

New Incident Reporting Process

The incident reporting process has been improved. To increase the effectiveness of this report, some fields that were optional before have now been made mandatory. In addition, the employee *must* provide his or her immediate supervisor's name and e-mail address (if known). If you are completing an Incident Report for an employee who is unable to complete this form, you need to provide that employee's information.

When should an employee complete an incident report?

- When an employee has been verbally or physically threatened.
- When the employee has been involved in or has witnessed a verbal /physical threat or other wrongful incident that needs to be documented.
- When an employee is physically injured while in work status.

Worker's Compensation-related

Completing an incident report is NOT the same as filing a Workers Compensation claim. An incident must be reported to the Disability Management Office (DMO) on the Express Claim Form via DHS-Net if any of the following occurs:

- The employee sustains an injury/illness during work hours that is attributable to his or her work duties or worksite.
 - The employer directs the employee to seek treatment at an approved occupational clinic.
 - The employee requests that a Worker Compensation Claim be filed.
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- It is typically the Human Resource Liaison's (HRL) responsibility to complete the Workers Compensation Claim and maintain the appropriate MIOSHA Log in the respective office. Unless Central Office Human Resources is told otherwise by the work unit's director, the HRL will be contacted for completion of the paperwork.
 - Under the Workers Compensation law, the employer has the right to direct care for the first 28 days after the employer has been notified. It is the employee's responsibility to report any work-related injury to his or her immediate supervisor or personnel liaison.