



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.**

Assesmet ID: 220526002

Status: In Review

Performed By: laglaser

Performed

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

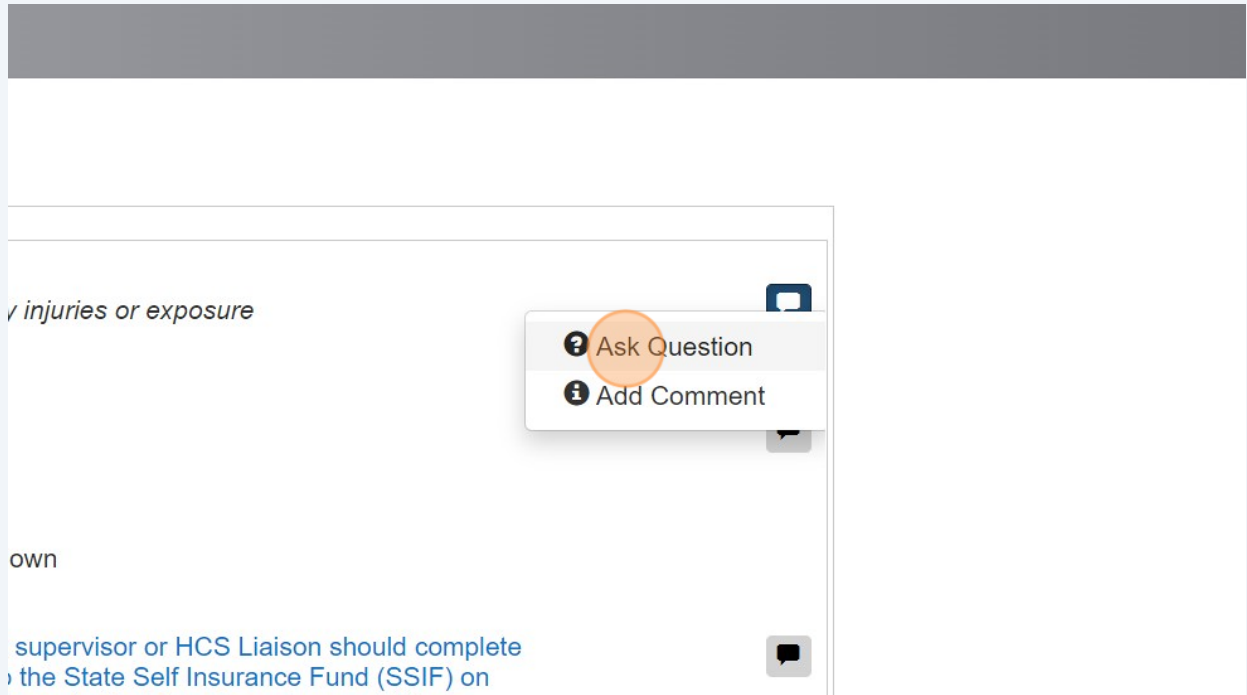
Provide information about any injuries or exposure...  
New response.

Is it a medical emergency?  Yes  No  Unknown

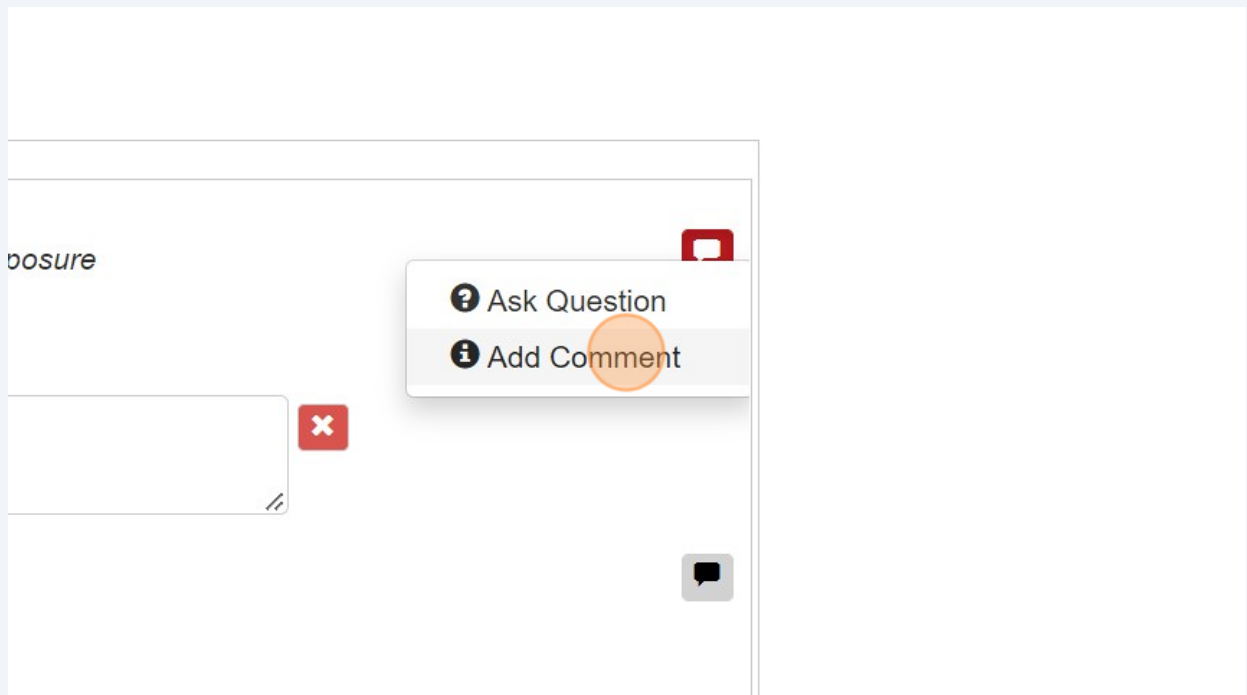
...the injured employee's supervisor or HCS Liaison should complete...  
...will submit this report to the State Self Insurance Fund (SSIF) on...  
...out to provide further guidance to the injured employee and their...  
...emergency, go directly to the nearest emergency facility for treatment.  
...submit the incident report as soon as possible of the injured...

