Go to https://ehs.ucop.edu/efr

Select UCSB.

Then press next.

FYI: If you select “Remember my selection permanently” you will not have to do this step each time.
(4) Sign in with your UCSBnetID and password.

FYI….If you are already signed in you will not have to complete this step.
(5) Select Manage Claims to see the list of your employees’ claims.
Select the name of the employee you are working on.

FYI...There will be a check mark if the investigation was completed.
### Employee Incident Report & Employer Investigation

<table>
<thead>
<tr>
<th>Employee Information</th>
<th>Investigation Information</th>
<th>Document Information</th>
<th>Attachment Information</th>
</tr>
</thead>
</table>

**Employee Information**

- **Name:** Doe, John (john.doe@ucsb.edu)
- **Employment Type:** Employee

**PLEASE NOTE:** Completing this form is not an admission of university policy violation. It is a tool to gather all relevant facts.

(7) Select Investigation Information to complete the Employer Investigation.

FYI...There will be an overview of claim information here.
(8) Select Employer Investigation & Statement.

FYI: The Employer Investigation is like page 2 of the paper incident report.
### Incident Report: Employer Investigation & Statement

**John Doe**
Environmental Health & Safety  
Employer Knowledge Date  
March 21, 2017  
Date when employer first became aware of the incident

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Interview &amp; Investigation</td>
<td>Questionnaire for recording employee interview &amp; statement</td>
</tr>
<tr>
<td>Record Incident Initial Cause</td>
<td>Questionnaire for recording incident initial causes</td>
</tr>
<tr>
<td>Record Contributing Factors &amp; Activities</td>
<td>Questionnaire for recording incident contributing factors &amp; statement</td>
</tr>
<tr>
<td>Preventive Actions &amp; Statement</td>
<td>Record preventive actions &amp; status</td>
</tr>
<tr>
<td>Investigation Completion &amp; Additional Information</td>
<td>Set Investigation completion &amp; additional information</td>
</tr>
</tbody>
</table>

(9) Select Employee Interview & Investigation.
(10) The Employee Interviewed By box is an active field. Begin typing your name (Last, First) and select the correct name when it appears.

(11) Enter date of the interview. This date will most likely be the same as the Employer Knowledge date listed in the claim.

(12) Give a detailed description of how the injury occurred.

(13) Give a detailed description of what body part was injured. (e.g., Right index finger, skin cut)

(14) Check this box if employee declined treatment.

(15) Select Save to continue.
(16) Select the Initial Causes of the injury. You may select more than one.

(17) Select Save to continue.
(18) Select Contributing Factors. You may choose more than one.

(19) Select Save to continue.

FYI: All of the fields on this page expand.
(20) Select the Preventive Action you or another supervisor will take relating to this claim.

(21) Enter who will be completing the Preventive actions. And the expected date of completion.*

(22) Select Save to Continue.

FYI: There are more Preventive Actions to choose from when in an active claim.

*Record this date so you ensure you complete the Preventive Action in the EFR on or prior to this date!
(23) Check this box to mark the Employer Investigation is completed.

(24) Use this box for any additional information.

(25) Select Save to continue.
You have now completed the Employer Investigation!

*If you have already completed the Preventive Action with your employee please go into the Preventive Action section and complete it (see Prevention Action tutorial for instructions).

*If you have not completed the Preventive Action yet please note the date you listed as the expected completion date. Once you complete the Prevention Action please mark it as done in the EFR (see Prevention Action tutorial for instructions).

Contact Workers’ Compensation @ ext. 3145 with any questions.