

INSTRUCTIONS:UND INCIDENT REPORTING/ INCIDENT INVESTIGATION FORM

All injuries, incidents, or hazards occurring on property owned or controlled by UND or involving UND employees, students, or visitors while under the direction of the University must be reported to the UND Office of Safety within 24 hours. Incidents do not need to result in an injury or property damage to be reported – near miss incidents must also be reported. Emergency assistance should be requested by dialing 911 whenever a situation poses a threat to person or property. Serious injuries, incidents, hazards, or near misses must be reported immediately to the Office of Safety. When notified, the supervisor or person in charge must immediately initiate any applicable corrective actions and is responsible for seeing that an Incident Reporting Form is completed by the individual involved (or on his/her behalf) and sent to the Office of Safety within 24 hours of the incident. Workers compensation or liability insurance could be delayed or denied based on improper or delayed incident reporting. The Incident Reporting Forms for persons and property, as well as the Incident Investigation Forms (Parts 1 & 2) are located on the [forms](#) web page. It is strongly recommended that the reports be submitted online.

In order to view and print the form, Adobe Reader must be installed on your computer. Download the free latest version of [Adobe Reader](#).

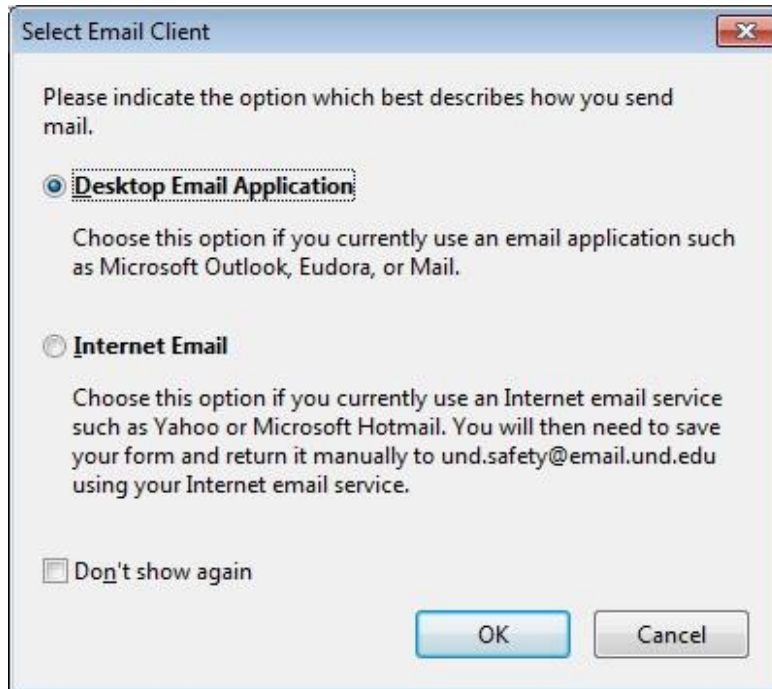
Note:

1. Always use the most recent version of [Adobe Reader](#). It is free to download from the Adobe website.
2. Always click on “Save As” and save the form on your computer before entering any information and signing it.
3. If the ‘Submit by Email’ button does not work, save the form on your computer and then attach the form to the email.

Click on the Incident Reporting Form/ Incident Investigation Form and save the file in a known location on your computer.

When all the information has been entered, you will be able to digitally sign the form, and print it by clicking the “Print” button located at the bottom of the form. This will provide a copy needed for departmental records.

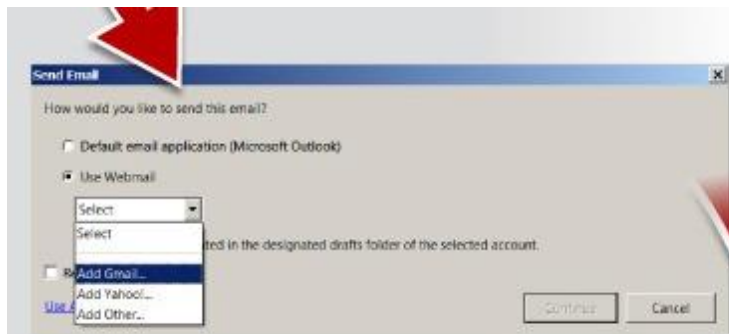
After printing a copy of the Incident Reporting Form, select the button titled “Submit to Safety”. This will open a window prompting you to select which email address you wish to send the email from.



