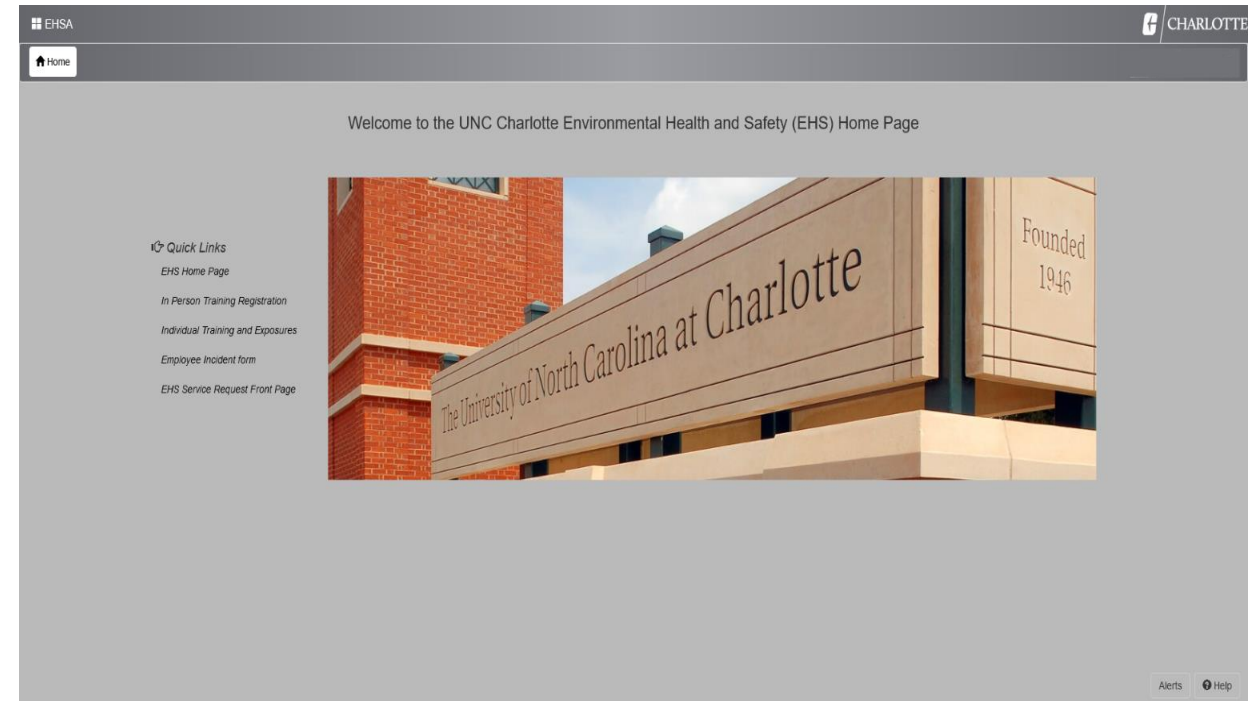


The Supervisor Incident Investigation module in the EHSA Onsite information technology system is where employee injury incidents are reported and investigated.



## Email Example

- The injured employee's supervisor will receive an email that request completion of the Supervisor Incident Investigation module in EHSA OnSite system.
- Click the link provided in the email and log in with your NinerNet credentials.

Event Tracking Submitted for Review

The following Injury Incident Report is in the status of: Supervisor Investigation

Please login to [CLICK HERE](#) to complete the supervisor investigation report. Hit the green "Close / Mark Reviewed" that you will see at the bottom of the Supervisor Investigation tab, like pictured below:

If you need assistance, please click here for a list of contacts: <http://safety.charlotte.edu>.

**Event Tracking Submitted for Review:**

Report ID:  
Date Reported:  
Review Status: Open  
Description:  
Assigned To:  
ID:  
Role:  
Date Due:

Thank you,

Environmental Health and Safety Office  
The University of North Carolina at Charlotte

