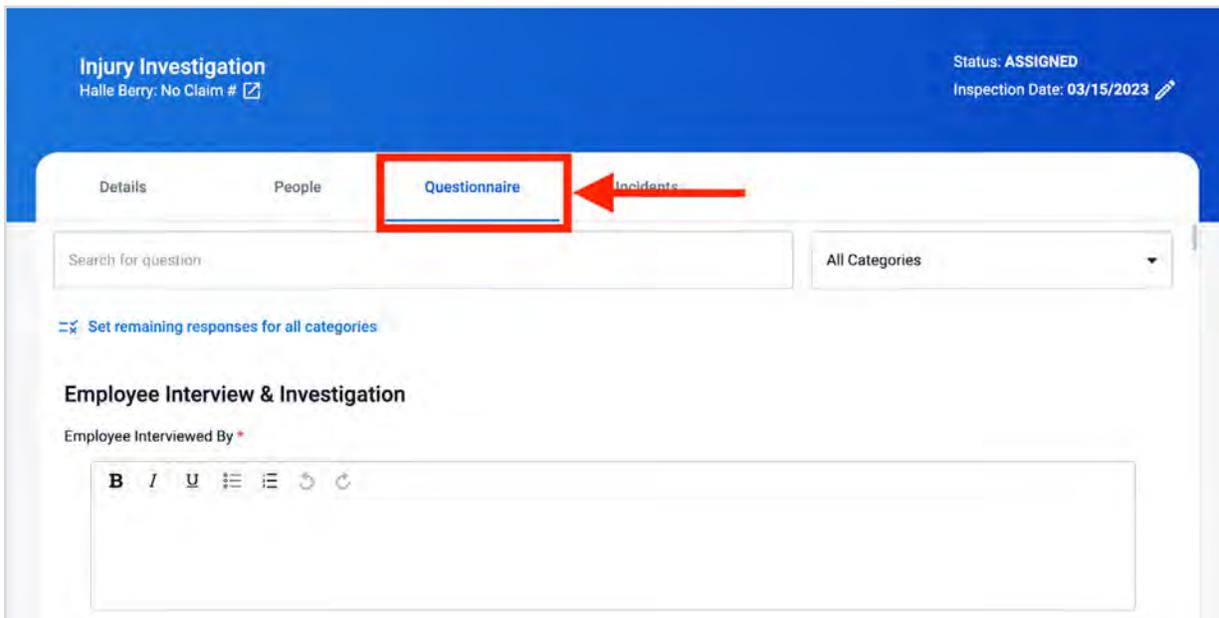
Details **People** Questionnaire Incidents

Responsible People

Add a Responsible Person

Name	Email
Pacino, Al	alpacino.rss@gmail.com

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



Injury Investigation
Halle Berry: No Claim # [link]

Status: **ASSIGNED**
Inspection Date: 03/15/2023 [edit]

Details People **Questionnaire** Incidents

Search for question: [input] All Categories [dropdown]

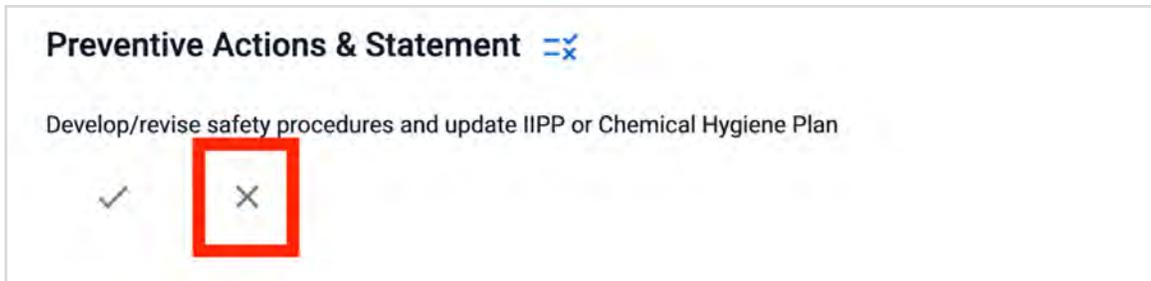
☰ Set remaining responses for all categories

Employee Interview & Investigation

Employee Interviewed By *

B *I* U [bulleted list] [numbered list] [undo] [redo]