1. If you choose “Desktop Email Application” an email window addressed to “UND Safety” with your completed Incident Reporting Form or Incident Investigation Form already attached opens up. You can add recipient’s (such as your supervisor) by typing their email addresses in the “To” row.
2. If you choose “Internet Email” you will need to save the form and compose a new email to und.safety@email.und.edu and any other recipient’s that you want to add. You can now attach the saved form with this email.

The following are the instructions to send the form directly within Acrobat or Adobe Reader XI using webmail tools like Gmail, Yahoo and Hotmail.

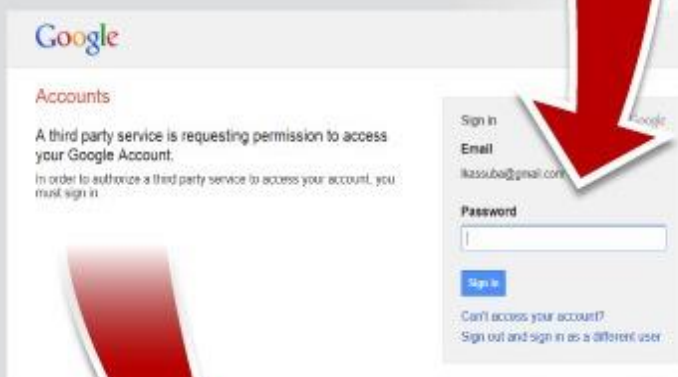
- i. Click the Submit Email button.
- ii. Choose your webmail program.
- iii. Enter your email address and information (if necessary) and click OK and Continue.
- iv. Sign in to your webmail program and grant access to Acrobat.
- v. Open your drafts folder, address, and send the email message.



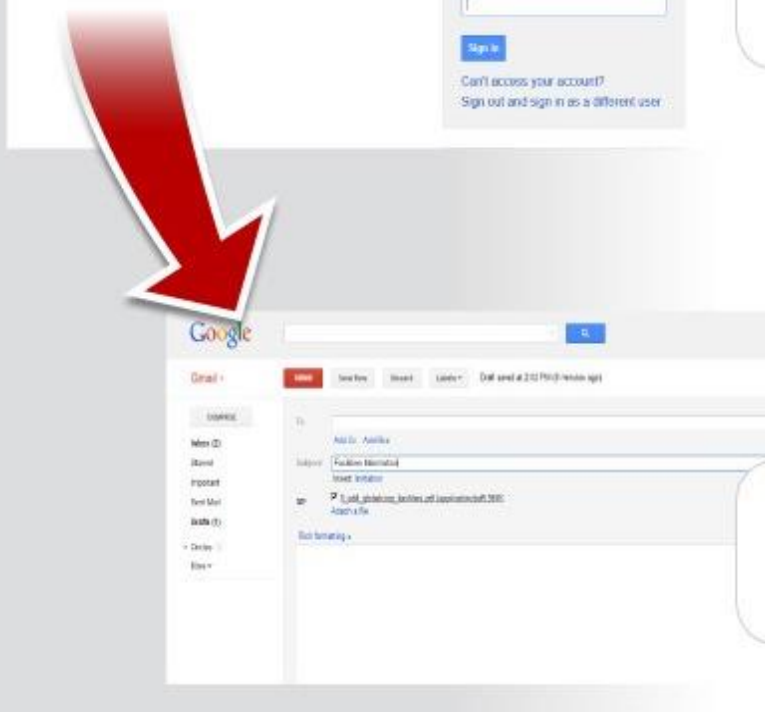
2 Choose your **webmail** program.



