CDC
CENTERS FOR DISEASE™
CONTROL AND PREVENTION

COLLATERAL DUTY SAFETY OFFICER INITIAL TRAINING

Module 4: Reporting Hazards and Incidents

Facilitator Guide

Prepared by Victoria Elder

This Page Intentionally Left Blank

TABLE OF CONTENTS

Module 4: Reporting Hazards and Incidents

This Page Intentionally Left Blank

Syllabus

Title

CDSO-110, Collateral Duty Safety Officer Training
- Module 4: Reporting Hazards and Incidents

Length of Course

2-Day (16-hour) course

Mission and Purpose

The role of the CDC Collateral Duty Safety Officer (CDSO) is to assist employees with the submission of accurate, complete, and timely incident reports. This section will provide a series of practical lessons to help the CDSO develop skills for the construction and submission of CDC incident reports. This lesson includes what is considered a reportable event, how to create a good incident report, what details need to be documented, and what method of submission is to be used. Successful completion of this process allows the CDC to take proactive measures to identify and correct hazards before they can cause injury or illness.

Audience

Center for Disease Control and Prevention (CDC), CDC-contractors, and other government personnel who are assigned to Collateral Duty Safety Officer duties.

Prerequisite

- CDC Security Awareness Training (SAT)
- CDC Safety Survival Skills Training (SSST)

This Page Intentionally Left Blank

Module 4 Composition

Section		Time
1	Overview	15
2	Incident Classification	45
3	CDC Reporting Procedures	20
4	Safety Help Desk	20
5	myCority	20
	Total Instruction Time	**2 Hours**

This Page Intentionally Left Blank

Module 4:
Goals and Objectives

Section 1: Incident Reporting Overview

Instructional Goal

1.0 The learner will be able to recall the importance of reporting hazards at CDC and CDC-leased facilities.

Instructional Objectives

1.1 Explain the importance of reporting hazards.

1.2 Explain the federal policy governing incident reporting in the workplace.

Section 2: Incident Classification

Instructional Goal

2.0 The learner will be able to identify the incident levels of the Safety Triangle.

Terminal Performance Objective

2.1 Given a scenario, the learner must determine what level of the Safety Triangle an incident occurs.

Enabling Objectives

2.1.1 Explain the purpose of the Safety Triangle.

2.2.1 List the four levels of the Safety Triangle.

2.3.1 Define Unsafe Conditions.

2.4.1 Define Near Miss.

2.5.1   Define Incident.

2.6.1   Define Injury.

Section 3: CDC Reporting Procedures

Instructional Goal

3.0   The learner will be able to identify the methods
           for reporting hazardous conditions at CDC
           owned- and leased-properties.

Terminal Performance Objective

3.1   Provided a scenario, the learner must determine
           what level of the Safety Triangle an incident
           occurs.

Enabling Objectives

3.1.1   Identify the different reporting methods used at
           the CDC and CDC-leased facilities.

3.1.2   Explain the appropriate method to use for
           reporting incidents.

Section 4: Safety Help Desk

Instructional Goal

4.0   The learner will submit a Safety Help Desk ticket.

Terminal Performance Objective

4.1   Given a scenario, the learner will demonstrate the
           process of completing an incident report via the
           Safety Help Desk.

Enabling Objectives

4.1.1   Explain the purpose of the Safety Help Desk.

4.1.2   Describe the components of a Safety Help Desk ticket.

4.1.3   Create a Safety Help Desk ticket.

Section 5: myCority

Instructional Goal

5.0   The learner will submit a Safety Help Desk ticket.

Terminal Performance Objective

5.1   Given a scenario, the learner will demonstrate the process of completing an incident report using myCority.

Enabling Objectives

5.1.1   Explain the purpose of myCority.

5.1.2   Describe the components of a myCority incident report.

5.1.3   Create a myCority incident report.

Couse Completion Criteria

Criteria

Successful completion of this lesson will be determined by

1. **Participation:** Learners must participate in at least 90 percent of all training. Only the Lead Instructor can excuse earners from any block of instruction. The Lead Instructor makes the final determination as to the learner's successful participation in the course.

2. To determine if the learner has acquired the knowledge and skills required of the task, adequate evaluation (such as test, quiz, or exercise) is necessary. The method(s) of evaluation used in this course are as described below.

    *   **Performance Testing.** One or more exercises will be administered using a performance checklist along with direct observation during training. A learner must perform the skills according to the performance criteria outlined in each exercise checklist and in the lesson plan. The performance checklists are used to document student performance.

Remediation

If a learner achieves a grade lower than 80% on any test or doesn't meet requirements outlined on the exercise checklists, the instructor will remediate the learner and revaluate their performance. Revaluation can be made by a different written

evaluation or done orally by the instructor, or with student re-performance of the deficient tasks on the performance checklist. The remediation process should be documented on the relevant test or exercise checklist.

For students who do not pass the test or exercise, even after remediation, follow CDC policy.

Instructor Note

As the instructor, you will guide students through hands-on interactions, exercises, and evaluations. Since immediate feedback on each student's evaluation performance is appropriate, it is recommended that all tests and exercises be graded and reviewed with the class prior to presenting the next lesson.
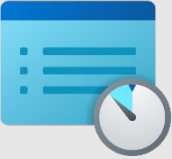
The class grade sheet, recording each student's grades for each test and/or exercise, is completed by the Lead Instructor and retained by the CDC.

All completed student tests, quizzes, checklists, etc. must be returned to the CDC. Blank testing materials must be either destroyed or returned to the CDC.

This Page Intentionally Left Blank

Facilitator Guide Icon Key

Throughout the Facilitator Guide, the following icons will be used to indicate the type of content being presented, an action to be taken, to identify a reference, etc.

Icon	Action
	Lecture
	Multimedia
	Activity
	Break
	Evaluation
	Reference

This Page Intentionally Left Blank

Course Materials

Module 4: Reporting Hazards and Incidents

Instructor Materials

- ❑ Name Tents (pre-printed)
- ❑ Student Roster/Sign-in Sheet
- ❑ CDC Safety Welcome Slides
- ❑ CDC Safety Briefing Video (On-campus courses only)
- ❑ CDSO Initial Training Course Facilitator Guide
- ❑ CDSO Initial Training Course Presentation
- ❑ Wireless Presentation Clicker
- ❑ Safety Incident Scenario Videos
- ❑ Handout: Safety Triangle (Activity)
- ❑ Handout: Report This Way (Activity)
- ❑ Learner Feedback (Hard Copy)

Participant Materials

- ❑ CDSO Initial Training Course Student Guide
- ❑ Student Laptops with Internet Access
- ❑ Student LAN Username/Password
- ❑ CDC Email
- ❑ Writing Instruments

Welcome to the CDC

Thank you for choosing the CDC to meet your training needs. Enjoy your stay!

- Your incoming telephone messages will be forwarded to you through Registration.

- Speed limits on the CDC Roybal Campus are vigorously enforced. If you're cited for speeding, your supervisor will be notified.

- Breakfast, lunch, and snacks are available from the café in [REDACTED]. Hours of operation are 7:00am – 6:00pm, daily.

- Gymnasium facilities are available for your use in the Wellness Center. Before using the equipment or attending a group workout, you must stop by [REDACTED] to sign a waiver. For more information, call [REDACTED].

- In case of emergency, follow the evacuation route posted near each doorway. Your instructor will tell you where to gather during the safety briefing. You can reach 911 by cell phone or by dialing [REDACTED].

  - If you call 911, you must call the Security Operations Center (SOC) to let them know outside assistance is coming.

Security Operations Center	Campus Occupational Health Clinic
Atlanta/Chamblee: 404-XXX-XXXX **Fort Collins:** 970-XXX-XXXX **Other sites:** Call your local CDC emergency contact number	**Roybal**: 404-XXX-XXXX **Chamblee:** 770-XXX-XXXX **Fort Collins:** Occupational health services are provided by the University of Colorado (UC Health). **San Juan:** Employees are directed to seek care at an urgent care center or primary care provider. For all other campuses, see emergency contact numbers.

This Page Intentionally Left Blank

Course Schedule

Module 4: Reporting Hazards and Incidents

Day 1	
TBD	CDC Welcome, Course Expectations, and Introductions
TBD	Section 1: Incident Reporting Overview
TBD	Section 2: Incident Classification
TBD	Break
TBD	Section 3: CDC Reporting Procedures
TBD	Section 4: Safety Help Desk
TBD	Break
TBD	Section 4: myCority
TBD	Student Feedback

This Page Intentionally Left Blank

Welcome and Safety Briefing

The safety management model used by the Center for Disease Control and Prevention (CDC) is the Integrated Safety Management (ISM). ISM is based on the concept that safety requires the involvement of management and workers at all organizational levels with an overall goal of integrating safety into work planning and execution. The model also encourages improvement through evaluation and feedback. The CDC established seven guiding principles and five core functions to ensure the success of ISM objectives.

Seven Guiding Principles

1. Line Management responsibility for safety
2. Clear roles and responsibilities
3. Competence commensurate with responsibilities
4. Balanced priorities
5. Identification of safety standards and requirements
6. Hazard controls tailored to work being performed
7. Operations authorization

Five Core Functions

1. Define the scope of work.
2. Analyze the hazards.
3. Develop and implement hazard controls.
4. Perform work within controls.
5. Provide feedback and continuous improvement.

The CDC contractually requires its management, operations, and support service contractors to implement the ISM model.

Remember: Integrate the five core functions into the performance of your work activities.

Welcome to the Center for Disease Control and Prevention Safety Training Center

*Instructor Note: Use the **CDC Welcome Slides with Safety Briefing** presentation to accompany the safety guidelines and CDC welcome information.*

CDC Management

- Rochelle P. Walensky, MD, MPH
  - Director, CDC
- [REDACTED]
  - Director, Occupational Health and Safety Office (OHSO)
- [REDACTED]
  - Director, Office of Safety, Security and Asset Management (OSSAM)
- [REDACTED]
  - Branch Chief, Quality and Compliance Branch (QCB) and Safety Training

Class Roster

- Class Roster
  - Check all information for accuracy.
  - Make necessary changes.
- Name Tent
  - Printed name and work site/area
  - Link to Student eFeedback

Attendance

Courses start on time.

- Plan time for parking and walking to class.
- Drive time from main gate during peak hours could be approximately 10-15 minutes longer, plan accordingly

Breaks and Lunch

- Breaks
  - Every 1-1½ hours
- Lunch
  - Café
  - Locale eateries
- Flexibility

Administrative

- Class is Classified/Unclassified
- Acronyms
- Feedback
- Certificates
- Food/Drink
  - Drinks must be in containers with spill-proof lids.
  - No open containers or containers with straws.
  - No food/drink near the computers.

Class Behavior

- Act in a respectful, professional manner.
  - Students and instructors
  - In and out of classroom
- Be aware of personal sensitivities.
- Create a learning environment that is open and inclusive.

