

1. Select **Me** to display your employee functions
2. Scroll down and click **Show More**

Good morning, Arya Stark!

**Me** My Team My Client Groups Benefits Administration

QUICK ACTIONS APPS

Personal Details Directory Onboarding

Document Records

Identification Info

Contact Info Time and Absences Career and Performance

Family and Emergency Contacts

Additional Assignment Info Roles and Delegations Expenses

Document Delivery Preferences

Show More

The screenshot displays the 'Me' section of an ESS interface. At the top, a greeting 'Good morning, Arya Stark!' is shown. Below it, a navigation bar includes 'Me' (highlighted with a red box), 'My Team', 'My Client Groups', and 'Benefits Administration'. The main content area is divided into 'QUICK ACTIONS' and 'APPS'. 'QUICK ACTIONS' lists 'Personal Details', 'Document Records', 'Identification Info', 'Contact Info', and 'Family and Emergency Contacts'. 'APPS' shows 'Directory', 'Onboarding', 'Time and Absences', 'Career and Performance', 'Roles and Delegations', and 'Expenses'. A red arrow points from the 'Me' tab down to a 'Show More' button at the bottom of the page, which is also highlighted with a red box.

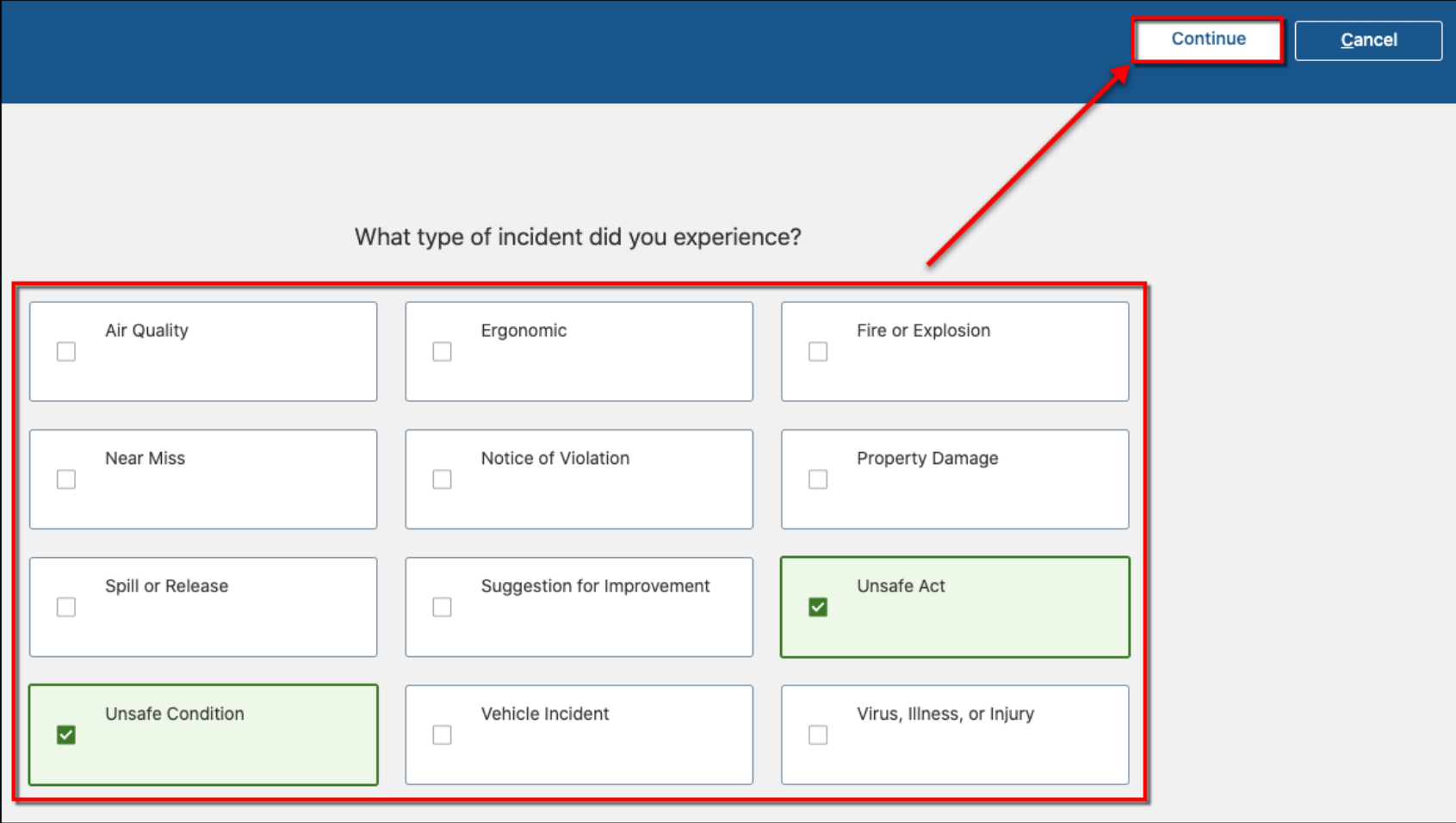
3. Click **Safety Incidents** under the **Health and Safety** heading



## 4. Select the Incident Type(s)

**Note:** You can select more than one incident type if it applies to your situation

## 5. Click **Continue**



Continue Cancel

What type of incident did you experience?