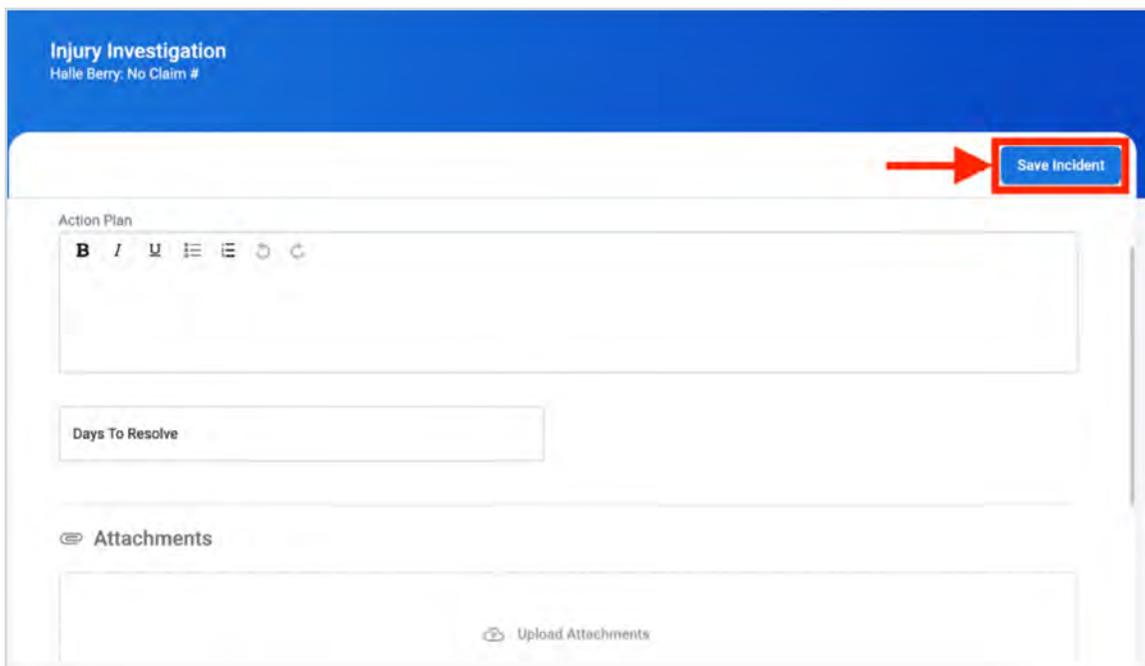
- Farther down the page, questions in the “Preventive Actions & Statement” section can include detailed information such as number of days to resolve and detailed instructions for correcting issues
 - Select the “X” for the desired question to identify this as a deficiency and be able to enter further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



