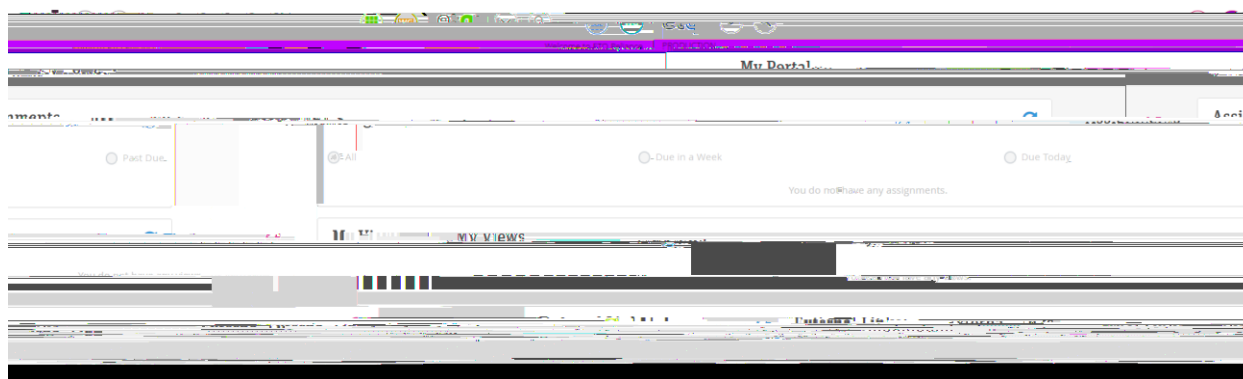


Website: <https://kennesaw.etq.com/prod/rel/#/app/auth/login>

Username: Net ID only, not full password

Password: The same password used for all KSU-related programs

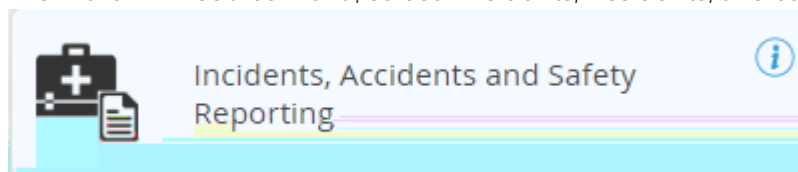
Once you sign in, you should see your dashboard which looks like this:



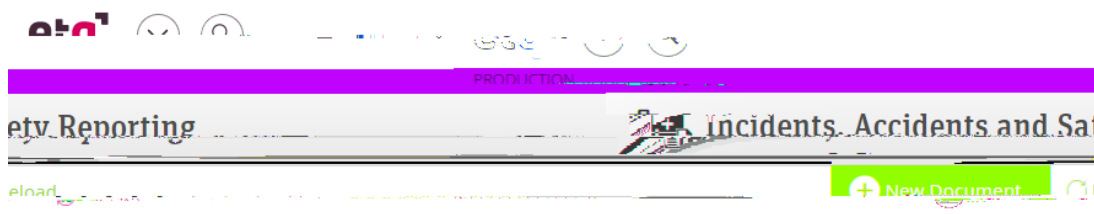
If you have any previous incidents, audits, CAPAs, etc., that have been initiated or started they would show up here under "Assignments."

To initiate an incident, select the waffle menu icon at the top right-hand corner of the screen , then select "All modules."

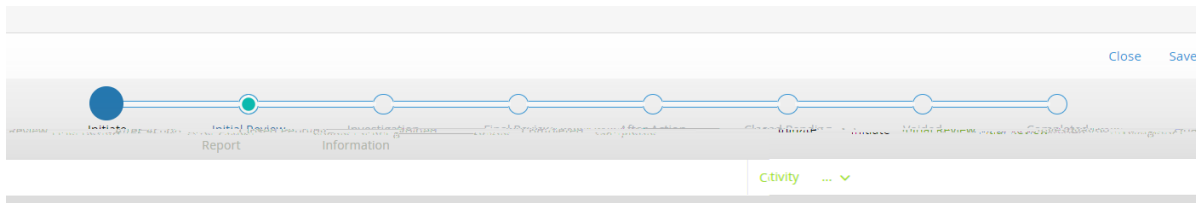
From the All Modules menu, select "Incidents, Accidents, and Safety Reporting."



