

Safety Incident, report

This job aid provides an employee step by step instructions on how to report a Safety Incident in Workday.

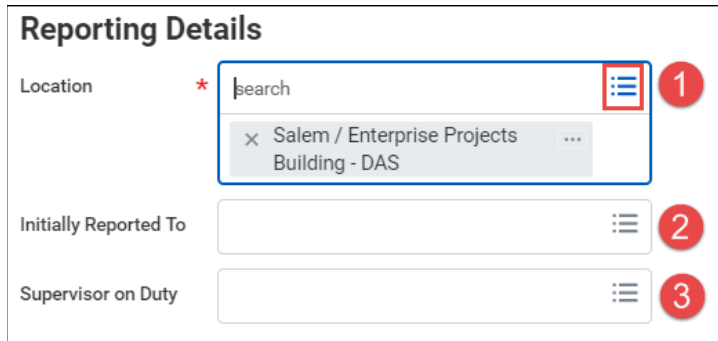


You are an Involved Party if you are involved in a Safety Incident, event or situation, or have a strong connection with it. A Safety Incident has two parts, the Safety Incident is the overall summary while the Involved Party is the more specific information about the overall Safety Incident.


Step 1: This task can be initiated from the **Safety Worklet** on your *Homepage* or from your **Profile** page. If you initiate from the *Safety Worklet*, you must add your information within the *Involved Party* section, if appropriate. If you initiate from your *Profile* page, your information will be populated for you in the *Involved Party* section. For this example we will initiate from the *Profile* page. Proceed to Step 1a:


Step 1a: From your profile page click on **Actions** (1), hover over **Safety Incident** (2), and select **Report Safety Incident** (3).


Step 2: Click on the menu prompt in the **Location** field to select your normal reporting **Location** from the list. Hint: You can type your agency acronym and hit enter to return a list of locations for your agency (1). Enter the name of the person the incident was reported to in the **Initially Reported To** field (2). Enter the name of the **Supervisory on Duty** (3).



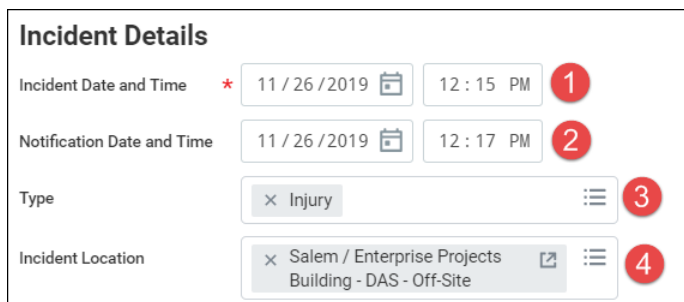
Reporting Details

Location *  1
× Salem / Enterprise Projects Building - DAS

Initially Reported To  2

Supervisor on Duty  3


Step 3: Enter the **Incident Date and Time** (1) and the **Notification Date and Time** (2). Select the **Type** of injury using the menu prompt (3). To enter the **Incident Location**, select *Safety Incident Location for Safety Incident Location* from the menu prompt, and choose from the list (4).





Incident Details


Incident Date and Time * 1

Notification Date and Time 2

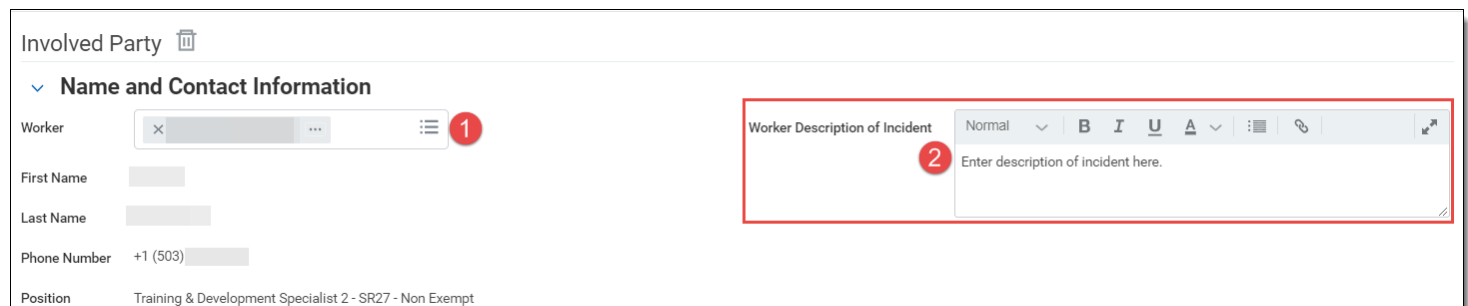
Type × Injury  3


Incident Location × Salem / Enterprise Projects Building - DAS - Off-Site  4




If you initiated this task from the *Safety Worklet*, you will need to click **Add**  to open the *Involved Party* section of this task where most of the incident information is entered. Type in your first name in the **Worker** field and hit enter to proceed (1). Note: There can be more than one involved party.

