



SBO08:REPORTING WORKPLACE INCIDENTS

WHY REPORT INCIDENTS?

An important part of improving safety is quickly identifying and reporting incidents or unsafe conditions. A new online incident reporting system has been designed to make incident reporting easy and simple for all employees and students. Origami Risk allows you to collect information on incidents from a variety of sources ranging from employees, visitors to an anonymous user.

Reporting incidents promptly is crucial for several reasons:

- 1. Injury Prevention:** Reporting incidents allows employers to identify hazards and take corrective actions promptly. It is best to report as soon as possible since this could prevent similar incidents and can protect other employees from harm.
- 2. Improving Safety Culture:** Encouraging reporting fosters a positive safety culture. When employees feel comfortable reporting incidents, it promotes transparency and accountability.
- 3. Data Collection:** Accurate incident data helps organizations analyze trends, identify patterns, and implement preventive measures effectively. This information helps evaluate the safety of our workplace, understand hazards, and implement worker protections to reduce and eliminate hazards to prevent future workplace injuries and illnesses.
- 4. Workers Compensation:** Reporting incidents promptly ensures that insurance claims are processed smoothly, benefiting both employees and the organization.

HOW TO REPORT INCIDENTS?

- 1. Immediate Action:** Report incidents to your supervisor immediately. Provide details such as location, time, and nature of the incident.
- 2. Document Details:** Write down relevant information, including witnesses, injuries, and contributing factors.
- 3. Follow Procedures:** Report all incidents and near-miss events in accordance with UCF's reporting procedures. Submit incidents through the Office of Risk and Safety reporting portal using the appropriate form or online system. This portal can also be used to report facility damage, university property damage, vehicle incidents, and safety concerns.

To report an accident, injury, incident, or unsafe condition, please visit the following portal: www.risk.ucf.edu or use this QR code to access the reporting system:



Remember: If you see it, report it. Every report matters. Reporting incidents, near misses, unsafe acts, and hazardous conditions plays an essential role in preventing future injuries and improving workplace safety. No concern is too small to report. By speaking up, employees help identify hazards early, support corrective actions, and contribute to a safer work environment for everyone.