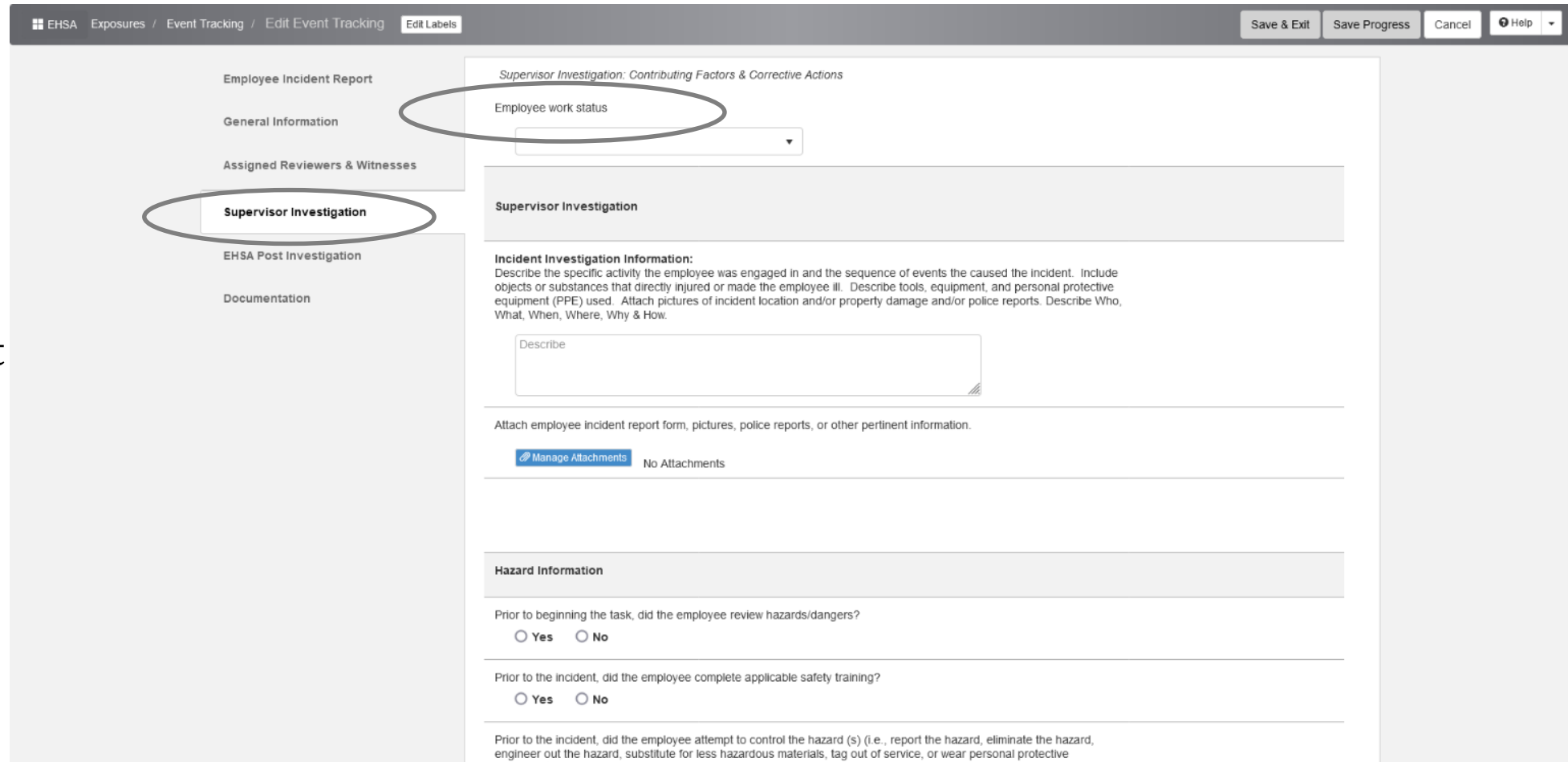
If you click the link and you land on the EHSA main page, please click the link in this email again

If you have any questions regarding the information submitted please contact the EHS Office by calling 704-687-1111 or via email at [ehsoffice@uncc.edu](mailto:ehsoffice@uncc.edu).

1) Click on the Supervisor Investigation tab.

2) Access the employee Incident Report to confirm employee work status.

3) Complete all Supervisor Investigation entry tabs.

