

## **Injury/Safety Incident Reporting (First Report of Injury) Including Property Damage and Accidents Involving Fleet Vehicle (University Vehicle)**

1. This is to be used to report injuries, safety incidents, property damage and accidents involving Fleet Vehicle(s):
  - on campus involving A&M-SA employees, students, contractors/vendors and/or visitors/guests
  - off campus for A&M-SA employees during the course and scope of job duties
  - off campus for students participating in required A&M-SA sponsored events/activities
2. Assist the injured person. If injury/safety incident happened on campus, ensure to report to the A&M-SA Police Department (A&M-SA PD) if emergency medical assistance is needed. Be observant. Attempt to get as much information as possible at the time of the incident.
  - For **emergencies** dial **x1911** or **(210)784-1911**
  - For non-emergencies dial x1900 or (210)784-1900
3. Only discuss the incident with A&M-SA Police Department, Human Resources, Risk & Compliance Coordinator and/or A&M-SA Environmental, Health, and Safety Representative.
4. Please complete the online report in Origami (platform used for injury/safety incident reporting) by following the steps below. This online report may be done by the person involved in the injury/safety incident, the respective supervisor, or the incident observer.

Step 1: Access Origami URL:

<https://live.origamirisk.com/Origami/IncidentEntry/Direct?token=moTn1T4gmzSucpRjPWLISBIYhna%2BEZfm8DJcYKUZjA2fxYtWZsSEGmSPadR8JS0FXS31Twf1BKpDooWOu6c7Dm9tu5hrx9uu7lW62wDsIfElc5c7L1trKaB44vGNiWws>

Step 2: Select the 'Submit a new incident' button to begin.

Step 3: Data Entry.

- Provide as much detail as possible in the form.
- Required fields have a red asterisk next to the field name.
- Very Important: Use the Lookup buttons to autofill common details and reduce data entry:
  - Reported By Lookup – Filter the list and select your Work Email in this Employee Lookup.
  - Employee Work Location Lookup – Use the wildcard ('%' symbol) to prefix any text search (e.g. '%admin' for Administration buildings) or use in combination with the Filter By Hierarchy list on the right only search against that Member.
  - Employee Lookup – Filter by the Employee Name, Date of Birth or Work Location (Tip: use the wildcard).
  - TAMUS Location Lookup – Filter and select the location where the incident occurred, if on TAMUS premises.
- Select the blue icon to the right of fields with additional details for tips or field definition.

Step 4: Select the 'Complete Incident' at the top right corner of the screen to submit the incident. The system will alert you to required fields not entered.

Step 5: Upload any image or documents to be included in the submission.

Once the report is made in Origami:

1. An Email will be sent to the Employee with a Workers Compensation Healthcare Notification attached.
2. The Supervisor (person listed in the Reported By section) and Workers' Compensation Human Resources Liaison will receive an email with a link to this incident.

Please direct any questions regarding this process to the Safety Department email address at: [safety@tamusa.edu](mailto:safety@tamusa.edu)

### **Submit a Safety Concern**

Step 1: Access Origami URL:

<https://live.origamirisk.com/Origami/IncidentEntry/Direct?token=moTn1T4gmzSucpRjPWLISBIYhna%2BEZfM8DJcYKUZjA2fxYtWZsSEGmSPadR8JS0FXS31Twf1BKpDooWOu6c7Dm9tu5hrx9uu7IW62wDslfElc5c7L1trKaB44vGNiWws>

Step 2: Select the 'Submit a Safety Concern' button to begin. Complete the form.

Step 3: Select the 'Complete Incident' at the top right corner of the screen to submit the incident. The system will alert you to required fields not entered.

Please direct any questions regarding this process to the Safety Department email address at: [safety@tamusa.edu](mailto:safety@tamusa.edu)