Step 4: If you initiated this task from your *Profile* page, your *Name and Contact Information* will be populated in the *Involved Party* section. If you initiated from the Safety worklet, enter your **Name and Contact Information** (1). Enter the **Worker Description of Incident** information (2). This is your perspective of the incident in detail.



Involved Party 

▼ **Name and Contact Information**

Worker ×  1

First Name

Last Name

Phone Number +1 (503)

Position Training & Development Specialist 2 - SR27 - Non Exempt

Worker Description of Incident  2
 Enter description of incident here.

Step 5: Click on the open prompt (>) next to **Nature of Injury/Illness** to open the section. Complete all applicable fields in this section.



Step 6: Enter the date and **Time Arrived at Work** (1). Enter the **Nature of Injury / Illness** using the menu prompt (2). Enter **Body Part Code / Side**. You can choose multiple from the list (3). Enter the **Source of Injury** (4). Check the **Privacy Case** box (5) if the injury involves:

- an injury or illness to an intimate body part or to the reproductive system
- an injury or illness resulting from a sexual assault
- a mental illness
- a case of HIV infection, hepatitis, or tuberculosis
- a needle stick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material
- other illness that you are independently and voluntarily requesting to not be entered on a OR-OSHA 300 log

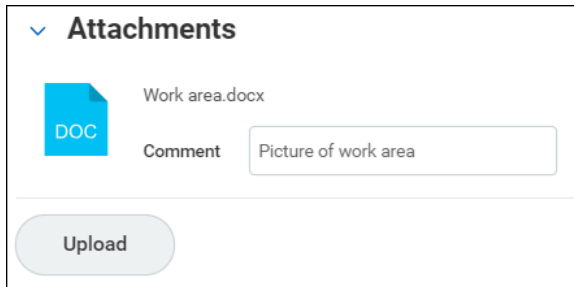
In the **Treatment Description** field, describe any first aid that was given (6). Click on the plus icon (+) to open the **Treatment Disposition** fields (7).

- Enter the **Treatment Type** by selecting **Health Treatment Types** and choosing from the list
- Enter the **Date** of treatment
- Enter the **Health Facility** by selecting **Health Facilities** and choosing from the list
- Enter the **Health Worker** by selecting **Health Workers** and choosing from the list

The screenshot shows the 'Nature of Injury/Illness' form. At the top, there is a dropdown menu for 'Nature of Injury/Illness' with a right-pointing arrow icon. Below this are several input fields: 'Time Arrived at Work' (with date and time pickers), 'Nature of Injury / Illness' (dropdown), 'Body Part Code / Side' (dropdown), 'Source of Injury' (dropdown), and 'Privacy Case' (checkbox). Below these is a 'Treatment Description' field with a rich text editor toolbar. At the bottom, there is a 'Treatment Disposition' section with a table. The table has columns for 'Treatment Type', 'Date', 'Health Facility', and 'Health Worker'. A plus icon (+) is visible in the top-left corner of the table, indicating where to click to add a new item.

Step 7: DO NOT USE THE **Time Loss** section.

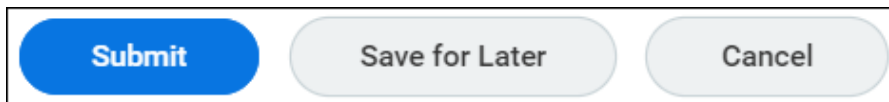
Step 8: Click on the open prompt (>) next to **Attachments** to open the section. Add *Attachments* if applicable. Use the **Drop files here or Select files** section to add attachments, such as photos. Add a **Comment** about the attachment if you'd like.



The screenshot shows a section titled "Attachments" with a dropdown arrow. Below the title, there is a document icon labeled "DOC" and the filename "Work area.docx". To the right of the filename is a text input field with the placeholder text "Picture of work area". Below the input field is an "Upload" button.

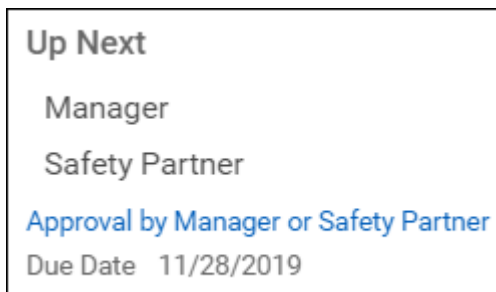
Step 9: Add any final overall **Comments** if you'd like.

Step 10: Click **Submit** to send this incident to your Manager(s) and Safety Partner. Click **Save for Later** if you would like this incident to go to your inbox for further action on your part. Click **Cancel** and then **Discard** to stop the submission of this Safety Incident.



The screenshot shows three buttons: "Submit" (blue), "Save for Later" (light gray), and "Cancel" (light gray).

Up Next displays that the incident notification has been sent to your Manager and Safety Partner.



The screenshot shows a section titled "Up Next" with the following text: "Manager", "Safety Partner", "Approval by Manager or Safety Partner" (in blue), and "Due Date 11/28/2019".