From this screen, select "+ New Document," then "Incident - Initiate."



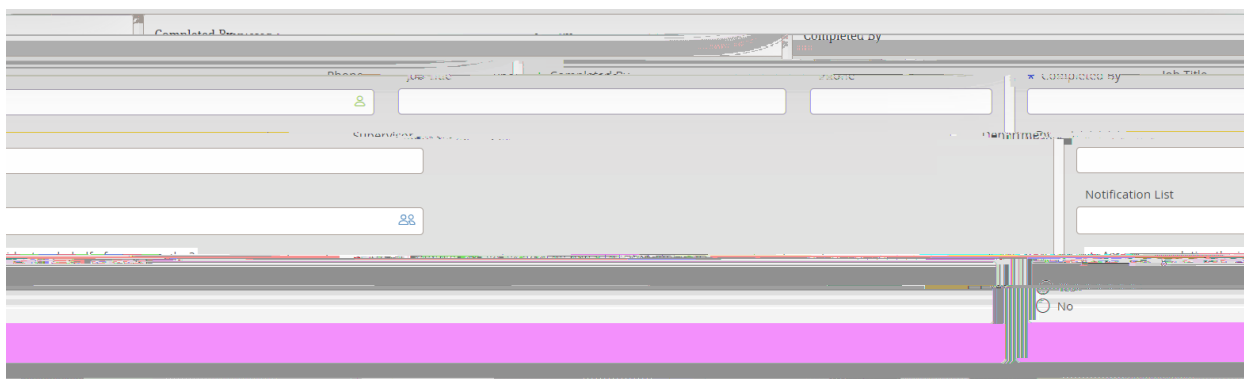
The bar at the top is your workflow. The workflow tells you which phase the document is in. When initiating a new document, the workflow will look like this until you save the document (please note you may not see all these options on your workflow – it will depend on your permissions).



Once the document is saved, the creation initiate date will appear in the workflow and an incident number will be assigned.