[Redacted]

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"

The screenshot displays a web interface for editing an assessment. At the top, there is a navigation bar with the text "Utility / Edit Assessment" and two buttons: "Edit Labels" and "Modify Questions". Below this, there are three tabs: "Instructions", "Assessment Questions", and "Review Questions/Answers". The "Assessment Questions" tab is active. On the left side, there is a vertical menu with three items: "Who is Reporting", "Incident Details", "Witness Details", and "Injury or Exposure Detail". The "Incident Details" item is highlighted with a grey background and an orange circle around it. To the right of the menu, there are several questions. The first question is "Who is Reporting" with radio buttons for "Yes" (selected) and "No". The second question is "Is this report for your..." with radio buttons for "Yes" and "No". The third question is "What best describes" with radio buttons for "KSU Faculty/Stat", "KSU Student/Gr", "KSU Student (no", "KSU Volunteer", and "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"

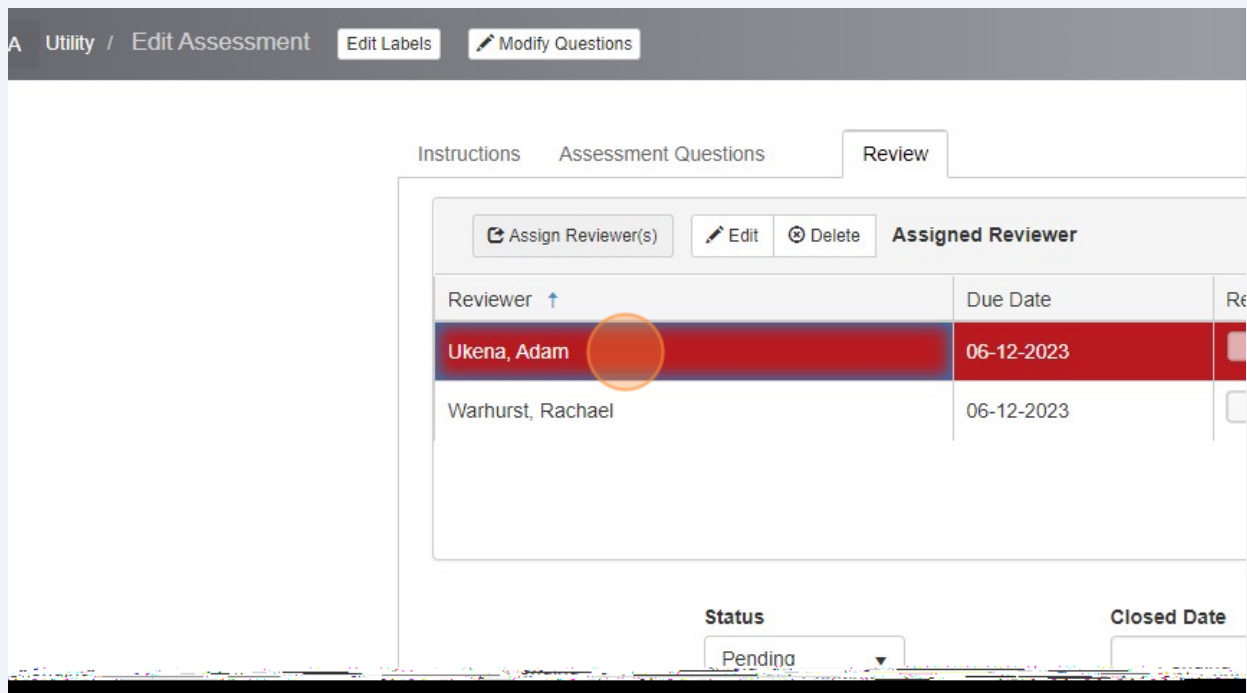
The screenshot shows the 'Review Questions/Answers' tab selected in the top navigation bar. On the left, there are sections for 'Who is Reporting', 'Incident Details', 'Witness Details', and 'Injury or Exposure Detail'. The main content area displays a 'Question Asked' by 'Ukena, Adam' on '05/26/2022'. The question is: 'Could you click the green "+Add" button above this comment and add an exposure please?'. Below the question, there are radio buttons for 'Yes', 'No', and 'Unknown', with 'Unknown' selected. A green '+ Add' button is visible above the question. A note at the bottom states: 'For non-life threatening medical care, the injured employee's supervisor or HCS Liaison should complete'.

