

KSU Incident Report Review

1

To review an incident. Click "CLICK HERE" in the email to be taken to that specific incident.

the incident report for further processing by Human Capital Services and Environmental Health and Sa

ed as an on-the-job incident and requires the employer to confirm and submit the details of the incident
gh the **Electronic Incident Report**. Once you review and submit, the incident will be routed to Huma

[CLICK HERE](#)

d/or your department or unit regarding their work-related injury.

medical facility. The supervisor or HCS liaison should inform the SSIF at 785-296-2364 as soon as po

treatment for an injury; they must have authorization from the SSIF for the treatment. You can call the 9

2

This first page will show the status of the incident, who submitted it, and the date of submittal. Click "Assessment Questions" or next to move to the next page.

EHS Utility / Edit Assessment Edit Labels Modify Questions

Instructions **Assessment Questions** Review Questions/Answers Review

Incident Reporting Form

Kansas State University seeks information about the safety of the university environment. Please help us ensure that our campus provides a safe learning and working environment by answering the following questions. Your participation is valued and extremely important for these efforts.

Please note - University employees are required to report work-related incidents.

For a medical emergency, seek treatment as needed prior to submitting an incident report.

Assessment ID: 220526002

Status: In Review

Performed By: laglaser

← Previous Save Progress Next →

3

At any point in these sections you can click the icon below. This will bring up the option to ask the submitter a question. Or add a comment that will only be seen by reviewers.

Save Cancel

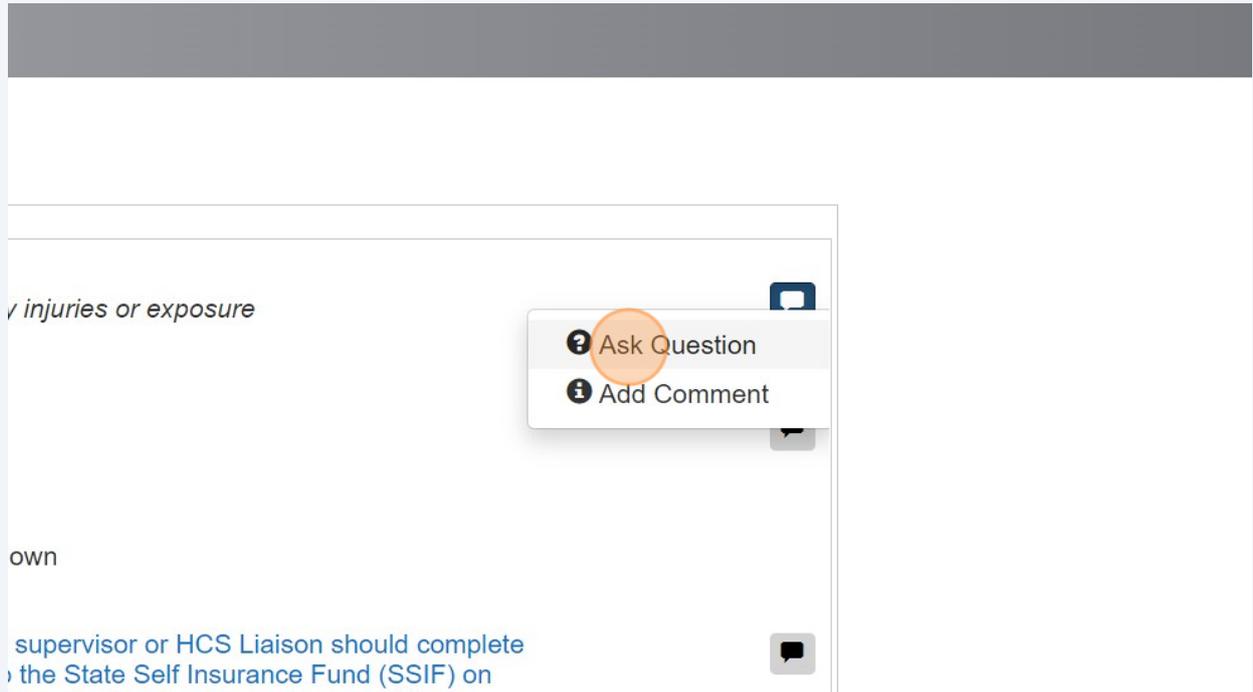
Provide information about any injuries or exposure...
New response.

