

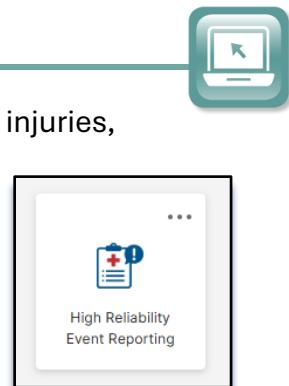


HRP: How to Report a Workplace Safety Event

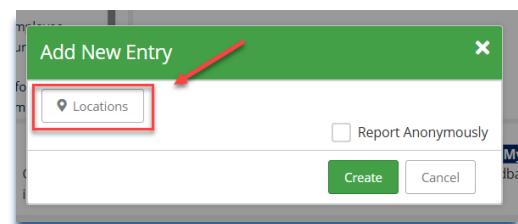
How it Works

Use the Workplace Safety module to report employee related events such as employee injuries, workplace violence, and unprofessional conduct.

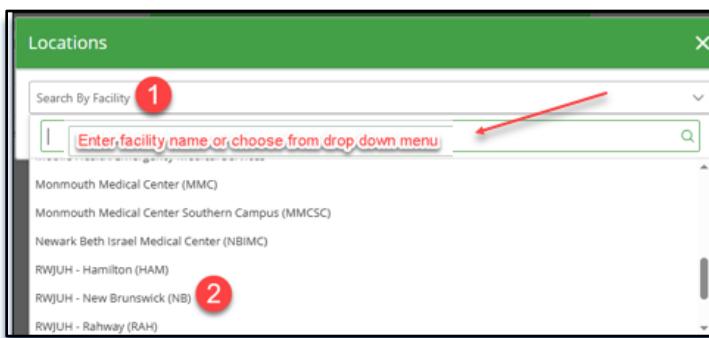
- To report a Workplace Safety event, you'll need to access the **High Reliability Platform (HRP)** which is a tile on your dashboard in OKTA.
- Once you have logged in, your landing page will display a dashboard with the event modules on the left (1) and various resource links on the right (2).



- On the top left, Select the **Workplace Safety** button on the Reporter Dashboard
- You will receive a Pop up to **Add New Entry**.
 - Begin by selecting the **Locations** button.



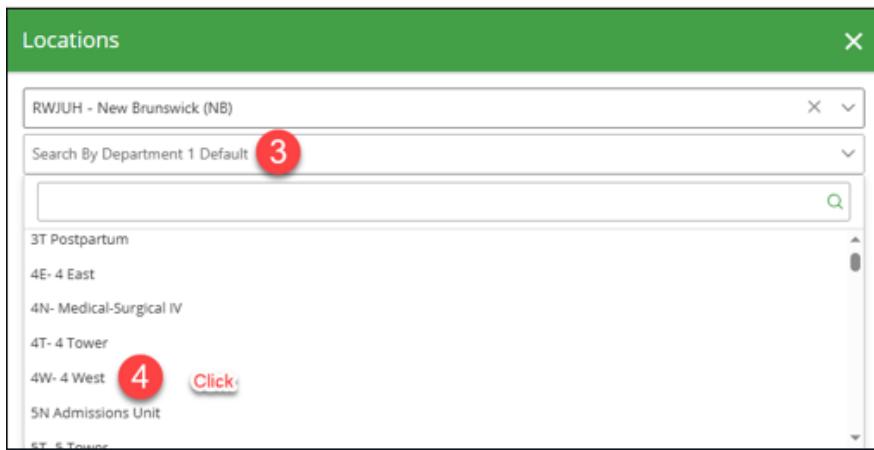
- Click **Search by Facility** field (1) then Enter your **facility name** (2) or choose from the drop-down menu



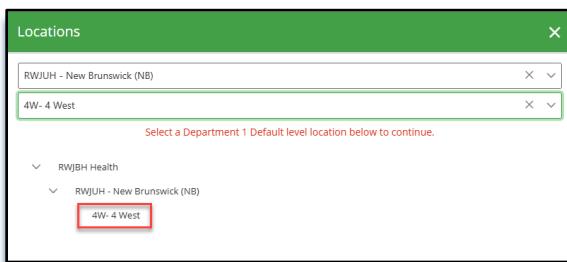


- Next **Search By Department (3)** then **choose the department** the event occurred in from the drop-down list **(4)**.

** **NOTE:** this department may be different than the one that you work in depending on where the actual event occurred**



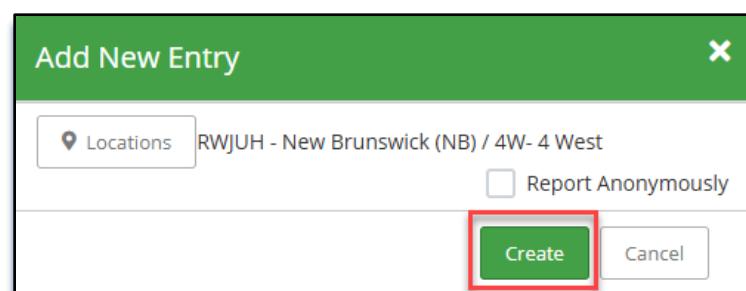
- Once selecting the department from the drop down you must confirm on the final screen by **clicking the department again** to file.



