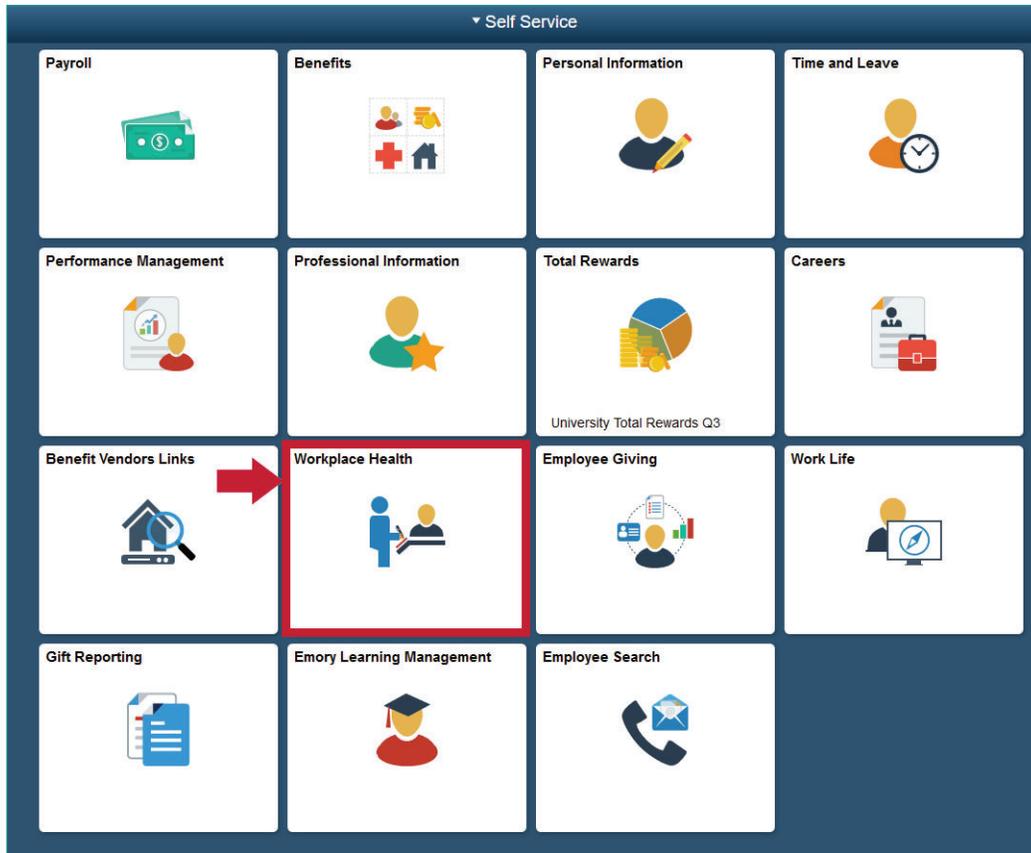


After Action Reports



Overview: This job aid provides Emory University **supervisors** on how to complete Supervisor After Action Reports in the HOME (Health and Occupational Management at Emory) Portal.

- 1 To access HOME, log in to Self-Service (<http://leo.cc.emory.edu>) with your Emory Network ID and password. Then, click on the **Workplace Health** tile.