Preventive Actions & Statement 

Develop/revise safety procedures and update IIPP or Chemical Hygiene Plan

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



Injury Investigation
Halle Berry, No Claim #

Save Incident

Action Plan

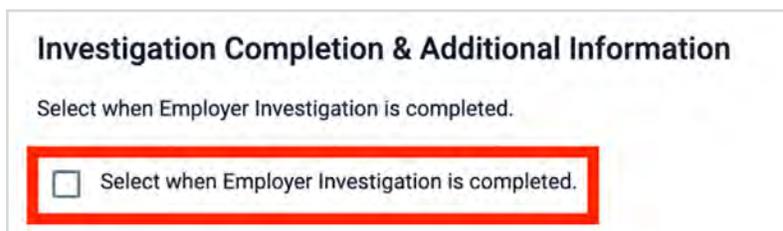
B *I* U    

Days To Resolve

Attachments

Upload Attachments

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

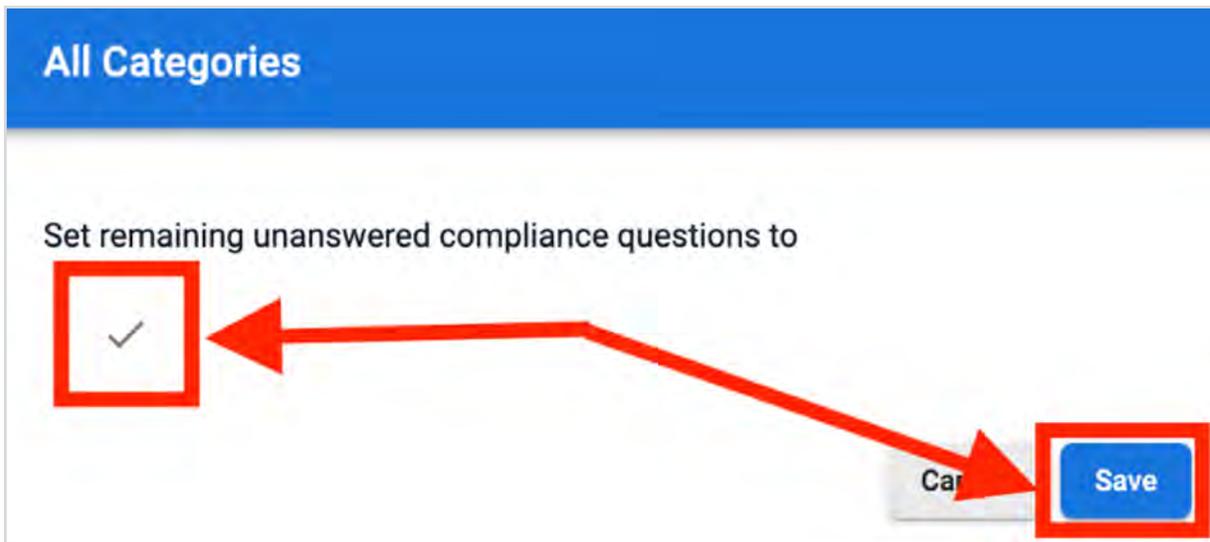


Investigation Completion & Additional Information

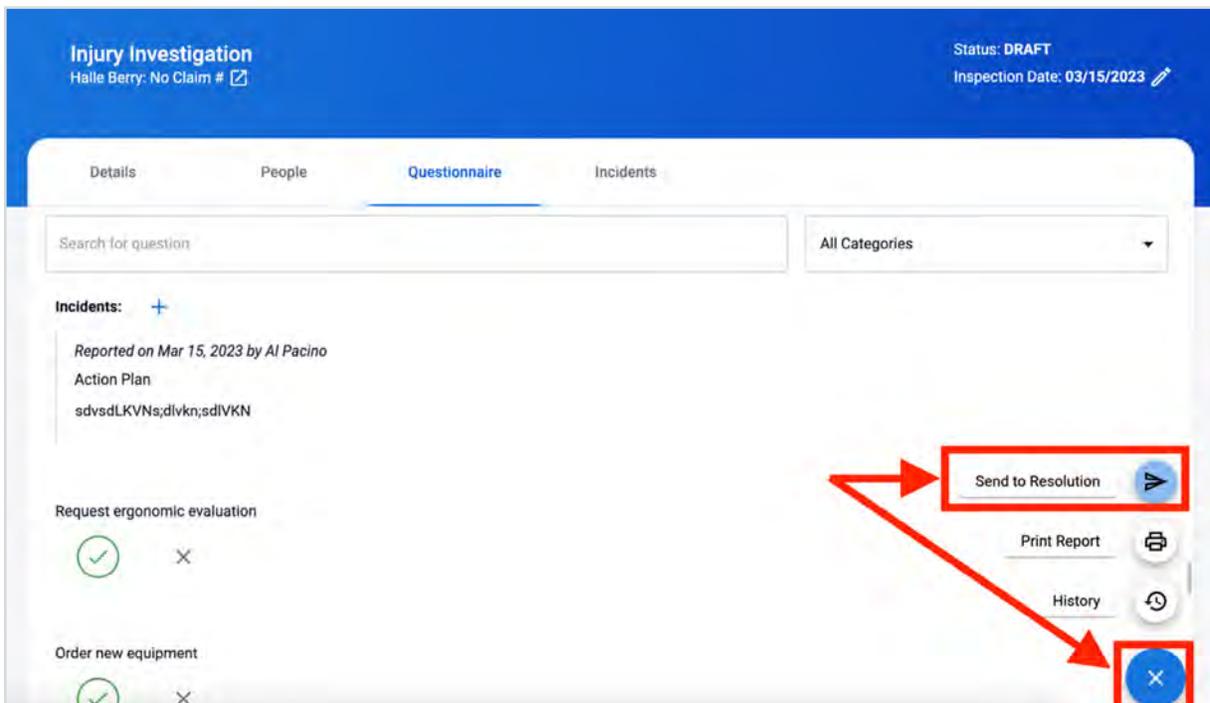
Select when Employer Investigation is completed.

