

4 Click "Incident Details"

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

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

Who is Reporting Yes No Is this report for yourself?

Incident Details

Witness Details

Injury or Exposure Detail

What best describes the individual's role

- KSU Faculty/Staff
- KSU Student/Grad Student Employee
- KSU Student (non-employee)
- KSU Volunteer
- Visitor/Vendor/Contractor

eID of individual report is for

Who is the supervisor?

5 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 Campu.](#))

stairs of Edwards Hall B wing

Yes No Did incident occur in a lab?

6 Click "Injury or Exposure Detail"

The screenshot shows a web form with four tabs: "Instructions", "Assessment Questions", "Review Questions/Answers", and "Review". Below the tabs is a sidebar menu with four items: "Who is Reporting", "Incident Details", "Witness Details", and "Injury or Exposure Detail". The "Injury or Exposure Detail" item is highlighted with an orange circle. To the right of the sidebar, there is a green "+ Add" button and a text prompt: "Click Add Witness to provide details. Select 'Add' to add a witness." Below the sidebar and main content area are three buttons: "← Previous", "Save Progress", and "Next →".

7 If you are the supervisor then click "Supervisor Investigation"

The screenshot shows a web form with a sidebar menu on the left containing four items: "Who is Reporting", "Incident Details", "Demographics", "Witness Details", and "Injury or Exposure Detail". The "Injury or Exposure Detail" item is highlighted with an orange circle. To the right of the sidebar, there is a question: "Is this report for yourself?" with radio buttons for "Yes" (selected) and "No". Below this is another question: "What best describes the individual's role during the incident?" with radio buttons for "KSU Faculty/Staff" (selected), "KSU Student/Grad Student Employee", "KSU Student (non-employee)", and "KSU Volunteer". The bottom portion of the screenshot is obscured by a large area of digital noise.

8 Follow along with all of the questions in the Supervisor Investigation.

Instructions Assessment Questions Review

Who is Reporting

Incident Details

Demographics


Witness Details

Injury or Exposure Detail

Supervisor Investigation

Supervisor Investigation

Date incident was reported to me:

5/19/2023 

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

9 Follow along, filling out all required fields.

Who is Reporting

Incident Details

Demographics


Witness Details

Injury or Exposure Detail


Supervisor Investigation

Supervisor Investigation

Date incident was reported to me:

5/19/2023 

Time:

11:22 AM 

Type of incident

- Illness
- Injury
- Property Damage
- Near Miss
- Other (describe below):

Who is Reporting

Incident Details

Demographics

Witness Details

Injury or Exposure Detail

Supervisor Investigation

Supervisor Investigation

Date incident was reported to me:

5/19/2023

Time:

11:22 AM

12:00 AM

12:15 AM

12:30 AM

12:45 AM

01:00 AM

01:15 AM

01:30 AM

01:45 AM

page

(describe below):

Demographics

Witness Details

Injury or Exposure Detail

Supervisor Investigation

Date incident was reported to me:

5/19/2023

Time:

11:22 AM

Type of incident

Illness

Injury

Property Damage

Near Miss

Other (describe below):

Yes No Did person seek medical treatment?

10 If you have pictures or other pertinent files then you can attach them here.

	<input type="text"/>
<input type="radio"/> Yes <input checked="" type="radio"/> No	Did person seek medical treatment?
<input type="radio"/> Yes <input checked="" type="radio"/> No	Have you been trained in incident investigations?
<input type="radio"/> Yes <input checked="" type="radio"/> No	Was the scene visited during the investigation?
	Attach pictures or other pertinent information. Manage Attachments No Attachments
<input type="radio"/> Yes <input checked="" type="radio"/> No	Have similar incidents occurred?
N/A	Did the incident involve the same individual?
	UNSAFE ACT (PRIMARY) <input type="checkbox"/> Failure to comply with <input type="checkbox"/> Failure to use appropriate <input type="checkbox"/> Ir

11 Fill out the text boxes.

	UNSAFE CONDITION (PRIMARY) <input type="checkbox"/> Inappropriate equipment/tool <input type="checkbox"/> Inadequate maintenance <input checked="" type="checkbox"/> <input type="checkbox"/> Slip/Trip/Fall Hazard <input type="checkbox"/> Worn/Broken/Defective building components <input type="checkbox"/>
	<input type="text"/>
	Detailed explanation of checked box/boxes above: <input type="text" value="test"/>
	Why did condition exist? <input type="text" value="test"/>
	Contributing factors (if any): <input type="text" value="test"/>

	Immediate action taken to prevent recurrence:	test
	Long term actions to be taken:	test
	What additional assistance is needed to prevent recurrence?	test
	Supervisor Signature	<input type="text" value="Ukena, Adam"/> <input type="text" value="ABU66535"/> 5/2

	Long term actions to be taken:	test
	What additional assistance is needed to prevent recurrence?	test
	Supervisor Signature	<input type="text" value="Ukena, Adam"/> <input type="text" value="ABU66535"/>

← Previous Save Progress Next →

12 Once all fields are filled out click "Sign".

A screenshot of a web form with several input fields. The first field is empty. The second field is labeled "Long term actions to be taken:" and contains the text "test". The third field is labeled "What additional assistance is needed to prevent recurrence?" and also contains "test". The fourth field is labeled "Supervisor Signature" and contains a signature. A green "Sign" button with a pencil icon is highlighted with an orange circle. At the bottom of the form are three buttons: "← Previous", "Save Progress", and "Next →".

13 After you have filled out all the required fields, click the "Mark Review Complete" checkbox.

A screenshot of a web form, similar to the one above. The "Long term actions to be taken:" field contains "test". The "What additional assistance is needed to prevent recurrence?" field contains "test". The "Supervisor Signature" field contains a signature and a date "5/22/2023". Below the signature field are three input fields: "Clear", "Warhurst, Rachael", and "WARHURST". At the bottom of the form, a checkbox labeled "Mark Review Complete" is highlighted with an orange circle. To its right are "Save" and "Cancel" buttons.

14 If all required fields have been filled out. Save will submit your form.

is to be taken.

assistance is needed to prevent recurrence?

Signature

Warhurst, Rachael WARHURST 5/22/2023

Mark Review Complete **Save** Cancel

15 Click "OK"

Assessment Review

The assessment review has been successfully submitted.

OK

Long term actions to be taken:

test

What additional assistance is needed to prevent recurrence?

test

Supervisor Signature

Warhurst, Rachael WARHURST 5/22/2023