

Injury & Illness Reporting - Investigations

Getting Started

- To conduct an injury or illness investigation you will need to login to RSS Platform either by selecting the link in the notification you received

You are receiving this message because _____ has been reported as having a new work related injury or illness.

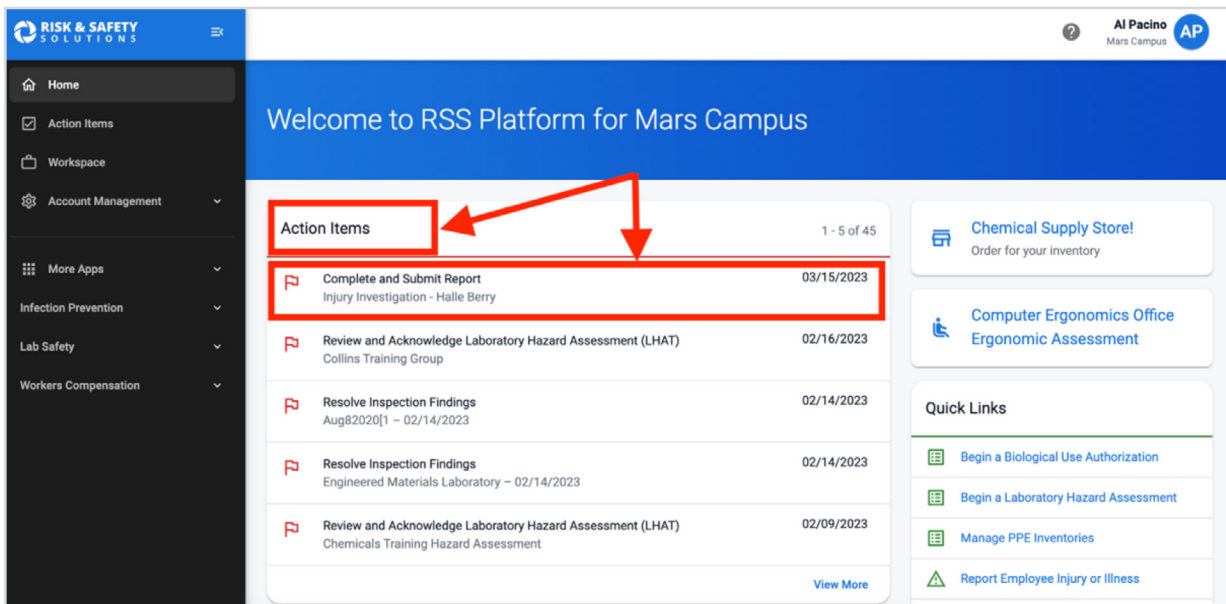
You, _____ are indicated as the supervisor for this employee on the report. If this is incorrect, please correct the Workers Comp Claims Analyst to get this updated as soon as possible.

OSHA mandates our injuries to be investigated and action taken to prevent reoccurrences. The Claims Analyst will use information found in injury investigations to in the claim submittal.






The link to the reporting system is found [here](#)

If you have questions, please contact the Risk & Safety Solutions Service Desk at service@RiskandSafety.com

- Or by going directly to <https://app.riskandsafety.com> and selecting the report from the “Action Items” section of the RSS Platform homepage



Welcome to RSS Platform for Mars Campus

Action Items	1 - 5 of 45
 Complete and Submit Report Injury Investigation - Halle Berry	03/15/2023
 Review and Acknowledge Laboratory Hazard Assessment (LHAT) Collins Training Group	02/16/2023
 Resolve Inspection Findings Aug82020[1 - 02/14/2023	02/14/2023
 Resolve Inspection Findings Engineered Materials Laboratory - 02/14/2023	02/14/2023
 Review and Acknowledge Laboratory Hazard Assessment (LHAT) Chemicals Training Hazard Assessment	02/09/2023

[View More](#)

