



Michigan Technological University

Environmental Health and Safety

Who reports an incident on campus?
How do you report an incident on campus?

Who reports a safety incident?

University students and employees are required to report incidents that result in an injury, illness, chemical exposure, or property damage to their supervisor or instructor as soon as possible. The supervisor or instructor is required to investigate the circumstances surrounding the incident and summarize their findings on the incident and injury report form.

The safety of our students and employees is a priority for the University and, therefore, it is important to report injuries and property damage incidents so that appropriate corrective actions can be taken to prevent future incidents and improve our safety program. Employee injury reports are also necessary to manage billing for medical care and to comply with OSHA reporting requirements.

This form must be submitted by the Immediate Supervisor or other Responsible Individual within 24 hours of learning of an incident.



How do you report an incident and injury

To access the Incident and Injury Reporting Form, log in to [Experience](#) and select the Safety/Incidents Reporting link found under the **Work** tab. All fields with an asterisk are required for the form to be submitted. Please contact ehs-help@mtu.edu with any corrections or additional information related to an incident/injury arising after submission of the form.



Log into Experience

Go to the **Work** Tab - Safety/Injuries Reporting

The screenshot displays the Michigan Technological University website interface. At the top is a yellow header bar containing the university's logo (a cougar) and the text "Michigan Technological University" on the left, and a navigation menu with the following items: Home, Academics, Billing & Payments, Financial Aid, My Account, Quick Links, and Work. The "Work" tab is highlighted. Below the header, the page is divided into four main sections. The top-left section is titled "Quick Links" and contains a list of links: Michigan Tech Email, Canvas, Transportation Services, Library, Report a Concern, and MyMichiganTech. The top-right section is titled "My Account" and contains a list of links: Student Profile, Preferred Name/Pronouns, Guest Access, Change Password, Safety First Alert, and Emergency Contacts (with a note to choose "Personal Information" then scroll down). The bottom-left section is titled "Safety / Incident Reporting" and contains two links: Incident and Injury Report Form and Review Submitted Incident and Injury Forms. The bottom-right section is titled "Class Schedule" and contains one link: Class Schedule. Each section has a lock icon in the top right corner and a vertical scrollbar on the right side.

Michigan Technological University

Home Academics Billing & Payments Financial Aid My Account Quick Links **Work**

Quick Links

- Michigan Tech Email
- Canvas
- Transportation Services
- Library
- Report a Concern
- MyMichiganTech

My Account

- Student Profile
- Preferred Name/Pronouns
- Guest Access
- Change Password
- Safety First Alert
- Emergency Contacts
Choose "Personal Information" then scroll down

Safety / Incident Reporting

- Incident and Injury Report Form
- Review Submitted Incident and Injury Forms

Class Schedule

- Class Schedule

In Experience - Answer **YES** to the first question.

Did this incident involve a **personal injury** or **illness** or an **exposure** to a hazardous material?*

Yes - If it involves a student/faculty/staff you must answer **YES**

When you click **YES** the form populates to fill in the necessary information.

Did this incident involve a **personal injury** or **illness** or an **exposure** to a hazardous material?* ☒ Yes ☐ No

Injured Person

Employment Status*

Select One

Injury or Illness

Description of the injury or illness.* (50 character limit)

Identify what part of the body was injured and indicate the type of injury. Be specific. For example, "Chemical burn on the left hand;" "Strained lower back;" "broken left collar bone;" "scalp laceration;"

Was the individual being paid by the University and engaged in official duties or responsibilities when the injury / illness or exposure occurred?* ☐ Yes ☐ No

Did the incident involve a loss of consciousness? ☐ Yes ☐ No

Did the incident involve a fatality?* ☐ Yes ☐ No

Response to the Injury

Was first aid or other medical treatment given?* ☐ Yes ☐ No

Describe the Incident

While describing the incident, please do not include any personally identifiable information (PII) pertaining to individual(s) involved in the incident (e.g., no names, phone numbers, gender pronouns such as he/she); instead reference by using "the employee", "the student", "the visitor", etc.

Date of Incident (MM/DD/YYYY)*

Time of Incident (HH:MM)*

AM

Building Where Incident Occurred*

Select One

Describe the events or situation immediately before the incident occurred.* (1500 character limit)

Give a short summary of the situation or events that occurred just prior to the incident. If applicable, include equipment, materials or tools in use as well as individuals present. Please be as specific as possible without using PII.

Injured Person

Employment Status*

Faculty or Staff (full time, visiting or temporary) ▼

Injured Person's Personal Information

M-Number*

M65647551

First Name*

Heather

Middle Initial

L

Last Name*

Chosa

Date of Birth (MM/DD/YYYY)*

01/01/2006

Gender*

Female ▼

Injured Person's Contact Information

Local Address*

1400 Townsend Drive

City*

Houghton

Zip*

49931

Phone Number*

9064872030

Injured Person's University Information

Department*

Environmental Health & Safety

Job Title*

EHS Support Specialist

Category of Work Performed*

Select One ▼

Employee Class*

Select One ▼

Date of Hire (MM/DD/YYYY)*

06/13/2022

Years of Experience (in present position)*

Injury or Illness

Description of the injury or illness.* (50 character limit)

Identify what part of the body was injured and indicate the type of injury. Be specific. For example, "Chemical burn on the left hand;" "Strained lower back;" "broken left collar bone;" "scalp laceration;"

Was the individual being paid by the University and engaged in official duties or responsibilities when the injury / illness or exposure occurred?* ☐ Yes ☐ No

Did the incident involve a loss of consciousness? ☐ Yes ☐ No

Did the incident involve a fatality?* ☐ Yes ☐ No

Response to the Injury

Workers' Compensation

Workers' Compensation is a form of insurance providing wage replacement and medical benefits to employees who suffer job-related injuries and illnesses.

Michigan Tech uses Comprehensive Risk Services (CRS) as our Worker's Compensation insurance carrier. Anytime a job-related incident involving any kind of treatment, including first aid, occurs a claim is opened with CRS so any medical bills can be handled by this insurance.

The incident and injury report is what Human Resources uses to start the claim with CRS. We need the incident report as soon as possible to get all the information needed in regards to both the incident and the employee in order to get a claim number for the employee so we can be sure any medical bills are properly routed to CRS.

Human Resources will reach out to the employee to give them the claim number and to let them know what paperwork their provider may need to give them so everything can be properly recorded for both the Worker's Compensation insurance and the MIOSHA reporting.

***If medical treatment is needed please DO NOT have the employee wait for the claim number to get treatment, they can tell the hospital it is a work injury and we will follow up with the claim number as soon as we have it.**

Common questions EHS gets asked.

Why do I need to complete for injury/incident report?

*If the form is not completed the employee will be responsible for medical bills.

What do I do if the incident happens after business hours?

*The form needs to be completed the next business day by the Supervisor.

I tried to submit the form and receive an error message?

*The form is time sensitive and all fields with an * must be completed

Should I call 911 if someone is injured on campus? YES

If I called 911 and MTU EMS/Public Safety arrive do I need to fill out the form? **YES**



Should you contact the university insurance company directly - NO

When you submit an incident report the process will start to have Human Resources start a Workmans Comp claim. Jennifer will email you a copy workmans comp claim information when the incident report is received.

What questions do you have?

Reminder for Winter - Slips, trips and falls

Call 906-483-SNOW (7669)

