Accident, Incident, and Unsafe Condition Report Training
Incident Reporting

• The Risk Office requires all accidents, incidents, and unsafe conditions to be reported.

• Unless the accidents, incidents, and unsafe conditions are reported, they will not be addressed to ensure they do not happen in the future.

• Safety First of all campus staff, faculty, students, and visitors is the top priority for SDSM&T.
Entering an Accident/Incident/Unsafe Condition Report

- Go to the SDSM&T website – http://sdmines.sdsmt.edu/sdsmt
- Under Quick Links select Environmental Health and Safety
Entering an Accident/Incident/Unsafe Condition Report Cont.

- Click “Incident Reporting”
Entering an Accident/Incident/Unsafe Condition Report Cont.

- Click “Enter New Incident Report”
Entering an Accident/Incident/Unsafe Condition Report Cont.

- Enter your network “User name” and “Password” and click “OK”
Entering an Accident/Incident/Unsafe Condition Report Cont.

- Begin entering Accident/Incident/Unsafe Condition information
Definition of Fields

• Type of Report – Select Accident, Incident, or Unsafe Condition

• Department or Bureau – Enter your department (i.e. Business and Administration, Chemistry, Student, Campus Safety, etc.)

• Division, Office – Enter building and office number, if not applicable enter NA.
Definition of Fields – Employee Completing Report

- Name – Enter your name
- Title – Enter your title (i.e. EHS Manager, Instrumentation Specialist, Student, Safety Officer, etc.)
- DOB – Enter date of birth (mm/dd/yyyy)
- Select Temp, Permanent, or Student – This is your employee or student status. If you are a student, but employed by SDSM&T and are filling out the report in conjunction with your job, select Temp.
- Business Phone – Enter your work phone number, if not applicable enter NA.
- Home Phone – Enter your home phone number.

Note: It is important to gain all contact information in case more information is needed.
Definition of Fields – Date, Time and Place of Accident, Incident, or Unsafe Condition

• Date – Enter date of Accident, Incident, or Unsafe Condition.
• Time – Enter time of Accident, Incident, or Unsafe Condition.
• Select AM or PM.
• Location – Enter location of Accident, Incident, or Unsafe Condition.
• Select Campus or Off-Campus
Definition of Fields – Person Involved in the Accident or Incident

• Name – Enter name of person involved in accident or incident
• DOB – Enter date of birth of person involved in accident, incident, or unsafe condition (mm/dd/yyyy).
• Home Address – Enter home address of person involved in accident, incident, or unsafe condition.
• Home Phone – Enter home phone number of person involved in accident, incident, or unsafe condition.
• Employed by – Enter employer (For a student not working for SDSM&T at the time of the event, enter student).
• Business Address – Enter your work address, if not applicable enter NA.
• Business Phone – Enter your work phone number, if not applicable enter NA.
• What was the person involved doing at the time of the accident or incident – Enter brief description of what was occurring at the time accident, incident, or unsafe condition. (i.e. Walking across campus, completing a laboratory experiment, etc.)

Note: It is important to gain all contact information in case more information is needed.
Definition of Fields – The Injury

- What is the nature and extent of the injury – Enter brief description of injury (i.e. sprained ankle, chemical burn, etc.) If not an injury, enter NA.
- Was first-aid administered – Select Yes or No
- By whom – Enter name of person who administered the first-aid or enter NA if not applicable.
- Describe the type of first aid treatment given – Enter brief description of the first aid or enter NA, if not applicable
- Was medical treatment administered – Select Yes or No
- By Whom – Enter name of medical personnel that administered medical treatment or enter NA if not applicable.
- Name and address of Medical facility – If not applicable, enter NA
- Did the accident result in fatality – Select Yes or No
Definition of Fields – Property Damage

- Owner – Enter owner of property or NA if not applicable.
- Address – Enter address of property owner or NA if not applicable.
- Home Phone – Enter home phone number of property owner or NA if not applicable.
- Damage Estimate – Enter estimate of damages incurred or NA if not applicable.
- Describe Damage – Enter description of damage or NA if not applicable.
Definition of Fields – Description of Accident, Incident, or Unsafe Condition

- Description of Accident, Incident, or Unsafe Condition - Enter detailed description of Accident, Incident, or Unsafe Description. Please do not use names in the description. For example, use “Student” or “Employee” instead of a name. The Environmental Health and Safety Manager will edit, if a name is entered. The description is sent out to several members of campus as an informational tool, but names are kept confidential.
Definition of Fields – Witnesses

- **Name** – Enter name of witness (2 witness fields are available) if not applicable, enter NA.
- **Address** – Enter address of witness if not applicable, enter NA.
- **Phone** - Enter phone number of witness if not applicable, enter NA.
- **Was law enforcement contacted** – Select Yes or No
- **Agency** – Enter name of law enforcement agency if not applicable, enter NA.
Entering an Accident/Incident/Unsafe Condition Report Cont.

- If report is complete, click “Submit”
- If you do not have time to complete the report, click “Save”
- If you entered the report in error, click “Reset”
Entering an Accident/Incident/Unsafe Condition Report Cont.

• To access an unfinished report click “Update Unfinished Incident Report”
Entering an Accident/Incident/Unsafe Condition Report Cont.

- Enter your network “User name” and “Password” and click “OK”
Entering an Accident/Incident/Unsafe Condition Report Cont.

- Once a report is entered into the system, it will be reviewed by the Campus Environmental Health and Safety Director.
- The person completing the report or the person involved in the accident/incident/unsafe condition may be contacted for additional information.
- The types of incidents will be reviewed by the Environmental Health Safety and Risk Committee to determine ways that the events can be avoided or minimized.