

# CAMPUS INCIDENT REPORTING SYSTEM


---

JAMES SILLHART – ENVIRONMENTAL HEALTH & RADIATION SAFETY

# INCIDENT REPORTING FORM

---

- Incidents
  - Spills, Alarms, Odors, Fire, Property Damage, etc.
- Injuries
  - Bodily injury, exposure, needlestick, cut, loss of consciousness
- Near Misses
  - Potential for injury, illness or damage, unsafe conditions, etc.




**INCIDENTS**  
SPILL, ALARM, ODOR, FIRE, PROPERTY DAMAGE

**INJURIES**  
BODILY INJURY, EXPOSURE, NEEDLESTICK, CUT, LOSS OF CONSCIOUSNESS

**NEAR MISSES**  
POTENTIAL FOR INJURY, ILLNESS OR DAMAGE

**REPORT ALL EVENTS HERE:**



**IF THIS IS AN EMERGENCY, PLEASE CALL  
215-573-3333**

# INCIDENT REPORTING PROGRAM GOALS

---

- Access to more leading indicators to prevent injury, illnesses and related costs.
  - In the past, we relied more on lagging indicators such as workers compensation claims, therefore our actions were reactionary. Leading indicators allows us to be more proactive in our efforts to minimize illness and injuries on campus.
- Provide a means to manage investigations to identify root causes and develop mitigation measures.
- Helps EHRS efficiently target our limited resources for optimal outcomes. Where do we need better education and training or programs to best help the Penn community?
- Work collaboratively with the schools and centers. Data is used to help illustrate needs. Data is not used to penalize individuals or schools and centers. EHRS seeks to build a positive safety culture across campus.