Safety Briefing

[REDACTED]

This Page Intentionally Left Blank

Incident Reporting

Module 4: Reporting Hazards and Incidents

Section 1: Overview of Incident Reporting

Instructional Goal

1.0   The learner will be able to recall the importance of reporting hazards at CDC and CDC-leased facilities.

Instructional Objectives

1.1   Explain the importance of reporting hazards.

1.2   Explain the federal policy governing incident reporting in the workplace.

References

1.   Occupational Safety and Health Act of 1970

2.   Executive Order 12196, Occupational Safety and Health Programs for Federal Employees

3.   29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters

4.   29 CFR 1960.58, Training of Collateral Duty Safety and Health Personnel and Committee Members

Importance of Reporting Hazards

Instructor Note: Prior to beginning this module, take 5 minutes to review Module 3 with the learner(s).

Goals & Objectives [Slide 4]

Instructor Note: Before reviewing objectives, ask learners to identify their level of knowledge or previous experience with incident reporting, Safety Help Desk, and/or myCority.

1.1   Explain the importance of reporting hazards.

1.2   Explain the federal policy governing incident reporting in the workplace.

Section Overview [Slide 5]

Since the establishment of the Occupational Safety and Health Administration (OSHA) in 1970, Federal law has dictated that employers must provide a safe working environment for their employees. This means that employers must ensure the workplace is free of known health and safety hazards. To validate that safety policies and practices are providing their employees with a safe work environment, employers can empower their workers to report and respond to all incidents immediately using incident reporting; aiding in their quick resolution and subsequent investigation.

This section will cover reporting procedures for various incidents, how to complete an incident report in myCority,

and what to do if there are allegations of retaliation or reprisal.

Purpose of Hazard Reporting [Slide 6]

Workplace safety is a priority at the CDC. Everyone's safety depends on our shared responsibility to report hazards, incidents, and near misses. Part of that responsibility as a Collateral Duty Safety Officer is also knowing how to identify and report an incident or near miss, as well as assist other employees and contractors with reporting. CDC's commitment to making safety and safety reporting a part of our culture can help make us all safer.

Importance of Reporting Hazards

Occupational Safety and Health Act of 1970 [Slides 7-9]

On December 29, 1970, President Richard Nixon signed the Occupational Safety and Health Act. This was the first comprehensive industrial safety legislation passed at the federal level and it passed nearly unanimously through both houses of Congress.

One of the factors contributing to strong support for the Act was the rise in the number of work-related fatalities in the 1960s, and particularly the Farmington, West Virginia mine disaster of 1968.

Instructor Note: Remind students of the "1968: Farmington Mine Disaster" video they watched during Module 1 - History of Workplace Safety.

While it was not the worst mining disaster in U.S. history, the Farmington Mine Disaster, a massive explosion and fire killing 78 miners, was a driving force that led to major changes in mining safety but also in federal worker safety regulations.

The Occupational Safety and Health Act was distinguished by its emphasis on the prevention of—rather than compensation for—industrial accidents and illnesses.

Among the key provisions of the act were the development of mandatory safety and health standards, the enforcement of these standards, and standardized record-keeping and reporting procedures for businesses.

Section 2: Incident Classification

Instructional Goal

2.0 The learner will be able to identify the incident levels of the Safety Triangle.

Terminal Performance Objective

2.1 Given a scenario, the learner must determine what level of the Safety Triangle an incident occurs.

Enabling Objectives

2.1.1 Explain the purpose of the Safety Triangle.

2.2.1 List the four levels of the Safety Triangle.

2.3.1 Define Unsafe Conditions.

2.4.1 Define Near Miss.

2.5.1 Define Incident.

2.6.1 Define Injury.

References

1. Occupational Safety and Health Act of 1970

2. 10 CFR 851, Worker Safety and Health Program

Incident Classification

Safety Triangle [Slide 11]

At-risk behaviors occur on the job all the time. Usually, these behaviors are benign, cause no issues, and as a result continue unchanged. However, unchanged behaviors can result in a more serious incident, injury, or even fatality. To quantify the relationship between these low-level behaviors and more serious incidents, the CDC turns to the Safety Triangle.

The Safety Triangle, also known as the Safety Pyramid, is a theoretical model that operates under the assumption that most safety incidents are caused by unsafe acts and that the same behaviors that lead to near misses, could also lead to more serious incidents and injuries.

Under this premise, the stability of the Safety Triangle's ratio implies that reducing the rate of higher-prevalence incidents at the bottom of the triangle is also the most efficient way to reduce the rate of more severe workplace injuries.

Safety Triangle Illustration [Slide 12]

The Safety Triangle breaks safety incidents into four categories.

- Unsafe Conditions
- Near Miss
- Incident
- Injury
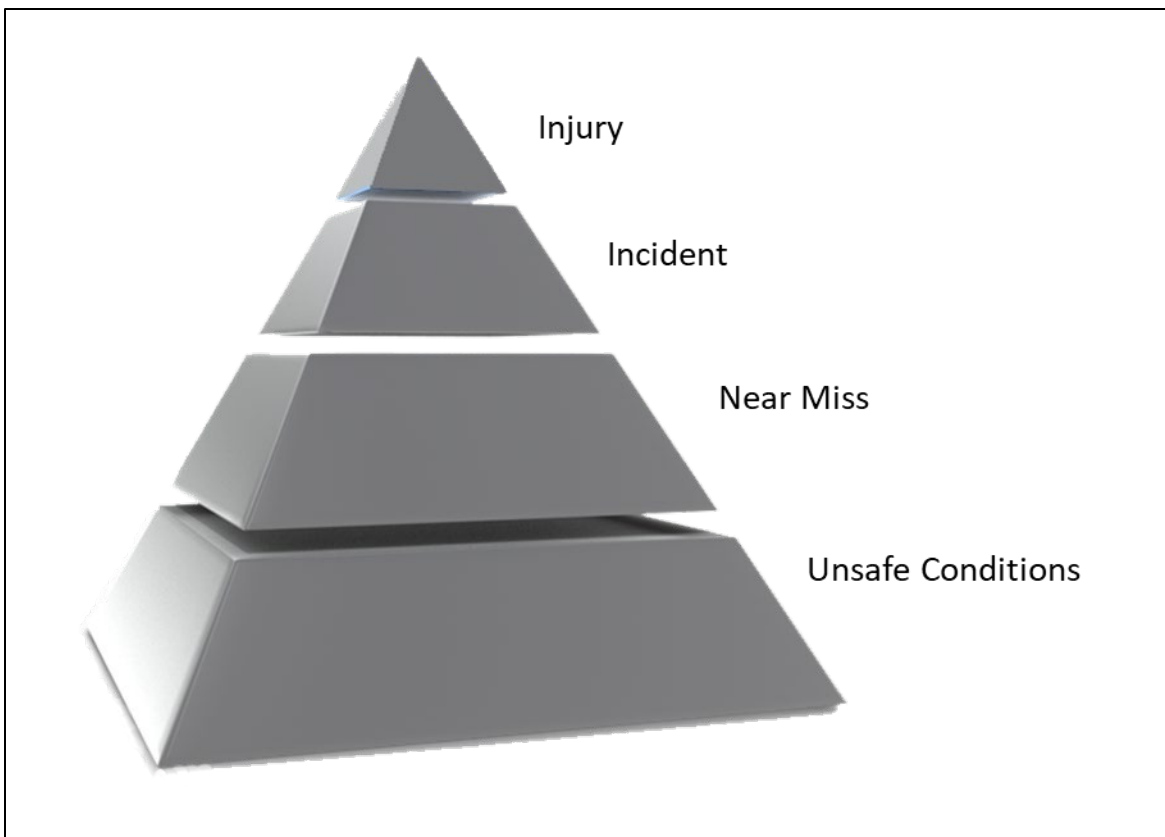
Unsafe Conditions [Slide 13]
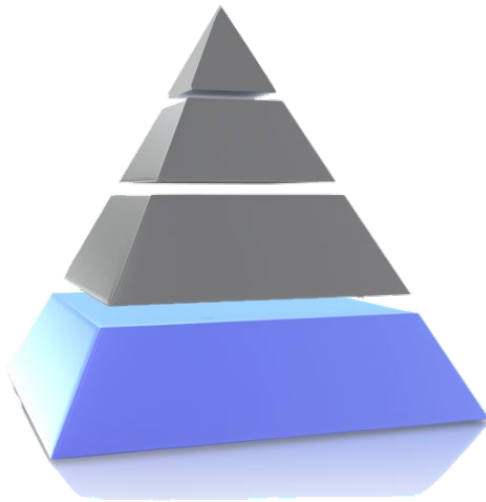
Unsafe conditions are hazards that have the potential to cause an incident or injury. They make up most workplace incidents and occur most frequently but tend to be the least serious. By identifying Unsafe Conditions at the CDC, employees can help prevent more serious accidents from occurring at higher levels of the safety triangle in the future.
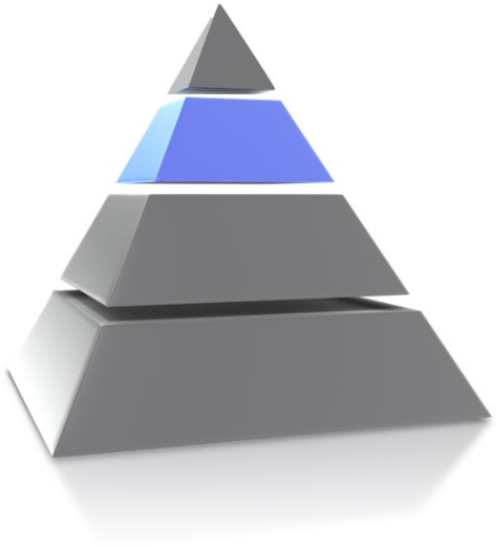
Unsafe Conditions Scenario [Slide 14]

Watch the video to see an example of an Unsafe Condition at the CDC or review the written scenario.

Instructor Note: To reinforce the learning, play the video "Safety Triangle Scenario – Unsafe Conditions." If multimedia resources are unavailable, review the written scenario.

It's a beautiful day outside so Cynthia decides to walk to her next meeting. On her way, she notices that a portion of the sidewalk is broken. The sidewalk is a potential tripping hazard and Cynthia knows she must report it. Cynthia contacts facilities to report it as an Unsafe Condition.