- **Click Create**

- **Note:** you do have the option to select the box to **Report Anonymously**. If you decide to report anonymously, you will not be able to follow the progress and outcome of this event, and your manager will not be able to obtain more details from you in regard to this event if needed.

- Work through the form and enter details of the event.
 - Depending on your selections, additional fields may cascade to be completed.
 - Briefly describe the facts of the event.





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Workplace Safety Details

WF-2025-000085 (WS)

Location: Corporate Services / System Business Office (SBO) - Oceanport Status: Pending Last Update: Sep 26, 2025, 10:36:08 AM

Initial Report

Date of Event:

Time of Event:

Period when event occurred
(Optional)
 At work, on break
 During Normal Work Hours
 Leaving Work
 Overtime or Unscheduled Shift
 Other

Select the primary location where this event occurred
 Corporate Services / System Business Office (SBO) - Oceanport

Select additional locations involved in the event
 (Optional)

Occurred on premises?

Submit **Save** **Save and Close** **Cancel** **Delete**

Add Image or Browse Device **Upload Files**

File Drop Zone

- The forms will contain some fields listed as *Optional* vs Required.

Initial Report

Date of Event **(required)**

Time of Event **(Optional)**

- If mandatory (required) fields are not completed, you will not be able to submit your report. After clicking Submit, the system will indicate in red the areas that you missed.

Initial Report

Date of Event (required)

⊗ Date of Event (required) is Required

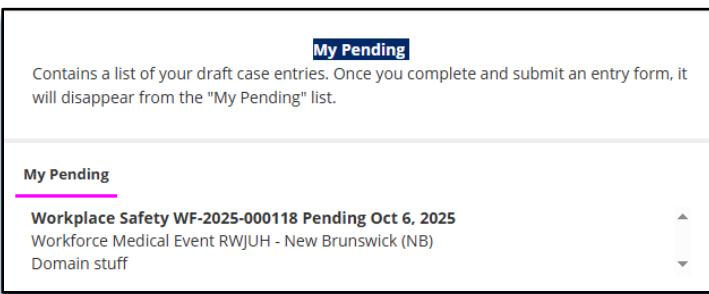
- Provide as much details as possible for the event. Once complete, Click the **Submit** button on the bottom of the form to file event.
 - If you are not ready to Submit the event, you can select **Save and Close**. This will save the event as an incomplete report so that you can exit the case and come back to finish and submit it later. Reports that are incomplete when saved are assigned a “Pending” status.

Submit **Save** **Save and Close** **Cancel** **Delete**



General Case Function Definitions

1. **Submit:** Transitions a case from a status of pending to open. The system enforces completion of all fields marked “required on Open” before submission, alerting the reporter via a pop-up if any are missing.
2. **Save:** Preserves the user’s current work on the case without exiting, allowing them to continue editing.
3. **Save and Close:** Preserves the user’s current work and then exits the case.
 - The event will be saved under the **My Pending section** of the dashboard to complete at a later date.



4. **Cancel:** Allows a user to exit a case without saving **only** if it has not been submitted already.
5. **Delete:** Removes a case from the system. **only** if it has not been submitted already.
 - Access to delete cases once created is restricted to the Managers and Safety Module expert will have the security access to delete a case. Deleted cases currently require Safety Support intervention for recovery.



Version #	Purpose of Change	Author	Date of Change
1.0	Initial Creation	S. Perry	11/2025
1.1	Updated Verbiage	D.Martin	12.12.2025



High Reliability Platform (HRP) for Event Reporting – Workplace Safety Module

Event Types

The Workplace Safety Module is intended for reporting of:

- Workplace Violence and Unprofessional Conduct
- Team member on-the-job injuries and illnesses
- Hazards in the workplace that present a risk for team member injury or illness

The team member, a coworker or a supervisor may report the event as long as the employee ID # of the team member affected is known

