Electronic First Report
V2

EMPLOYER INVESTIGATION
April 2014
Employer's First Report

Employer's First Report is a web-based application that allows employers to report work-related injury or illness. This application allows claim administrators and supervisors to track initial causes of injuries and verify that corrective actions have been taken to reduce the likelihood of repeat injuries.

University policy requires that any work-related injury or illness be reported to Workers' Compensation within 24 hours.

PLEASE NOTE: Completing this form is not an admission of university liability. It is a tool to gather all relevant facts so the incident may be investigated.

If you have any problems accessing the Employer's First Report of Injury or Illness, please contact UC ERM Help Desk.

(1) Navigate to: https://ehs.ucop.edu/efr

(2) Login to EFR
(4) To locate appropriate claim, enter the Manage Claims tab.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Create Claim - Enables you to report a new injury or illness incident for any University of California employee</td>
</tr>
<tr>
<td></td>
<td>My Claims - Allows you to view your personal claims</td>
</tr>
<tr>
<td>Management</td>
<td>Manage Claims - Allows you to manage others’ claims</td>
</tr>
<tr>
<td></td>
<td>Preventive Actions - Allows supervisors, claim administrator, and group members view and update preventive actions status</td>
</tr>
<tr>
<td></td>
<td>Work Status - Allows supervisors, claim administrator, and group members to update employee work status information</td>
</tr>
</tbody>
</table>

**Employer Investigation**

**Employer’s First Report of Injury**

*A University of California EH&S System*

**Personal**

- Create Claim - Enables you to report a new injury or illness incident for any University of California employee
- My Claims - Allows you to view your personal claims

**Management**

- Manage Claims - Allows you to manage others’ claims
- Preventive Actions - Allows supervisors, claim administrator, and group members view and update preventive actions status
- Work Status - Allows supervisors, claim administrator, and group members to update employee work status information

**Think safe. Act safe. Be safe.**
Employer Investigation

List is sortable by Dates, Names, Departments, or Investigation Status.

Filter defaults to claims submitted in last 60 days.

(5) Choose which claim to work with by clicking on name.
(6) Default view opens to the Employee information tab.
(7) Click on the Investigation Information tab.
(8) Click Start Investigation

**Employer Investigation**

Incident Report: Employer Investigation & Statement

**ERIC KVIGNE**

**RISK MGMT PROPERTY & LIABILITY**

**Employer knowledge date**

- Employer knowledge date

Date when employer first became aware of the incident

- Save
- Cancel

(9) Enter Employer Knowledge Date then click Save.

**Acknowledge incident by saving employer knowledge date to**

- Employee Interview & Investigation
- Questionnaire for recording employee interview & statement
- Incident Initial cause
- Questionnaire for recording incident initial causes
- Record Contributing Factors & Activities
- Questionnaire for recording incident contributing factors & statement
- Preventive Actions & Statement
- Record preventive actions & status
- Investigation Completion & Additional Information
- Set Investigation completion & additional information

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(10) Investigation buttons become active. Start at the top by clicking on Employee Interview & Investigation.


(11) Identify Investigation details.

(12) Click Save when done to move to next section.

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(12) Identify Initial Causes. Check all that may apply.

- Struck by or against object.
- Caught in/under/between object
- Fall/Slip/Trip
- Material handling or lifting
- Repetitive motion
- Chemical exposure

Patient Handling opens drop down list.

Employer Investigation

☐ Sharps (i.e. needle stick, cut, stab, incision, or skin penetration)

Please describe: Sharps (i.e. needle stick, cut, stab, incision, or skin penetration)

☐ Animal bite

☐ Other

Please describe: Others causes if any that are not listed above.

(13) When all applicable entries are complete, click Save to move to the next section.

**Employer Investigation**

**Incident Investigation - Record Contributing Factors**

<table>
<thead>
<tr>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Equipment failure</td>
</tr>
<tr>
<td>☐ Equipment unavailable</td>
</tr>
<tr>
<td>☐ Improper equipment or material used for the job.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Protective Equipment</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Training/Experience</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Policy/Procedure</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Work Area</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Employee fatigue</td>
</tr>
<tr>
<td>☑ Unbalanced or poor position or motion</td>
</tr>
<tr>
<td>☐ Incorrect procedures used for task</td>
</tr>
<tr>
<td>☑ Other unsafe practice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistance</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Animal (explain below)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Factors (explain below)</th>
</tr>
</thead>
</table>

(14) Identify Contributing Factors. Each section expands to reveal additional factors.

(15) When complete, click Save to move to next section.

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(16) Identify Preventive Actions needing completion.

(16a) Preventive action defaults to Supervisor - but can be changed.

(16b) Identify when preventive action will be completed.

(17) When complete, click on Save to move to the next section.
(18) Check the Completed Investigation button only if employer investigation is complete.

(19) Click save to finish Employer Investigation questions.

Note that Investigation button cannot be checked unless Employee Interview has been completed.
If all portions of Employer Investigation completed; no further work to do.

However-
If additional work up was required and entered into the Employer Investigation tab; ultimately the Completed Investigation button will need to be checked.

Continue to next pages to close out an investigation.
(1) Click on the Home button to get back to main page.

(2) Click on Manage Claims button to get back to claim list.
(3) To find those claims with incomplete investigations, sort by the Investigation Complete column. (press the green text to change sort). Those rows missing the check mark mean the investigation is incomplete.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Supervisor</th>
<th>Submit Date</th>
<th>Injury Date</th>
<th>Investigation Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>GREWAL, RAJBIR</td>
<td>INFORMATION TECHNOLOGY SVGS</td>
<td>PEREIRA, ERIC</td>
<td>03/19/2014</td>
<td>03/19/2014</td>
<td>[ ]</td>
</tr>
<tr>
<td>ROMERO, CHRISTINE</td>
<td>INFORMATION TECHNOLOGY SVGS</td>
<td>GREWAL, RAJBIR</td>
<td>03/18/2014</td>
<td>03/18/2014</td>
<td>[ ]</td>
</tr>
<tr>
<td>ROMERO, CHRISTINE</td>
<td>INFORMATION TECHNOLOGY SVGS</td>
<td>[ ]</td>
<td>03/24/2014</td>
<td>03/24/2014</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

(4) To work on any claim, click on the name in blue.

Employer Investigation

(5) Default view opens to the Employee information tab.

(6) Click on the Investigation Information tab.

(7) Click Start Investigation
(8) To finish investigation, click on the last section - Investigation Completion & Additional Information.

(9) Check the box and note additional information.

(10) Click Save
Manage Claims

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<td>INFORMATION TECHNOLOGY SVCS</td>
<td>PEREIRA, ERIC</td>
<td>03/19/2014</td>
<td>03/19/2014</td>
<td>✓</td>
</tr>
<tr>
<td>KVIGNE, ERIC</td>
<td>RISK MGMT PROPERTY &amp; LIABILITY</td>
<td>CHEUNG, ANDIE KWUN CHUN</td>
<td>03/25/2014</td>
<td>02/05/2014</td>
<td>✓</td>
</tr>
</tbody>
</table>