Near Miss [Slide 15]
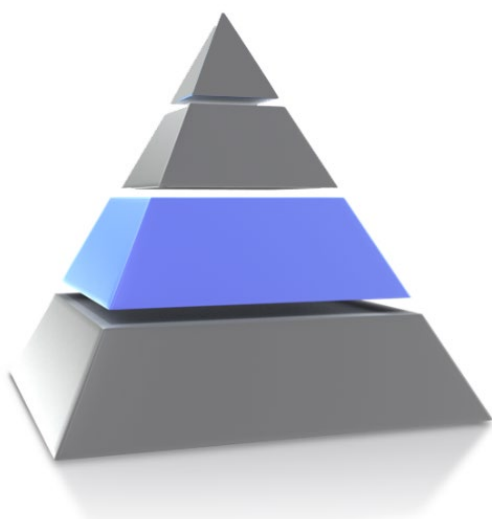
A near miss is an instance in which an employee might have been hurt if the circumstances had been slightly different. Near misses are precursors to accidents and are opportunities to identify hazards and unsafe conditions. Reporting a near miss is a critical step in the prevention of an incident or injury occurring in the future.
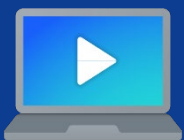
Near Miss Scenario [Slide 16]

Watch the video to see an example of a Near Miss at the CDC or review the written scenario.

Instructor Note: To reinforce the learning, play the video "Safety Triangle Scenario – Near Miss." If multimedia resources are unavailable, review the written scenario.
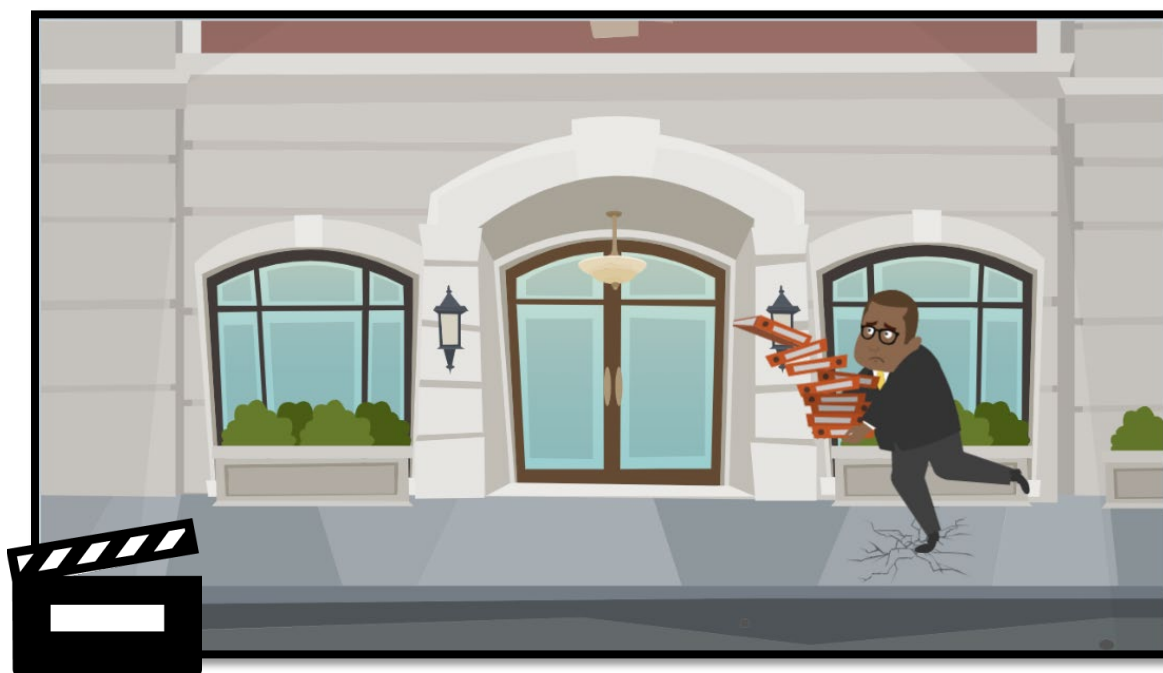
Carl is also headed to the meeting but he is carrying presentation material for each of the attendees so he cannot see he is approaching the broken sidewalk. Carl's shoe hits a raised portion of the broken sidewalk and causes him to stumble. He is able to get his footing back and doesn't drop a single binder. This is not Carl being clumsy, this is would be considered a Near Miss incident, as he could have fallen and even sustained injury if he fell.

Incident [Slide 17]

OSHA defines an incident as "an unplanned, undesired event that adversely affects completion of a task." Incidents are not always serious in their effects, as is the case with near misses, but most are preventable through reporting processes.

Incident Scenario [Slide 18]

Watch the video to see an example of an Incident at the CDC or review the written scenario.

Instructor Note: To reinforce the learning, play the video "Safety Triangle Scenario – Incident." If multimedia resources are unavailable, review the written scenario.
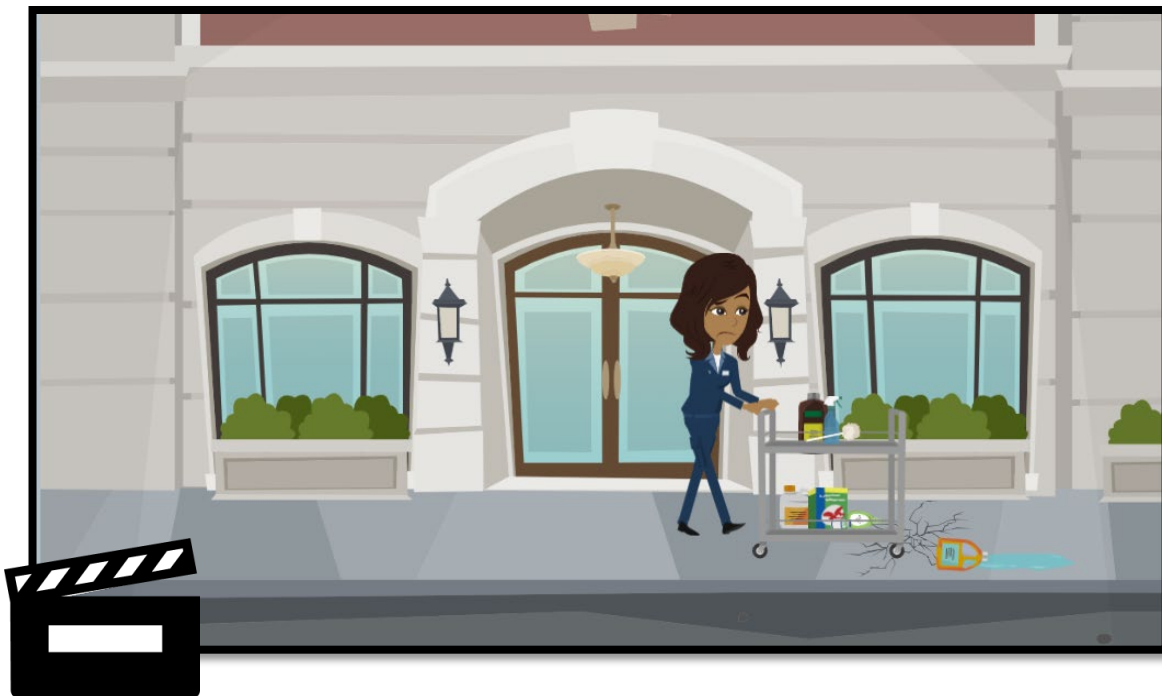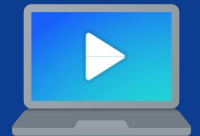
Lettie is pushing her cart of cleaning supplies, some containing hazardous materials, to the next building when the wheel catches on the sidewalk. A bottle falls off the top of the cart and shatters onto the ground, spilling the chemical onto the ground. While Lettie was not injured, the chemical spill turns this into a reportable Incident.

Injury [Slide 19]
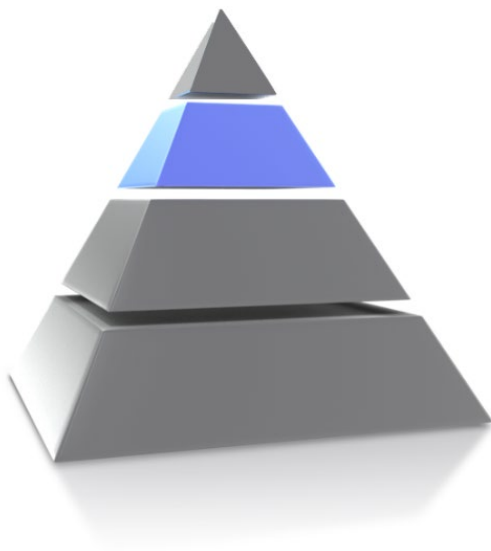
"An injury (or illness) is an event or exposure in the work environment that caused a wound or damage to the body resulting, contributed to the resulting condition, or significantly aggravated a pre-existing condition."

Whether it's a fall from a ladder or an animal bite, when an accident occurs, being injured or suffering illness can have a significant impact on the employee.

Sometimes work-related injuries can have more of an impact then others. For instance, the results of a workplace injury or illness can result in:

- Medical treatment beyond first aid
- Missed days of work
- Work restrictions or job limitations
- Financial hardships
- Contamination or radiation
- Bloodborne illness
- Disability or death

Injury Scenario [Slide 20]

Watch the video to see an example of an Injury at the CDC or review the written scenario.

Instructor Note: To reinforce the learning, play the video "Safety Triangle Scenario – Injury." If multimedia resources are unavailable, review the written scenario.
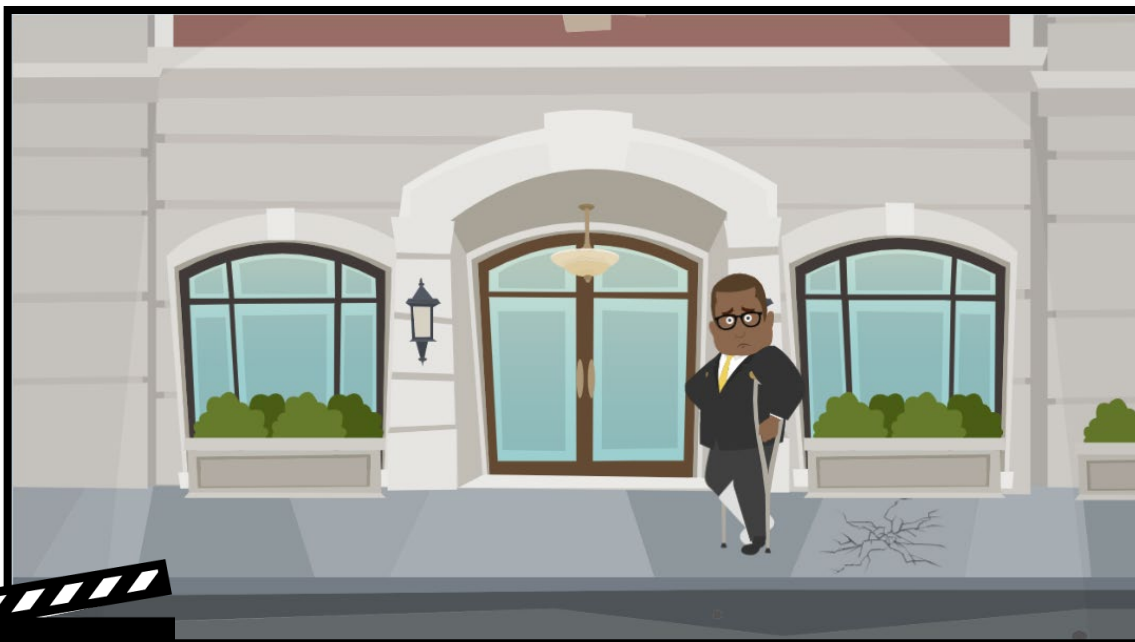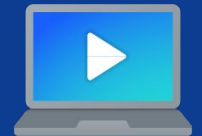
Marcus wasn't so lucky when he encountered the sidewalk. It was starting to rain, and he was in a rush, so he did not see the crack in the sidewalk as he approached the building. Marcus's foot caught the edge, causing him to trip and fall. After going to the Clinic, it was determined that Marcus fractured his ankle. Because the damaged sidewalk was not reported in any of the previous incidents, it led to an injury.