Event Type	Definition	For Example
Workplace Violence & Unprofessional Conduct	Includes not just physical, verbal, written, and sexual violence but any act or behavior by or against any employee, patient, visitor, vendor, volunteer, or other person that is or could be reasonably perceived to be unprofessional, intimidating, threatening, violent, dangerous, harassing, bullying, harmful, or coercive	<ul style="list-style-type: none">• A co-worker slams their fist on the countertop during a conversation.• An employee's former partner is repeatedly making unwanted calls, emails, or is showing up at the workplace uninvited.• A visitor makes aggressive or threatening verbal comments to an employee.• A stranger approaches an employee in the parking garage and demands money.• A patient pushes an employee who is trying to provide treatment.• Two parents get into a heated verbal argument over the care of their child.• An individual makes a threat on an employee's social media page related to their employment.• A patient yells at a receptionist in the waiting room.
Adverse Vaccine Reaction	A team member has a reaction to a vaccine that they received at the workplace	<ul style="list-style-type: none">• Team member develops phlebitis following a vaccine given at work
Auto Accident	A motor vehicle collision or incident that occurs on RWJBH property and/or in an RWJBH vehicle and involves a team member	<ul style="list-style-type: none">• Community health worker driving to a patient's home experiences an auto accident• RWJBH ambulance experiences an auto accident• RWJBH team member experiences an auto accident while on RWJBH property



High Reliability Platform (HRP) for Event Reporting – Workplace Safety Module

Event Types

Event Type	Definition	For Example
Burn	A team member experiences a burn while at work	<ul style="list-style-type: none">• Spilling hot coffee that causes a burn• Contact with electricity that causes a burn• Contact with fire/flame that causes a burn• Contact with a hot or cold object or substance that causes a burn
Electrical Shock	A team member experiences an electrical shock while at work	<ul style="list-style-type: none">• A team member is shocked when coming in contact with a piece of patient equipment• A team member is shocked when performing a duty with electricity
Exposure/Splash	A team member comes in contact with a hazardous substance; including potential exposure to a bloodborne pathogen.	<ul style="list-style-type: none">• A team member is splashed with blood• A team member is spit on by a patient• A team member is exposed to a chemical through contact or inhalation
Fall/Slip/Trip	A team member loses balance, unintentionally loses footing with the floor, and/or falls from the same level or different level	<ul style="list-style-type: none">• A team member falls from a ladder• A team member slips on a liquid on the floor• A team member trips over an electrical cord• A team member trips in a hole in the parking garage
Infectious or communicable disease	A team member is exposed to a pathogen that causes illness	<ul style="list-style-type: none">• A team member is exposed to tuberculosis (TB) from a patient• A team member is exposed to scabies from a patient
Needlestick/scalpel/sharps	A team member experiences a penetrating puncture or cut wound from a needle, scalpel or other sharp object that may result in exposure to blood or other potentially infectious material. Potentially exposes the team member to a bloodborne pathogen.	<ul style="list-style-type: none">• An environmental services team member is poked by a used needle while servicing the dirty linen• A nurse is punctured with a needle when a patient flinches during injection• A doctor is cut with a scalpel during surgery
Puncture/laceration/skin break down	A break in the skin or tissue caused by a sharp object or force, resulting in a wound that is work-related but is not a needlestick/scalpel or sharps related injury and therefore does NOT potentially expose the team member to a bloodborne pathogen.	<ul style="list-style-type: none">• A team member experiences blisters as a result of PPE• A team member experiences a cut as a result of a scissor or box cutter



High Reliability Platform (HRP) for Event Reporting – Workplace Safety Module

Event Types

Event Type	Definition	For Example
Repetitive motion	Typically a musculoskeletal disorder that arises from repeated motion or stress in the performance of job duties	<ul style="list-style-type: none">• A team member experiences carpal tunnel syndrome from repetitive hand/wrist motions• A team member experiences tendonitis from repeated fine motor tasks• A team member experiences lumbar pain from repeatedly lifting garbage bags into the dumpster
Sprain/Strain/Lifting (non-patient)	Typically a musculoskeletal disorder that is sudden or acute – primarily sprains, strains, or tears that occur during work and is NOT related to patient handling . Typically results from overexertion, awkward posture or forceful movements while lifting, carrying, or pushing objects.	<ul style="list-style-type: none">• A team member lifts a heavy linen bag and feels a strain• A team member pushes a heavy cart and feels a strain
Sprain/Strain/Lifting (patient handling)	Typically a musculoskeletal disorder that is sudden or acute – primarily sprains, strains, or tears that occur during work and is related to patient handling	<ul style="list-style-type: none">• A team member assists a patient out of bed and feels a strain• A patient falls and in the course of trying to assist the patient, the team member feels a strain
Struck by/against or caught in	A team member is hit by a moving object, runs in to an object or has a body part caught in an object. This could be a falling object, a piece of equipment, or a patient's body part during a sudden movement (excluding sprain/strain/lifting injuries caused by patient handling and excluding Workplace Violence events)	<ul style="list-style-type: none">• A team member forcefully bumps in to a wall• A team member's foot is struck by the elevator door
Workforce Medical Event	A general category that may encompass various sudden, non-traumatic, and non-injury related medical conditions experienced by a worker while on the job resulting in illness or requiring medical intervention	<ul style="list-style-type: none">• Team member faints while at work• Team member experiences chest pain while at work
Other	Any other workplace hazard, injury or illness not captured by the above definitions.	