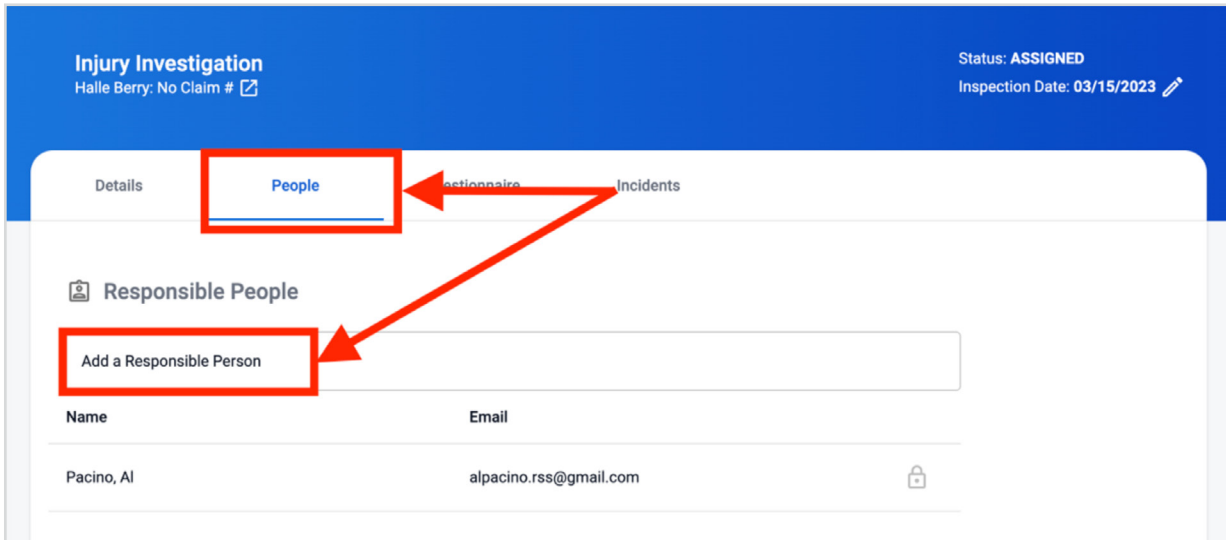
Chemical Supply Store!
Order for your inventory

Computer Ergonomics Office
Ergonomic Assessment

Quick Links

- [Begin a Biological Use Authorization](#)
- [Begin a Laboratory Hazard Assessment](#)
- [Manage PPE Inventories](#)
- [Report Employee Injury or Illness](#)

- Select the “People” tab to enter additional investigators. Search by name or email in the “Add a Responsible Person” field



Injury Investigation
Halle Berry: No Claim # [🔗](#) Status: **ASSIGNED**
Inspection Date: 03/15/2023 [✎](#)

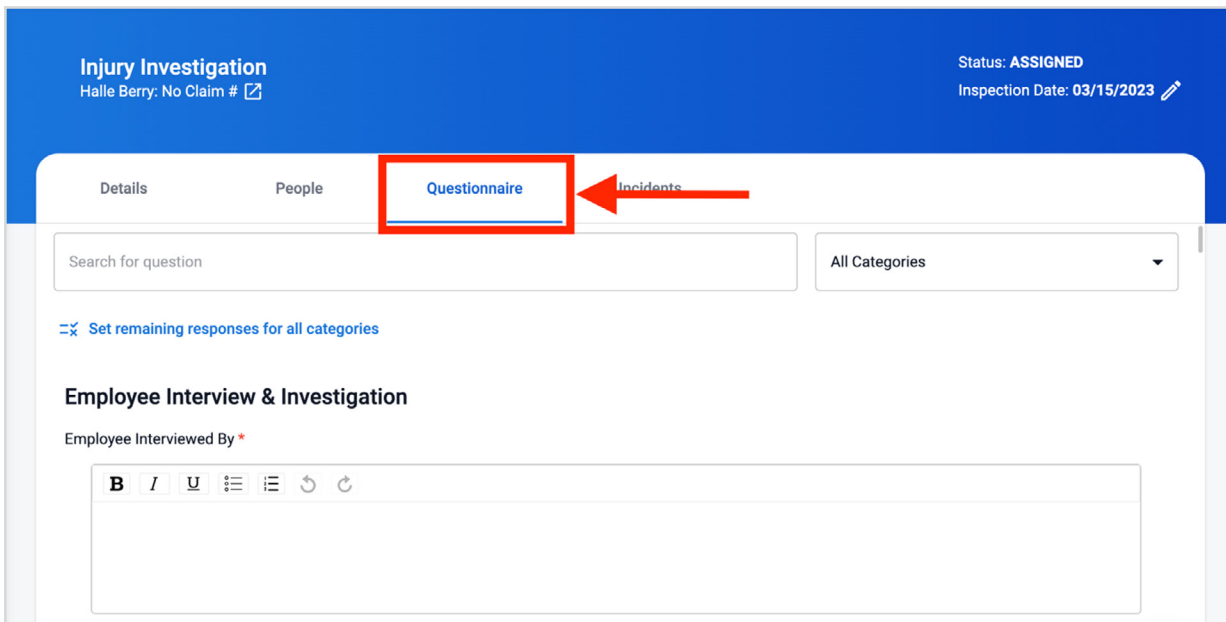
Details **People** Questionnaire Incidents