Instructor Note: Transition – Ask the class, "Who's responsibility was it to report the damaged sidewalk?"

Summary [Slide 21]

This lesson has focused on

- making safety a priority at the CDC
- the Occupational Safety and Health Act of 1970
- the four levels of the Safety Triangle

Workplace safety is a priority at the CDC. CDSOs must be able to correctly identity incident types prior to reporting or assisting employees in the reporting process.

This Page Intentionally Left Blank

Identifying Safety Triangle Levels

Total Time: 20 minutes

Overview: Students will determine the level of the Safety Triangle in which an incident occurs.

Part 1 – Scenario

Evaluation Time: 10 minutes

Instructor Directions:

Choose an incident type and select the corresponding video to play the scenario for the class. If audio-visual components are not available, the instructor will read the scenario aloud to the class. At the end of the scenario, pass out the answer sheet and ask the students to circle the correct level associated with the scenario.

Note: Time permitting, the instructor may provide more than one scenario to the class.

Learner Directions:

Watch (or listen to) the following scenario and try to determine which level of the Safety Triangle the hazard correlates. Using the answer sheet provided, circle the level you think best matches the scenario. Return the answer sheet to the instructor.

Note: Do not write your name on the answer sheet.

Unsafe Conditions

Instructor Note: Play the "Safety Triangle Scenario – Unsafe Conditions" video for the class.

If multimedia resources are unavailable, review the written scenario.

It's a sunny day here at the CDC so Cynthia has decided to walk to her next meeting. As she approaches the [redacted] Building, she notices that the sidewalk is broken, and parts of the cement are missing. Cynthia immediately recognizes this as a safety hazard and that she will need to submit a report. What level of the Safety Triangle will this hazard fall under?

Answer: Cynthia will report this incident as an unsafe condition. Unsafe Conditions are hazards that have the potential to cause an incident or injury.

Near Miss

Instructor Note: Play the "Safety Triangle Scenario – Near Miss" video for the class.

If multimedia resources are unavailable, review the written scenario.

Carl is headed to a meeting at the [redacted] Building. He is carrying the presentation material for each of the attendees. The stack of materials is cumbersome, so he is focused on balancing them in his hands and doesn't look down, so he does not notice that the sidewalk is broken, and parts of the

cement are missing. His foot gets momentarily lodged in the area of the missing cement and he stumbles forward. Carl regains his footing and is happy to find that he did not drop a single binder in the process. Carl recognizes that this could have been a lot worse had he fallen. Carl knows this as a safety hazard and that he will need to submit a report. What level of the Safety Triangle will this hazard fall under?

Answer: Carl is not naturally clumsy, and he was not rushing, so he knows this is would be considered a near miss incident, as he could have fallen and even sustained injury if he fell. A Near Miss is an instance in which an employee might have been hurt if the circumstances had been slightly different.

Incident

Instructor Note: Play the "Safety Triangle Scenario – Incident" video for the class.

If multimedia resources are unavailable, review the written scenario.

Lettie is pushing her cart of cleaning supplies, some containing hazardous materials, to the next building. Lettie notices that the sidewalk is broken, and parts of the cement are missing so she tries to maneuver the cart around the broken area. Despite her best efforts, the wheel of the cart catches on a piece of the broken sidewalk. One of the bottles of cleaning supplies topples over and falls off the cart. The force of the fall causes the lid to pop off and cleaning

solution leaks out onto the ground. Lettie knows this as a safety hazard and that she will need to submit a report. What level of the Safety Triangle will this hazard fall under?

Answer: This hazard would be considered a reportable Incident. Lettie herself was not injured, but as a result of the spill, she will suffer loss of time in completing her tasks, loss in resources needed to complete her task, and the CDC will incur a loss in inventory as the cleaning supplies will have to be replaced. Incidents are unplanned or undesired events that adversely affect the completion of a task. Incidents are not always serious in their effects, as is the case with near misses, but most are preventable through reporting processes.

Injury Scenario

Instructor Note: Play the "Safety Triangle Scenario – Unsafe Conditions" video for the class.

If multimedia resources are unavailable, review the written scenario.

Carl is headed to a meeting at the [redacted] Building. He is carrying the presentation material for each of the attendees. The stack of materials is cumbersome, so he is focused on balancing them in his hands and doesn't look down, so he does not notice that the sidewalk is broken, and parts of the cement are missing. His foot gets lodged in the area of the missing cement and he falls. When Carl stands up, he finds it hard to put pressure on his foot, so he goes to the Clinic. At

the Clinic, it is determined that Carl has fractured his ankle. Carl knows this the sidewalk is a safety hazard and that he will need to submit a report. What level of the Safety Triangle will this hazard fall under?

Answer: Carl is not naturally clumsy, and he was not rushing, but because he fell and sustained an injury, this hazard is now reportable as an Injury. An injury is an event or exposure in the work environment that caused a wound or damage to the body resulting in or contributing to the resulting condition, or significantly aggravated a pre-existing condition.

Instructor Note: Hand out the answer sheets to the learners after the scenario has finished playing. It will contain the question, instructions for the learner, and the four levels of the Safety Triangle.

Instructors or Training Coordinators must have the answer sheets prepared for distribution prior to the start of the class.

This Page Intentionally Left Blank

Part 2 – Open Discussion

Evaluation Time: 10 minutes

Instructor Directions:

After collecting the answer sheets, discuss the results as a class. The learners will determine if the level of the Safety Triangle matches the incident and why.

The learners should identify one or more of the following:

Unsafe Conditions

- Unsafe Conditions have the potential to cause an incident or injury

- Cynthia was able to avoid tripping and/or falling

Near Miss

- Carl tripped but did not sustain an injury

- An employee might have been hurt if the circumstances had been slightly different

Incident

- Lettie was not injured, but she will not be able to complete her task on-time or as she intended due to the loss of some - or all - of her cleaning supplies

- Incidents are unplanned or undesired events

- Incident adversely affect the completion of a task

- Incidents are not always serious, but most are preventable through reporting processes

Injury

- Carl sustained an injury as a result of the hazard

- Carl had to go to the Clinic for observation

- An injury is an event or exposure in the work environment that caused a wound or damage to the body

- Injuries result in or contribute to the result of a condition

- Injuries may result in the aggravation of a pre-existing condition

This Page Intentionally Left Blank

Section 3: CDC Reporting Procedures

Instructional Goal

3.0   The learner will be able to identify the methods for reporting hazardous conditions at CDC owned- and leased-properties.

Terminal Performance Objective

3.1   Provided a scenario, the learner must determine what level of the Safety Triangle an incident occurs.

Enabling Objective

3.1.1   Identify the different reporting methods used at the CDC and CDC-leased facilities.

3.1.2   Explain the appropriate method to use for reporting incidents.

References

1.   Occupational Safety and Health Act of 1970

2.   OSSAM CDC Occupational Safety and Health Program Manual, Publication # [REDACTED]

3.   OLSS GUI Job Aid: Incident and Near Miss Reporting

Reporting Responsibilities [Slide 23-24]

In the previous section, we saw 4 different people encounter the same broken sidewalk and, in the end, at least one person sustained an injury. But who's responsibility was it to report the broken sidewalk?

In this section we'll take a look at who can – and should – report.

The answer is simple – everyone. Under OSHA, employers have a responsibility to provide a safe workplace, BUT employees are counted on to be the eyes and ears of the workplace that is why employees are encouraged to report potential and actual workplace hazards when they see them.

[Slide 25]

It is understandable that some people are reluctant to make a safety report so here's some tips to help make reporting easier:

You Should:

- Be pro-active and report all unsafe situations

- Propose alternative ways to solve unsafe situations

- Explain what makes the situation unsafe to the person concerned before reporting it

- Remember that I can report all unsafe situations whatever the hierarchical position of the person concerned

You Should Not:

- Think "If I report an unsafe situation, I will be considered a "trouble-maker"

- Think that it's someone else's problem

- Wait on someone else to report it

What is Your Role in Reporting? [Slides 26]

Employee Responsibility [Slide 27]

It is every employee's responsibility to protect themselves from personal injury by following proper safety regulations and practices, such as:

- Comply with standards, rules, regulations, and orders.

- Use proper safety equipment

- Report unsafe conditions.

- Report workplace (on the job) injuries/illnesses

- Inspect the work area to ensure that the site is safe

- Make safety part of your daily work plan

It is the responsibility of each employee to report unsafe conditions which could result in an accident.

Employees are encouraged to report unsafe work conditions, injury, or illness using myCority or the Safety Help Desk

Collateral Duty Safety Officer Responsibility [Slide 28]

The Collateral Duty Safety Officer (CDSO) has additional responsibilities when it comes to reporting safety hazards at the CDC. The CDSO will act in the compacity of a Safety Liaison for the CDC and their assigned or specified work area. As a CDSO, you will be responsible for the same things as every other employee – using proper safety equipment and reporting unsafe conditions – however, you will have additional responsibilities such as:

- Report unsafe conditions which could result in an accident

- Assist employees report unsafe work conditions, injury, or illness using myCority or the Safety Help Desk

- Gathering incident information

Safety Officer Responsibility [Slide 29]

Safety officers provide safety management, advice, monitoring, and reporting in the workplace, and engage staff in programs that ensure safe practice in the workplace. If a Safety Officer doesn't take full responsibility of their job and role, people can get hurt.

A Safety Officer will be responsible for the same things as every other employee – using proper safety equipment and reporting unsafe conditions – however, they will have

additional responsibilities such as:

- Conduct Risk Assessments

- Conduct Accident Investigations

- Identify and assign Corrective Actions

- Respond to myCority or Safety Help Desk reports

Reporting Methods [Slide 30]

There are several ways that employees can participate in hazard prevention and one way is by promptly reporting unsafe conditions in and around a CDC or CDC-leased facility.

An incident report is a formal recording of the facts related to a workplace accident, injury, or near miss. The purpose of an incident report is to uncover the circumstances and conditions that led to the event to prevent future incidents.

- In the event of a life-threatening emergency, always call 911 (or the emergency number based on your global location) first.

