

Instructions for Employer's First Report (EFR)

Preventative Actions



What is Employer's First Report?

Employer's First Report (EFR) is an online incident management application that allows UC supervisors, administrators and department representatives to submit, monitor and resolve initial injury causes, as well as verify corrective actions taken to reduce the likelihood of recurrence

Workflow

Employees or supervisors submit injury claims on employee's behalf

Claim submission automatically generates email notification to supervisors and UC administrators



Supervisors acknowledge claims, perform employer investigations, and verify corrective actions have been taken

Email reminders generated for overdue claim investigations and preventative actions



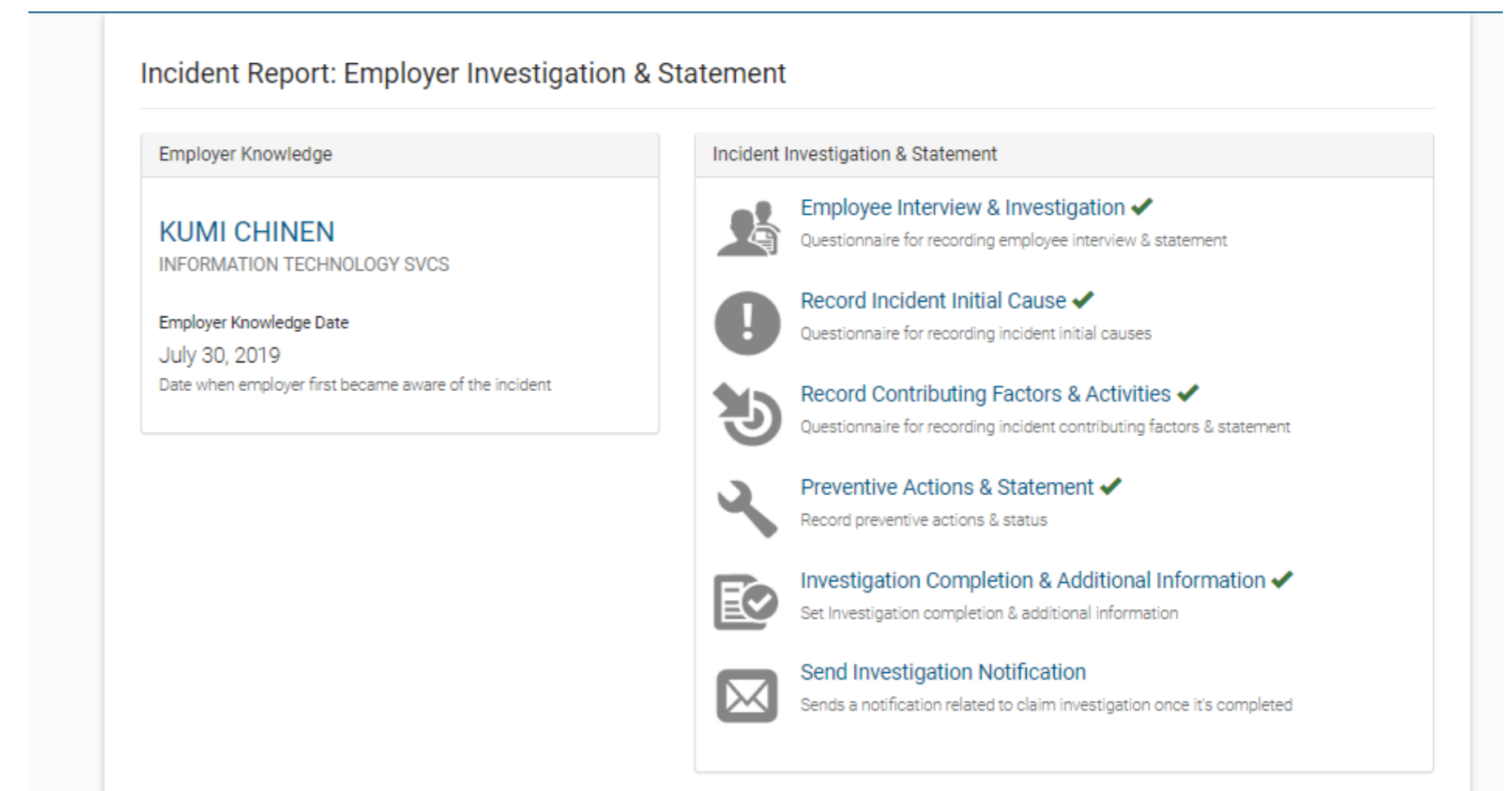
UC administrators review and complete electronic claim submissions to iVOS

