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

The incident report for further processing by Human Capital Services and Environmental Health and Safety must be reviewed. The incident is classified as an on-the-job incident and requires the employer to confirm and submit the details of the incident through the Electronic Incident Report. Once you review and submit, the incident will be routed to Human Capital for your department or unit regarding their work-related injury.

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

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

5. "Add Comment" is only seen by Reviewers.
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.

Click "Incident Details"
8 Click "Witness Details"

9 Click "Injury or Exposure Detail"
If you are the supervisor then click “Supervisor Investigation”

Follow along with all of the questions in the Supervisor Investigation.
Follow along, filling out all required fields.
13 If you have pictures or other pertinent files then you can attach them here.

14 Fill out the text boxes.
UNSAFE CONDITION (PRIMARY)

☐ Inappropriate equipment/tool
☐ Inadequate maintenance
☐ Slip/Trip/Fall Hazard
☐ Worn/Broken/Defective building components

Detailed explanation of checked box/boxes above:

Why did condition exist?

text

Contributing factors (if any):

text

Immediate action taken to prevent recurrence:

text

Long term actions to be taken:

text

What additional assistance is needed to prevent recurrence?

text

Supervisor Signature

[Signature]

Liam Adam
Once all fields are filled out click "Sign".
After you have filled out all the required fields, click the "Mark Review Complete" checkbox.

If all required fields have been filled out. Save will submit your form.
18 Click "OK"

19 Click "Review Questions/Answers" if another reviewer submitted any questions to review.