

## Incident Reporting Frequently Asked Questions:

### What is considered an “incident”?

A workplace injury which occurs on the job. Examples of injuries include bruises, cuts, scrapes, strains, etc.

### When do I need to report an incident?

Within 24 hours of notification of the incident.

**Note:** If an employee reports an injury after some time has passed, it is still important to document and address the report. It is the supervisor's responsibility to ensure incident forms are filled upon initial awareness of the injury.

### How do I report an injury?

Supervisors fill out this [form](#) and employees fill out this [form](#), both of which can be found through the following web pages:

UW Risk Management: [Injury and Incident Reporting – Division of Business Services – UW–Madison \(wisc.edu\)](#).

Inside FPM: [Forms – Inside FP&M – UW–Madison \(wisc.edu\)](#)

### What do I need to include in the report?

Please provide as much detail as possible, such as:

- Role of injured employee
- How they were injured
- What they were doing
- Where they were injured
- A timeline of the events that took place leading up to the incident.

*Determine the root cause analysis on the report by answering the “5 Whys”*

**Note:** There is a ‘social security’ section on the incident report forms. You do NOT need to complete this section.

### **Who or where do I submit the form to?**

Please scan and email both report forms to FPM HR Manager Rebecca Rohde ([Rebecca.rohde@wisc.edu](mailto:Rebecca.rohde@wisc.edu) - located at 30 N. Mills St.) An EHS team member will follow up with questions or clarification to the report.

**Note:** The employee and supervisor forms will be viewed by FPM HR, the Worker's Compensation team, and EHS.

### **What are corrective actions? How do I determine what actions are needed?**

Corrective and Preventative actions are required to eliminate the risk of another injury or by mitigating other hazards. A good way to determine what actions are needed is by asking the effected employee and yourself:

- Is there a way we can eliminate the risk completely? How?
- Can we substitute the hazard with something less harmful?
- Can we protect employees from the hazard?
- Can we implement a procedure to help others to perform this task?
- Is PPE available to employees and easily accessible?

### **Who do I contact if I have any questions about this process?**

#### **EHS Customer**

##### **Service**

608-265-5000  
[EHS@wisc.edu](mailto:EHS@wisc.edu)

#### **Karl Stelzer**

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