

Safety Incident History, view

This job aid provides employees step by step instructions on how to view their Safety Incident History.



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

Step 2: Your *Personal Safety Incident* history will be viewable on the dashboard. Click on the magnifying glass in the *Safety Incident Link* column to access the specific incident details you want to view.

Personal Safety Incident History				
Safety Incident Link	Workday Incident Number	Incident Date	Safety Incident Type	Safety Incident Summary
	INC- [redacted]	12/18/2019	Injury	[redacted]

Step 3: You will view the safety incident here. Communicate updates or changes with your Manager or Safety Partner. 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