3 Enter your email address and information (if necessary) and click **OK** and **Continue**.



4 **Sign in** to your webmail program and grant access to **Acrobat**.

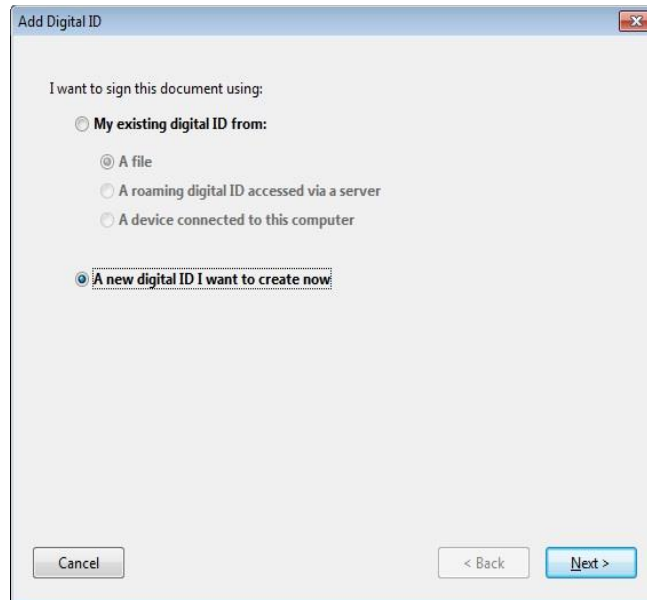


5 **Open** your drafts folder, address, and **send** the email message.

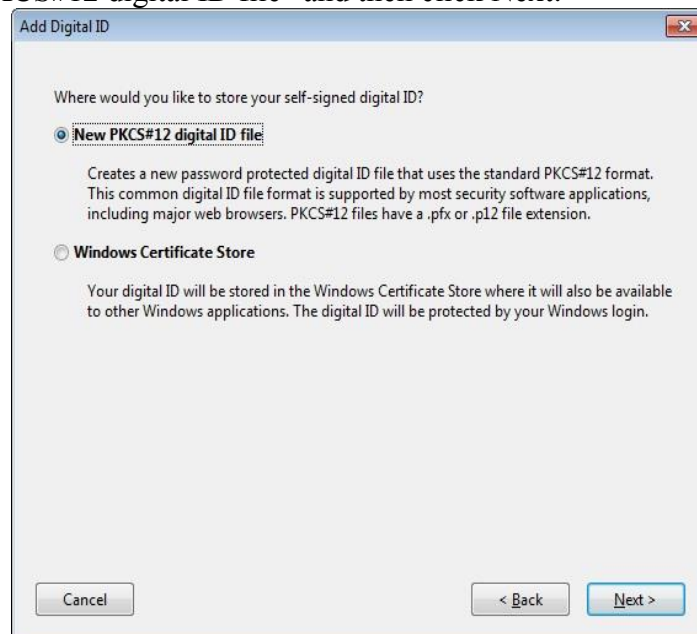
When submitting the Incident Reporting Form online, please add your supervisor as a recipient of the email message so that the supervisor is notified of your incident/injury. This will ensure that the supervisor is aware of the incident/injury and that they are required to submit an Incident Investigation Form, which can be completed online as well in the same manner.