Select when Employer Investigation is completed.

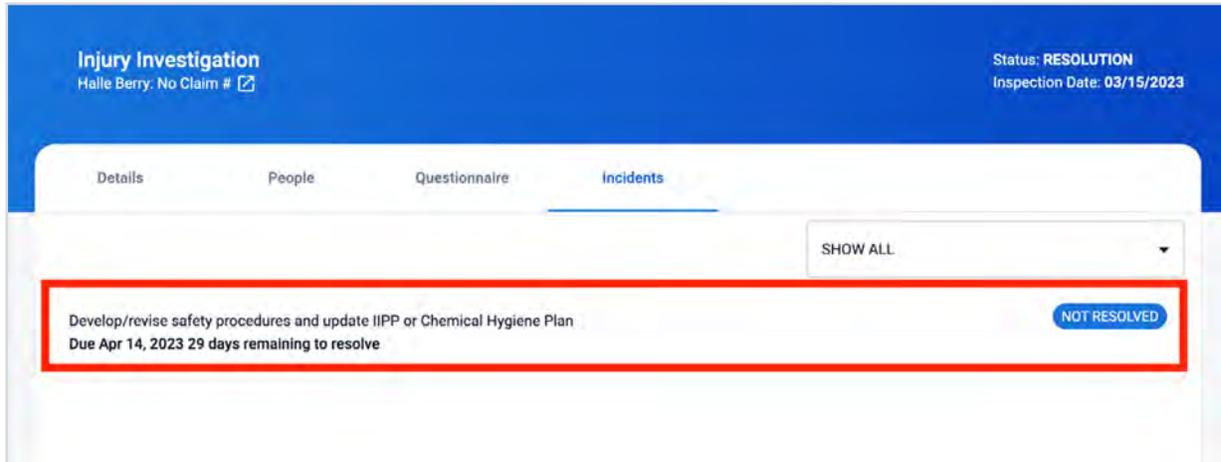
- Select the “Set remaining responses for all categories” and select the desired response (“checkmark”, “NA” or N/O” depending on your location’s settings) and **Save**



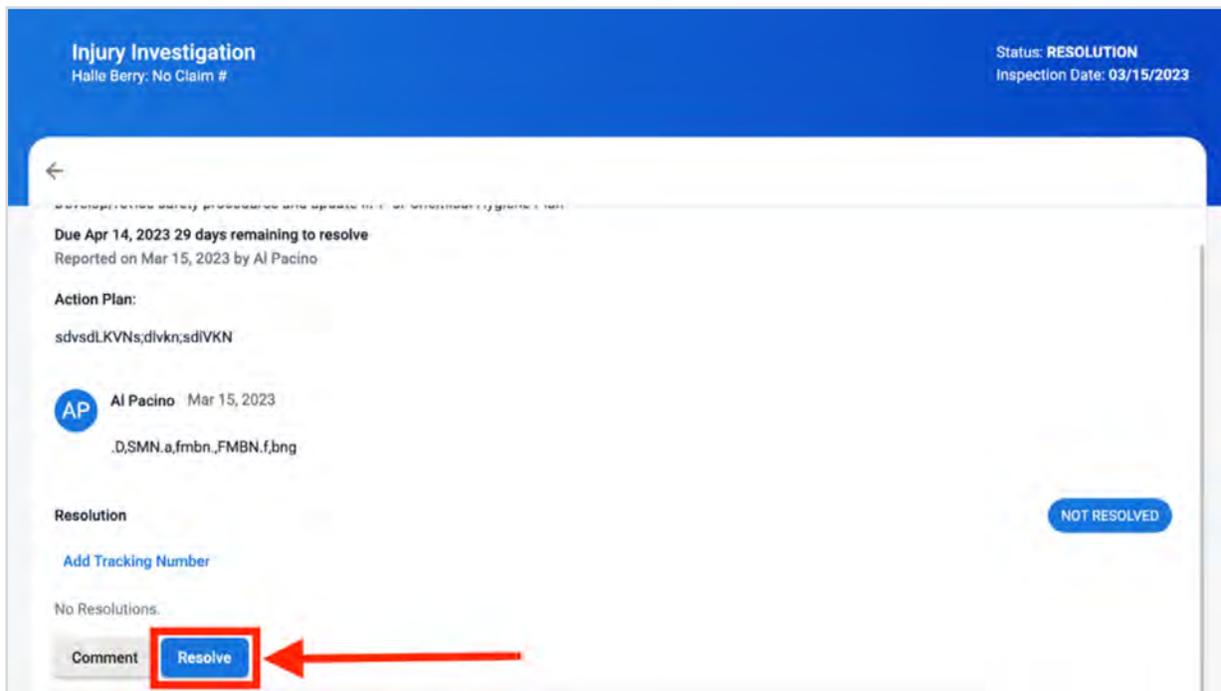
- Select the circle icon at the bottom right of the report and “Send to Resolution” option