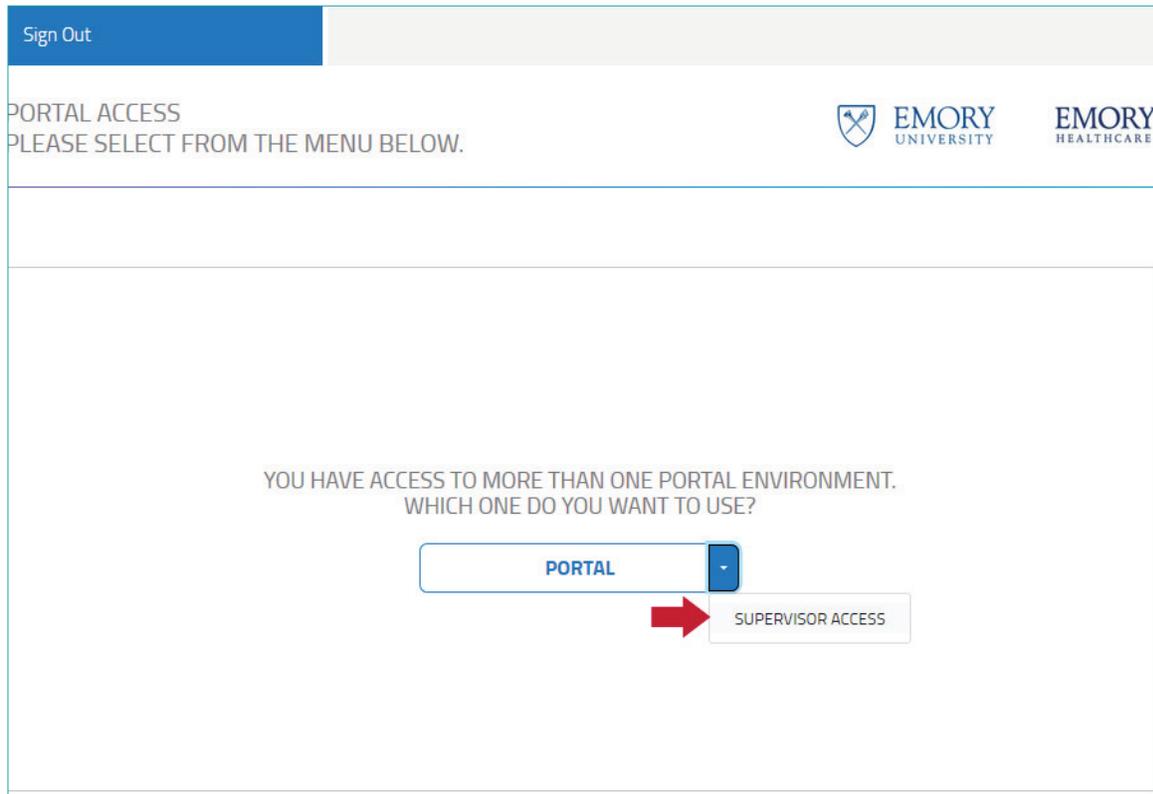


- 2 You will be prompted to log in again with your Net ID and password.

The screenshot shows the login page for 'AttributeContract'. It features the Emory University and Emory Healthcare logos, a 'Login' button, and a 'Login to AttributeContract' heading. Below the heading are two input fields: 'Network ID' (containing 'NetID') and 'Password'. A 'Login' button is positioned below the password field. To the right of the input fields is a text box with the following text: 'Login is Emory's authentication tool for logging into multiple web systems and applications. If you have any questions, problems, or comments about Login, please contact the University Service Desk at (404) 727-7777 or the Emory Healthcare Call Center at (404) 778-HELP. You may also submit an IT support request at <http://help.emory.edu/>.' Below the login fields is a 'Forgot Password?' link. At the bottom of the page, there is a disclaimer: 'You are about to access a computer system maintained or made available by Emory University and/or Emory Healthcare that is intended for authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your acceptance of Emory's IT Conditions of Use and other applicable policies and your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by Emory University or Emory Healthcare, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.'