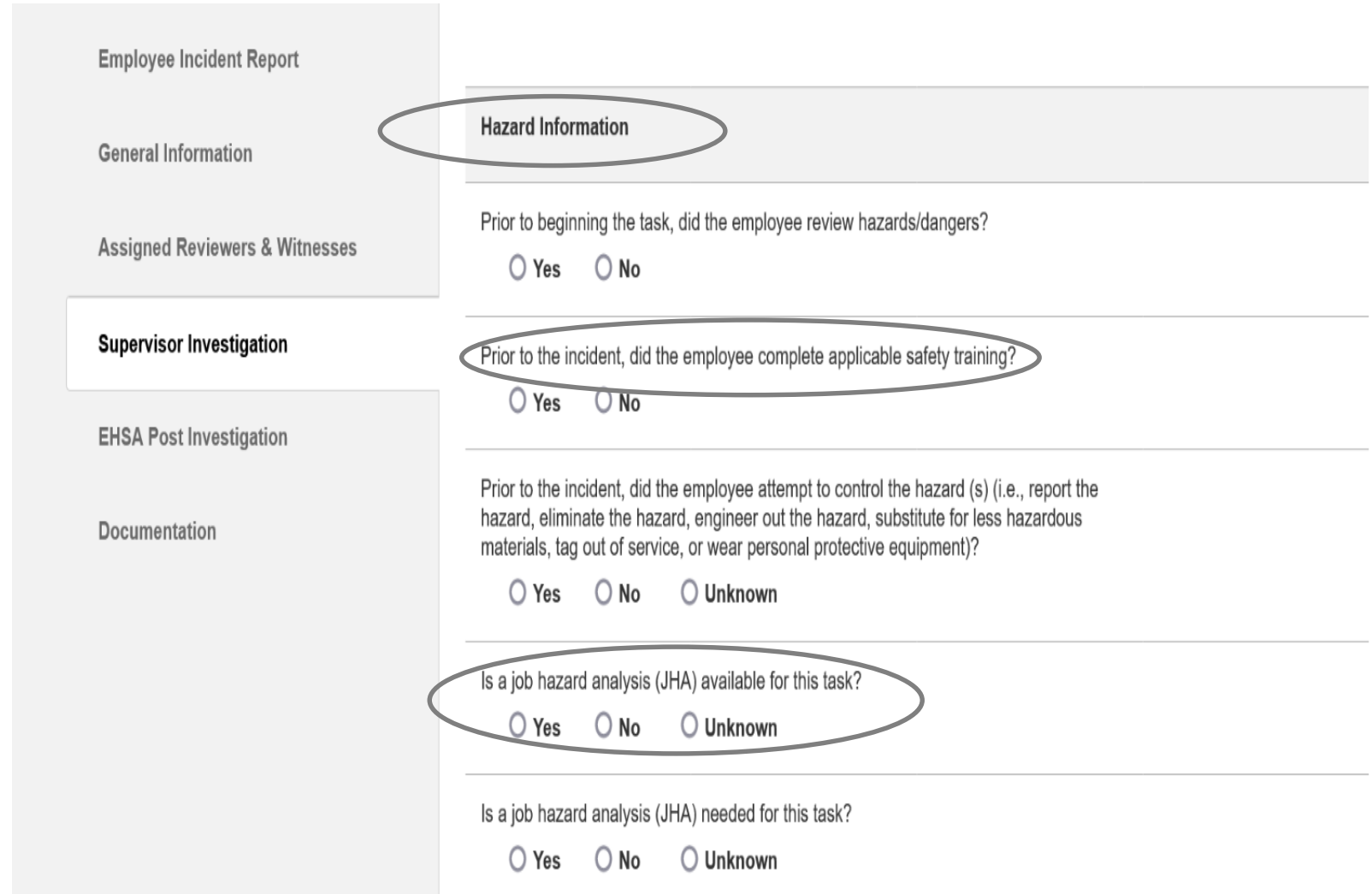


The screenshot shows the 'Supervisor Investigation' form in the EHSA Onsite system. The left sidebar contains a navigation menu with the following items: Employee Incident Report, General Information, Assigned Reviewers & Witnesses, **Supervisor Investigation** (highlighted with a red oval), EHSA Post Investigation, and Documentation. The main content area is titled 'Supervisor Investigation: Contributing Factors & Corrective Actions'. It features a dropdown menu for 'Employee work status' (highlighted with a red oval) and a large text area for 'Incident Investigation Information' with a 'Describe' label. Below this is an attachment section with a 'Manage Attachments' button and 'No Attachments' text. The 'Hazard Information' section contains three questions with radio button options for 'Yes' and 'No': 'Prior to beginning the task, did the employee review hazards/dangers?', 'Prior to the incident, did the employee complete applicable safety training?', and 'Prior to the incident, did the employee attempt to control the hazard (s) (i.e., report the hazard, eliminate the hazard, engineer out the hazard, substitute for less hazardous materials, tag out of service, or wear personal protective equipment)'. The top right of the form has buttons for 'Save & Exit', 'Save Progress', 'Cancel', and 'Help'.

1) Access HR Learning & Development Portal to review employee safety training.

2) Access the EHS Accident / Incident Prevention website, to review job hazard analysis information.