## 11 Click "Review"

The screenshot shows the 'Review' tab selected in the top navigation bar. The main content area displays the 'Injury or Exposure Detail' section. Below this, the 'Question Asked' by 'Ukena, Adam' on '05/26/2022 3:55 PM' is shown. The question is: 'Could you click the green "+Add" button above this comment and add an exposure please?'. To the right of the question, it says 'No Response'. The bottom of the screen shows a navigation bar with several buttons.

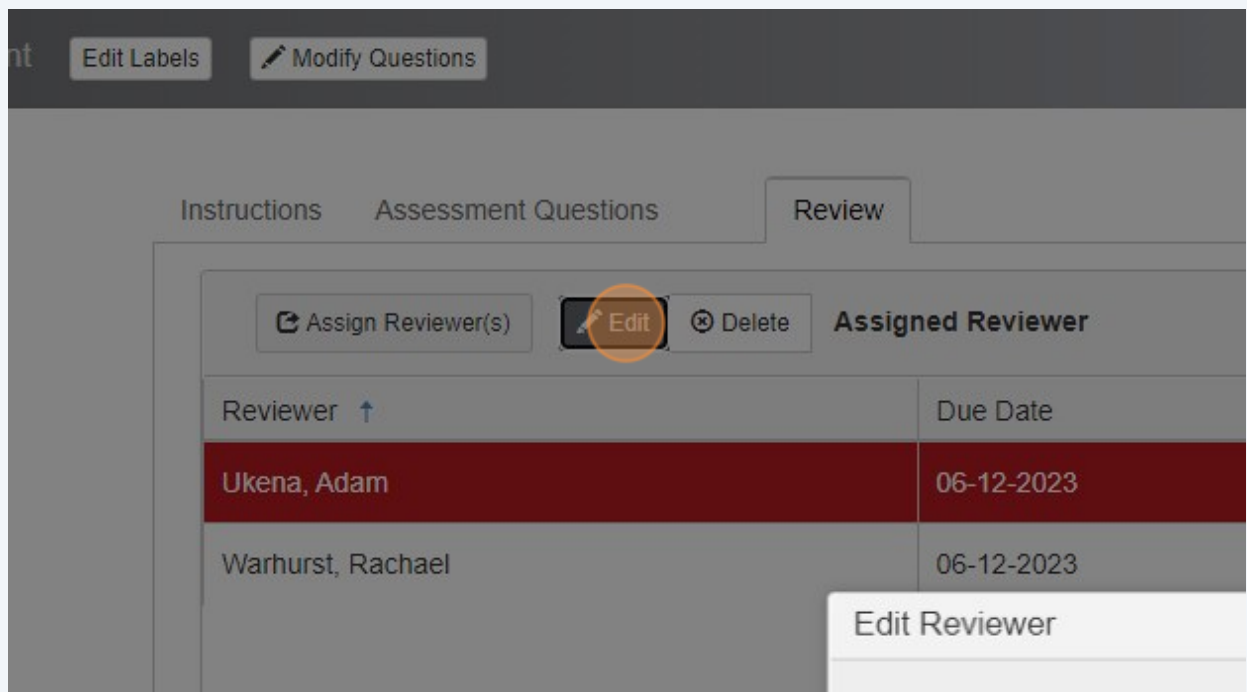
12

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.



13

Click "Edit"



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

Background text: Status Pending, Comment, Recommendation, Apply, Worker on Permits, Show All, Permit, Action, KSU eID

15 Click "Save"

Background text: /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