

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
 - o If you are unsure if medical attention will be required, submit a report.

When are incidents reported?

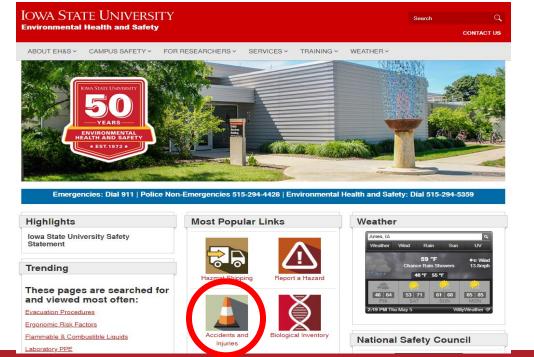
- Incidents should be reported within 24 hours of occurrence.
- ISU is required to report severe incidents to OSHA within 24 hours.

Where are incidents reported?

 Report incidents by selecting "Accidents and Injuries" on the <u>EH&S</u> 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



Supervisor:	
Participants:	

Discussion Date: