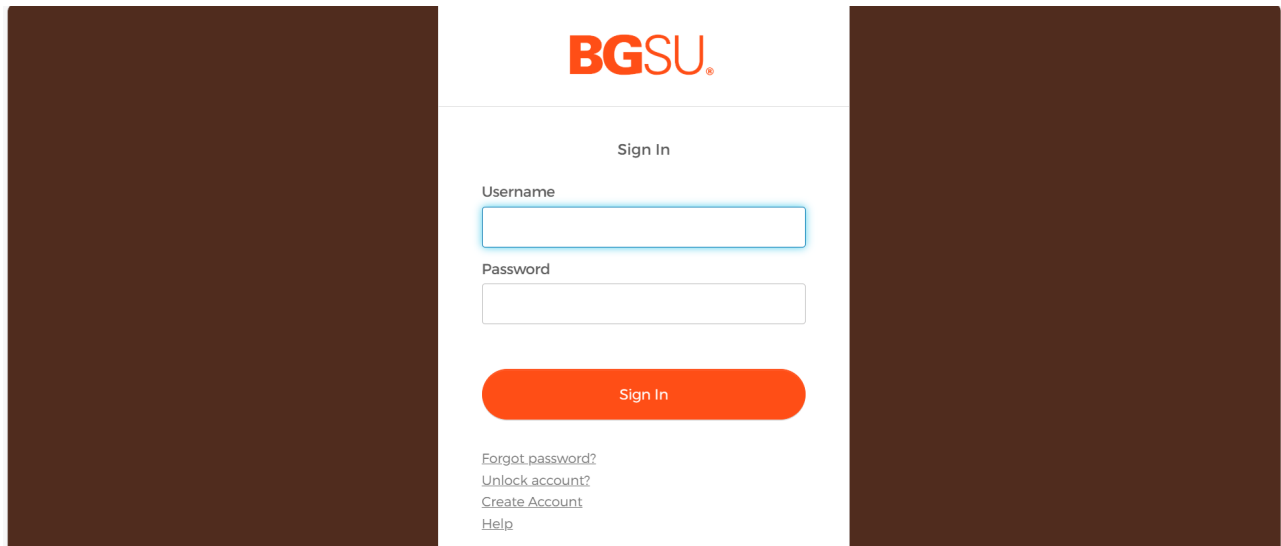
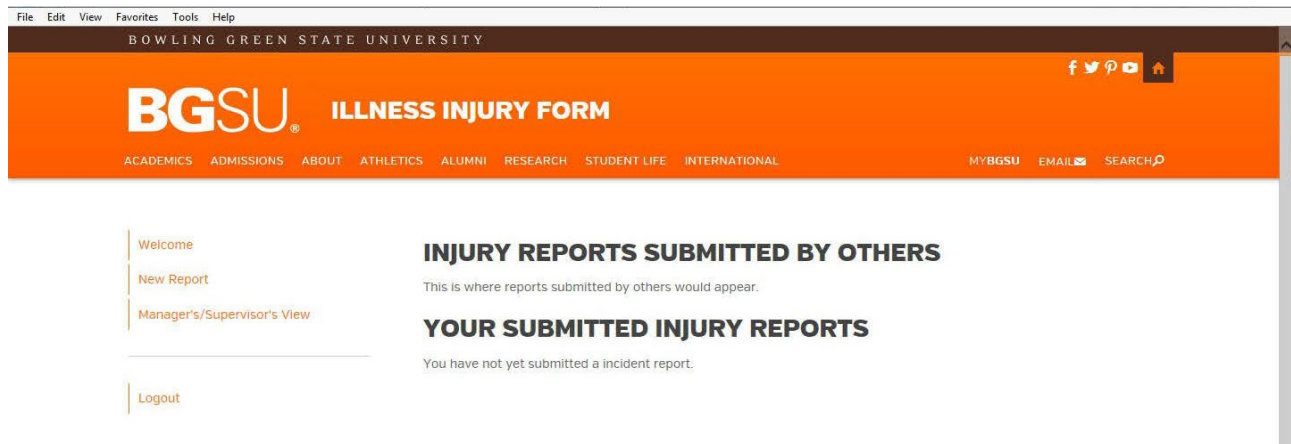


Electronic Injury/Illness Report Instructions

1. Go to <https://services.bgsu.edu/InjuryIllnessForm/> and enter your BGSU credentials. Click “Sign In” with the mouse or “Enter” on your keyboard and follow the Duo Mobile prompts to complete the login process.

A screenshot of the BGSU Sign In page. The page has a white background with a dark blue header. The BGSU logo is at the top center. Below it, the text "Sign In" is centered. There are two input fields: "Username" and "Password". Below the "Password" field is an orange "Sign In" button. At the bottom, there are links for "Forgot password?", "Unlock account?", "Create Account", and "Help".

2. Logging in will take you to the “Welcome” page.

A screenshot of the BGSU Welcome page. The page has a dark blue header with the BGSU logo and the text "ILLNESS INJURY FORM". Below the header is a navigation bar with links for "ACADEMICS", "ADMISSIONS", "ABOUT", "ATHLETICS", "ALUMNI", "RESEARCH", "STUDENT LIFE", and "INTERNATIONAL". On the right side of the navigation bar are links for "MYBGSU", "EMAIL", and "SEARCH". The main content area has a left sidebar with links for "Welcome", "New Report", "Manager's/Supervisor's View", and "Logout". The main content area has two sections: "INJURY REPORTS SUBMITTED BY OTHERS" and "YOUR SUBMITTED INJURY REPORTS".

NOTE: Injury/Illness reports submitted on your behalf, will be listed under “INJURY REPORTS SUBMITTED BY OTHERS”. All reports you’ve submitted will be listed under “YOUR SUBMITTED INJURY REPORTS”. You can log into the system at any time to view these reports and add to them if needed. To do this, click on the name or Form ID (anything in “orange”). Reports remain in the system for five years plus the current year.

3. To submit a new report, click “New Report” on the left side of the page.

The screenshot shows the BGSU Illness Injury Form homepage. The header includes the BGSU logo and the title "ILLNESS INJURY FORM". A navigation menu at the top lists various university departments. On the left, a sidebar contains links: "Welcome", "New Report" (highlighted in orange), "Manager's/Supervisor's View", and "Logout". The main content area has two sections: "INJURY REPORTS SUBMITTED BY OTHERS" with a brief description, and "YOUR SUBMITTED INJURY REPORTS" with a message stating that no reports have been submitted yet.

4. Any field containing an asterisk (*), must be completed or the form will error upon submittal. If this occurs, a box will pop up listing the required fields that were left blank and will place a red box around them in the actual report to easily locate them. Once the missing fields are completed, click “submit” at the bottom of the form.

Selecting the correct university affiliation in Part 1 is critical because this section dictates which fields appear on the form. For example, much less information is requested of a campus visitor versus a permanent university employee. Please keep in mind that the university affiliation is what the person was at time of incident. For example, they might be a full-time employee but got hurt while exercising at the Student Recreation Center. In this instance, “visitor” should be selected because they weren’t working or doing anything for work at the time of the incident.

The screenshot shows the BGSU Illness Injury Form submission page. The header is identical to the previous page. The sidebar on the left remains the same. The main content area is titled "INJURY/ILLNESS FORM" and includes instructions: "This report must be submitted for any injury or illness within 24 hours of occurrence. Call 911 for serious injuries or emergencies. For Questions: This form is submitted to Environmental Health and Safety. If you have any questions, please contact us at [419]372-2171 or envhs@bgsu.edu". A note states: "All fields marked with an asterisk are required." The form is divided into two parts: "PART 1: *UNIVERSITY AFFILIATION (CHECK ONE)" with radio button options for Permanent Employee, Temporary Employee, Student Employee, Contractor, Student, and Visitor; and "PART 2: INJURED/ILL PERSONS INFORMATION" with text input fields for First Name, Middle Name, Last Name, BGSU ID#, and Phone, and a radio button selection for Gender (Male, Female, Other). A note specifies: "Use a '0' for the 'P' when entering one's ID #".

5. In Part 4: Medical Treatment, please pay close attention to the information box that pops up when “yes” is selected for “Did you seek medical treatment?”. If the medical treatment resulted in lost workdays or work restrictions (employee is unable to perform a routine daily or weekly task) per the treating physician, information supporting this and the corresponding timeframe must be submitted to Environmental Health and Safety.

PART 4

*Was medical treatment sought?

Did the injury/illness result in lost workdays or work restrictions?

