



## How to File an Employee Incident Report

### Incident Process

1. Incident occurs
2. Employee reports the injury to the supervisor within 24 hours.
3. Supervisor reports the incident to Environmental Health and Safety ([EHS@clark.edu](mailto:EHS@clark.edu)) before the end of the shift in which the incident occurred.

The notification shall include:

- injured employee's name
  - date/time of injury
  - injury type
  - Whether the employee will be seeking medical attention.
4. If an employee wishes to go to the doctor, they should first speak with a member of Environmental Health and Safety (if possible). Note: An injured employee can go to any physician to seek medical attention; however, a provider must be part of the Washington State Provider Network to continue treatment.
  5. Employee completes sections 1-5 of the Employee Incident Report Form and provides it to their supervisor within 24 hours. Supervisor signs then sends the completed form to EHS before the end of the shift in which it was received, or the next business day if received at the end of the shift. Note: If the incident is an emergency, the [Employee Incident Report Form](#) should be completed as soon as reasonably possible.
  6. Supervisor completes the [Supervisor's Incident Report](#) within five days of the incident and sends it to EHS.
  7. EHS must have a doctor's note, including restrictions, modified duty, or full release before the employee returns to regular work duties.
  8. Work with EHS and Human Resources throughout the injury process to communicate and manage changes and needs.

### Employee Incidents

([clarknet.clark.edu/adminservices/risk/ehs/incident-management/employee-incidents.php](http://clarknet.clark.edu/adminservices/risk/ehs/incident-management/employee-incidents.php))