Instructions for Employer’s First Report (EFR)

Employer Investigation
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.
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 – Employer Investigation

• 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
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Under the **MANGEMENT** section

- Select **Manage Claims**
- A list of your employees’ claims will be displayed for review/action

- Select the **employee’s name** that you wish to complete an investigation for
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The **Employee Incident Report & Employer Investigation** page is a summary of information related to the injury report/claim

- Select the appropriate tab to view specific claim information

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**Employee Incident Report & Employer Investigation**

- **Employee Information**
- **Investigation Information**
- **Document Information**
- **Attachment Information**

**PLEASE NOTE:** Completing this form is not an admission of university liability. It is a tool to gather all relevant facts so the incident may be investigated.

**Employee Information**

- **Name:** HAN, CHUNYAN (pyhan@ucdavis.edu)
- **Health System:** NO
- **Employee:**
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- Select the **Investigation Information** tab
- Click on **Employer Investigation & Statement** to enter your interview and investigation findings
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- Select **Employee Interview & Investigation** in the Incident Investigation & Statement summary section
- Each section will need to be completed in order to submit a claim
  - Except for **Send Investigation Notification** (not required)
- Completed sections are indicated by a **green check mark** next to the title
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- Search and enter name of interviewer name – last name, first name to display
- Enter as much information as possible relating to the employee injury
  - All fields marked with an (*) are required and must be entered to save section
- Click Save to complete and move to next section of the investigation
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• For **Record Initial Causes**
  • Select the possible cause of the employee’s injury or illness
    • **Multiple causes can be selected**
    • **Provide further details where indicated**
  • Click **Save** to complete and move to next section of the investigation
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For **Record Contributing Factors**

- Select the possible contributing factors for the injury or illness
  - Multiple factors can be selected
  - Each contributing factor field expands by clicking the arrow next to the title
  - Provide further details where indicated
- Click **Save** to complete and move to next section of the investigation
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
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• Select the **check box** when the employer investigation is completed

• Add any additional information or details in the text box provided

• Select **Save** your investigation statement

• You have now completed your Employer Investigation Statement **Employee Incident Report & Employer Investigation Statement**

• Next step in this process is to **complete the Preventative Actions**
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• If you wish to complete **Preventive Action(s)** immediately, here are the instructions starting from the EFR main page:
  
  • Click on 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
  
• Select **Save** to complete your Preventative Action(s)
Thank You