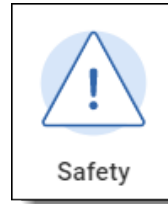


Safety Incident, Manager update





This job aid provides Managers step by step instructions on how to update a 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
	 2	INC- [redacted]	01/17/2020	New	Injury	 1
		INC- [redacted]	10/17/2019	New	Injury	

View More ...

Step 3: Click on **Actions** (1), hover over **Safety Incident** (2), and select **Update** (3). Click **OK**

View Safety Incident

INC-[redacted] | New | 01/17/2020 | South Coast District Office - OPRD Actions 1

Status New

Reporting Details

Actions

Safety Incident 2 >

Favorite >

Safet

View

Update 3

Step 4: Update any area within the *Safety Incident*, *Notes and Files* or *Involved Parties* tabs.



Employees do not have access to all the fields that Managers and Safety Partners do. Managers do not have access to all the fields that a Safety Partners does. Some fields will be blank because the employee was not able to put data in them.

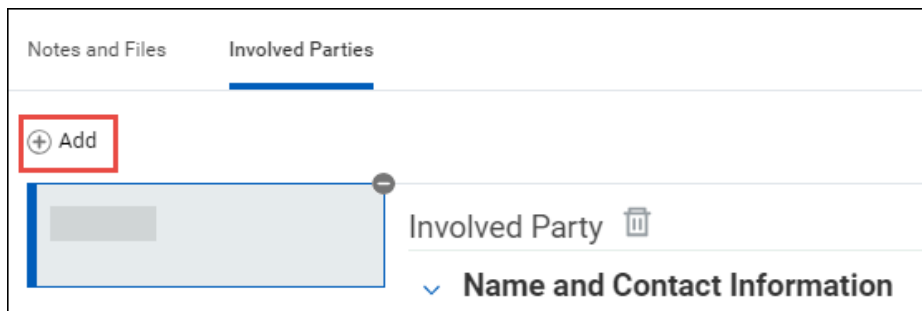
Step 5: Click on the *Notes and Files* tab at the bottom left corner of the screen to add **Notes** and **Attachments**. Attachments will be viewable by all Involved Parties. Notes will only be viewable to the Safety Partner.



Step 6: Click on the **Involved Parties** tab to update the majority of the incident information.



Step 7: There can be more than one *Involved Party* for the safety incident. Click the plus icon (+) to **Add** more *Involved Parties*.



Step 8: Review and update the **Name and Contact Information** if necessary.

	Ensure the employee name is populated in the Worker field. This will populate the employee details.
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	Visitors or Volunteers (non-employees): Do not use the Worker field, instead type in the First Name, Last Name and Phone Number .
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Step 9: Click the open prompt (>) to review and update the **Nature of Injury/Illness** section if necessary.



Step 10: Click the open prompt (>) next to **Report Details** to enter your *Investigation* findings. Enter information for “What was worker doing right before the Incident occurred?” (1), “Describe the facts about the accident in detail” (2), and “What preventative measures need to be taken?” (3).



If you need more time to complete this update, click **Save for Later**. This will send the Safety Incident to your inbox for future completion.

Report Details

Government Reportable Related Reporting Agency's Grouping ID Valley of the Rogue - OPRD -

Case Number

Injury / Type of Illness

In what specific work area did it occur

Investigation

Worker Comp / Legal Claim #

Claim Administrator

What was worker doing right before the Incident occurred?

Describe the facts about the accident in detail.

What preventative measures need to be taken?

1

2

3

Step 11: Click **Submit** when complete. Manager updated incidents will route to the Safety Partner.