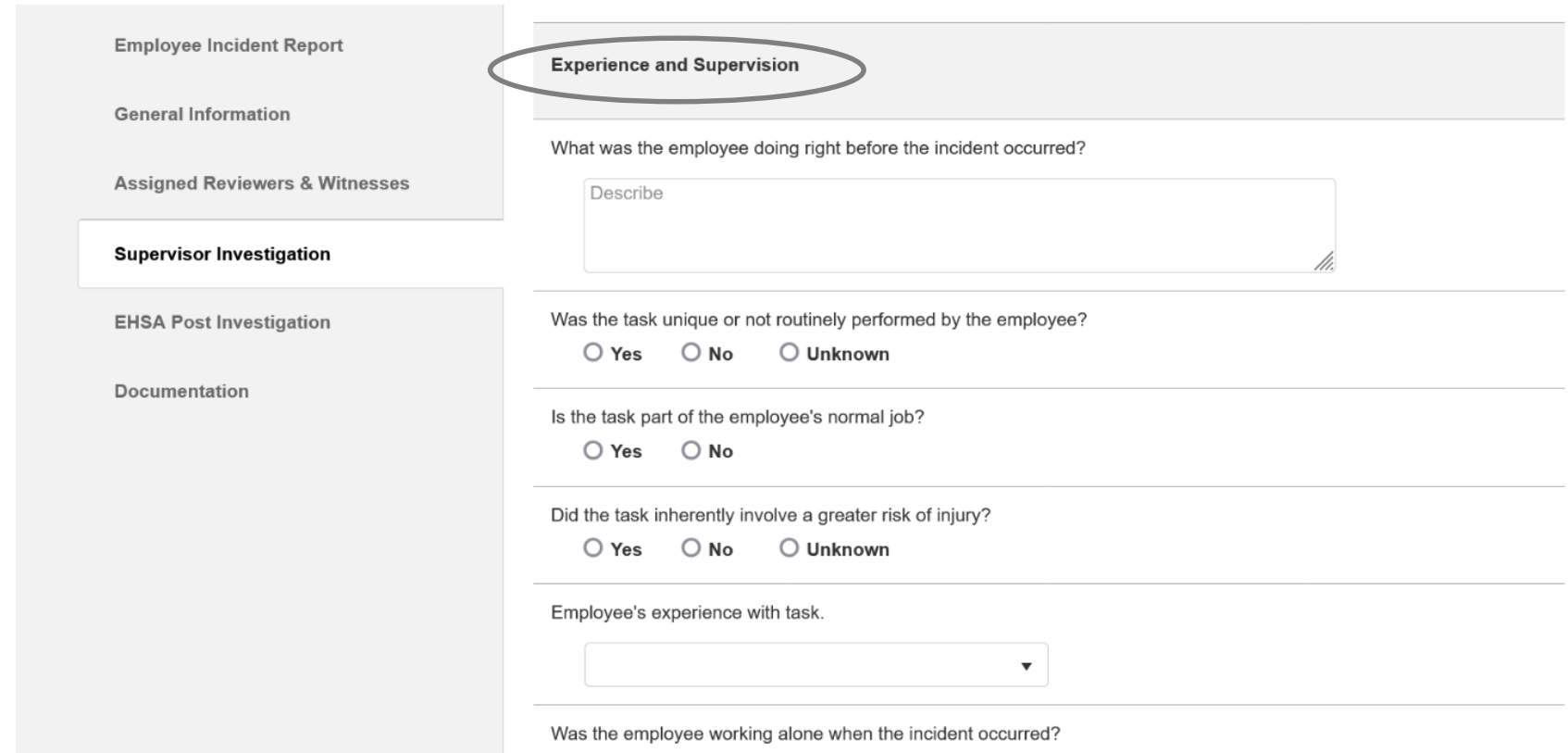
3) Select all the appropriate **Hazard Information** tabs.



The screenshot shows a web interface for an "Employee Incident Report". On the left is a navigation menu with the following items: "Employee Incident Report", "General Information", "Assigned Reviewers & Witnesses", "Supervisor Investigation" (highlighted with a white box), "EHSA Post Investigation", and "Documentation". The main content area is titled "Hazard Information" (circled in black). It contains several questions with radio button options:

- Question: "Prior to beginning the task, did the employee review hazards/dangers?"  
Options:  Yes,  No
- Question: "Prior to the incident, did the employee complete applicable safety training?" (circled in black)  
Options:  Yes,  No
- Question: "Prior to the incident, did the employee attempt to control the hazard (s) (i.e., report the hazard, eliminate the hazard, engineer out the hazard, substitute for less hazardous materials, tag out of service, or wear personal protective equipment)?"  
Options:  Yes,  No,  Unknown
- Question: "Is a job hazard analysis (JHA) available for this task?" (circled in black)  
Options:  Yes,  No,  Unknown
- Question: "Is a job hazard analysis (JHA) needed for this task?"  
Options:  Yes,  No,  Unknown

- 1) Access departmental records to complete all the **Experience and Supervision** information tabs.
- 2) Select all the appropriate **Experience and Supervision** information tabs.



Employee Incident Report

General Information

Assigned Reviewers & Witnesses

**Experience and Supervision**

EHSA Post Investigation

Documentation

What was the employee doing right before the incident occurred?

Describe

Was the task unique or not routinely performed by the employee?

Yes  No  Unknown

Is the task part of the employee's normal job?

Yes  No

Did the task inherently involve a greater risk of injury?

