

Electronic Injury/Illness Report: Frequently Asked Questions

BASICS

Last Updated: 2/5/16

1. Q: How do I access the report?

A: It is located on Environmental Health and Safety's (EHS) website (<https://www.bgsu.edu/environmental-health-and-safety.html>) under **RESOURCES**. It can also be accessed directly by going to <https://services.bgsu.edu/InjuryIllnessForm/>.

2. Q: Who can complete the form?

A: Anyone who has knowledge of the incident AND has a BGSU username and password. BGSU affiliated personnel will need to collect details and submit reports for those who do not have a BGSU username and password, i.e. visitors.

3. Q: Where should medical paperwork be submitted?

A: It cannot be submitted through the online system, however, EHS needs that information by law. It can be submitted to EHS via email (envhs@bgsu.edu), fax (419-372-2194), or in person/interoffice mail to the Huntington building located at 1851 N. Research Dr. (in business section across from Meijer off of Dunbridge Rd.).

4. Q: When should an injury/illness report be submitted?

A: Required for all injuries/illnesses that are either work or educational related even if they did not occur on BGSU property and all injuries/illnesses on BGSU property. In addition, EHS encourages using the form to report property damage and near miss incidents that did not result in an injury/illness utilizing the "other" and "unknown" options when questioned about the injury/illness.

5. Q: What is the deadline for submitting a report following an incident?

A: Immediately but not to exceed 24 hours after the incident. As for the medical treatment section, information should be submitted as soon as possible following the medical appointment. If EHS has not received this information within 5 business days of the incident, you will be contacted to provide a status update.

6. Q: Who do I contact for questions about the form?

A: EHS via email (envhs@bgsu.edu) or phone (419-372-2171)

7. Q: What fields on the form are required to be filled in for a successful submittal?

A: Anything with an asterisk (*) next to it is required to be completed or the form will not submit. If you miss a field and try submitting the form, an error box will appear indicating which fields need to be completed for a successful submittal.

8. Q: How do I print a blank copy of the report for someone to fill out by hand, i.e. a visitor?

A: For an employee, **DO NOT** select a "University Affiliation" in Part 1 and print as you would for any Internet page ("File" drop down menu and then select "Print" OR right-click on the page and select "Print"). If the individual is not an employee, **DO** select the proper "University Affiliation" in Part 1 before printing.

9. Q: Do I need to be present on campus to submit this form?

A: No. This form can be accessed anywhere Internet is provided.

10. Q: How long will the old forms be accepted?

A: Starting on January 1st, 2016, all incidents will need to be reported using the online system. If an old report is received after this date, it will be returned and the submitter will be asked to use the online system.

11. Q: Why did EHS make this change?

A: Make the process easier on the end user, less data entry for EHS personnel, ensure all necessary information is collected, expedite receipt of reports, increase communication between EHS and Human Resources, etc.

OTHER ANTICIPATED QUESTIONS

12. Q: Should I wait to submit the report if I don't know what medical treatment was received yet?

A: No! That section can always be added to at a later date once the information is known. It is important that incidents are reported immediately. EHS suggests marking "no" for medical treatment received and in the box following "Are there any other details worth mentioning?", enter a statement indicating that the individual sought medical treatment but that information isn't available yet. Once that information is available, log back into the system, select "yes" for medical treatment sought and complete the section accordingly. Then, click "submit" and the bottom of the form.

13. Q: What if I don't know my BGSU ID number?

A: This is a required field on the form as we need a unique identifier for persons who have common names. Contact your supervisor or departmental office for this information.

14. Q: What if I don't know the exact day or time the incident occurred?

A: Approximate to the best of your ability as this is a required field on the form.

15. Q: Why is the supervisor's contact information required on the form?

A: Supervisors should be made aware that an employee under their direction has been injured so they can ensure safety hazards are addressed to prevent future occurrences.

16. Q: I am not a manager or supervisor so why does the "Manager's/Supervisor's View" link display on the left side of the page?

A: This will show on the left side of the page for everyone but information will only be behind it if you have been designated as a supervisor or manager on an injury/illness form in the system.

17. Q: Why won't the system allow me to choose the day of the injury/illness as the first day when selecting lost, restricted, or job transfer days?