Instructions to create a new digital signature

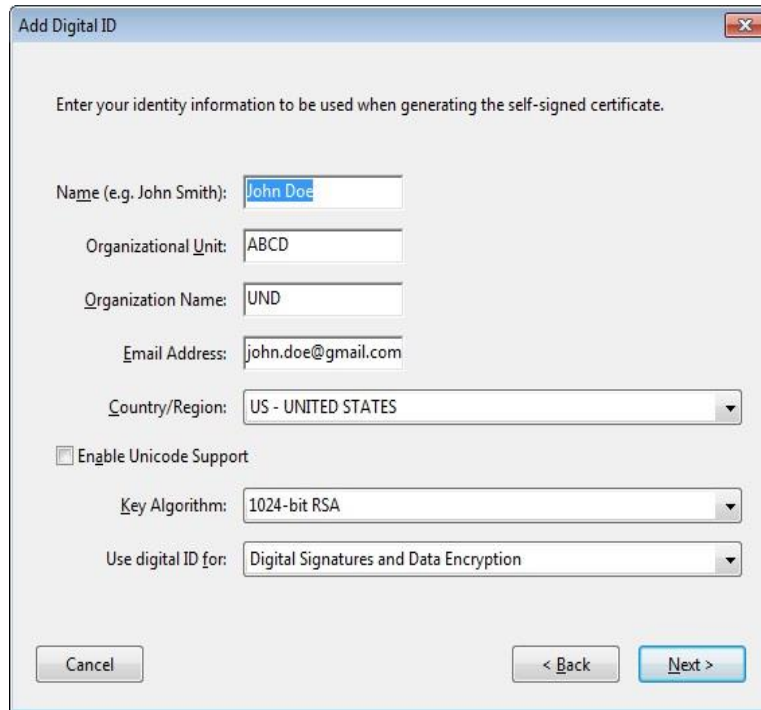
1. Click on the Signature field. This will open a window prompting you to add a digital ID. Click on “A new digital ID I want to create now” and then click Next.



2. The next screen will ask, “Where would you like to store your self-signed digital ID?” Choose “New PKCS#12 digital ID file” and then click Next.

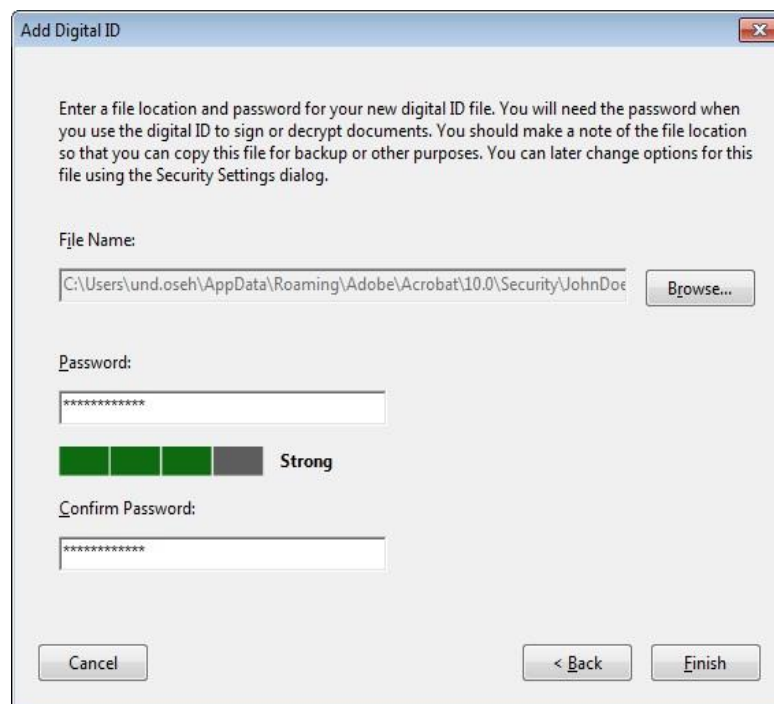


3. In the next screen you will be required to input your Name, Organizational Unit, Organization Name and Email address. After filling this information click Next.



