1. Go to Self-Service (PeopleSoft) at http://leo.cc.emory.edu and log in with your username and password.
2. From the Self Service page, click the tile for Workplace Health.

3. Select the link for Report/Accident Injury.
4. Select “Continue.”
5. Click ‘OK’

6. Use the dropdown menu to select the type of accident/injury you would like to report.
   - The form will be auto populated with your name, contact information, and job and supervisor information.

7. Enter an alternate phone number and pager ID#, if applicable.

8. Enter the date you reported the incident to your supervisor.
9. Enter any allergies you have.
10. Enter what you were doing just before incident occurred.
11. Enter the incident date, incident time and time began work.
12. Enter a detailed description of the injury/illness.
13. Enter the primary body part affected and side of body.
14. Enter the type of exposure using the dropdown menu.
15. Click ‘SUBMIT’
16. This message will confirm Incident Report has been submitted to Occupational Injury Management.

Your report has been filed with Occupational Injury Mgmt. We will follow up with you within 24 business hours to inquire about your work related injury/illness. A copy of this report has been sent to the safety department as well as to your supervisor. If you have any questions, please contact us at 404/686-8587 or 404/686-2352.