- Laboratory personnel must also contact the Security Operations Center (SOC) at 404-XXX-XXXX

Other ways to report an incident include:

- Notifying your supervisor of a hazardous condition in or around the work area.

- Notifying the building manager of a hazardous condition associated with the building.

  - Examples: broken sidewalk, exposed wiring, missing fire extinguisher

- Seeking medical help immediately by going to the nearest CDC Occupational Health Clinic

Instructor Note: Remind employees not wait to develop symptoms to seek medical help.

If you experience an occupational injury and do not seek medical treatment at a CDC Occupational Health Clinic, the safety incident must still be documented through myCority. If you go to a CDC Occupational Health Clinic, myCority reporting will be completed for you.

- Submitting an incident report using myCority

- Submitting a ticket to the Safety Help Desk

- Contacting the work area's Collateral Duty Safety Officer

Incident Reporting Procedures [Slide 31-32]

As part of your duties as a Collateral Duty Safety Officer, you should be able to assist employees with the incident reporting process.

If an employee reaches out because they have identified a potential hazard or have witnessed a reportable incident, you should be able to:

- Help determine if the incident is reportable using myCority or the Safety Help Desk

- Gather incident information

- Analyze the information to determine incident causes

- Assist employee in developing and submitting an incident report

myCority vs. The Safety Help Desk [Slide 33-34]

There are two types of incident reporting tools currently used by the CDC. myCority, CDC's new health and safety tool, is a comprehensive tool that streamlines information and allows for a fuller picture of health and safety at the CDC. Staff can use myCority to report workplace safety hazards, access important medical records, and submit vaccination verification records.

The Safety Help Desk can be used to submit general safety-related concerns or questions. For instance, if an employee is trying to find out about laboratory safety training offerings, gain access to the Chemical Hazard and Tracking System, and or submit Contractor Health and Safety Plans (CHSP) for review.

Use the chart below to assist employees with correctly identifying the appropriate reporting method.

myCority	Safety Help Desk
• Report incidents and near misses	• Report safety training issues
• Request an ergonomic assessment	• Access the Chemical Hazard and Tracking System (CHaTS)
• Track immunization records	• Request risk assessments
• Receive lab results	• Submit contractor health and safety plans
• Get reminders for upcoming appointments at the CDC Occupational Health Clinic	• General safety-related questions or concerns
• Complete medical questionnaires	
• View your SEG record	
• Anonymously report unsafe work conditions	
• Dashboard analytics for supervisors (lab only)	
• View previously submitted records (lab only)	

NOTE: Anonymous submissions can be made using the myCority portal and Safety Help Desk.

Choosing the Correct Reporting Method

Evaluation Time: 5 minutes

Overview: Given a chart/diagram, the learner will match the incident type to the correct method for reporting.

Instructor Directions:

Provide the learners with the "Report This Way" handout. Once each learner has received the quiz, go over the instructions and inform them they have 5 minutes to complete the quiz. Instructors my choose to keep track of the time using a timer or by making note of the time on the clock in the classroom.

At time, the learners will be asked grade their own quizzes. The instructor will review the correct answers with the class and determine if additional review time is necessary.

Learner Directions:

Correctly match the incident or topic area to the appropriate reporting method. You will have approximately five (5) minutes to complete this quiz. When you are finished, put your pens or pencils down to signal to the instructor that you are done.

This Page Intentionally Left Blank

Section 4: Safety Help Desk

Instructional Goal

4.0 The learner will submit a Safety Help Desk ticket.

Terminal Performance Objective

4.1 Given a scenario, the learner will demonstrate the process of completing an incident report via the Safety Help Desk.

Enabling Objective

4.1.1 Explain the purpose of the Safety Help Desk.

4.1.2 Describe the components of a Safety Help Desk ticket.

4.1.3 Create a Safety Help Desk ticket.

References

1. Occupational Safety and Health Act of 1970

2. OLSS GUI Job Aid: Incident and Near Miss Reporting

Safety Help Desk [Slide 36]

CDC staff should continue to use the Safety Help Desk to submit *general safety-related concerns or questions.* Use myCority to report incidents and near misses.

Instructor Note: The class should follow along on their computers. Prior to starting this section, have the learners ensure their computer is on and they have access to their government email accounts.

Submit a Safety Help Desk Ticket [Slide 37]

1. Open **Microsoft Outlook** on your desktop or phone.

2. Click on **New Message** in the upper left corner of the Home ribbon.
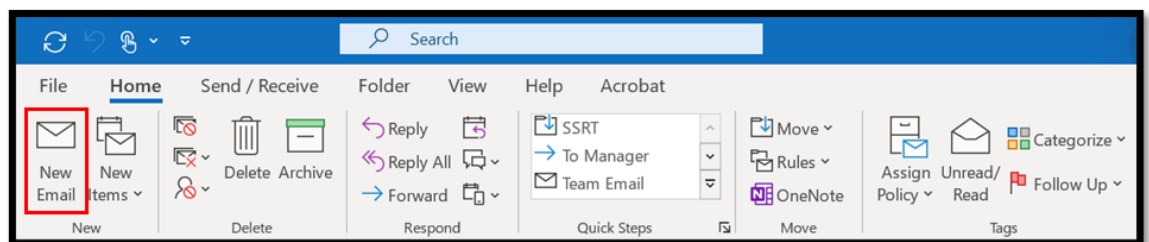
3. In the **From** field, verify you are sending the email from your CDC email and not a group inbox.

4. In the **To** field, enter the Safety Help Desk email address, safetyhelpdesk@cdc.gov.

5. In the **Subject** field, identify the ticket request type.

    For example: Lab Safety Training Request

6. In the body of the email, describe your safety concern or question, ensuring you include all pertinent details.
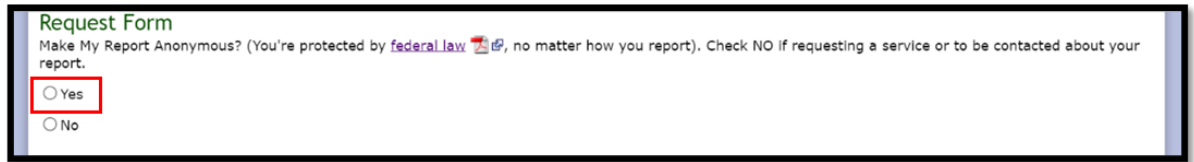
7. When you have finished, click **Send**.

Submit an Anonymous Safety Help Desk Ticket

1. Open **Microsoft Edge**, or another CDC-approved browser, on your desktop or phone.

2. Go to https://intranet.cdc.gov/helpdesk/REDACTED
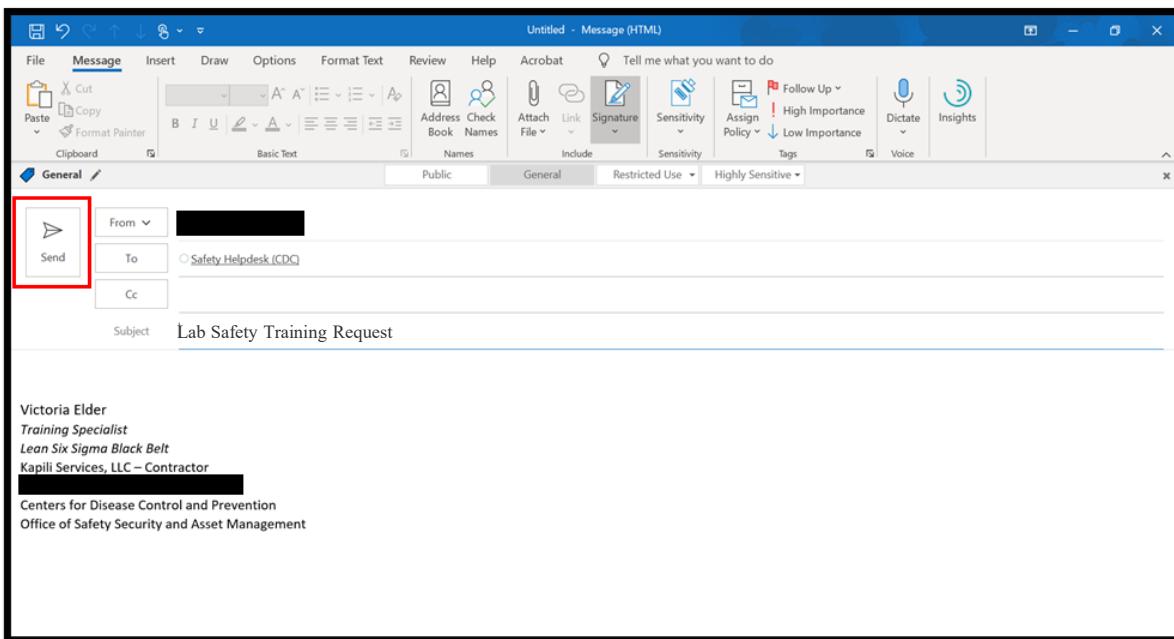
3. Scroll down to the **Request Form** section.
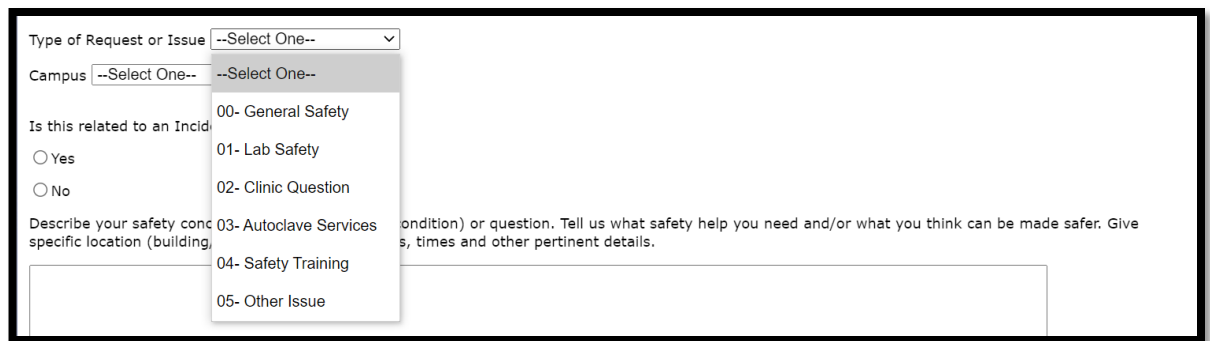
4. Click the radio button next to Yes to indicate you wish to make an anonymous report.

Request Form
Make My Report Anonymous? (You're protected by federal law 📄🔗, no matter how you report). Check NO if requesting a service or to be contacted about your report.

