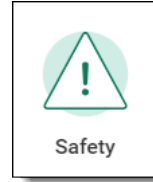


Safety Incident, Manager view

This job aid provides Managers step by step instructions on how to view a worker's previously reported safety incident.



Step 1: On the *Homepage*, click on the **Safety** worklet.

Step 2: The *Employee Safety Incidents* will be viewable on the dashboard. Safety incidents for all employees you have a role for will be displayed. *Hint:* This report is sorted with the most recent incident at the top. Click on any column title to filter or sort. Click on the callout box in the *Incident Summary* column to view the *Incident Summary* (1). Click on the magnifying glass in the *Safety Incident Link* column to access the specific incident you want to update (2).

Employee Safety Incidents ⚙️

Involved Party	Safety Incident Link	Workday Incident Number	Incident Date	Status	Type	Incident Summary
[Redacted]	2	INC-[Redacted]	02/13/2020	Pending Investigation	Injury - Non Medical	1
[Redacted]		INC-[Redacted]	01/15/2020	Pending Investigation	Injury - Non M	
[Redacted]		INC-[Redacted]	12/05/2019	New	Injury - Non M	
[Redacted]		INC-[Redacted]	10/07/2019	New	Injury - Non Medical	

Incident Summary

slipped while going down stairs and strained knee

Step 3 You will view the safety incident here. Click on the open prompt (>) to view section details. To exit this view, click the back arrow in the top left corner of your screen.

View Safety Incident

INC-[Redacted] | New | 12/18/2019 | Salem / Executive Building - DAS Actions

Status New

Reporting Details

Location Salem / Executive Building - DAS

Reported By [Redacted]

Initially Reported To [Redacted]

Supervisor on Duty [Redacted]

Entry/Last Modified

Entered by [Redacted]

Last Modified by [Redacted]

Last Modified On 12/20/2019 04:14 PM

Incident Details

Incident Date and Time 12/18/2019 08:50 AM

Notification Date and Time 12/18/2019 08:50 AM

Type Injury

Incident Location Salem / Executive Building - DAS - On-Site

Summary [Redacted]

Click here to sort

[Redacted]

Involved Party

- ⌵ Name and Contact Information
- ⌵ Nature of Injury/Illness