|                                                      |                                                     |                                                    |
|------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Air Quality                 | <input type="checkbox"/> Ergonomic                  | <input type="checkbox"/> Fire or Explosion         |
| <input type="checkbox"/> Near Miss                   | <input type="checkbox"/> Notice of Violation        | <input type="checkbox"/> Property Damage           |
| <input type="checkbox"/> Spill or Release            | <input type="checkbox"/> Suggestion for Improvement | <input checked="" type="checkbox"/> Unsafe Act     |
| <input checked="" type="checkbox"/> Unsafe Condition | <input type="checkbox"/> Vehicle Incident           | <input type="checkbox"/> Virus, Illness, or Injury |

6. Enter the **incident details** including all required fields indicated with a blue asterisk

7. Click **Continue**

1 Incident Details

\*What's the incident?  
Unsafe act and condition

Provide more details  
Sample details entered here

Actions already taken  
Sample actions taken entered here

Level of Severity  
Minor

Was it on-site or off-site?  
On-site

\*Where did the incident happen?  
Jolly

\*Where exactly?  
3rd floor Room A

Address  
812 E Jolly Rd  
Lansing, MI 48910  
Ingham  
United States

Continue

8. Enter the **Reporter** details

9. Click **Continue**

2

Who's Reporting This Incident?

Incident Reporter

Employee

\*Name

Arya S Stark

\*When did it happen?

11/10/2020 12:49 PM

Notification Time

11/10/2020 12:49 PM

Who was notified?

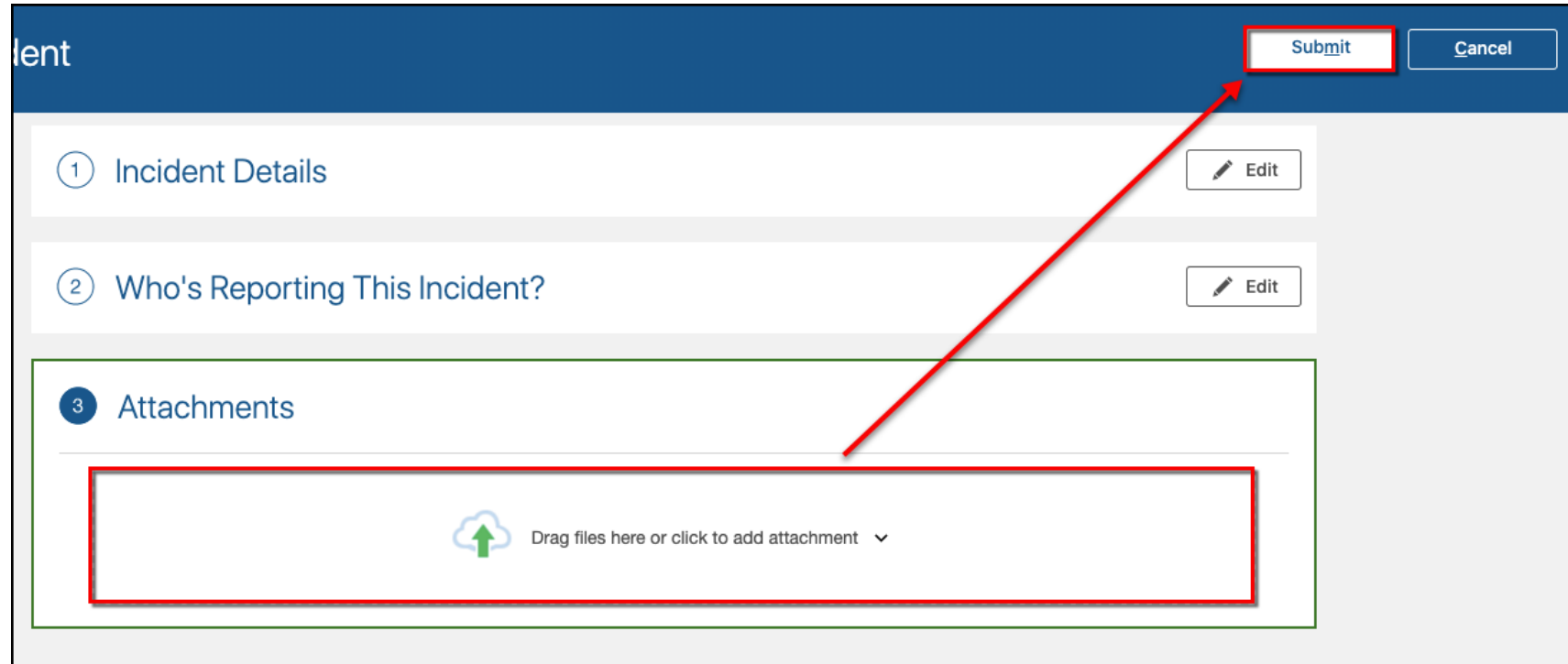
Continue

10. If applicable, drag or upload a supporting document or **attachment** to your incident report

11. Click **Submit**

**Note:** The incident will be routed to HR for review

**End of Procedure**

A screenshot of a web form titled 'Incident' (partially visible as 'lent'). The form has a dark blue header bar with 'Submit' and 'Cancel' buttons. Below the header, there are three sections: '1 Incident Details' with an 'Edit' button, '2 Who's Reporting This Incident?' with an 'Edit' button, and '3 Attachments'. The 'Attachments' section contains a large white box with a red border and a green border, featuring a cloud icon with an upward arrow and the text 'Drag files here or click to add attachment'. A red arrow points from the 'Submit' button in the header to the 'Attachments' section.