



Incident Management Tool

Safety Incident Report ~ OnBase

For additional assistance, please contact the Safety Team in Risk Management & Safety at 631-5037. If you have questions pertaining to the Worker's Compensation process, please contact the Claims Program Manager at 631-7532.

Reporting an Incident

You can access the Safety Incident Report on the RMS website or by following this link: riskmanagement.nd.edu/incident-reporting-management

*You will need a netID and Password.

Complete the fields and attach any necessary documents. This may include a police report, pictures, further description of the event, etc.

When all fields are complete, choose "Submit" at the bottom of the form.

After submitting, you can expect an email confirming your submission. The supervisor of the injured individual will also receive an email outlining the incident.

Documenting an Investigation

Prior to documenting your assigned incident investigation in OnBase, be sure to complete **Incident Investigation Training** in complyND. Contact your supervisor or Department contact (comply.nd.edu) to have it assigned to you.

As a supervisor, you will receive an email with information pertaining to the incident. The email will contain an **Incident ID** and a **link** to document your findings. It is important to **save this email**. Then complete the steps listed in the email.



Dear Christiana Komet,

You have been assigned the following case to investigate:

REPORT CASE # [View Incident in OnBase](#)
Please see the instructions on how to complete the investigation.

1. Please review the incident report. A copy of the report was sent to you via email when the incident was reported.
2. Use the resources in Risk Management & Safety's website to complete a root cause analysis. Examples include a "5 Why" or "Why Tree".
3. Attach any supporting documentation you find and are relevant to the investigation (ex. Copies of University law policies, etc).
4. Identify, list action items, and correct resulting from the investigation.
5. Identify and list actions to resolve the investigation.

Be sure to include your supervisor, safety coordinator, and Director as reviewers.

Resources for completing this system are available on the RMS website: <https://riskmanagement.compliance@nd.edu/nd/incident-reporting-onbase>

Approving an Investigation

You will receive an email notifying you an investigation needs your approval. The email will contain an **Approver ID** and a **link** to document your approval or denial. It is important to **save this email**.

Review the attached investigation summary and related documents. Use the link to document your approval or denial. If you deny the investigation, you will be required to include comments to explain why. This allows the investigator to make the appropriate changes and resend to all approvers.

Action Item Owners

You will receive an email asking you to complete an action item and document it's completion. This email will contain an **Action Item ID** and a **link**. It is important to **save this email**.

After completing the action item, use the link to document it. Be sure to upload proof of completion (ex. Picture, word document describing actions taken, work order completion email, etc.).

Incident Flow





Incident Management Tool

Safety Incident Report ~ FAQs

Contact Information

Who can I contact with questions?

- For questions related to completing the Safety Incident Report, conducting an investigation, approving an investigation, or action items, please contact the Safety Team at 631-5037.
- For questions related to the Worker's Compensation process, bills related to an injury, or medical treatment, please contact the Claims Program Manager at 631-7532.

Form Specific

Can I report a safety incident for contractors or students?

- Yes. Any ND employee can report a safety incident for contractors or students (that are not paid by the university). On the Safety Incident Report you will be prompted to identify who you are reporting the incident for.

Are student workers considered employees or students?

- Any student that is paid by the university for their work is considered an employee. Students that work for a class, research opportunity, or volunteer are considered students.

The form requires my supervisor's netID. Where can I find that?

- Your supervisors netID is required so that Risk Management & Safety can ensure we communicate with the correct person regarding the incident. This can be found by using the link provided on the form, or by going to search.nd.edu. Working to prevent future incidents requires collaboration between the departments and Risk Management & Safety.

Do I need to submit a Safety Incident Report before I'm seen at the Wellness Center?

- No. You can go to the Wellness Center at any time for an occupational injury.

What happens after I submit a Safety Incident Report?

- You will receive confirmation that your incident has been submitted. Risk Management & Safety will review and monitor the incident. If the incident becomes recordable, the supervisor will be asked to investigate the incident with the goal of preventing future injuries.

Do I need access to the VPN to submit or view a Safety Incident Report?

- You do not need to be on the VPN to **submit** a Safety Incident Report. You do need to be on the VPN to **review** an incident report that you have received via email.