Responsible People

Add a Responsible Person

Name	Email
Pacino, Al	alpacino.rss@gmail.com 🔒

- Select the “Questionnaire” tab to answer the questions relating the injury/illness investigation
- Answer all required questions on the investigation form



Injury Investigation
Halle Berry: No Claim # [🔗](#) Status: **ASSIGNED**
Inspection Date: 03/15/2023 [✎](#)

Details People **Questionnaire** Incidents

Search for question All Categories [▼](#)

[🔗](#) Set remaining responses for all categories

Employee Interview & Investigation

Employee Interviewed By *

B *I* U [☰](#) [☰](#) [↺](#) [↻](#)

- Farther down the page, questions in the “Preventive Actions & Statement” section can include detailed information such as number of days to resolve and detailed instructions for correcting issues
 - Select the “X” for the desired question to identify this as a deficiency and be able to enter further comments, due date and action plan


Preventive Actions & Statement

Develop/revise safety procedures and update IIPP or Chemical Hygiene Plan





- Enter comments, action plan, days to resolve and attachments (images or documents).
- Select **Save Incident** when all data has been entered

Injury Investigation


Halle Berry: No Claim #




Action Plan

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Days To Resolve

 Attachments

 Upload Attachments

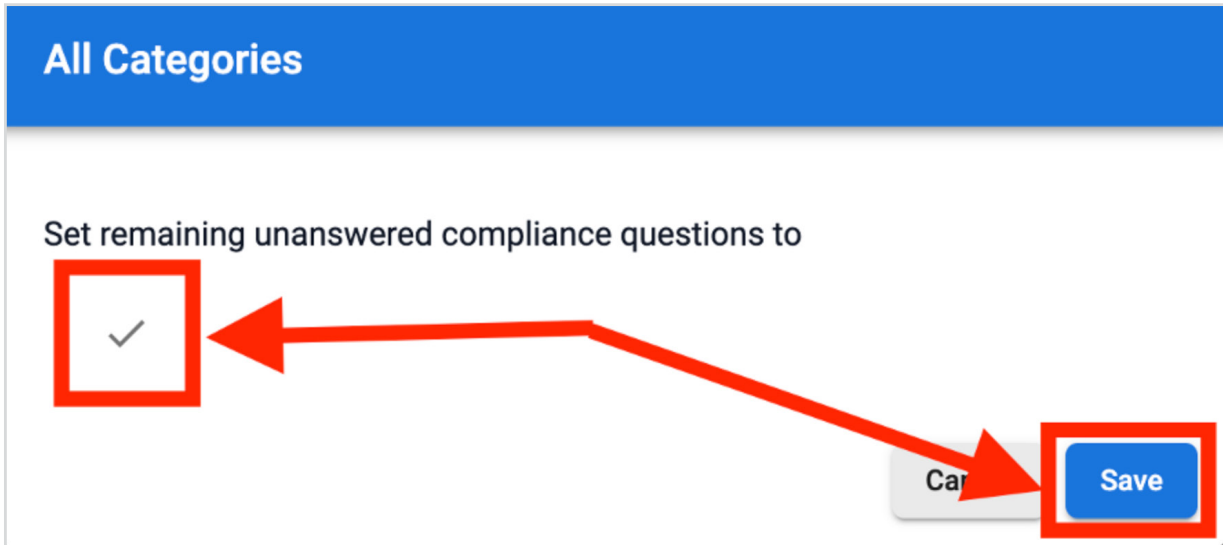
- When the investigation is complete, select the checkbox at the bottom of the form