○ Yes
○ No
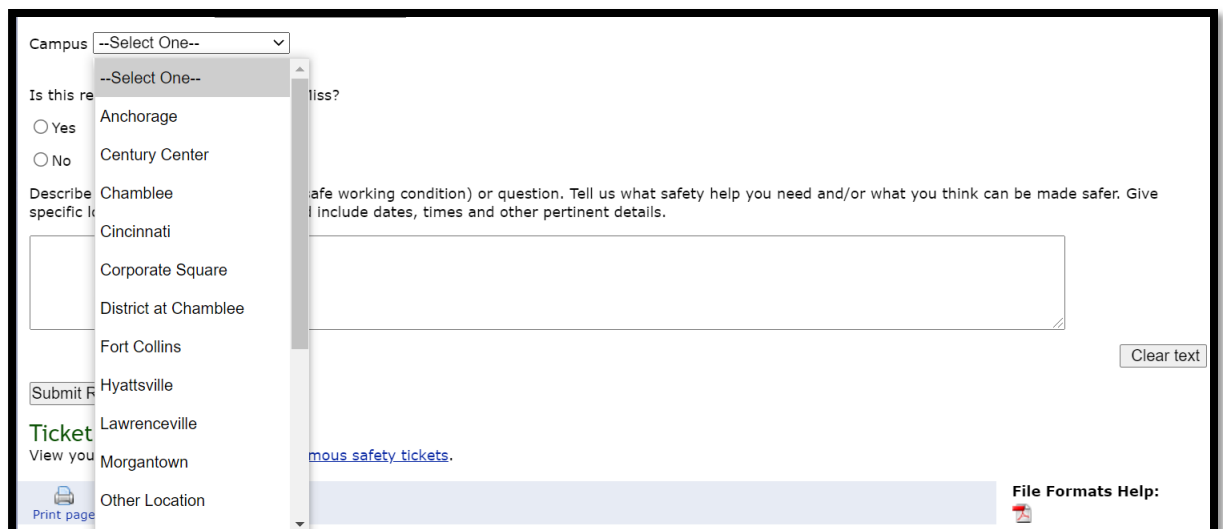
5. Select the **Request Type** or **Issue** from the drop-down box.

Type of Request or Issue [--Select One--   ▾]
Campus [--Select One--]   --Select One--

Is this related to an Incide   00- General Safety
○ Yes   01- Lab Safety
○ No   02- Clinic Question

Describe your safety conc 03- Autoclave Services ondition) or question. Tell us what safety help you need and/or what you think can be made safer. Give
specific location (building,   times and other pertinent details.
                                 04- Safety Training

                                 05- Other Issue

6. Select your **Campus** or the campus on which the incident occurred from the drop-down box.

Campus [--Select One--   ▾]

Is this re   liss?   --Select One--

○ Yes   Anchorage
○ No   Century Center

Describe   afe working condition) or question. Tell us what safety help you need and/or what you think can be made safer. Give
specific l   l include dates, times and other pertinent details.
                             Chamblee

                             Cincinnati

                             Corporate Square

                             District at Chamblee

                             Fort Collins   Clear text

Submit F   Hyattsville

Ticket   Lawrenceville
View you   mous safety tickets.
                             Morgantown

🖨   **File Formats Help:**
Print page Other Location   📄

7. In the open field, describe your safety concern or question, ensuring you include all pertinent details.

8. Click **Submit Request**.

Describe your safety concern (e.g. unsafe working condition) or question. Tell us what safety help you need and/or what you think can be made safer. Give specific location (building/room #) and include dates, times and other pertinent details.

Clear text

Submit Request

Submitting a Safety Help Desk Ticket

Evaluation Time: 20 minutes

Overview: Using the scenario provided, the learner will complete the process of creating and submitting a Safety Help Desk Ticket.

Scenario (10 Minutes)

Instructor Directions:

Provide the class with the following scenario **[Slide 39]:**

Jeff is new to the work area but not new to working in the laboratories. On his way to a meeting today, Jeff dropped his pencil near the eye wash station. As he was picking it up, he happened to notice the inspection tag. According to the tag, the eye wash station was last inspected over a year ago. Jeff knows that the CDSO is best suited to help him submit a Safety Help Desk Ticket, so he has come to you for help.

After reading the scenario, instruct the learners that they will complete a Safety Help Desk Ticket. To eliminate the chances of generating an actual help desk ticket, the learner will need to set up their email with the following information **[Slide 38]:**

> To: Safety Help Desk
>
> CC: [redacted]@cdc.gov
>
> Subject: CDSO Module 4 Quiz –

Follow the Subject with the subject line you decide based on the scenario provided.

Example: CDSO Module 4 Quiz – Request for SSRT Training

When the learner has completed the creation of the ticket, they should raise their hand. Verify the subject line includes "CDSO Module 4 Quiz" so that it does not generate a real-world help desk ticket.

The learner may refer to their notes on Submitting an Incident Report through Safety Help Desk.

Instructor Note: Provide the learners approximately 10 minutes to complete a Safety Help Desk Ticket. Ask learners to raise their hands as they complete their tickets so the instructor(s) can reduce the amount of time spent reviewing learner submissions.

Learner Directions:

As a CDSO, you may be approached by management or fellow team members to request assistance with submitting a Safety Help Desk ticket.

As a reminder, the Safety Help Desk is used to submit general safety-related concerns or questions; if you are approached about an unsafe condition or a safety incident, please ensure you complete and submit a report through myCority.

Listen to the scenario, then complete a Safety Help Desk Ticket. If you wish to include pictures in your submission, simulate adding them by including them in the body of your email. Use brackets and include a brief description of the picture.

For example: [eye wash inspection tag]

You may refer to your notes to complete this evaluation.

DO NOT SUBMIT the ticket. When you have completed the creation of the ticket, raise your hand so the instructor can verify the correct subject line has been used so that it does not generate a real help desk ticket.

Submitting a Safety Help Desk Ticket - Answer Key

The Safety Help Desk Ticket should include the following information:

From: Learner's government email address, not a group email account

To: The Safety Help Desk email address, safetyhelpdesk@cdc.gov.

Subject: CDSO Module 4 Quiz – followed by a brief description identifying the ticket request type.

Example: Eye Wash Inspection or Lab Safety Request

Email Body   Description of the safety concern or question, ensuring all pertinent details are included.

Attachments   The learner can simulate including a picture or attachment by including a brief description, in brackets, in the body of the email.

Example: [eye wash inspection tag]

This Page Intentionally Left Blank

Section 5: myCority

Instructional Goal

5.0   The learner will submit a Safety Help Desk ticket.

Terminal Performance Objective

5.1   Given a scenario, the learner will demonstrate the process of completing an incident report using myCority.

Enabling Objective

5.1.1   Explain the purpose of myCority.

5.1.2   Describe the components of a myCority incident report.

5.1.3   Create a myCority incident report.

References

1.   Occupational Safety and Health Act of 1970

2.   OLSS GUI Job Aid: Incident and Near Miss Reporting

myCority [Slide 36]

myCority is a new, one-stop-shop health and safety tool that allows CDC staff to report an incident or near miss, with the option to report anonymously. All safety-related incidents and near misses are now being reported through myCority, launched through the Office of Safety, Security, and Asset Management (OSSAM).

Instructor Note: The class should follow along on their computers. Prior to starting this section, have the learners ensure their computer is on and they have access to the intranet.

1. Open Microsoft Edge, or another CDC-approved browser, on your desktop or phone.

2. Go to [Link redacted]

3. On the Homepage, click on **New Event Report**.
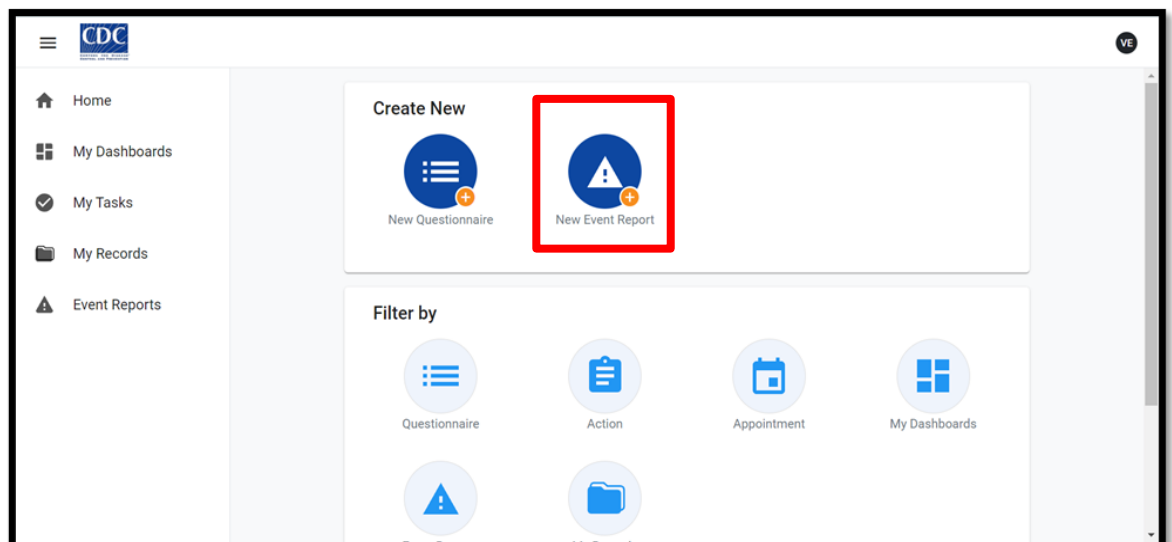
4. Select the type of event you want to report: "Incident" or "Near Miss."

Event Reports ⊗

Instructions
To report an event, please click on one of the options below.

Incident

Near Miss

Ergonomic Request

Items per page: 20 ▼   1 – 3 of 3 |< < > >|

5. Review the **Instructions** to ensure the Incident or Near Miss Report form is completed correctly.

Incident -Cority   Submit   Save   ⋮

Event Report   Documents

Instructions   ∧

Report any incident where you or another worker has been injured or become ill, or it resulted in damage to property, products or the environment. If you were seen by the CDC Occupational Health Clinic for your injury or illness, you DO NOT need to fill out a report on this page. The CDC OHC has already submitted this information on your behalf.
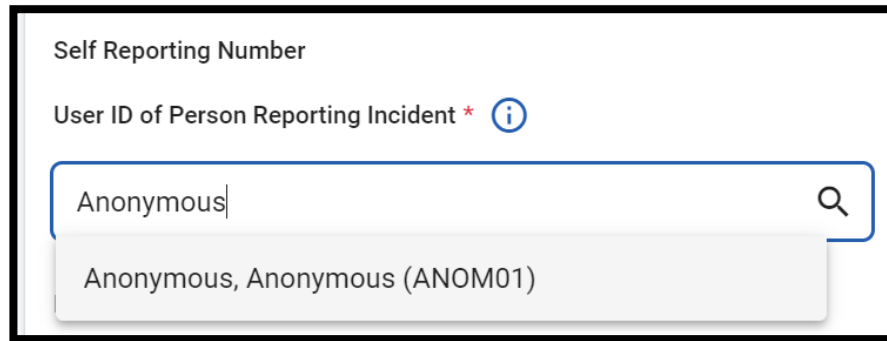
1. Please fill out as much information about the event as possible in the sections below.

