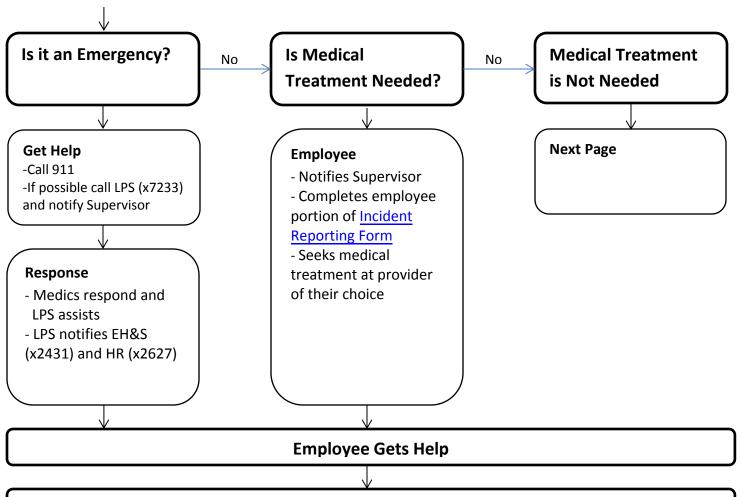
Incident Reporting





Supervisor

- Completes the Incident Reporting Form and submits it to EH&S.
- Works to prevent future incidents
- If medical treatment was necessary, then contacts and works with HR/EH&S in assisting the employee returning to work

EH&S

- -Can assist with completing the Incident Reporting Form
- -Works to prevent further incidents-Completes
- investigation as necessary

HR

Follow-Up After the Incident- After Medical Treatment

to complete workers' compensation paperwork
-Assist employee returning to work
-Works with EH&S and Supervisor to develop a modified work plan if light duty is needed/ possible

-Works with employee

Employee

If medical treatment
was necessary
-Reports to HR prior to
returning to work
-Bring Doctor's release
to return to work
-Works with HR and
EH&S if modified or
restricted duty is
necessary

Incident Reporting



When Medical Treatment is Not Needed



Employee

- Notifies Supervisor
- Completes employee portion of <u>Incident</u>
 Reporting Form
- Reports hazards to Facilities (x2227), LPS (x7233), or EH&S (x2431) as appropriate

Follow-Up After the Incident



Employee

- Works with supervisor to prevent future incidents

Supervisor

- Completes the Incident Reporting form and submits it to EH&S.
- Works to prevent future incidents
- Consults with EH&S to develop plan to prevent future incidents

EH&S

- -Can assist with completing the Incident Reporting Form
- -Works to prevent further incidents
- -Completes investigation as necessary