Employer’s First Report

Preventive Actions
(1) Go to https://ehs.ucop.edu/efr

(2) Select UCSB.

(3) Then press next.

FYI: If you select “Remember my selection permanently” you will not have to do this step each time.
FYI... If you are already signed in you will not have to complete this step.

(4) Sign in with your UCSBnetID and password.
(5) Select Preventive Actions on the EFR homepage.
(6) Find the employee you are working on and select Due.
(7) Enter the Actual Completion Date and any additional comments. Then select Save.
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Supervisor</th>
<th>Injury Date</th>
<th>Created Date</th>
<th>Preventive Action Expected</th>
<th>Preventive Action Completed</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, John</td>
<td>Environmental Health &amp; Safety</td>
<td>Costanzo, Monica</td>
<td>04/07/2017</td>
<td>04/10/2017</td>
<td>Due</td>
<td>Due</td>
<td>UNKNOWN</td>
</tr>
<tr>
<td>Doe, John</td>
<td>Environmental Health &amp; Safety</td>
<td>Costanzo, Monica</td>
<td>03/21/2017</td>
<td>03/24/2017</td>
<td>04/12/2017</td>
<td>04/10/2017</td>
<td>Costanzo, Monica</td>
</tr>
<tr>
<td>Doe, Jane</td>
<td>Environmental Health &amp; Safety</td>
<td>Costanzo, Monica</td>
<td>03/15/2017</td>
<td>03/15/2017</td>
<td>03/24/2017</td>
<td>03/23/2017</td>
<td>Costanzo, Monica</td>
</tr>
</tbody>
</table>

FYI...Once you have completed the Preventive Action there will be the completion date instead of due under that column.
Contact Workers’ Compensation @ ext. 3145 with any questions.