Yes  No  Unknown

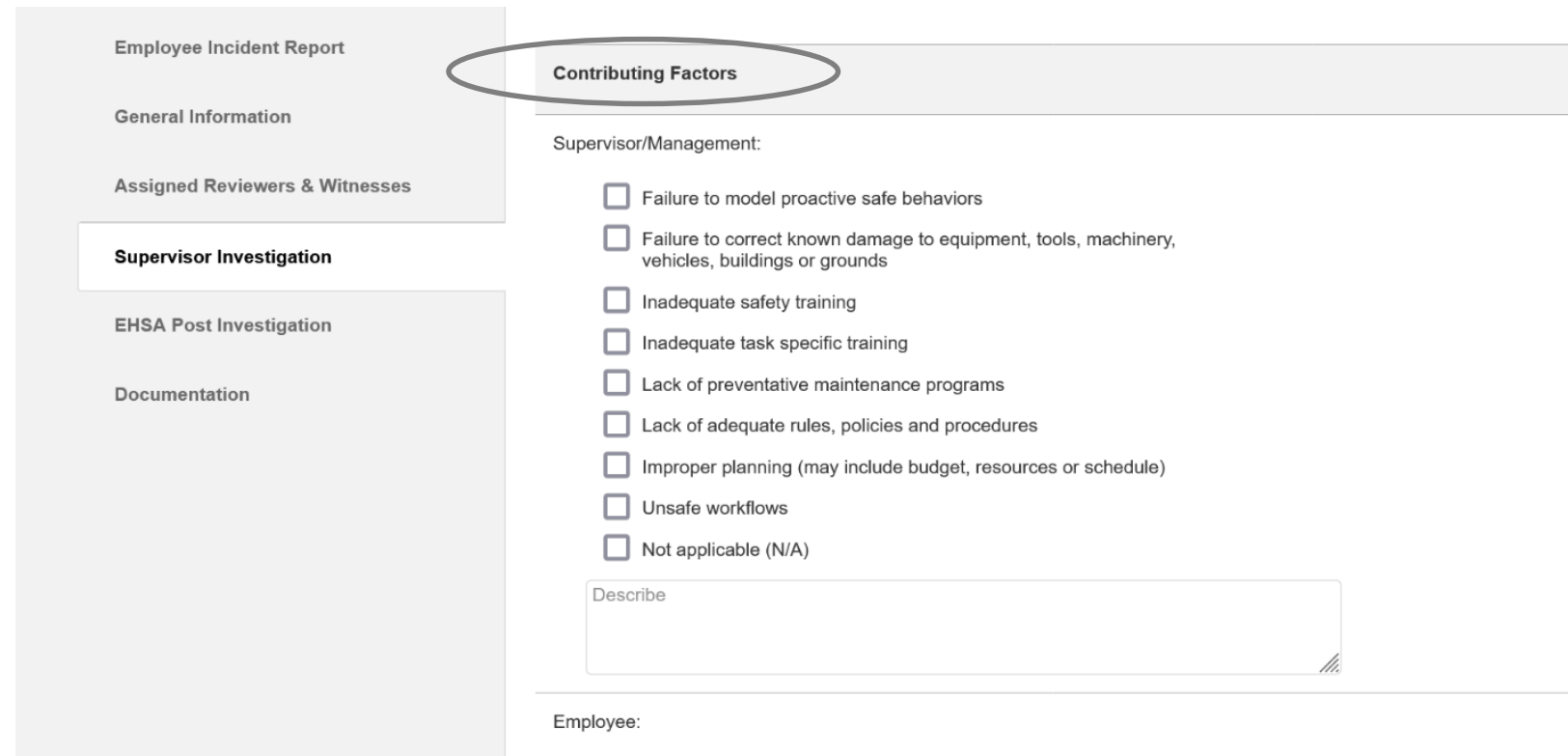
Employee's experience with task.

Was the employee working alone when the incident occurred?

1) Access the EHS Injury Incident Reporting and Investigation Guide for investigation guidelines.

2) Investigate to determine if **Supervisor / Management** contributed to the incident.

3) Investigate to determine if **Employee** contributed to the incident.



The screenshot displays a web-based form for reporting and investigating an EHS injury incident. On the left is a vertical navigation menu with the following items: 'Employee Incident Report', 'General Information', 'Assigned Reviewers & Witnesses', 'Supervisor Investigation' (highlighted with a red circle), 'EHSA Post Investigation', and 'Documentation'. The main content area is titled 'Contributing Factors' and is also circled in red. It contains a section for 'Supervisor/Management:' with a list of eight checkboxes, each followed by a description of a potential contributing factor. Below this list is a text input field labeled 'Describe'. At the bottom of the form, there is a section for 'Employee:'.

