SAFETY NOTICE
Submitting a Safety Incident

RISK MANAGEMENT & SAFETY

Date:	April, 2021
Category:	Incident Reporting
RMS Contact:	Randy Crist, jcrist1@nd.edu

Contact RMS:

Tel: 1-5037

Reporting Injuries and Safety Issues

The University's incident reporting process provides electronic tools for reporting injuries and other safety incidents, including releases to the environment, property damage and near miss events. Work-related injuries, no matter how minor, must be reported **within 24 hours**. All safety incidents are reviewed to understand what can be done to prevent a future incident.

To Complete an Injury Report

1. Open the Safety Incident Report from the RMS website. You will need your ND credentials to enter an injury report. Select "I want to report... An injury". Then click the "BLUE" arrow at the bottom.

2. The next screen asks if you are a ND employee reporting an incident for yourself or someone else. Answer "Yes" or "No". Click the "BLUE" arrow at the bottom and the form link on the following screen.

3. Begin answering the questions. Choose the appropriate category for your report (employee or student) from the drop-down menu.

   ♦ Choose Employee (*2nd option*) if student is in a **PAID** position (e.g. grad student on stipend)

   ♦ Choose Student (*4th option*) if student is **NOT PAID** or is **TAKING THE COURSE FOR CREDIT.**

4. Enter the injured person's net ID *(letters)* or NDID *(numbers)*. Use the OIT search tool to assist finding this if needed. This fills in the injured person's administrative data.

5. In the ***Injury Details*** section, provide as much detail about the injury as possible. Items marked with a red asterisk (*) are mandatory fields.

6. Attach documents that help clarify or depict what happened. (e.g. pictures, statements, security reports, etc...) using the **Attach Here** button.

7. Select what, if any, PPE the injured person was using.

8. Indicate where the injured person was treated. Please note that student ***employees*** are seen at the Notre Dame Wellness Center while ***students*** are treated at St. Liam Hall.

9. Once you have entered all known information, click the Submit button in the form's lower left corner. Once submitted, an email notification is sent to the injured person, the person completing the form, and RMS.

> **If you have questions or need assistance, please contact Risk Management and Safety. Visit https://riskmanagement.nd.edu/about/contact/ for phone and email information.**
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> **During off-hours contact NDPD at 1-5555 for the RMS on-call staff.**

All safety communications can be found at https://riskmanagement.nd.edu/communication/.