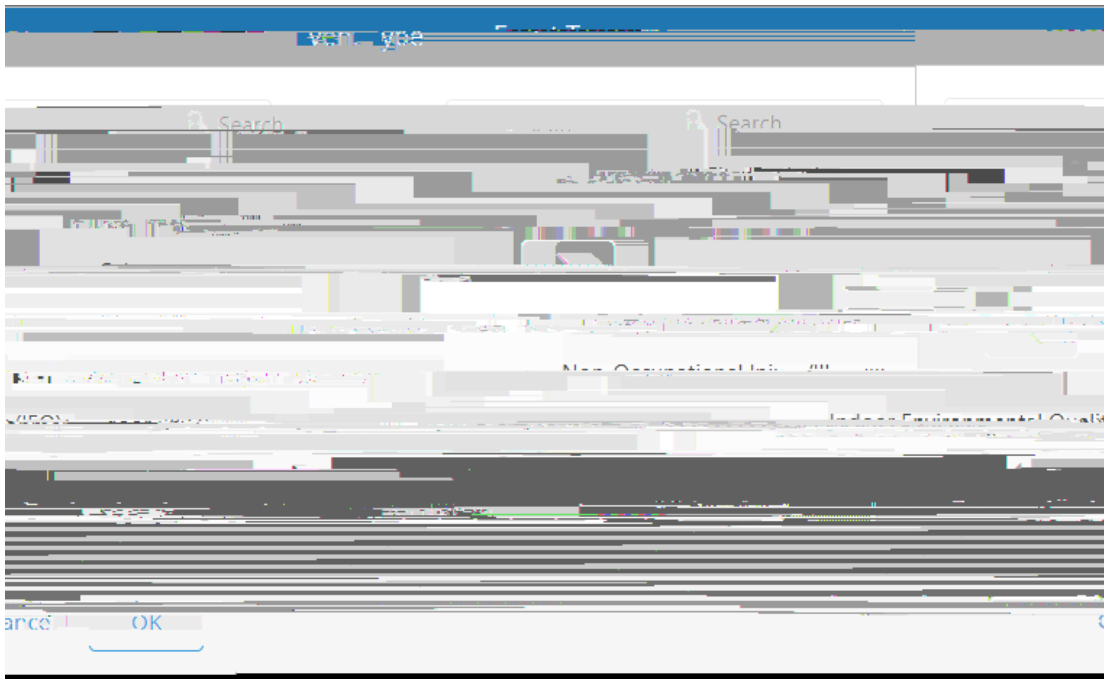


Now it is time to begin entering information about the injured party by filling out the "Completed By" section. \*Please note all required information is denoted with a red asterisk – this information must be filled out for the document to be submitted.

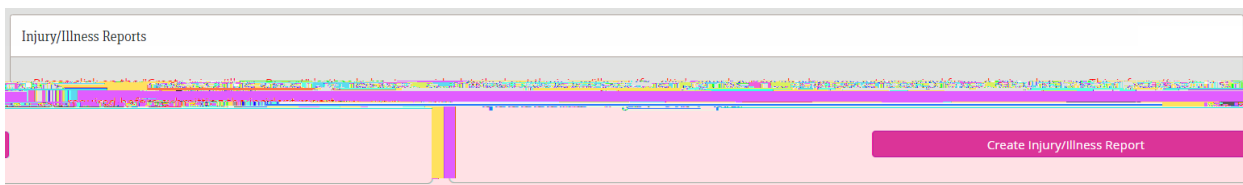




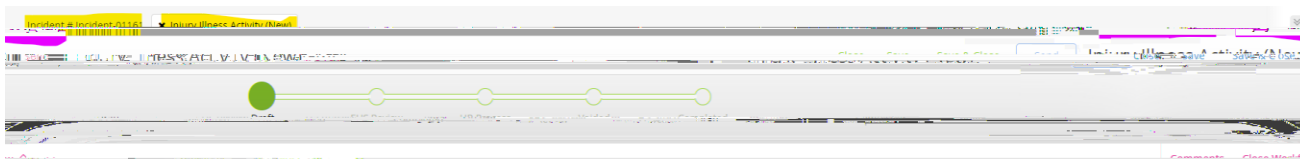
You may choose more than one options for "Event Type." Click on each event type that applies, then select the ">" button to move the event type(s) to selected. Once you are done, click "OK."



