



# Reporting Incidents/Injuries

Toolbox Talks are intended to facilitate health and safety discussions. Find more Toolbox Talks on the [Occupational Safety web page](#).

## Who can report incidents?

- Anyone with an ISU net ID can report incidents – faculty, staff, and students
- Supervisors will be notified if an employee submits a report

## What incidents should be reported?

- All incidents resulting in injuries, property damage, motor vehicles damage, or near miss incidents where an injury was possible should be reported.
- All injuries, no matter how minor, should be reported.
  - Any injury requiring medical attention beyond first aid **must** be reported
  - If you are unsure if medical attention will be required, submit a report.

## When are incidents reported?

- Incidents should be reported within 24 hours of occurrence.
- ISU is required to report severe incidents to OSHA within 24 hours.

## Where are incidents reported?

- Report incidents by selecting “Accidents and Injuries” on the [EH&S homepage](#) (see screenshot below)

## Why are incidents reported?

- Reported incidents are investigated with the goal of implementing a corrective action
- Corrective actions are measures taken to prevent future incidents
- The goal is correct unsafe condition, NOT to discipline or assign blame

Discussion Date:

Supervisor:

Participants: