## Injury and Illness Reporting Instructions

### \*\*Important Note\*\*

## You must use Google Chrome when logging into eSLA

Injury and Illness reports are submitted electronically through the Department of Safety and Professional Services' Electronic Safety Licensing Application (eSLA). This guide is to assist you in completing the report. Injury and Illness reports are due by March 1<sup>st</sup> each year. The report portal opens on January 1<sup>st</sup> of each year. If you already have an eSLA profile linked to your reporting account, please proceed to the first step on the next page. If you have any questions or issues, please contact your Public Sector Safety Inspector from the map located at the end of the guide. If you are a new injury and illness reporter or already have an existing eSLA profile from a prior employer, please follow one of the following steps:

- 1. I am a new injury and illness reporter and do not have an eSLA profile. The email address I use at my employer is unique to me. Example (name@nameofemployer.com).
  - Create an eSLA profile by visiting this link: <u>https://esla.wi.gov/PortalRegistration</u>
  - Use the option "I am a representative of a local or state government" regarding the SSN.
  - Once you have created your profile, email your area's safety inspector to be linked to your reporting account. You will not be able to complete the report until this process has been completed.
- 2. I am a new injury and illness reporter and do not have an eSLA profile. The prior reporter used the same email that I plan to use. Example (clerk@nameofemployer.com).
  - Contact your area's safety inspector for further instructions. The prior reporter's profile will need to be unlinked before your profile can be established.
- 3. I have reported in the past for a former employer.
  - Contact your area's safety inspector to assist with updating your profile's email address and linking to the reporting account for your new employer.

A few helpful notes:

• If you are new to injury and illness reporting or need a reference to assist with the report calculations our SBD10710 form contains all relevant information including a flow chart to determine if the injury or illness is reportable. The packet can be found here:

https://dsps.wi.gov/Documents/Programs/PublicSafety/SBD10710Packet.pdf

- Ensure that you have the average number of employees, total hours worked, and any relevant injury and illness information ready before starting the report.
- Anyone who would be covered under the employer's worker's compensation program is counted in this report. This includes clerks, treasurers, elected officials, election workers, volunteer fire department members, and anyone within the employer covered under the worker's compensation program.
- If you encounter any errors or need assistance, reach out to your area's safety inspector. Their contact information can be found at the end of this guide on the Public Sector Safety District Map.

# Submitting your Injury and Illness Report

\*\*Important Note\*\*

You must use Google Chrome when logging into eSLA

1. Login with your eSLA profile information in the Existing eSLA Users Login on the right side of the page. Login link: <u>https://esla.wi.gov/</u>. If you forgot your email or password, use the link below the login area to view your email or reset the password.

lesla	PLAN REVIEW STATUS	MINE SAFETY L TRAINING	INIFORM DWELLING CODE PERMITS	UDC PERMIT SEARCH	UDC MUNICIPAL LOGIN	INSPECTOR LOOK-UP	PUBLIC LOOK-UP	HELP	LO I
**eSLA requir	es Google Chrom	e browser to work p	properly. Please downlo	ad Google Chro	me browser to con	tinue. <u>Click Her</u>	<u>e to downlo</u>	ad	
First Tim	ie eSLA Us	ser		E	Existing eSL	A Users			
Create Accou	ınt			L	ogin				
f you have previ ISLA, please acti DSPS CUSTOME	ously conducted bus vate your eSLA login R	siness with the Departr with the DSPS CUSTO	nent but are new to MER button below.		Email				
f you have neve SLA login with t	r conducted busines he NEW DSPS CUST(	s with the Department OMER button below.	, please create a new		Password				
NEW DSPS CUST	OMER				LOGIN				0
							_	at Dacaw	

Visit our Help page for eSLA user guides and FAQs.

#### 2. Once you have successfully logged in click on the "+ New Application" button.

ésla .	PLAN REVIEW STATUS	DASHBOARD	MINE SAFETY TRAINING	INSPECTOR LOOK-UP	PUBLIC LOOK-UP	HELP 👿 0	TESTER, ESL
Welcome to you	ur eSLA Das	shboa	ard				
۲Ļ							
Permit Fire/Municipality							
+ NEW APPLICATION + MY ITINE	ARIES MY HISTORY						
Please click on the "My History" bu and compliance statements.	utton to view previously subm	itted paymer	its, permits, credentia	ls and service reque	sts such as revisi	ons, component	S
Are you trying to add a business o	r renew a cross connection co	ontrol assemi	oly? Click here to add a	a business or renew	your assembly.		
New Permit Applica	tions						
To edit or withdraw an application, plea	ise click on the Options button.						
View and Search all Applications	1						

3. Complete the dropdowns as seen below. If you do not have an account created or do not have the correct account listed, please contact your area's safety inspector. Once complete, click "Save and Continue".

<b>COLA</b> PLAN REVIEW STATUS DASHBOARD	MINE SAFETY TRAINING INSPECTOR LOOK-UP PUBLIC LOOK-UP HELP 🗮 0 TESTER, ESLA						
	Select Area						
Application Selection	Permits 🗸						
Select the Area Next based on the area select either	Select Program Area						
the Program Area, Permit/Plan Review, and	Public Sector Employee Safety 🗸						
Application Type or the Application Type, Credential	Select Permit Type/Plan Review						
and Credential Type as applicable.	Injury and Illness Report						
drop down. If you do not see an account, please add	Select Application Type						
the business via the Manage Business page.	Public Sector Employee Safety 🗸						
	Please select an Account (Create new account)						
	IIR Report Account						
Application Instructions	Per SPS 332.205, all Wisconsin public employers must report work-related injuries and illnesses to the department for the previous year by March 1 of each year.						
Provide the information necessary for the application. Once finished, click which type of Save option desired.	Within 8 hours after the death of any employee from a work-related incident or the in-patier hospitalization of 3 or more employees as a result of a work-related incident, the employer shall orally report the fatality or multiple hospitalization by telephone or in person to the department.						
	When reporting a public sector employee fatality or 3 or more hospitalizations, contact the department at (608) 267-9420 during regular business hours. The State of Wisconsin Divisio of Emergency Management can be contacted at (800) 943-0003 outside of regular business hours.						
	CANCEL SAVE AND CONTINUE						

4. The next page will contain the report data. The personal information will be automatically filled in from your profile contact information.

<b>T</b> eSLA	PLAN REVIEW STATUS DASI	HBOARD	MINE SAFETY TRAINING	INSPECTOR LOOK- UP	PUBLIC	LOOK- UP	HELP	<b>T</b> 0	TESTER, ESLA V
Ũ	New App Injury and Illness Report D	olicatio	on						
	Personal	Injury De	etails	Review + Submit					
	Information	* eSl Las	A t Name						
		Em. * esl.	ail Address atester@wiscons	sin.gov.invalid					
		* Pho	ne -111-1111						

5. Below is the address information. This should automatically populate from the prior year's reports on the account. If an address is displayed and is correct, click the check box under the public column. This will then save the address on the report. Once saved you will be given a confirmation of "address saved successfully". If you need to add a new address, see step 5B.



5B. To add an address, click on the "+ Add Address" button. When entering the new address check "Use this address as Public". When complete, click the "save" button.

sure sure	•			
Public Address	L,	Use this add	lress as Public	
Select a public address		Address Format		
by clicking the		US Address	~	
appropriate checkbox to the right (this is the		Street Address Li	ne 1	
address that will be viewable by the public).	*	4522 Madison Ya	irds Way	
To add a new address, click Add Address,				
complete the required fields, and click Save		Street Address Li	ne 2	
		City	State	Zip Cod
	*	Madison	* w ~	* 53705
		County		
	*	Dane	~	
				1
		CANCEL	SAVE	

5C. Once the address has been saved, it may be validated. You may be given a choice like the validation process seen in this step. Select the address that is correct by clicking the address in the Street Address column.

Geo Validated Address Options

Multiple addresses have been found based on the information you provided. Please select the correct address from the options below.

Street Address	City	State	Zip Code	County	Validated
4822 Madison Yards Way	Madison	WI	53705	Dane	*
4822 Madison Yards Way	Madison	WI	53572	Dane	

6. Once the address has been saved, your screen will look like the image seen in this step. If you get an error, delete the listed address with the garbage can icon and enter the address through the new address process in steps 5B and 5C.

Public Address	ADDRESS SAVED SUCCESSFULLY	✓ USE DIFFERENT ADDRE
Select a public address by clicking the appropriate checkbox to the right (this is the address that will be viewable by the public). To add a new address, click Add Address, complete the required fields. and click Save	4822 Madison Yards Way Madison WI 53705 Dane United States	

7. Once the address has been saved, continue down to the report information. If you are unsure how to complete the report, see the link to the SBD10710 Packet on the first page. The first section is employment information. This is the average number of employees and the total hours that all employees worked during the reporting year.