A: This is by design as the State only wants these days reported starting with the day after the injury/illness.

18. Q: What is considered a lost work day?

A: If the treating physician totally disabled you from work or gave you restrictions that the University could not accommodate so you stayed home. Please do not count days that you chose to stay away from work even though you were released back to work full duty or with restrictions that the University could accommodate. Also, working half days or partial shifts are considered restricted days of work. Do not add the hours as lost work time.

19. Q: What is considered a restricted day of work?

A: Not all restrictions result in a restricted day of work. If you are unable to perform at least one of your weekly duties because of the restrictions given to you by the treating physician, you are restricted and should record the whole time period of those those restrictions . For example, if the treating physician gives you a restriction of not lifting more than 25 pounds and you instruct large lecture classes, that restriction likely does not restrict the routine weekly functions you perform and should not be recorded.

20. Q: Can I force an employee to submit a report if they were hurt while working?

A: Yes. It is a condition of employment. If supervisors are having trouble with this, they should contact the department of Human Resources.

21. Q: Can I force someone who is not a BGSU employee to provide details of an injury/illness so a report can be submitted on their behalf?

A: No. We ask that those affiliated with BGSU try their best acquiring details, but if the guest completely refuses, it is alright. If they refuse or leave before you can obtain their name or full contact details but you saw what happened, do your best submitting a report with the information you do have. Reports for those who are not employees can be submitted by entering “Don’t” for the first name, “Know” for the last name, and “000-000-0000” for the phone number.

22. Q: Where should I go for medical treatment?

A: You can go anywhere that accepts Worker’s Compensation cases. Most primary care physicians will not see you for work-related injuries. If you would like to submit a Worker’s Compensation Claim, you are strongly encouraged to seek treatment at Ready Works in the Wood County Hospital (419-373-7655).

23. Q: What should I do with hand written, verbal, or emailed witness statements?

A: Enter the information into the form and either keep the document in your personal files for documentation purposes or you can submit them to EHS via email (envhs@bgsu.edu), fax (419-372-2194), or by hand/interoffice mail to EHS at the Huntington building. If submitting the information to us, be sure to indicate the name of the injured person and date of injury.

FOLLOWING SUBMITTAL

24. Q: What happens once the form is submitted?

A: The person who submitted the report, injured/ill person (if different), supervisor of the injured/ill person (if applicable), Manager of the injured/ill person (if designated on the form), and the departments of EHS and Human Resources are notified that an incident has been submitted and all parties mentioned will be able to log into the system and review the report.

25. Q: Can the form be modified once it has been submitted?

A: Only the medical treatment section (Part 4) and Part 5 that addresses lost, restricted, and transfer days of work can be modified once the report has been submitted by the person who submitted the report, injured/ill person (if different), supervisor of the injured/ill person (if applicable), and Manager of the injured/ill person (if designated on the form). Information can also be added to the text box provided at the bottom of the report under the question, "Are there any other details worth mentioning?", but information previously submitted in this field cannot be altered. EHS can make any necessary changes to the report at any time. A date, time, and username will be recorded for any change or addition to the report.

26. Q: Why am I receiving an email prompting me to review an injury/illness report that was submitted on my behalf?

A: Anyone with a BGSU username and password who had an injury report submitted on their behalf will be prompted by the system via email to log in, access the report, and check "yes" or "no" to the question that asks if they agree or disagree with the details of the report. If you disagree, you will be provided a text box to explain what you disagree with. Upon agreeing or disagreeing, you will need to click "submit" for the information to be recorded. This protects you from a Worker's Compensation standpoint by ensuring all information submitted is accurate.

27. Q: How do I add corrective actions to an incident after the report has been submitted if that section cannot be modified following initial submittal?

A: Log into the system and select the report you want to add corrective actions to. At the very bottom of the report, there is a question that says, "Are there any other details worth mentioning?" with a text box below it. Type the information into the text box and click on the "Submit" button at the bottom of the form.

28. Q: How do I print a copy of a completed report that has been submitted?

A: Log into the application, find the report of interest and click on it. Once the completed form is showing, print it just as you would for any Internet page ("File" menu and select "Print" or right-click the page and select "Print") or print it as a PDF file and save it electronically to a location of your choice.