University of South Alabama Incident Reporting System
Getting Started

Report injuries to your supervisor IMMEDIATELY.

An incident report must be completed within 72 hours of the incident. Out-of-pocket expenses and/or reinstatement of time will not be considered if an incident form has not been submitted.

Before You Begin
Gather the following mandatory information:

- Name
- Address
- Phone Number
- Affiliation
- Date of Birth
- Incident Date
- Date Incident Reported
- Description of Incident
- Contributing Factors (if any)
- Location of Incident
- Type of Injury
- Location of Injury
- Was Treatment Received? If so, where?
- Name of Witness (if applicable)
- Witness Phone Number
Log-on Screen

- Hospital employees will use the USADIR directory to sign in.
- All others, log on using your Jag Mail name and password used to access your Jag Mail.
Incident Entry

All employees and students should provide a Jag Number when reporting an incident. Visitors will not have a Jag Number, therefore just click on the submit button to advance to the next section.
Incident Entry - Part One

All fields denoted with a * must be completed in order to complete the reporting process.

Enter detailed description of incident and contributing factors.

Click on the drop down box to enter affiliation information.

This information will be automatically entered when Jag Number is entered.

Use dropdown box for location of incident.
Multiple injuries from a single incident can be entered one at a time by using the dropdown box for type and bodily location of each injury.

Witness information must include the witness’ name, USA affiliation, and phone number.

Attachments such as pictures or other documentation may be attached to report.

When form is completed click on the box and then click Finish. Keep a log of your report numbers.
Email Notification

You will receive an email when you have an incident for review.
An employee in the Grounds Department is injured while planting shrubs outside of the Mitchell Center. The individual in the Grounds Department who is responsible for entering the information into the Incident Reporting system gathers the information required and enters it into the system.

The Incident Entry system creates Incident Review records for the User Groups that should review this particular Incident.

- Risk Management and Attorney records are created for all incidents.
- Based on where the incident occurred records are created for Administration, Human Resources, Safety Officer, and Employee Health (if applicable.)
- Based on the employee’s Banner Department Code and the pre-configured Review Departments one or more Department Review records are created.

The system sends an email to everyone in all of the associated review groups notifying them of the Incident and providing a login link.

Example:
- The employee’s supervisor receives an email. He clicks the link, logs in, and provides a Departmental Review for Grounds.
- The Director of Facilities Management also gets an email since Grounds is part of Facilities Management. The Director of Facilities Management clicks on the link, logs in, and provides a Departmental Review for Facilities Management.
- Campus Safety Officer, Campus Administration, Campus Human Resources, and USA Attorney follow the same procedure upon receipt of e-mail.
- When the incident has been reviewed and comments are made by the appropriate individuals the Office of Risk Management will review and close the file.