*Cancer

*Chronic irreversible

*Fractured or broken

*Punctured ear

*Description of injury/illness

☐ Over-the-counter

☐ Prescription recommended

☐ Tetanus immunization

☐ Hepatitis B vaccine

☐ Rabies vaccine

☐ Cleaning, flu

☐ Wound covering

☐ Wound glue

☐ Sutures or staples

☐ Hot or cold treatment

☐ Non-rigid supports (elastic bandages, wraps, non-rigid back belts)

☐ Rigid supports (rigid/hard stays or systems meant to completely immobilize parts of the body)

Documentation Needed

The injured/ill person is required to submit paperwork to our department that supports days away from work or work restrictions (usually in the form of a "Physician's Report of Work Ability" form). This can be done in one of the following ways:

1. Email at envhs@bgsu.edu;
2. Fax at 419-372-2194; or
3. Dropping off in person or sending through interoffice mail to "Environmental Health and Safety - Huntington building".

Please ensure the documentation contains injured/ill person's name and date of injury. Thank you!

If individual seeks medical attention in the future for injury, please re-submit this page fully completed.]

by a physician or other licensed health care professional?

☐ No

☐ No

☐ No

☐ No

in the container

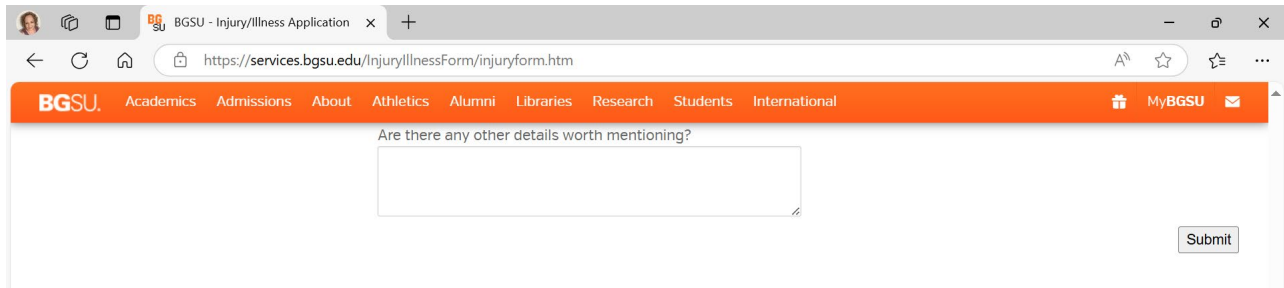
tions taken at a higher dose than indicated on the container as

fly bandages, steri-strips]

NOTE: The injured/ill person, supervisor, and manager (if provided) can log into the system at any time to modify the medical treatment section of the report, which is the only section that can be modified once the report has been submitted. Modifications in treatment, days away from work, and days of restricted work/job transfer must continually be updated until the employee is released back to work fully. When modifications to this section are made, all parties mentioned above will be notified. The report will contain a timestamp indicating what changes were made and by whom. Any time the form is modified, “submit” must be clicked on to save the changes. This is not an autosave form.

6. In Part 6, it is required to enter the supervisor’s name and email if the injured/ill person is a BGSU employee. When the form is submitted, the supervisor is notified and will be able to log into the application to view the report. This is important because supervisors need to be aware of any potential hazards in the workplace so they can be addressed to prevent future incidents. It is optional though to include information for the next level up in supervision such as a Manager or Director. In addition, there is a text box at the very end asking if there are any other details worth mentioning. This text box can be used liberally to express anything about the incident that was not addressed elsewhere in the report.

7. Click the gray “Submit” box on the bottom right when finished. Upon doing so, the submitter will receive a “thank you” message on the screen. Please be patient in waiting for this message. Many times, submitters will click “submit” again, which results in duplicate reports.



The screenshot shows a web browser window with the address bar displaying <https://services.bgsu.edu/InjuryIllnessForm/injuryform.htm>. The browser's address bar also shows the page title "BGSU - Injury/Illness Application". The website's header is orange and contains the BGSU logo and navigation links: Academics, Admissions, About, Athletics, Alumni, Libraries, Research, Students, and International. On the right side of the header, there are links for "MyBGSU" and an email icon. The main content area of the form has a light gray background. It features a text input field with the placeholder text "Are there any other details worth mentioning?". Below this field is a gray "Submit" button.

8. Once the thank you message is received, click “Logout” on the left side of the screen.

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