Getting Started – Preventative Actions

- Go to: <https://ehs.ucop.edu/efr/home>
- Select your organization or institution from the drop down pick list
- Log into the system using your location sign-on credentials

OR

- Access Preventative Actions within the claim through the **Incident Report: Employer Investigation Statement**



Getting Started – Preventative Actions

Preventive Actions & Statement

*Supervisor will

- Develop/revise safety procedures and update IIPP or Chemical Hygiene Plan
- Request ergonomic evaluation
- Order new equipment
- Order new PPE
- Remove equipment from use and/or repair/replace
- Retrain employee before task is reassigned
- Conduct on-site review of work activity
- Update job safety analysis
- Reconfigure work area
- Communicate corrective actions to others in job category
- Other/Comments (If none of the above is applicable)

Other future preventive actions

Preventive actions status

Preventive actions will be completed by:
FARRAND, KRISTEN - INFORMATION TECHNOL

*Expected date of completion:
08/07/2019

As a reminder, the Actual Completed Date on the Preventive Actions page must be completed even if no further action is required. The Preventive Actions page can be accessed [here](#) or from the homepage.

Save Cancel

For Preventative Actions & Statement

- Select the **Preventative Action** that will be taken
 - Multiple preventative actions can be selected
 - Provide further details where indicated
- Complete the **Preventative Actions Status** section, include required information (*)
 - Responsible person for completing the action(s) assigned
 - Expected date of completion
- Click **Save** to complete and move to next section of the investigation

Getting Started – Preventative Actions

Preventive Actions & Statement

*Supervisor will

- Develop/revise safety procedures and update IIPP or Chemical Hygiene Plan
- Request ergonomic evaluation
- Order new equipment
- Order new PPE
- Remove equipment from use and/or repair/replace
- Retrain employee before task is reassigned
- Conduct on-site review of work activity
- Update job safety analysis
- Reconfigure work area
- Communicate corrective actions to others in job category
- Other/Comments (If none of the above is applicable)

Other future preventive actions

Preventive actions status

Preventive actions will be completed by:
FARRAND, KRISTEN - INFORMATION TECHNOL

*Expected date of completion:
08/07/2019

As a reminder, the Actual Completed Date on the Preventive Actions page must be completed even if no further action is required. The Preventive Actions page can be accessed [here](#) or from the homepage.

Save Cancel

For Preventative Actions & Statement

- Select the **Preventative Action** that will be taken
 - Multiple Preventative Actions can be selected
 - Provide further details where indicated
- Complete the **Preventative Actions Status** section, include required information (*)
 - Responsible person for completing the action(s) assigned
 - Expected date of completion
 - **Please note: if the preventative action(s) are not completed by the date indicated the individual responsible will receive reminder email notifications until marked complete**
- Click Save to complete and move to next section of the investigation

Getting Started – Injury Reporting

Once the preventative action(s) have been completed

- From the **EFR main page**
- Under Management Section, select **Preventive Actions**
- Click on the **Due** link located on the right side of the row containing the employee name
- Fill in the **Actual Completion Date** field
- Add any additional comments
- Completing this step will prevent email reminder notifications being sent
- Select **Save** to complete your Preventative Action(s)

Preventive Actions & Status

KUMI CHINEN (kchinen@ucdavis.edu)
INFORMATION TECHNOLOGY SVCS

Date of Injury / Onset of: July 30, 2019 2:10:00 PM

Date Reported: July 30, 2019

Status History

Action Due Date:

08/07/2019

Date when preventive action is due

Responsible Person:

FARRAND, KRISTEN - INFORMATION TECHNOLOGY SVCS

Preventive actions will be completed by

Actual Completion Date:

07/30/2019

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

Cancel

Thank You
