UC RIVERSIDE
Environmental Health & Safety

Everyone working on campus is asked to report all workplace injuries, exposures, or illnesses to their supervisor and EH&S as soon as possible. In the case of an injury, using the EH&S reporting tool can help to coordinate response and care. For accidents and near misses, EH&S assists in determining root causes and corrective actions to help improve safety. Use the EH&S online reporting form to simplify the process of reporting all injuries and incidents for employees and non-employees.

## When should you report?

Injury reporting requirements and steps are fully outlined in the campus Injury and Illness Prevention Plan (IIPP).

- If the injury or accident is serious or requires emergency response, **immediately provide first aid (if needed) and call 911.** Delaying aid response can increase the severity of the injury or damage.
- Report the injury to your supervisor and/or department management as soon as you can. You should not wait for a diagnosis. It is okay to ask someone else (spouse, co-worker, friend, etc.) to report on your behalf.
- Once the situation has stabilized and it is safe to do so, submit an Incident Report to EH&S. If the injured person is an employee, the form will connect you to Employee First Report (EFR) system. Incident reports should be completed within four (4) hours of the injury to comply with reporting requirements for certain types of injuries.

## How do you report?

Scanning the QR code to the right will take you directly to the Incident reporting form. The reporting form is available at the top of all UCR EH&S webpages, click on "Report an Incident, Injury, or Safety Concern." After reporting, you will be contacted by EH&S for follow up.

## CONTACT US
**Phone:** 951-827-5528
**Email:** ehslaboratory@ucr.edu
**Website:** https://ehs.ucr.edu
**Report an Incident, Injury or Safety Concern** Here

*Questions?*