Employment Information	* Average Number of Employees	
	0	
	* Total Hours Worked	
	0	

8. Next enter the number of cases (if applicable). Note: the number of cases must match the number of injury and illness types in Step 10. This information is different than workers comp reporting. Please refer to the SBD10710 packet for more information.

Number of	* Deaths
	0
Cases	* Cases with Days away from Work
Enter the total number of cases for each	0
category.	* Cases with Job Transfer or Restriction
Please note: The Total	0
Number of Cases must equal the Total Number	* Other Reportable Cases
of Injury and Illness	0
Types reported below.	

9. Next enter the number of days away from work and days with job transfer or restriction (if applicable).

Number of	* Days away from Work	
Davs	0	
Enter the total number	* Days of Job Transfer or Restriction	
of days for each	0	
category.		

10. Enter the injury and illness types for the reported number of cases from Step 8 (if applicable). Once complete, click the "Save and Continue" button at the bottom of the screen.

Number of	* Injuries
Injury and	0
Illness Types	* Skin Disorders
Enter the total number	0
of Injury and Illness	* Respiratory Conditions
Types for each category.	0
Please note: The Total	* Poisonings
Illness Types must equal	0
the Total Number of Cases reported above.	* Hearing Losses
	0
	* All other Illnesses
	0

11. The next step is to ensure the report has all the correct information and to submit the report. The application review will show a checkmark and say completed once all data has been completed. If any portion of the report needs to be corrected the items will be displayed in the application review area. Once complete, check the "I accept" box and then type your name as it appears on the account to electronically sign the report. Your account name is displayed under the input box for your signature. Once done, click the "Submit" button.

Injury and Illness Report DIS-10	cation 2317064
	Injury Details Review + Submit
Application Review	Completed
Attestation	By attesting below, the report submitter swears that all information provided on this report is true, accurate, and that the submission requirements are met. Consent to Electronic Signature
	Type your First Name and Last Name as they appear on the application to sign electronically  eSLA Tester  (eSLA Tester)

- 12. Your report has now been submitted; an email will be sent with a PDF attachment of the required summary posting. The posting is required to be displayed in the employee areas from February 1 to April 30.
- 13. If you have changes to make to your report, you can edit the report through June 30<sup>th</sup>. From your eSLA dashboard, click on the permits tab and then locate the report. On the right-hand side click the "Options" button and select – "Edit Application".

<b>T</b> eSLA	PLA	N REVIEW STATUS	DASHBOARD	MINE SAFETY TRAINING	INSPECTOR LOOK-UP	PUBLIC LOOK-UP	HELP 🔫 O	tester, esla 🗸
Welco	ome to your	eSLA	Dash	board				
Permit	Fire/Municipality							
+ NEW APPLI Please click o	CATION + MY ITINERARIES	MY HISTORY	submitted pay	ments, permits, crede	ntials and service re	quests such as r	evisions, comp	ponents
and compliar Are you trying	nce statements. g to add a business or renew a	a cross connecti	on control ass	sembly? Click here to a	idd a business or rei	new your assem	bly.	
New Pe	rmit Applications							
To edit or witho	raw an application, please click on	the Options butte	on.					
SORT BY -								
<u>م</u>	Injury and Illness Report SFY-102302265-SFT		INJURY AN ILLNESS R YEAR 2022	ID EPORT	STATUS Submitted		COPT. Edit Application	
TI I	Injury and Illness Report		INJURY AN ILLNESS R YEAR	ID EPORT	<b>STATUS</b> Submitted	EXP DATE	Download Applic Print Report	

14. If changes to the report are made a new email will be generated with an updated injury and illness summary. Please ensure that the correct report is posted.

Thank you for submitting your report!



Public Sector Employee Safety Inspection District Map

1 – Jane Dienger	Jane.Dienger@Wisconsin.gov	715-538-3308
2 – Rhonda Kocijan-Klecz	Rhonda.Kocijanklecz1@wisconsin.gov	608-982-6496
3 – Tim Condon	Timothy.Condon@Wisconsin.gov	414-852-3660
4 – Andrew Amacher	Andrew.Amacher@Wisconsin.gov	608-438-8061
5 – Richard Lampi	Richard.Lampi@wisconsin.gov	608-720-0007
6 – Jim Creegan	James.Creegan@Wisconsin.gov	608-219-7185
Supervisor	lucas.dederich@wisconsin.gov	608-445-6558
General Questions	DSPSSBHealthandSafetyTech@wisconsin.gov	