Investigation Completion & Additional Information

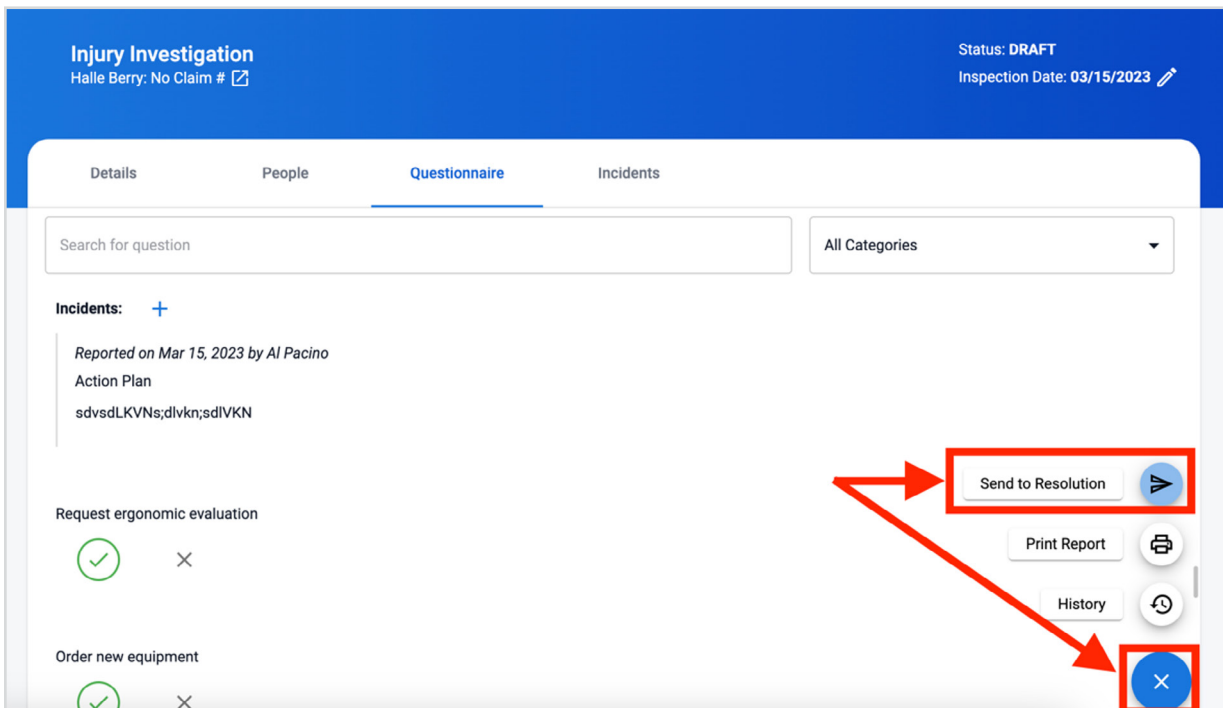
Select when Employer Investigation is completed.

Select when Employer Investigation is completed.

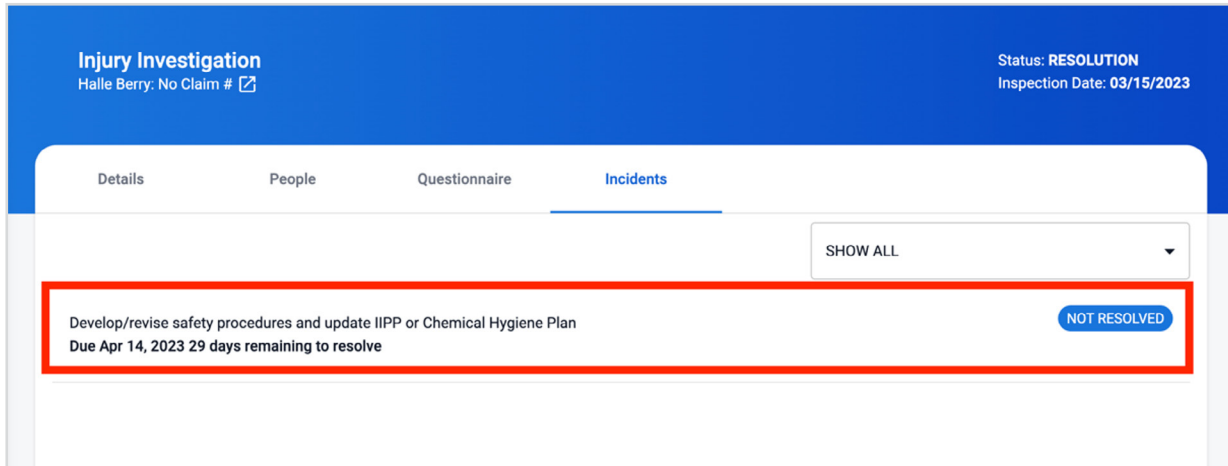
- Select the “Set remaining responses for all categories” and select the desired response (“checkmark”, “NA” or N/O” depending on your location’s settings) and **Save**



