How to Report a Work-Related Accident, Injury, Illness or Exposure

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1. Go to Self-Service (PeopleSoft) at [http://leo.cc.emory.edu](http://leo.cc.emory.edu) and log in with your username and password.
2. Select “Self Service.”

3. Select “Accident/Injury Entry.”
4. Select “Continue.”

5. Use the dropdown menu to select the type of accident/injury you would like to report.
   a. The form will be auto populated with your name, contact information, and job and supervisor information.
6. Enter an alternate phone number and pager ID#, if applicable.
7. Enter the date you reported the incident to your supervisor.
8. Enter any allergies you have.
9. Enter the incident date and incident time.
10. Enter a detailed description of the injury/illness.
   a. Enter the primary body part affected and side of body.
   b. Enter the type of exposure using the dropdown menu.
11. Enter the names and phone numbers of any witnesses.
12. Click “Submit” to submit your form to Occupational Injury Management.