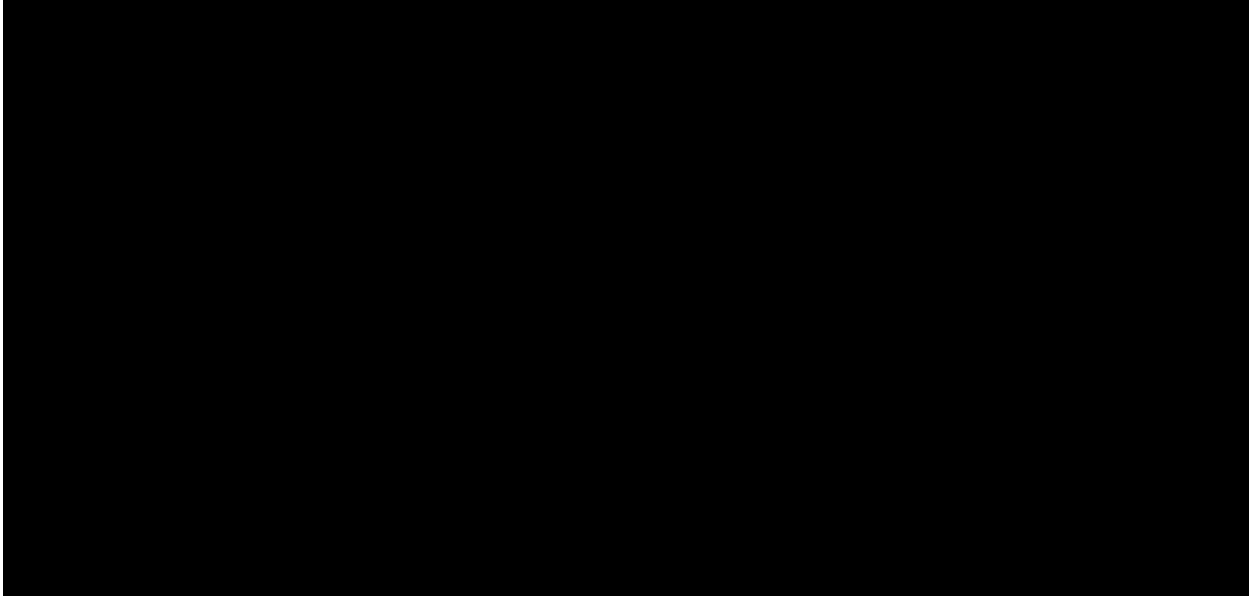
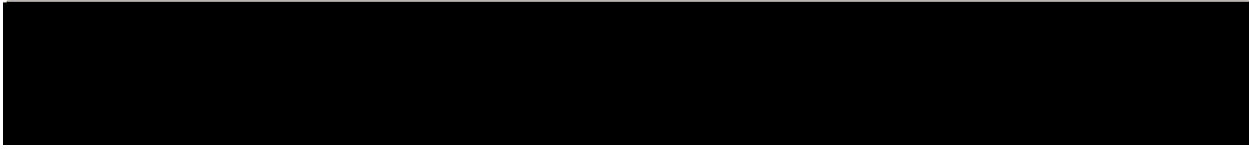
If "Injury/Illness" is selected, an additional information box will appear for you to create a sub-form, the Injury/Illness Report." Click, "Create Injury/Illness Report" to be taken to the sub-form.



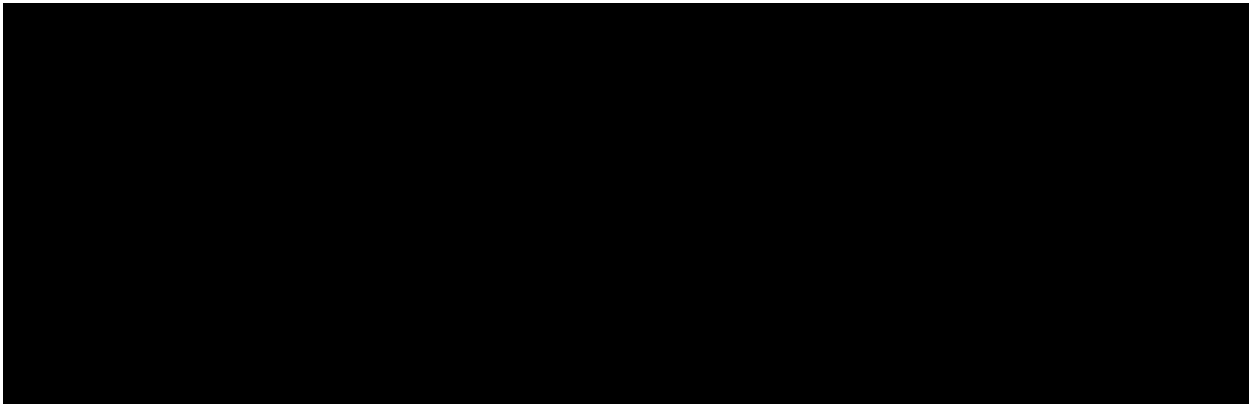
Tip: You can easily move back and forth between your Incident Report and Injury and Illness report by using the tabs at the top of the screen.



Begin completing the Injury/Illness Report by entering in the Personal Information of the affected person. Please note that some information will auto-populate from the Incident Report into this form.



Next, complete the Injury/Illness Information.



If you select "Yes" to "Did you require medical attention?" an additional information box for Treatment Information will appear.