Is it a medical emergency? Yes No Unknown

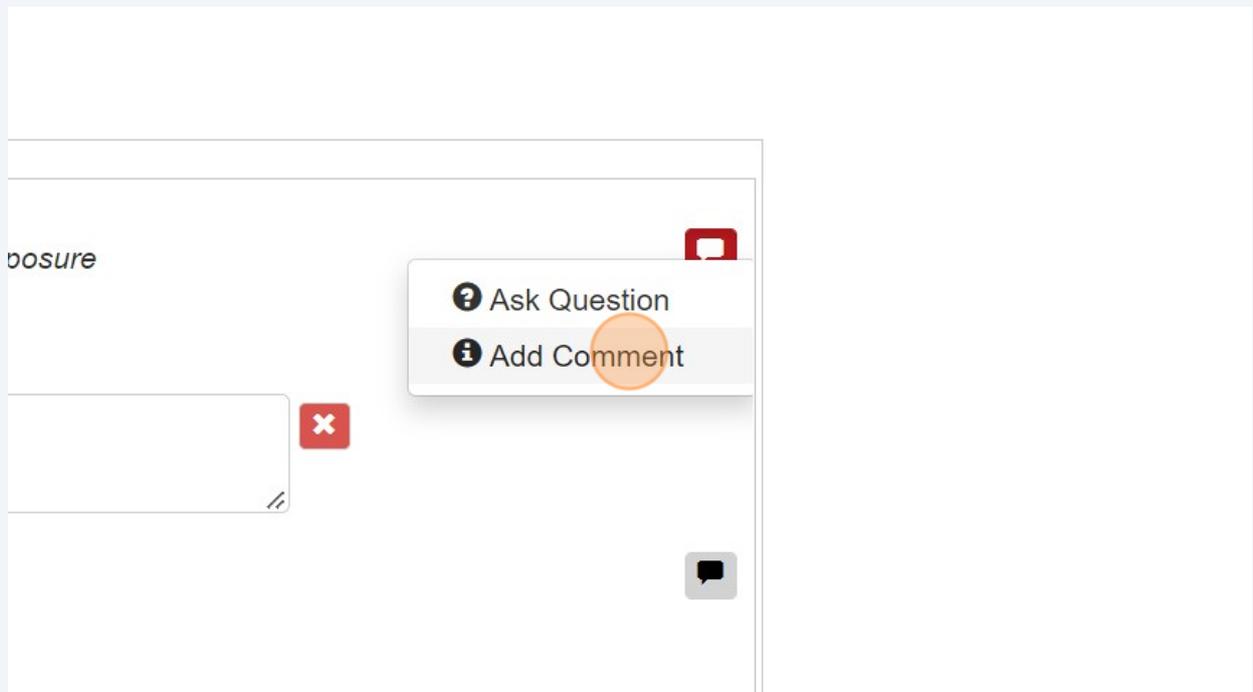
When the injured employee's supervisor or HCS Liaison should complete the report, the injured employee's supervisor or HCS Liaison should complete the report and submit this report to the State Self Insurance Fund (SSIF) on behalf of the injured employee and their supervisor. In the event of a medical emergency, go directly to the nearest emergency facility for treatment. The supervisor should submit the incident report as soon as possible of the injury and

Save Cancel

4 Use "Ask Question" for clarification from the submitter.



5 "Add Comment" is only seen by Reviewers.



6

The next steps will be to go through the assessment questions and sections to see if clarification is needed on any of the submitted fields.