2. To enter data directly, begin typing in the field. As you type, a display of potential matches appears below the field. The first entry is highlighted. Press ENTER to select the highlighted entry, or click on a match to populate the field. If there are more results than can be displayed on a page, use the arrows at the bottom to see any additional results. For anonymous reporting, select the term "ANOM01" in the User ID field.

3. The fields with the asterisks (*) are required. Information can be saved along the way if you need to complete the form later by using "Save" button. To submit attachment(s), first complete required fields under "Event Report" tab, click "Save" then proceed to the second tab titled "Documents" and follow the instructions.

4. When you have completed all sections, press Submit.

5. If you would like to email a copy of the record to a Safety Manager or other recipients determined by your organization, select the three dots next to "Submit". Select "Print or Export". When the Print or Export window opens, select "Export to PDF" and save a copy of the Incident. The PDF can then be attached to an email.

6. Saved and Previously submitted reports are located under "Event Reports" on the left bar -- "In Progress" and "Previously submitted" tabs respectively.

6. Enter your information in the fields in the **Reporting Information** section.

Reporting Information

Self Reporting Number

User ID of Person Reporting Incident * ⓘ   Phone Number

Elder, V███████████   🔍

Date Reported   Time Reported

10/12/2021   📅   14 47

MM/DD/YYYY   HHMM (24H)

☐ Select if related to an injury   ☐ Select if related to an Illness

7. If you wish to remain anonymous, type "Anonymous" in the Person Reporting field

NOTE: Anonymous reports must be submitted at time of completion, cannot be saved, and will not appear on your **Previously Submitted** page.

8. Check the appropriate box if the incident is **related to an injury** or **related to an illness**.

9. If you are reporting this incident on behalf of another individual, enter their information in the **Individual Involved** section.

10. Enter the User ID of their **Supervisor**.

11. Click **Enter** and the Supervisor or COR's to populate the **Supervisor/COR Phone Number** field.

12. Check the appropriate box if the **incident is incident occurred on CDC premises** or **while on deployment**.

13. Fill out each field marked with an asterisk in the **Event Details** section.

    Event details examples include but are not limited to:

    - Timing/sequence of events

    - Unusual circumstances

    - Hazardous materials: biological, chemical, etc.

    - Established procedure deviation

    - PPE/equipment failure

    - Timing/sequence of actions

    - Notifications

14. At the bottom of the **Event Details** section, check the appropriate box if the **employee was treated in an emergency room**, if the **employee was hospitalized overnight**, or if the **employee died** because of the event.

15. If there was a witness to the event, complete the **Witness Details** section.

16. Click **Save** in the top right corner of the page.

17. If you, the witness, or the individual involved in the incident has supporting documentation to add to the report, select the **Document tab** at the top of the page.

> **NOTE:** Only Safety personnel are permitted to take and attach photos to myCority reports.

18. In the **Details** section, select the **Document Type** from the drop-down box.

19. Enter the document creation date in the **Document Date** field.

20. Enter a brief description of the document in the **Description** field.

21. To locate the document you wish to include, click on the grey **Select Files** bar.

22. In the file explorer window, choose the file to upload from your computer.

23. Click **Open** to add the file to **the Import File** field.

24. Click **Save** in the top right corner of the page.

CDSO Initial Training- Facilitator Guide

25. If you are satisfied with the level of details included in the report, click **Submit** in the top right corner.

26. To verify successful completion of the report, look for the "**Success: Record Submitted**" green pop-up box.

> **NOTE:** Your supervisor will receive an email confirming your report submission, unless the report was anonymous.

Submitting a myCority Report

Evaluation Time: 20 minutes

Overview: Using the scenario provided, the learner will complete the process of creating and submitting an incident report using myCority.

Scenario (10 Minutes)

Instructor Directions:

Choose from one of the following scenarios:

Instructor Note: In lieu of reading the scenario, you may use the videos from LO1 Evaluation.

Scenario 1 - *It's a sunny day here at the CDC so Cynthia has decided to walk to her next meeting. As she approaches the [redacted] Building, she notices that the sidewalk is broken, and parts of the cement are missing. Cynthia immediately recognizes this as a safety hazard and that she will need to submit a report. What level of the Safety Triangle will this hazard fall under?*

Scenario 2 - *Carl is headed to a meeting at the [redacted] Building. He is carrying the presentation material for each of the attendees. The stack of materials is cumbersome, so he is focused on balancing them in his hands and doesn't look down, so he does not notice that the sidewalk is broken, and parts of the cement are missing. His foot gets momentarily*

lodged in the area of the missing cement and he stumbles forward. Carl regains his footing and is happy to find that he did not drop a single binder in the process. Carl recognizes that this could have been a lot worse had he fallen. Carl knows this as a safety hazard and that he will need to submit a report. What level of the Safety Triangle will this hazard fall under?

Scenario 3 - *Lettie is pushing her cart of cleaning supplies, some containing hazardous materials, to the next building. Lettie notices that the sidewalk is broken and parts of the cement are missing so she tries to maneuver the cart around the broken area. Despite her best efforts, the wheel of the cart catches on a piece of the broken sidewalk. One of the bottles of cleaning supplies topples over and falls off the cart. The force of the fall causes the lid to pop off and cleaning solution leaks out onto the ground. Lettie knows this as a safety hazard and that she will need to submit a report. What level of the Safety Triangle will this hazard fall under?*

Scenario 4 - *Carl is headed to a meeting at the [redacted] Building. He is carrying the presentation material for each of the attendees. The stack of materials is cumbersome so he is focused on balancing them in his hands and doesn't look down so he does not notice that the sidewalk is broken and parts of the cement are missing. His foot gets lodged in the area of the missing cement and he falls. When Carl stands up, he finds it hard to put pressure on his foot so he goes to*

the Clinic. At the Clinic, it is determined that Carl has fractured his ankle. Carl knows this the sidewalk is a safety hazard and that he will need to submit a report. What level of the Safety Triangle will this hazard fall under?

Following the scenario, the learners will be asked to generate an incident report using myCority. The learner may refer to their notes on Submitting an Incident Report through myCority.

Learner Directions:

As a CDSO, you may be approached by management or fellow team members to request assistance with submitting an incident report through myCority. Listen to the scenario, then complete an incident report using myCority.

You may refer to your notes to complete this evaluation.

This Page Intentionally Left Blank

Submitting a myCority Report – Answer Key

The myCority incident report should include, at a minimum, the following information:

Section: Reporting Information	
User ID	Learner's User ID or Anonymous
Date Reported	Today's Date
Time Reported	Time
Injury/Illness Checkbox	If the scenario was an injury or illness, the appropriate box should be checked.
Section: Event Details	
Date Occurred	Today's Date
Incident Location	Outside of or in front of the **[redacted]** Building
Location Details	Specific details about where this incident occurred. Examples: campus/building/floor/room, TDY location, biosafety level (BSL)
Employee actions at time of incident	What was the employee doing just before the incident occurred? Description of the activity, as well as the tools, equipment, or material the employee was using. Be specific. Examples: climbing a ladder, daily computer key-entry, working at a lab bench top
Incident Details	What happened? Describe how the incident occurred. Examples: Worker slipped and fell on wet floor, Worker was cut with a scalpel, Broken handrail

Injury or Illness	If injury occurred, what part of the body was affected and how was it affected. Description should be more specific than 'hurt', 'pain', or 'sore.' Examples: strained back; chemical burn on hand; sprained ankle
Chemical or Pathogen?	Was there a pathogen, toxin, chemical substance, radionuclide, or specific object involved? If yes, a describe should be included.
Other Checkbox	Check if employee was treated in an emergency room. Check if employee was hospitalized overnight as an in-patient. Check if employee died.
Section: Witness Details	
Other Eyewitnesses	Yes/No For the sake of time, there should be no eyewitnesses.

This Page Intentionally Left Blank

COLLATERAL DUTY SAFETY OFFICER INITIAL TRAINING

Module 4 – Appendix

This Page Intentionally Left Blank

Submitting a Safety Help Desk Ticket

myCority has replaced the Safety Help Desk for reporting incidents and near misses. Safety Help Desk will continue to accept *general safety-related questions*.

To Submit a Safety Help Desk ticket:

1. Open Microsoft Outlook on your desktop or phone.

2. Click on New Message **in the upper left corner** of the Home ribbon.
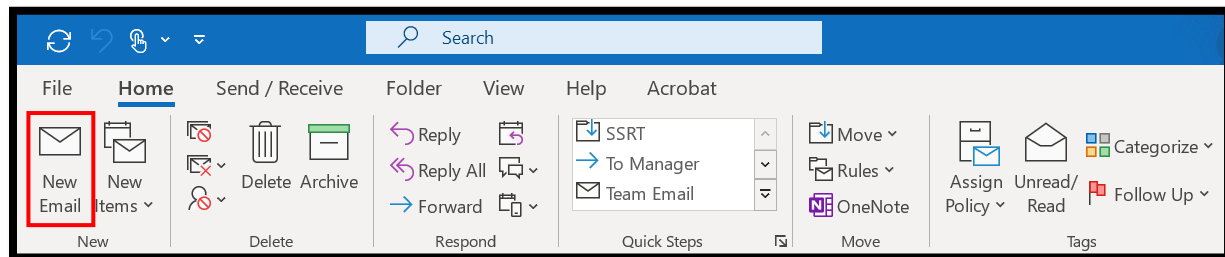
3. In the **From** field, verify you are sending the email from your CDC email and not a group inbox.