# INCIDENT REPORTING METRICS



## Campus Incident Reporting Statistics

Pennovation  
0

Main Campus  
108

Morris Arboretum  
4

New Bolton Center  
45

FRES  
106

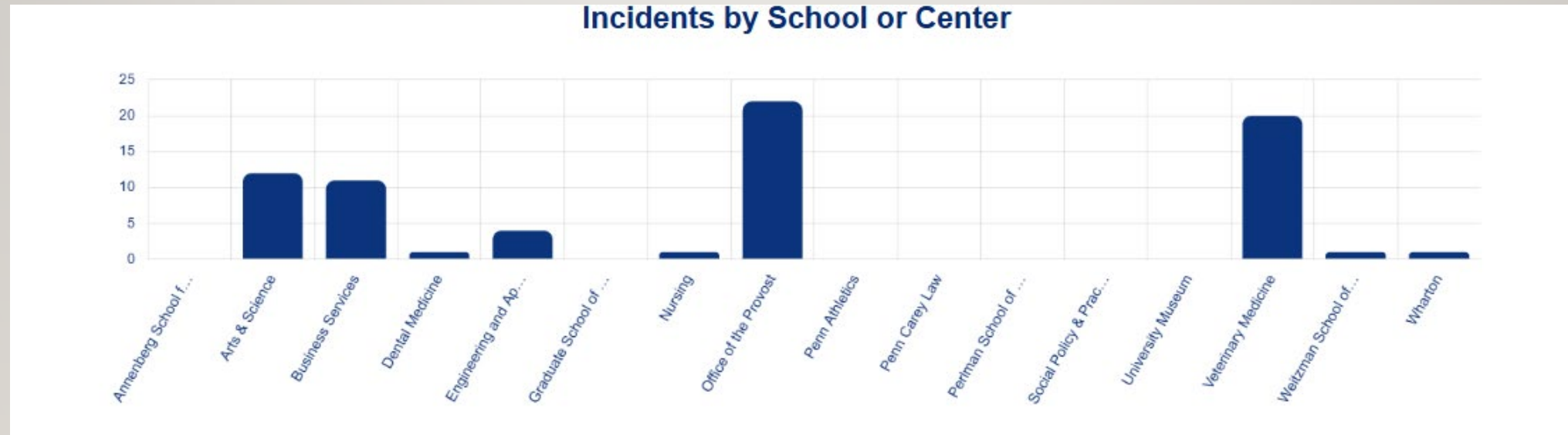
### Incidents by Month



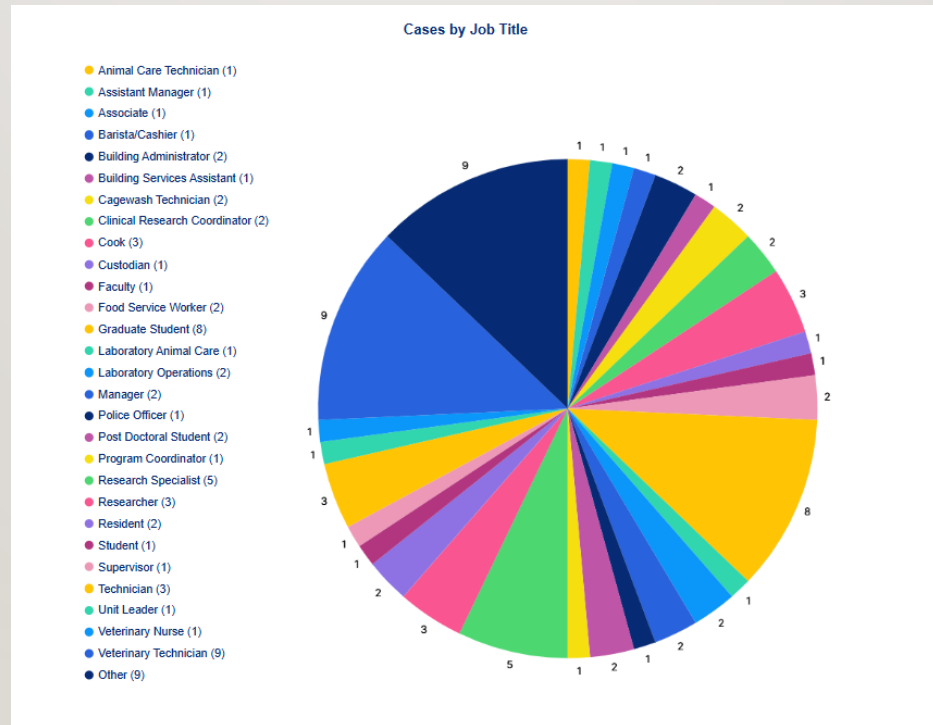


# INCIDENT REPORTING METRICS

---



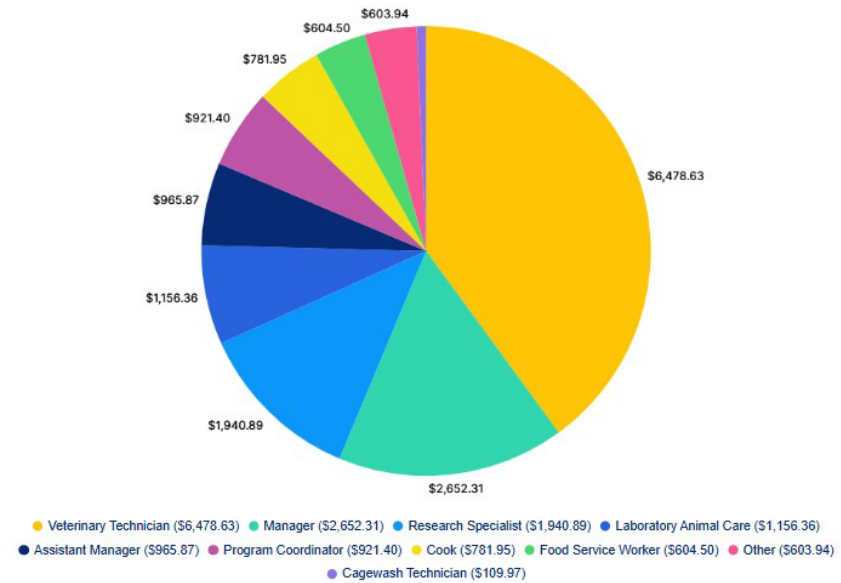
# INCIDENT REPORTING METRICS



# INCIDENT REPORTING METRICS

---

Direct Medical Cost by Job Title



# QUESTIONS?

---





# CAMPUS FIELD SAFETY PROGRAM

## FIELD HAT

---

James Sillhart, CSP Associate  
Director - Occupational Safety  
Programs

**E:** [jim@upenn.edu](mailto:jim@upenn.edu)

**P:** 215-746-6653

Life Science Safety &  
Compliance Team

**E:** [Biosafety@lists.upenn.edu](mailto:Biosafety@lists.upenn.edu)

## Field Study & Research Safety

---

Last Revised: May 20, 2025

**The foundation of a safe Field Study or Research project is thorough planning.**

Assessing potential hazards, developing strategies to address them, and preparing for emergencies are critical steps to ensure the success of your project. EHRS is here to support you!

**Fieldwork is an essential component of education and research at the**

**University of Pennsylvania.** The dynamic and unpredictable nature of field settings requires faculty and researchers to thoroughly plan for potential hazards and emergencies. Whether conducted locally or internationally, fieldwork can expose individuals to risks stemming from both the specific location and the nature of the activities being performed.

Please complete the EHRS Field Hazard Assessment Tool (Field HAT) to evaluate potential hazards and document important information about your field project. Submit the completed form to [ehrs@ehrs.upenn.edu](mailto:ehrs@ehrs.upenn.edu). EHRS will review the form and return it with feedback and provide assistance with coordination of training and other hazard mitigation measure that were identified.



# FIELD SAFETY PROGRAM .....HELP!

---

- Collaboration between EHRS, Risk Management & Insurance, Occupational Medicine & Penn Wellness/Student Health.
- EHRS needs help to point groups to our Field Safety program and to complete the Field HAT.
- No centralized means we are aware of to capture groups completing field study or research.
- Please direct groups to our web page.
- <https://ehrs.upenn.edu/health-safety/field-study-research-safety>
- Group leader fills out form, submits to EHRS. EHRS reviews form, confirms and signs training and personal protective equipment, identifies any other concerns, consults with group leader and returns the updated form to the group leader.



# FIELD HAT – FIELD HAZARD ASSESSMENT TOOL

---

- General Information
- Emergency Information
- Hazard Information
- Equipment & Activities
- Additional Considerations - Insurance, international, personal safety & security
- Campus Contacts
- Health & Safety Training
- Personal Protective/Safety Equipment
- Roster/Attestation

# FIELD HAT FORM



## Penn Field HAT Field Hazard Assessment Tool

**Instructions:** Please complete this form and email to [ehrs@ehrs.upenn.edu](mailto:ehrs@ehrs.upenn.edu). EHRS will review and confirm/assign appropriate training and personal protective equipment and return the updated form.

### General Information

Group ID	Name of the research group/course/other group:		
Group Leader Contact	Contact information including cell phone and email:		
Activity Description	Description of the activity/purpose of trip:		
Location	Name and address of the study/research location(s):		
Date(s) of Travel		Date of Plan:	
Location Coordinates	Latitude:		Longitude:
Site Details	Type of terrain, environment, (hot, cold), altitude, etc.		
Lodging Information	Name, address, phone. List all applicable lodging locations with associated dates.		
Means of Travel	How will the team get to the site? Note potential travel hazards.		
Site Access	Are there any restrictions to accessing the site? Note any alternate routes, parking areas, gate controls, etc. Note if the location is isolated or remote:		



# QUESTIONS?

---

THANK YOU!!