Employee Incident Report

General Information

Assigned Reviewers & Witnesses

**Supervisor Investigation**

EHSA Post Investigation

Documentation

**Contributing Factors**

Supervisor/Management:

- Failure to model proactive safe behaviors
- Failure to correct known damage to equipment, tools, machinery, vehicles, buildings or grounds
- Inadequate safety training
- Inadequate task specific training
- Lack of preventative maintenance programs
- Lack of adequate rules, policies and procedures
- Improper planning (may include budget, resources or schedule)
- Unsafe workflows
- Not applicable (N/A)

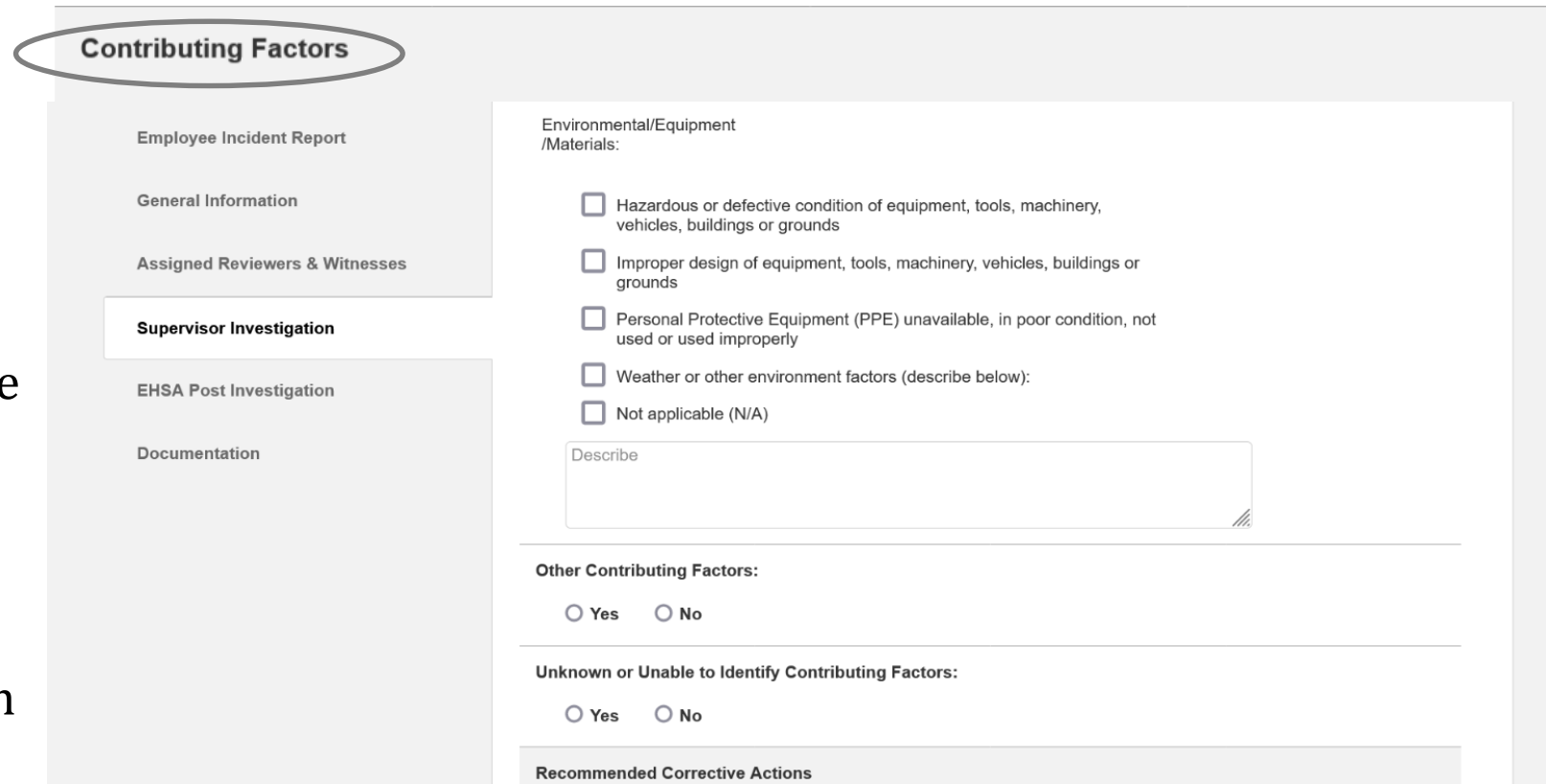
Describe

Employee:

3) Investigate to determine if **Environmental/Equipment/Materials** contributed to the incident.

4) Investigate to determine if there were other contributing factors.

5) Select all the appropriate **Contributing Factors** information tabs.