4. In the **To** field, enter the Safety Help Desk email address, safetyhelpdesk@cdc.gov.

5. In the **Subject** field, identify the ticket request type.

    a.   For example: Lab Safety Training Request

6. In the body of the email, describe your safety concern or question, ensuring you include all pertinent details.

7. When you have finished, click **Send**.

To submit an **anonymous** Safety Help Desk ticket:

1. Open Microsoft Edge, or another CDC-approved browser, on your desktop or phone.

2. Go to https://intranet.cdc.gov/helpdesk/REDACTED
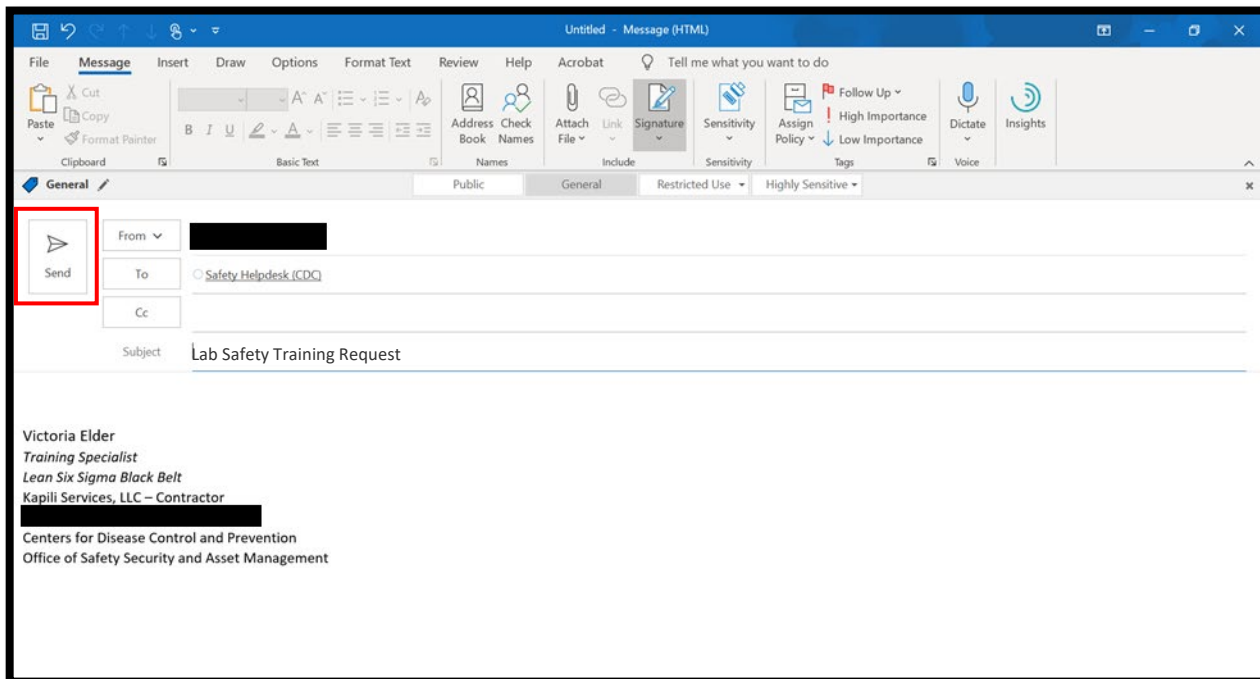
3. Scroll down to the **Request Form** section.

4. Click the radio button next to **Yes** to indicate you wish to make an anonymous report.

5. Select the **Request Type** or **Issue** from the drop-down box.

6. Select your **Campus** or the campus on which the incident occurred from the drop-down box.

7. In the open field, describe your safety concern or question, ensuring you include all pertinent details.

8. Click **Submit Request**.

This Page Intentionally Left Blank

Submitting a Safety Help Desk Ticket

myCority is a new, one-stop-shop health and safety tool that allows CDC staff to report an incident or near miss, with the option to report anonymously. ***All safety-related incidents and near misses*** are now being reported through myCority, launched through the Office of Safety, Security, and Asset Management (OSSAM).

1. Open Microsoft Edge, or another CDC-approved browser, on your desktop or phone.

2. Go to https://mycority.cdc.gov

3. On the Home page click on the"New Event Report" icon.

4.   Select the type of event you want to report: "Incident" or "Near Miss."

5.   Review the **Instructions** to ensure the Incident or Near Miss Report form is completed correctly.

6.   Enter your information in the fields in the **Reporting Information** section.

7.   If you wish to remain anonymous, type *"Anonymous"* in the **Person Reporting** field.

Self Reporting Number

User ID of Person Reporting Incident * (i)

Anonymous 🔍

Anonymous, Anonymous (ANOM01)

NOTE: Anonymous reports must be submitted at time of completion, cannot be saved, and will not appear on your **Previously Submitted** page.

8.   Check the appropriate box if the incident is **related to an injury** or **related to an illness**.

9.   If you are reporting this incident on behalf of another individual, enter their information in the **Individual Involved** section.

10.   Enter the User ID of their **Supervisor**.

11.   Click **Enter** and the Supervisor or COR's to populate the **Supervisor/COR Phone Number** field.

12.   Check the appropriate box if the incident is **incident occurred on CDC premises** or **while on deployment**.

Individual Involved (**if additional workers involved a report for each worker must be submitted**)

User ID of Person Who is Involved in or Affected by the Incident *   Phone Number of Employee Involved

🔍   0 / 24

Enter User ID of Supervisor and Press ENTER   Supervisor/COR Phone Number

████████ 🔍   ████████

10 / 24

☐ Select if this incident occurred on CDC premises   ☐ Select if incident occurred while on deployment

13. Fill out each field marked with an asterisk in the **Event Details** section.

Event details examples include but are not limited to:
- Timing/sequence of events
- Unusual circumstances
- Hazardous materials: biological, chemical, etc.
- Established procedure deviation
- PPE/equipment failure
- Timing/sequence of actions
- Notifications

14. At the bottom of the **Event Details** section, check the appropriate box if the **employee was treated in an emergency room**, if the **employee was hospitalized overnight**, or if the **employee died** because of the event.

15. If there was a witness to the event, complete the **Witness Details** section.

16. Click **Save** in the top right corner of the page.

17. If you, the witness, or the individual involved in the incident has supporting documentation to add to the report, select the **Document tab** at the top of the page.

NOTE: Only Safety personnel are permitted to take and attach photos.

18. In the **Details** section, select the **Document Type** from the drop-down box.

19. Enter the document creation date in the **Document Date** field.

20. Enter a brief description of the document in the **Description** field.

21. To locate the document you wish to include, click on the grey **Select files** bar.

22. In the file explorer window, choose the file to upload from your computer.

23. Click **Open** to add the file to the **Import File** field.

24. Click **Save** in the top right corner of the page.

25. If you are satisfied with the level of details included in the report, click **Submit** in the top right corner.

26. To verify successful completion of the report, look for the "**Success: Record Submitted**" green pop-up box.
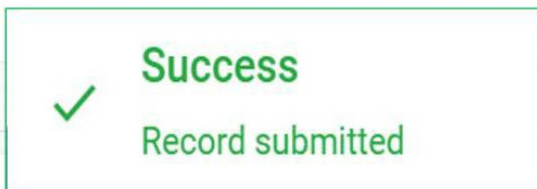
You have successfully submitted incident or near miss report using myCority!

NOTE: Your supervisor will receive an email confirming your report submission, unless the report was anonymous.

Section 2 Evaluation
Identifying Safety Triangle Levels

Watch (or listen to) the following scenario and try to determine which level of the Safety Triangle the hazard correlates.

Note: Do not write your name on the answer sheet.

Which level of the Safety Triangle does the hazard in the scenario best match?

Circle the level you think best matches the scenario, then return the answer sheet to the instructor.
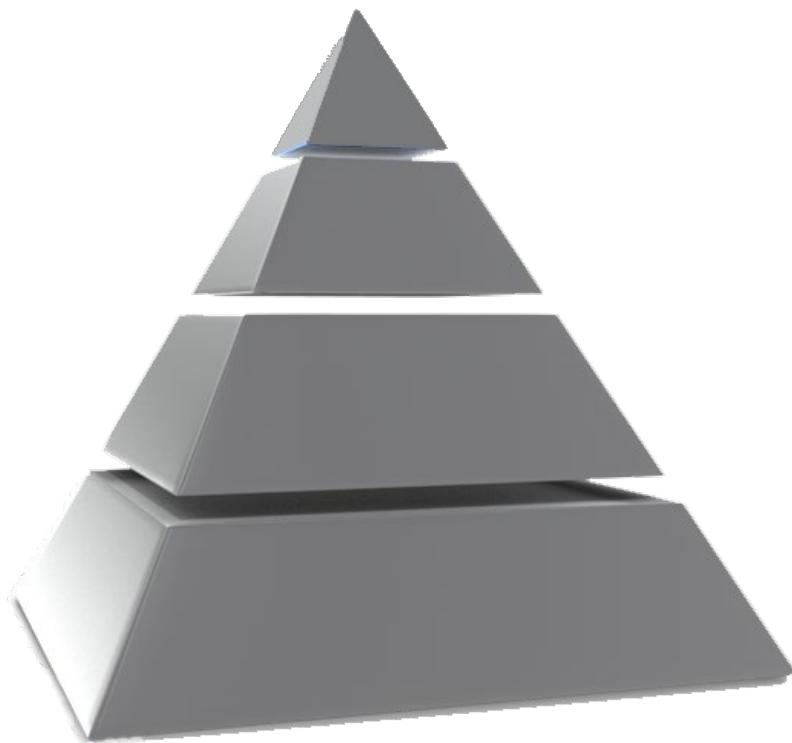
Injury
Incident
Near Miss
Unsafe Condition

This Page Intentionally Left Blank

Section 3 Evaluation

Report This Way

Name_____   Date_____

Correctly match the incident or topic area to the appropriate reporting method. You will have approximately five (5) minutes to complete this quiz. When you are finished, put your pens or pencils down to signal to the instructor that you are done.

Write "MC" next to incidents or information that is submitted using myCority. Write "SHD" next to incidents or information that is submitted using myCority.

	Report Safety Training Issues		Request Ergonomic Assessment
	Request Risk Assessment		Receive Lab Results
	Submit General Safety Question or Concern		Anonymously Report Unsafe Work Conditions
	Report Near Miss		Access CHaTs
	Track Immunization Records		Submit Contract Health and Safety Plans

This Page Intentionally Left Blank

Section 3 Evaluation – Answer Key
Report This Way

Name_____   Date_____

Correctly match the incident or topic area to the appropriate reporting method. You will have approximately five (5) minutes to complete this quiz. When you are finished, put your pens or pencils down to signal to the instructor that you are done.

Write "MC" next to incidents or information that is submitted using myCority. Write "SHD" next to incidents or information that is submitted using myCority.

SHD	Report Safety Training Issues	MC	Request Ergonomic Assessment
SHD	Request Risk Assessment	MC	Receive Lab Results
SHD	Submit General Safety Question or Concern	MC	Anonymously Report Unsafe Work Conditions
MC	Report Near Miss	SHD	Access CHaTs
MC	Track Immunization Records	SHD	Submit Contract Health and Safety Plans

This Page Intentionally Left Blank

Learner Feedback

Student ID_____   Course ID_____

Location_____

Date_____

Instructions

Your feedback plays an important role in developing the quality of the training we provide at the CDC. Circle your response to the following questions.

1. What best describes your level of knowledge prior to the course?

    No Knowledge   Awareness   Knowledgeable   Expert

2. What best describes your level of knowledge after completing the course?

    No Knowledge   Awareness   Knowledgeable   Expert

3. The training focused on relevant skills.

    Strongly Disagree   Disagree   Agree   Strongly Agree

4. The course material was presented in a logical sequence of information.

    Strongly Disagree   Disagree   Agree   Strongly Agree

5. The course material was easy to follow.

    Strongly Disagree   Disagree   Agree   Strongly Agree

6. The training prepared me well for work.

    Strongly Disagree   Disagree   Agree   Strongly Agree

7. The exercises and/or activities were useful and of value.

    Strongly Disagree   Disagree   Agree   Strongly Agree

8. Overall, I am satisfied with the training.

    Strongly Disagree   Disagree   Agree   Strongly Agree

This Page Intentionally Left Blank