

UVM Incident Reporting

How to Choose and Complete the Right Report

Presented by The Division of Safety and Compliance

What is Changing?

Incident reporting is now done in one online system.

- No more PDF forms.
- No more emailing Risk Management.
- All reports start and finish in the same place.



What Is NOT Changing?

- ✓ Call 911 for emergencies
- ✓ Notify your supervisor
- ✓ Report incidents promptly
- ✓ Provide accurate information



When to use the form?

Use online form to report:

- Employee injuries
- Student or visitor injuries
- Vehicle accidents involving UVM vehicles
- Property damage
- Near misses or safety concerns



4 Categories – You select **ONLY 1** to start

Safety Concern

Reporting of Concerns and Near Misses

Employee Injured?

Work-Related Injury of UVM Employee

Auto/Vehicle accident?

Automobile Accident Involving a
UVM-Owned or Leased Vehicle

**Non-Employee Incident or
UVM Property Damage?**

Injury of Students and Non-UVM Affiliates
or Property Damage

After You Choose

Every Report Follows the Same Pattern

- ✓ Click, Save and Continue
- ✓ Select additional categories if prompted
- ✓ Complete **General Incident Details**
- ✓ Complete additional sections as required (example adding people or property)
- ✓ Upload **Supporting Files** (if needed) Click **Submit**

New Incident Report

Please complete the relevant information via the sections below. You will be unable to change your provided answers once "Submit" is clicked.

>

✓

What are you reporting?

Incident types related to your incident report

>

⚠

General Incident Details

Expand the section to add Information related to the incident being reported, when and where it occurred.

>

✓

Near Miss

Click edit to add Information related to safety incident that did not result in injury or damage but had the potential to do so.

Edit

>

✓

Witnesses

Click Edit to add any Witness contact details relating to the incident being reported.

Edit

>

📎

Supporting Files (0)

Any Supporting Documentation related to the incident being reported.

Upload

⚙ Change Incident Types

Cancel

Submit >

General Incident Details

Take your time with this section

- ✓ Where did it happen?
- ✓ When did it happen?
- ✓ Who was involved?
- ✓ What happened?

Write a clear description in your own words.

 **General Incident Details**

Expand the section to add Information related to the incident being reported, when and where it occurred.

* Incident Date

Time of Incident ⓘ

* Report Date

Feb 19, 2026

* Describe Specific Location

Did this occur on UVM Property? (If Unknown select no) ⓘ

☐ Yes

☐ No

Your Information:

First Name

Kevin

Last Name

Hytten

Phone

Email

kevin.hytten@uvm.edu

Narrative of Incident

Have you reported this to anyone else?

--None--

Result of Snow/Ice Removal

--None--

Did this occur during a student activity,class or academic program?

--None--

Save

Adding People or Property

Some reports may require you to:

- ✓ Add an employee
- ✓ Add a student or visitor
- ✓ Add vehicle information
- ✓ Add property damage

Important:

- Before you start, gather all the information you need — like driver information and police report details for auto accidents.

Employee Injury

Employee/Volunteer

Injury Detail

Injured Employee or Volunteer

☐ Employee

☐ Volunteer

* First Name of Employee/Volunteer Injured

* Last Name of Employee/Volunteer Injured

Injured Employee/Volunteer Phone

Phone number in the format (xxx) xxx-xxxx

Injured Employee/Volunteer Email

you@example.com

Injured Employee/Volunteer Job Title

Department

Initial Treatment

☐ None

☐ On-site First Aid Only

☐ Off-Site Medical Treatment

Did a machine, tools object, motor vehicle or substance cause injury

--None--

Were activities that lead to injury part of employees regular job duties

--None--

Was Injured Person wearing Protective Equipment

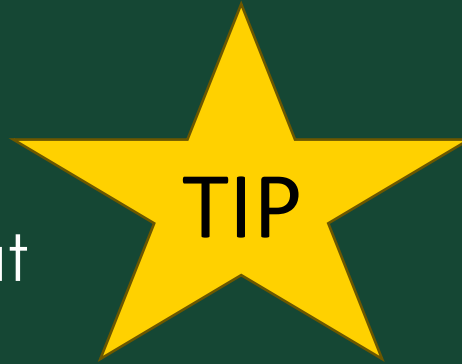
--None--

Did incident involve exposure to needlestick, human blood or other bodily fluids

--None--

Save & Next

You Can Explore Before Submitting



- ✓ You can open the form and explore the sections to see what information is required before completing.
- ✓ This can help you gather the correct information.
- ✓ You can “**Change Incident Types**” at the bottom of the form – and “**Saved**” details in some sections will appear in the new Incident Type.
- ✓ Use the Cancel button or “X” to leave the form or a section



Change Incident Types

Cancel

Submit >

Common Mistakes to Avoid

- ❑ Not having all the information before starting
- ❑ Choosing the wrong category
- ❑ Leaving required fields blank
- ❑ Writing very short descriptions
- ❑ Forgetting to click “**Save**” in a section
- ❑ Forgetting to click “**Submit**”



Practice Scenarios

Which category would you choose?

Scenario 1

A UVM employee slips and sprains ankle.

1	Safety Concern	Reporting of Concerns and Near Misses
2	Employee Injured?	Work-Related Injury of UVM Employee
3	Auto/vehicle accident?	Automobile Accident Involving a UVM-Owned or Leased Vehicle
4	Non Employee Incident or UVM Property Damage?	Injury of Students and Non-UVM Affiliates or Property Damage

Scenario 2

A student trips in a classroom.

1	Safety Concern	Reporting of Concerns and Near Misses
2	Employee Injured?	Work-Related Injury of UVM Employee
3	Auto/vehicle accident?	Automobile Accident Involving a UVM-Owned or Leased Vehicle
4	Non Employee Incident or UVM Property Damage?	Injury of Students and Non-UVM Affiliates or Property Damage

Scenario 3

A UVM truck backs into a pole.

1	Safety Concern	Reporting of Concerns and Near Misses
2	Employee Injured?	Work-Related Injury of UVM Employee
3	Auto/vehicle accident?	Automobile Accident Involving a UVM-Owned or Leased Vehicle
4	Non Employee Incident or UVM Property Damage?	Injury of Students and Non-UVM Affiliates or Property Damage

Scenario 4

Wet floor almost caused a fall.

1	Safety Concern	Reporting of Concerns and Near Misses
2	Employee Injured?	Work-Related Injury of UVM Employee
3	Auto/vehicle accident?	Automobile Accident Involving a UVM-Owned or Leased Vehicle
4	Non Employee Incident or UVM Property Damage?	Injury of Students and Non-UVM Affiliates or Property Damage



Q&A