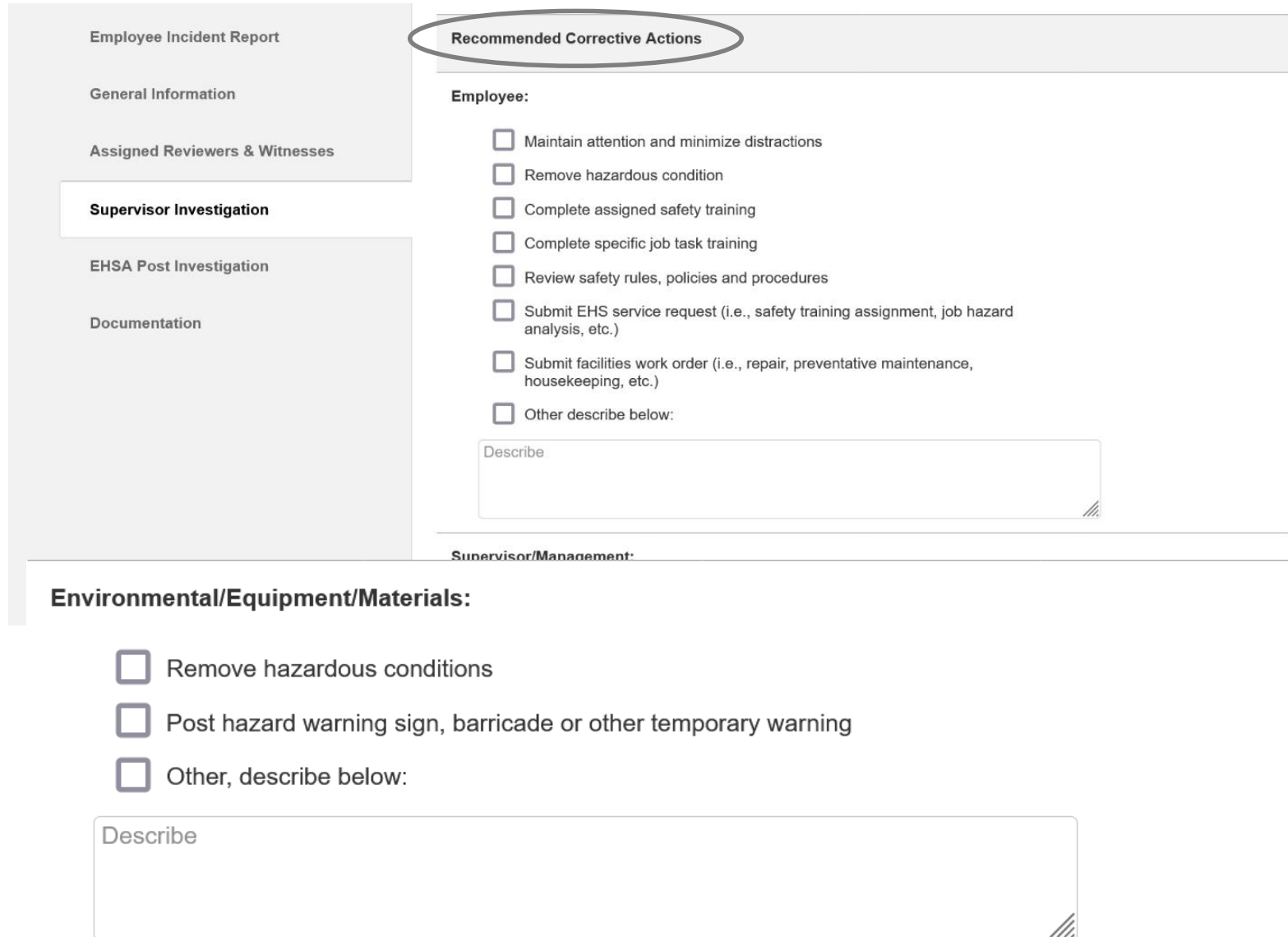
The screenshot shows a web-based form for a Supervisor Investigation. On the left is a vertical navigation menu with the following items: "Employee Incident Report", "General Information", "Assigned Reviewers & Witnesses", "Supervisor Investigation" (highlighted with a white background and a grey border), "EHSA Post Investigation", and "Documentation". The "Contributing Factors" section is circled in red. The main content area is titled "Contributing Factors" and contains the following sections:

- Environmental/Equipment /Materials:**
  - Hazardous or defective condition of equipment, tools, machinery, vehicles, buildings or grounds
  - Improper design of equipment, tools, machinery, vehicles, buildings or grounds
  - Personal Protective Equipment (PPE) unavailable, in poor condition, not used or used improperly
  - Weather or other environment factors (describe below):
  - Not applicable (N/A)
- Describe:** A text input field with a placeholder "Describe" and a small icon in the bottom right corner.
- Other Contributing Factors:** Radio buttons for "Yes" and "No".
- Unknown or Unable to Identify Contributing Factors:** Radio buttons for "Yes" and "No".
- Recommended Corrective Actions:** A section header for the final part of the form.