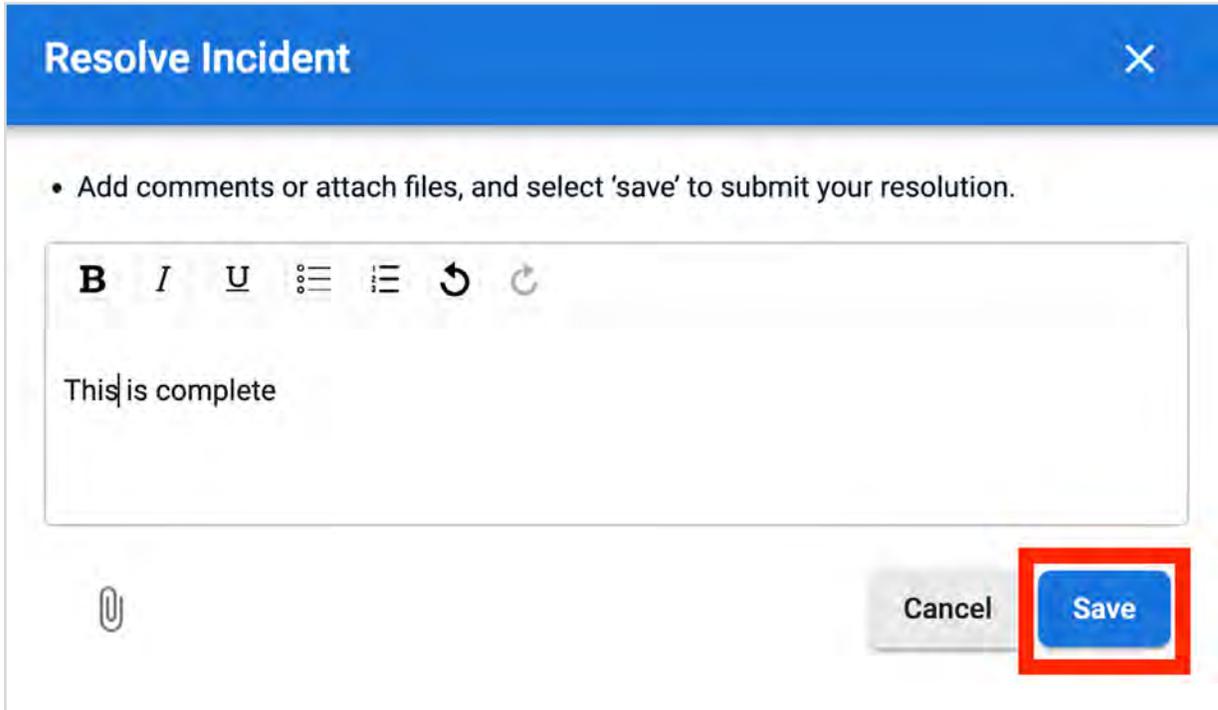
- Any deficiencies identified in the investigation are now ready to be resolve by selecting the “Incidents” tab and selecting each deficiency



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



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



Resolve Incident [X]

- Add comments or attach files, and select 'save' to submit your resolution.

B *I* U [Bulleted List] [Numbered List] [Undo] [Redo]

This is complete

[Paperclip]

Cancel **Save**

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