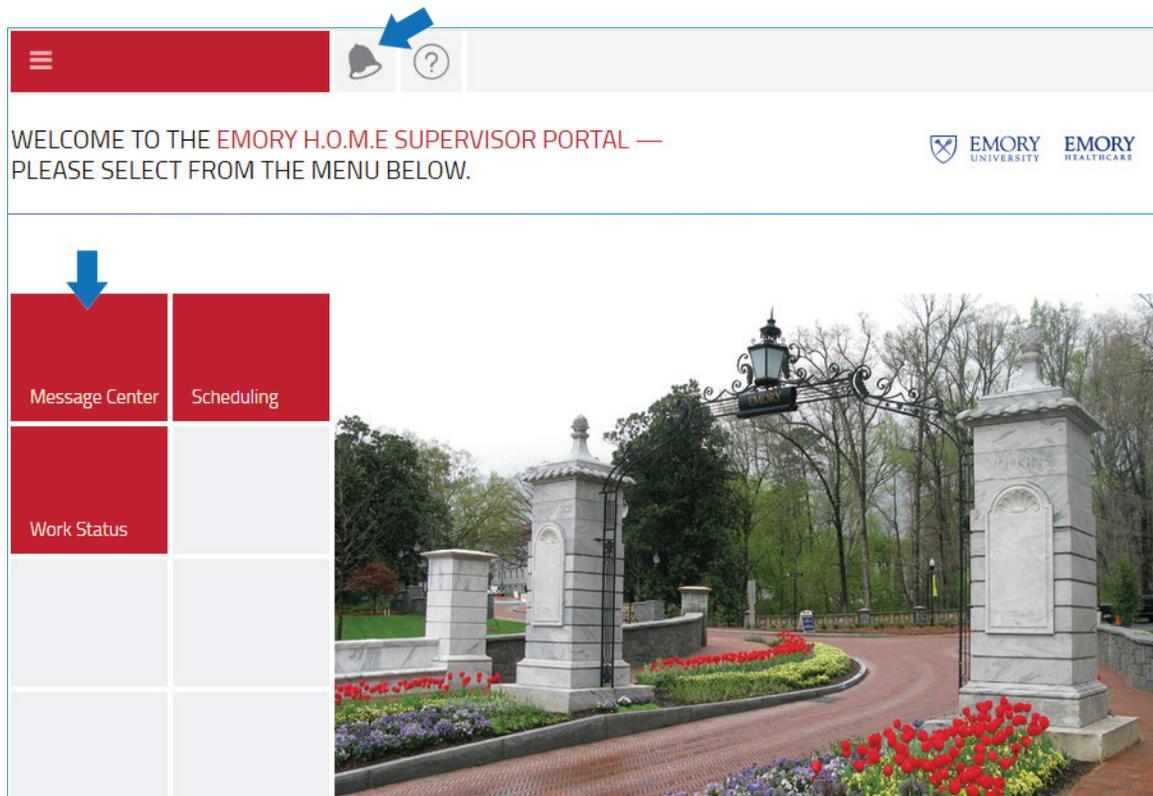
3

As a manager, you will be given a choice between portal access or supervisor access. Click **Supervisor Access**.



4

Next, click on the **Message Center** tile or **bell notification**.



- 5 Under Questionnaires, you will find the **Supervisor After Action Reports**. These reports need to be completed for a direct report's work-related injury, illness or exposure. Click **begin** to start the report.

QUESTIONNAIRES			
DATE	EMPLOYEE	QUESTIONNAIRE	ACTIONS
11-07-2018	First November	OIM Supervisor After Action	begin
11-07-2018	First November	OIM Supervisor After Action	begin
11-01-2018	First November	OIM Supervisor After Action	begin

- 6 Read-only direct report injury reports are listed at the top. Scroll down.

QUESTIONNAIRE-REPORT INJURY OR ILLNESS

Author: First November
Date: 11-09-2018 12:51

Demographics

Please complete the following questions to report a workplace injury, illness, or incident.

What Would You Like To Report?	Accident/Injury
What were you doing immediately prior to the injury or illness?	test
How did the incident happen?	test
Object or substance that directly caused the injury or illness?	test
Did the incident occur in a laboratory research setting?	No
Describe location of where the injury or illness occurred. (Facility/building/dept/floor)	test

7

Fill in the required answers. Click **Submit** when finished, or **Save for later** to save your answers and finish the questionnaire at a later date.

Describe specific task being performed at time of incident: *	<input type="text"/>
Describe safety equipment, personal protective equipment (PPE) in use at the time of the incident: *	<input type="text"/>
Description of incident from eye witnesses (if applicable):	<input type="text"/>
Description of incident from additional employees with knowledge of the incident (if applicable):	<input type="text"/>
What was the injury and part of the body affected (e.g. sprained right ankle, cut on left index finger, etc)?	<input type="text"/>
What action or event caused the incident to occur (root cause)?	<input type="text"/>
Describe corrective actions taken to prevent incident recurrence:	<input type="text"/>
Part 5: ADDITIONAL INFORMATION / COMMENTS	
Additional Comments:	<input type="text"/>
What is your best contact number?	<input type="text"/>
Save for later	<input type="button" value="SUBMIT"/>