1) Determine **Employee Recommended Corrective Actions** and describe actions.

2) Determine **Supervisor / Management Recommended Corrective Actions** and describe actions.

3) Determine **Environmental /Equipment /Materials Recommended Corrective Actions** and describe actions.



The screenshot shows a web-based form for an Employee Incident Report. The left sidebar contains a navigation menu with the following items: Employee Incident Report, General Information, Assigned Reviewers & Witnesses, **Supervisor Investigation** (highlighted), EHSA Post Investigation, and Documentation. The main content area is titled "Recommended Corrective Actions" (circled in red). It is divided into three sections: "Employee:", "Supervisor/Management:", and "Environmental/Equipment/Materials:". Each section contains a list of checkboxes for common corrective actions and a text box for describing additional actions.

**Recommended Corrective Actions**

**Employee:**

- Maintain attention and minimize distractions
- Remove hazardous condition
- Complete assigned safety training
- Complete specific job task training
- Review safety rules, policies and procedures
- Submit EHS service request (i.e., safety training assignment, job hazard analysis, etc.)
- Submit facilities work order (i.e., repair, preventative maintenance, housekeeping, etc.)
- Other describe below:

Describe

**Supervisor/Management:**

**Environmental/Equipment/Materials:**

- Remove hazardous conditions
- Post hazard warning sign, barricade or other temporary warning
- Other, describe below:

Describe



4) Determine if additional **Recommended Corrective Action** assistance is needed from another department. If so, select the appropriate **Service Request/Work Order** category and describe.

5) Select all the appropriate **Recommended Corrective Action** information tabs.

**Recommended Corrective Actions**

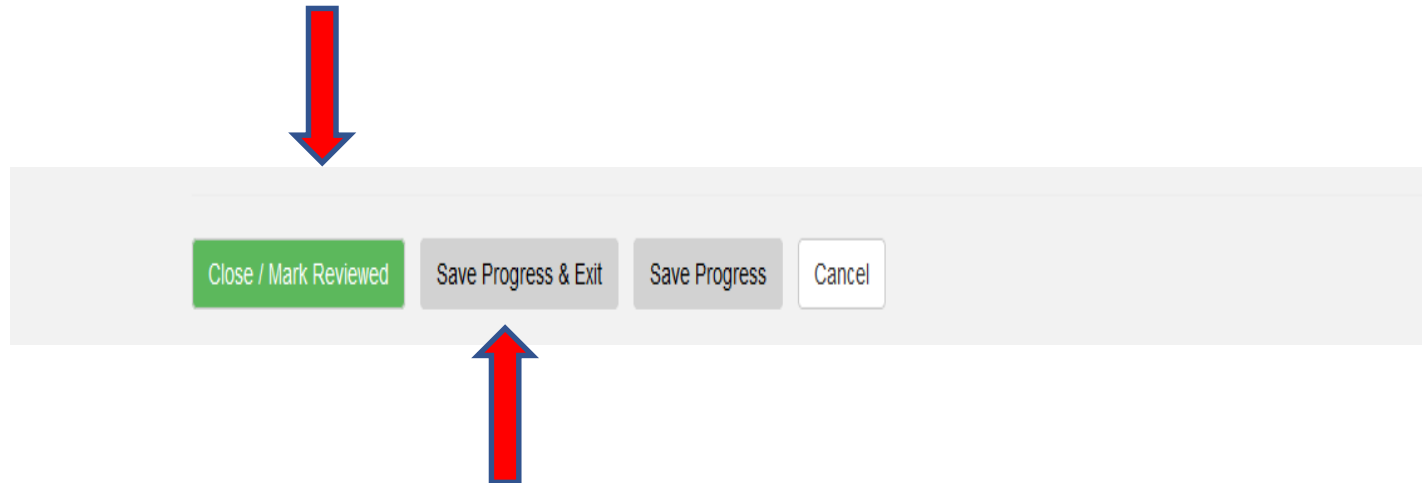
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**Service Request / Work Order Submitted:**

<input type="checkbox"/> Not Applicable	<input type="checkbox"/> EHS Service Request (i.e., safety training assignment, job hazard analysis, etc.) describe below:
<input type="checkbox"/> Facilities Work Order (i.e., grounds, building maintenance, housekeeping, etc.) describe below:	<input type="checkbox"/> Human Resources (i.e., classification, employee relations, etc.) specify below:
<input type="checkbox"/> Other describe below:	

Describe

- 1) Verify all Supervisor Investigation entries are correct. Select the “Close / Mark Reviewed” button to submit the report. You will receive an email with the supervisor incident report attached.



- 2) Verify all Supervisor Investigation entries are correct. If you need more time, select the “Save Progress & Exit” button to complete the report at a later date.

- 3) If you need any assistance, please contact the Environmental Health and Safety office.