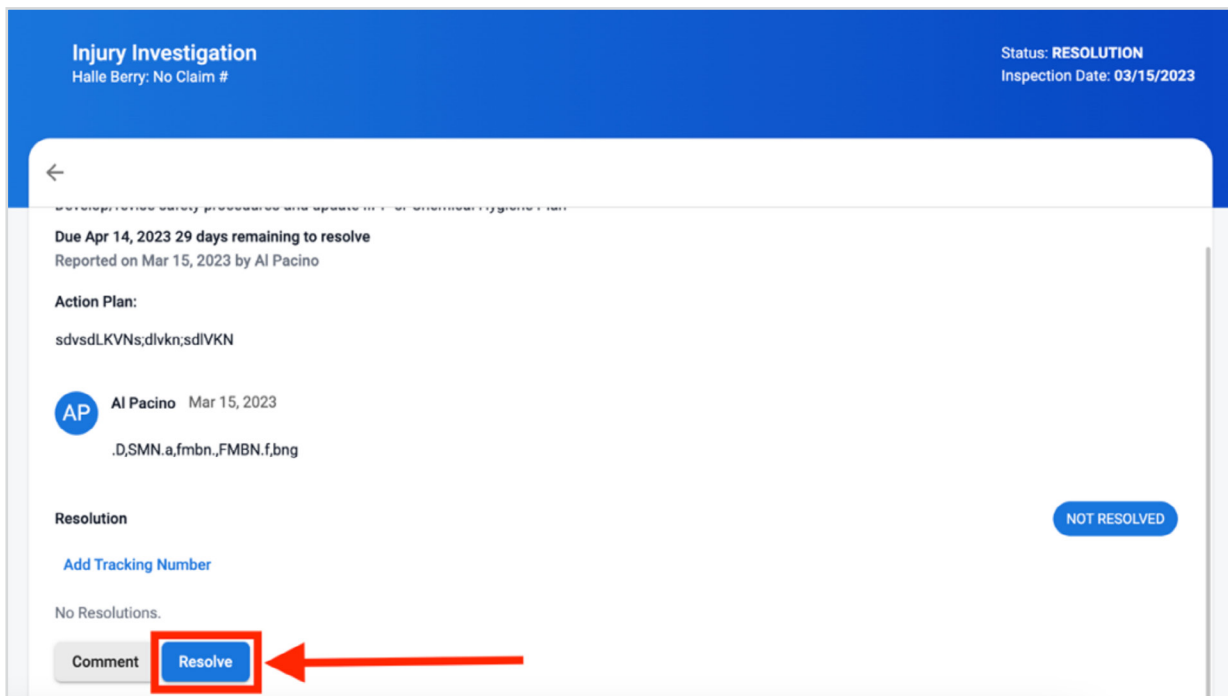
- Select the circle icon at the bottom right of the report and “Send to Resolution” option



- Any deficiencies identified in the investigation are now ready to be resolve by selecting the “Incidents” tab and selecting each deficiency



- Once open, select the **Resolve** button




- Enter resolution comments and attach images or documents
- Select the **Save** button

Resolve Incident ✕

- Add comments or attach files, and select 'save' to submit your resolution.

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This is complete

 Cancel **Save**

- Once all deficiencies on an investigation have been resolved, the investigation is automatically moved to the "Done" (_completed) status