Injury & Illness Reporting: Reporting an Employee Injury or Illness

This user guide is to provide instructions on how to report an employee injury or illness.

Reporter Types & Permissions

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<th>Type</th>
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| Injured Person | • The employee who sustained a job-related injury or illness         | • Create an employee injury/illness report  
|               |                                                                      | • Review/edit own employee injury/illness report(s)                       |
| Supervisor    | • The direct supervisor of the injured/ill employee                 | • Create an employee injury/illness report  
|               | • Another supervisor in the injured/ill employee’s department       | • Review/edit an Employee Injury/Illness Report for any employee they supervise |
| Bystander     | • Neither the injured/ill employee nor the injured/ill employee’s supervisor | • Create an Employee Injury/Illness Report |

Navigating the reporting process

- Log-in with your credentials at: https://app.riskandsafety.com/
- Select Report Employee Injury or Illness from the Quick Links on the right-side of the RSS Platform homepage.
- The report follows a ‘wizard’ driven process, delivering questions and responses relevant to the person reporting the Injury/illness
- Click Start to begin
- If a location has an associated organization/domain (i.e. Medical Center), the choices are presented here for accurate routing.
• If known, enter as much information as possible related to employee

• Once a blue action button is selected, the entered information is saved.
  
  o The back button can be used to return to any completed report section for edits prior to submission.

• Select Continue to proceed

• All questions and sections indicated by a red asterisk are required by the reporter in order to proceed

• Enter the Date and Time the injury/illness occurred. If uncertain, please estimate.

• The calendar and clock icons will facilitate entry. Both selectors will default to current date/time.

• Provide any location details for where the incident occurred. For events occurring outside, please include nearest building or physical landmark in the description

• Building search/selector displays location’s facilities database information

• Incident details are required including any possible exposure, injury/illness description and general area(s) of body injured or affected. If known, enter as much information as possible.

• Enter if injured person received medical treatment. Hover over the information bubble for definition of “medical treatment”

• When selected, medical treatment and treatment provider options specific for the location are provided in the dropdown

• If no medical treatment is obtained, no further information is required for this section.

• Indicate if any other person(s) were injured in the incident. If so, please enter the individual(s) names. This is a free text field and does not have search functionality nor is restricted to employees only.
  
  o Note: All injured person(s) are responsible for reporting their own injury/illness.

• Enter names of any witnesses to the incident. This is a free text field and does not have search functionality nor is restricted to employees only.
• If no other person(s) were involved, no further information is required for this section.

• The employee injury/illness report is now complete. Please review the information displayed for errors or missing entries.

• If needed, the Back button may be used to correct or revise previous sections before submission

• Select Submit to complete the injury/illness report

• A confirmation message will display, including an active hyperlink to the report and will be routed to the appropriate representative for further processing.

• Submitted employee claims can be view through the Workspace section located on the RSS Platform homepage.

For questions regarding the injury/illness reporting process or specific employee claims, please contact your location Workers’ Compensation office for assistance.