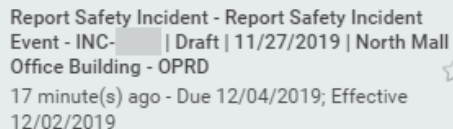


Safety Incident – approve, send back, deny, cancel

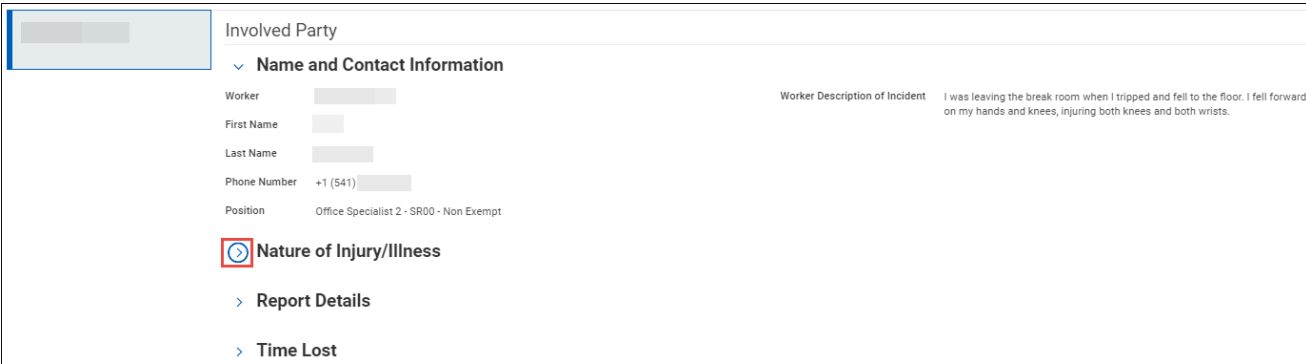
This job aid provides Managers and Safety Partners step by step instructions on how to review a Report Safety Incident Event.

Step 1: Click on the inbox task you want to review.



Report Safety Incident - Report Safety Incident Event - INC-[redacted] | Draft | 11/27/2019 | North Mall Office Building - OPRD ☆
17 minute(s) ago - Due 12/04/2019; Effective 12/02/2019

Step 2: Review all information. Click on the open prompt (>) next to **Nature of Injury/Illness** to view more information. Note: Comments made here will not be visible on the safety incident report. See Step 4 to add findings and relevant incident information.



Involved Party

▼ Name and Contact Information

Worker [redacted] Worker Description of Incident I was leaving the break room when I tripped and fell to the floor. I fell forward on my hands and knees, injuring both knees and both wrists.

First Name [redacted]

Last Name [redacted]

Phone Number +1 (541) [redacted]

Position Office Specialist 2 - SR00 - Non Exempt

🔍 Nature of Injury/Illness

> Report Details

> Time Lost

Step 3: Click **Approve, Send Back, Deny or Cancel**:

- **Approve** – This will move the safety incident into the investigation process. Clicking *Approve* does not mean you agree with the safety incident report, or that you believe it should be a worker's compensation claim.
- **Send Back** – This will route the safety incident back to the employee's inbox. The employee's Manager and Safety Partner will no longer have access to this incident report until the employee resubmits it.
- **Deny** – This will delete the safety incident and should only be used if you discover inappropriate confidential information within the incident that is not related to the involved party or if the involved party requests that it be deleted because it was submitted by mistake.
- **Cancel** – This will not cancel the safety incident. The task will close leaving it in your inbox, and you will move to your next inbox item.

Step 4: Once the safety incident is approved, you can then update it with your investigation findings. See the job aid [Safety Incident, manager update](#).