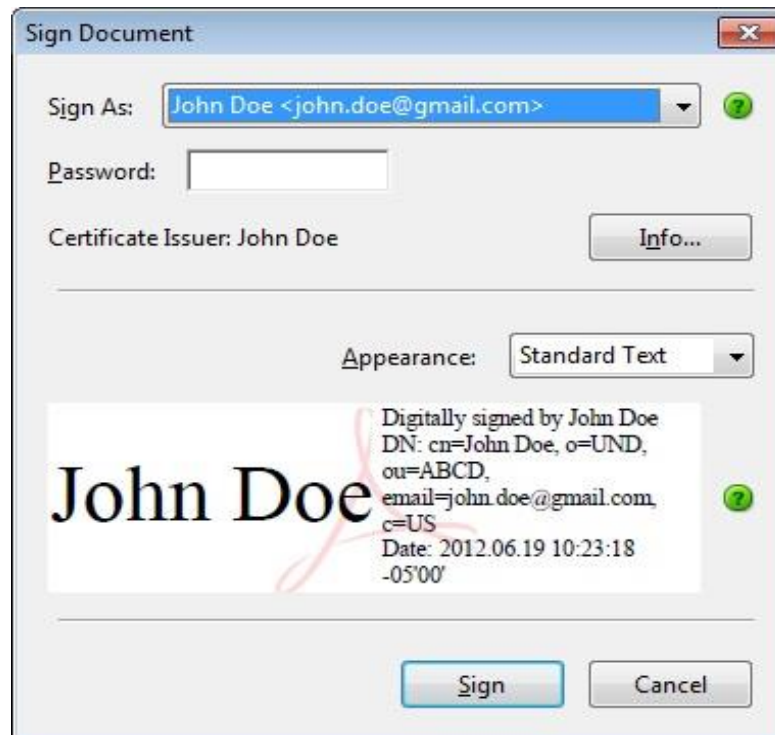
The screenshot shows a dialog box titled "Add Digital ID" with a close button in the top right corner. The main text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this, there are several input fields: "Name (e.g. John Smith):" with the text "John Doe"; "Organizational Unit:" with "ABCD"; "Organization Name:" with "UND"; "Email Address:" with "john.doe@gmail.com"; and "Country/Region:" with a dropdown menu showing "US - UNITED STATES". There is a checkbox for "Enable Unicode Support" which is unchecked. Below that is a "Key Algorithm:" dropdown menu showing "1024-bit RSA". At the bottom, there is a "Use digital ID for:" dropdown menu showing "Digital Signatures and Data Encryption". At the bottom of the dialog are three buttons: "Cancel", "< Back", and "Next >".

4. Now you will need to create a password of your own choice for your new digital ID file. You will be prompted to enter this password when you will be signing the form. After creating a password click on Finish.

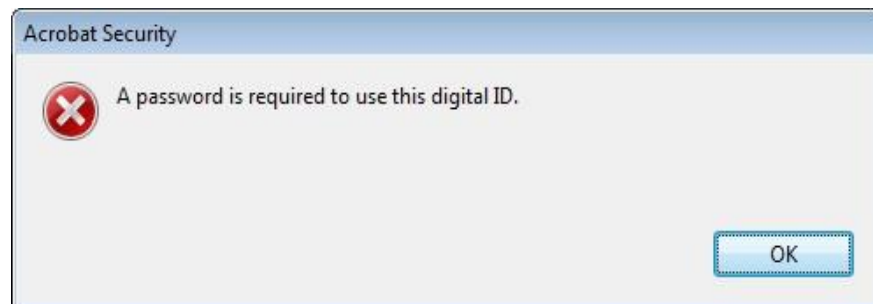


The screenshot shows a dialog box titled "Add Digital ID" with a close button in the top right corner. The main text reads: "Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog." Below this, there are three sections: "File Name:" with a text box containing "C:\Users\und.oseh\AppData\Roaming\Adobe\Acrobat\10.0\Security\JohnDoe" and a "Browse..." button; "Password:" with a text box containing "*****" and a strength indicator showing three green bars and one grey bar, labeled "Strong"; and "Confirm Password:" with a text box containing "*****". At the bottom of the dialog are three buttons: "Cancel", "< Back", and "Finish".

5. The screen with Sign Document window will open. You will need to enter the password that you created.



6. If you do not enter the password you will get an error message. Click on sign and your digital signature will appear in the Signature row.



7. The same form can be signed by different users on the same computer or on different computers. When you click on the Supervisor's signature/Department Head field you will get a screen prompting you to sign the document as Existing ID or creating a New ID. Click on New ID if a different person is signing the form. Repeat steps 1-6 given above to create a new signature.

