

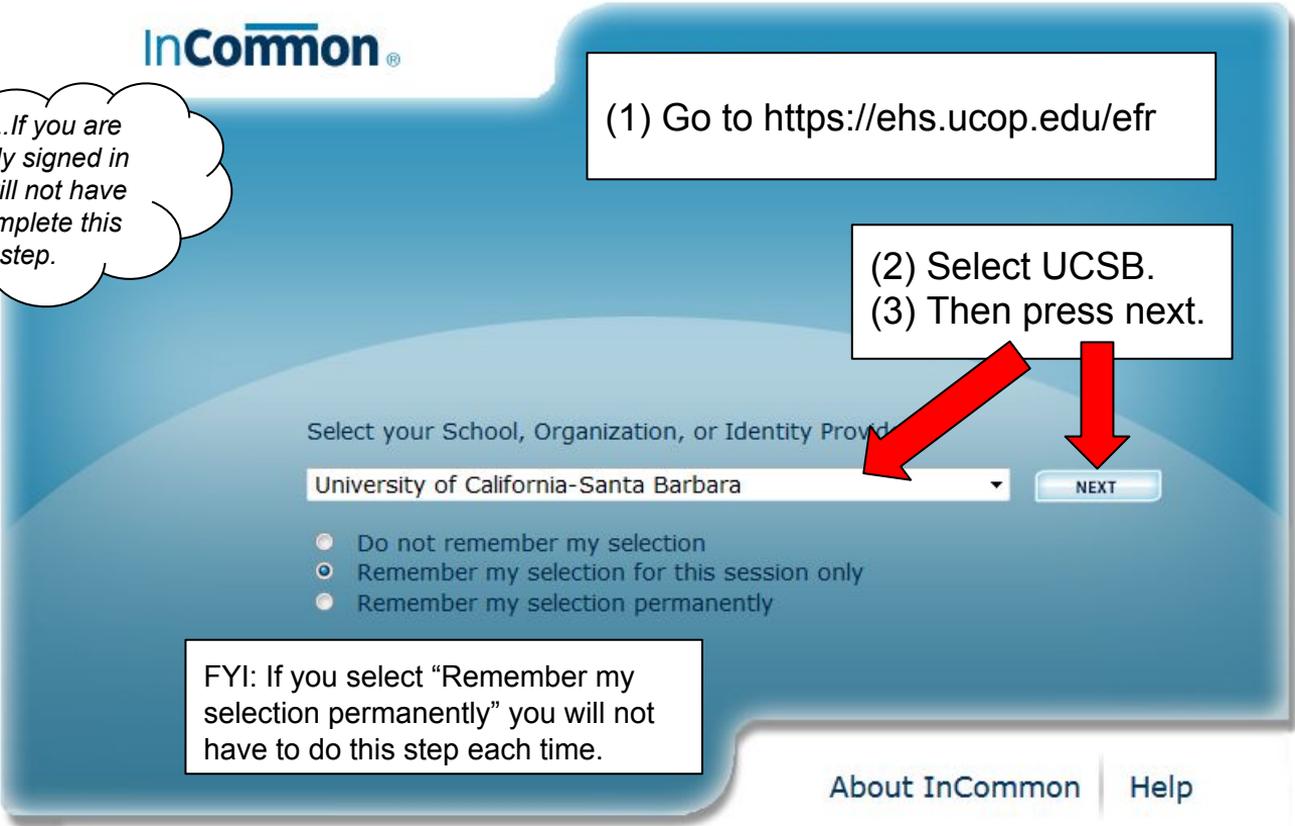
Employer's First Report

Preventive Actions

FYI...If you are already signed in you will not have to complete this step.

(1) Go to <https://ehs.ucop.edu/efr>

(2) Select UCSB.
(3) Then press next.



Select your School, Organization, or Identity Provider

University of California-Santa Barbara

NEXT

- Do not remember my selection
- Remember my selection for this session only
- Remember my selection permanently

FYI: If you select "Remember my selection permanently" you will not have to do this step each time.

About InCommon | Help

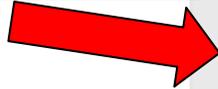
*FYI....If you are
already signed in
you will not have
to complete this
step.*

UC SANTA BARBARA

Authentication Service

LOGIN

(4) Sign in with your
UCSBnetID and password.



Management

Manage Claims - Allows you to manage others' claims.



Manage Claims

Manage claims under your management

Preventive Actions - Allows supervisors, claim administrators, and group members to view and update preventive actions status.



Preventive Actions

Comment on employee forms

Work Status - Allows supervisors, claim administrator, and group members to update employee work status information.



Work Status

View and update employee work status

(5) Select Preventive Actions on the EFR homepage.

Preventive Actions

Reports submitted in last # of days:

30 60 120

Name	Department	Supervisor	Injury Date	Created Date ▼	Preventive Action Expected	Preventive Action Completed	Responsible Person
Doe, John	Environmental Health & Safety	Costanzo, Monica	04/07/2017	04/10/2017	Due	Due	UNKNOWN
Doe, John	Environmental Health & Safety	Costanzo, Monica	03/21/2017	03/24/2017	04/12/2017	Due	Costanzo, Monica
Doe, Jane	Environmental Health & Safety	Costanzo, Monica	03/15/2017	03/15/2017	03/24/2017	03/23/2017	Costanzo, Monica



(6) Find the employee you are working on and select Due.

Preventive Actions & Status

COSTANZO, MONICA (monica.costanzo@ehs.ucsb.edu)
Environmental Health & Safety

Employment Type: Employee

Date of Injury / Onset of: March 21, 2017 6:00:00 AM

Date Reported: March 24, 2017

Status

History

Action Due Date:

04/12/2017

Date when preventive action is due

Responsible Person:

Costanzo, Monica

Preventive actions will be completed by

Actual Completion Date:

Actual completion date

Date when action was completed

Additional Comments:

Additional comments or notes relation to this incident

Add any additional comments or notes relation to this incident

Save

Cancel

(7) Enter the Actual Completion Date and any additional comments. Then select Save.

Preventive Actions

Reports submitted in last # of days:

30 60 120 Custom Range

Name	Department	Supervisor	Injury Date	Created Date ▼	Preventive Action Expected	Preventive Action Completed	Responsible Person
Doe, John	Environmental Health & Safety	Costanzo, Monica	04/07/2017	04/10/2017	Due	Due	UNKNOWN
Doe, John	Environmental Health & Safety	Costanzo, Monica	03/21/2017	03/24/2017	04/12/2017	04/10/2017	Costanzo, Monica
Doe, Jane	Environmental Health & Safety	Costanzo, Monica	03/15/2017	03/15/2017	03/24/2017	03/23/2017	Costanzo, Monica



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.**