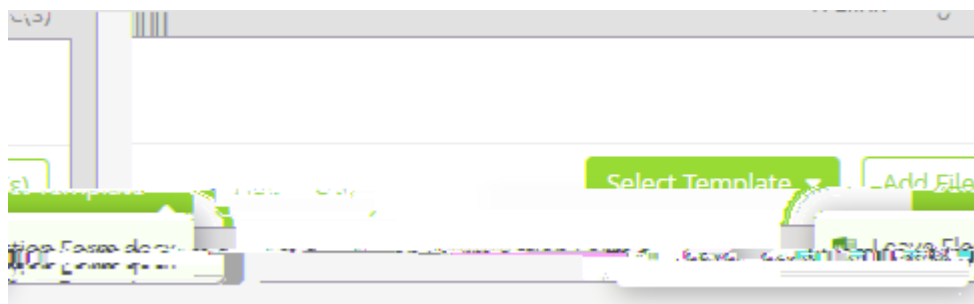


The screenshot shows a form titled "Treatment Information". It contains several input fields for personal information: "State", "Zip", "Street", and "City". Below these fields are two dropdown menus, one for "Sex" and one for "Race".

Next, you will select how you would like to be paid if you lost time from work due to this injury/illness. You will also be prompted to submit a Leave Election Form.

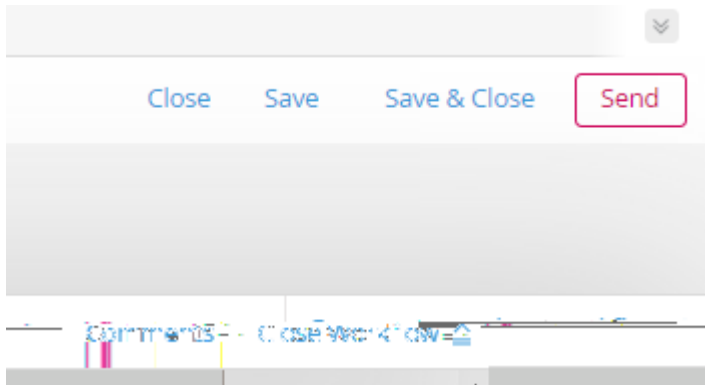


The screenshot shows a form titled "Leave Election". It features a large text area for notes and a "No Files" button. At the bottom, there are two buttons: "Add File" and "Select Template".



This is a close-up view of the bottom portion of the "Leave Election" form. It highlights the "Select Template" and "Add File" buttons, which are green with white text. Below them, the "Add File" button is shown again, along with a "Leave File" button.

Once all information has been completed, select the "Send" button found in the top right-hand corner of the screen. This is a very important step, and your Injury/Illness Report will not be submitted until you hit "Send." Please note that you may be prompted to save the document before sending. If so, select the "Save" button first. This will save the document and generate an Injury Illness Activity Report number.



The Injury/Illness Report will now be sent to Human Resources (HR).

After hitting send, you will be brought back to your Incident Report to complete the final three sections.

A screenshot of a form section titled "Witness Information". Below the title, there is a question: "★ Were there any witnesses?". Underneath the question, there are two radio button options: "Yes" and "No". The "Yes" option is currently selected.

If you select "Yes" to "WerR





The next section is about whether reporting agencies were involved. If you select "Yes" stating either KSU Police were involved and/or other agencies were involved, additional information boxes will generate.

The screenshot shows a web form titled "Reporting Agencies". It features two radio buttons: "Yes" (which is selected) and "No". Below the form, there is a message "No records to display" and two buttons: "Remove" and "Add Reporting Agency".

The final section asks if there were any immediate measures taken to correct/contain the problem. If "Yes" is selected, an additional information box will generate.

The screenshot shows a web form titled "Initial Containment Action". The top part of the form is blacked out. Below that, there is another "Initial Containment Action" section. This section includes a "Save" button and a "Details" link. Below this, there is a detailed form with several input fields, including "Initial Containment Action Details", "Initial Containment Action Details", "Initial Containment Action Details", and "Initial Containment Action Details". There is also a "Save" button and a "Details" link.

Once all information is completed, you are ready to send the document to the next phase which notifies the EHS Department of the incident. From there, we will assign someone to investigate the incident, so be prepared to be contacted.