7

Click "Incident Details"

Utility / Edit Assessment [Edit Labels](#) [Modify Questions](#)

Instructions **Assessment Questions** Review Questions/Answers R

Who is Reporting Yes No Is this report for your

Incident Details

Witness Details

Injury or Exposure Detail

What best describes

KSU Faculty/Stat

KSU Student/Gr

KSU Student (no

KSU Volunteer

Visitor/Vendor/Cc

8 Click "Witness Details"

EHSA Utility / Edit Assessment [Edit Labels](#) [Modify Questions](#)

Instructions **Assessment Questions** Review Questions/Answers Review

Who is Reporting

Incident Details

Witness Details

Injury or Exposure Detail

Date/Time of incident

Date/Time work started day of the incident

Location of incident

Specific location of incident (*View Campus*)

stairs of Edwards Hall B wing

Yes No Did incident occur in a lab?

9 Click "Injury or Exposure Detail"

Instructions **Assessment Questions** Review Questions/Answers Review

Who is Reporting

Incident Details

Witness Details

Injury or Exposure Detail

[+ Add](#) Click Add Witness to provide details. Select 'Add' to add a witness.

[← Previous](#) [Save Progress](#) [Next →](#)

10 Click "Review Questions/Answers"

EHSA Utility / Edit Assessment Edit Labels Modify Questions

Instructions Assessment Questions **Review Questions/Answers** Review

Who is Reporting

Incident Details

Witness Details

Injury or Exposure Detail

Click Add Injury or Exposure to provide information about any injuries or exposure
[+ Add](#) Select 'Add' to create a new response.

Question Asked:
05/26/2022
Ukena, Adam

Could you click the green "+Add" button above this comment and add an exposure please? ✖

Does the injury or exposure require medical attention?

Yes
 No
 Unknown

For non-life threatening medical care, the injured employee's supervisor or HCS Liaison should complete an incident report. The benefits team will submit this report to the State Self Insurance Fund (SSIF) on behalf of the employee then reach out to provide further guidance to the injured employee and their department. For a life-threatening emergency, go directly to the nearest emergency facility for treatment. The supervisor or HCS Liaison should submit the incident report as soon as possible of the injury and emergency medical treatment.

← Previous Save Progress Next →

11 Click "Review"

fy Questions

ons Assessment Questions Review Questions/Answers **Review**

Injury or Exposure Detail Click Add Injury or Exposure to provide information about any injuries or exposure

Question Asked:
/2022 3:55 PM
1a, Adam

Could you click the green "+Add" button above this comment and add an exposure please? No Response

← Previous Save Progress Next →

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The "Review" section will show any of the assigned reviewers for this particular submittal. If everything looks correct on the previous steps and this. Click your name.

Utility / Edit Assessment Edit Labels Modify Questions

Instructions Assessment Questions Review

Assign Reviewer(s) Edit Delete Assigned Reviewer

Reviewer ↑	Due Date	Re
Ukena, Adam	06-12-2023	
Warhurst, Rachael	06-12-2023	

Status: Pending

Closed Date:

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Click "Edit"

nt Edit Labels Modify Questions

Instructions Assessment Questions Review

Assign Reviewer(s) Edit Delete Assigned Reviewer

Reviewer ↑	Due Date
Ukena, Adam	06-12-2023
Warhurst, Rachael	06-12-2023

Edit Reviewer

14 Click the "Reviewed" checkbox.

Assessment ID: 230605001
Reviewer: Ukena, Adam

Secondary Reviewer Limited to Internal Use Questions and Marking Reviewed. No Access to apply Recommended Actions.

Due Date 6/12/2023

Reviewed

Review Date 1/17/2024

Cancel Save

Status Pending

Comment

Recommend

Apply Worker on Permits Show All

Permit Action KSU eID

15 Click "Save"

1/2024

Cancel Save

KSU eID Name

16 Click "Save Progress"

Comment

Recommended Actions

Workers

Locations

Reviewer (1)

Import

Action Log

Apply

Worker on Permits

Permit

Action

KSU

← Previous

Save Progress

Next →

17 Click "Close"

Save

Close

Help

	Secondary Reviewer	Review Date
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	01-17-2024
	<input type="checkbox"/>	

Next review date