

## How to Use Employer's First Report:

### Employees:

The link to the reporting system is found here: <http://ehs.ucop.edu/efr>

1. Log in
2. Click on Create Claim
3. Click on the I am the employee
4. Follow the instructions
5. Work through to the bottom and click Save

As supervisor (PI or myself), you will need to complete your section of the injury report (att.) by interviewing the employee and obtaining further details, establishing the cause and what contributed to the injury and then deciding on the prevention action, who will complete the prevention and what the 'due date' is.

### Supervisors:

The link to the reporting system is found here: <http://ehs.ucop.edu/efr>

- 1 Log in
- 2 Click on Manage Claims
- 3 Click on the Employee Name
- 4 Click on the Investigation Information tab
- 5 Click on the Start Investigation button
- 6 Fill in the Employer Knowledge Date field
- 7 Click Save which will activate the links on the right
- 8 Start with the top link Employee Interview & Investigation, work through to the bottom and click Save

You will establish injury prevention action items through the investigation process indicated above and set a completion due date. You will receive a reminder notice later to update the Preventive Action tab as the action item gets completed.

If you wish to complete the Preventive Action item immediately, here are the instructions starting from the home screen:

1. Click on Preventive Actions
2. Click on the Due link located on the right side of the row containing the employee name
3. Fill in the Actual Completion Date field
4. Click Save

If you have any questions please let me know. If the PI is wanting to do the Employer section, please let me know ASAP and complete it promptly. Otherwise, I will reach out to the employee to follow up and complete the process.