

Incident/Accident Reporting

To better improve our incident/accident reporting time, investigation, follow-up and to make you and your Site Employer's jobs easier, we have implemented a new SAFETY section on the <u>www.dpsworks.com</u> site! You and Supervisors at your worksites will be able to instantly and easily access the Incident Report Forms via the website!

These forms are located in the new SAFETY section under the I AM A PARTNER buttons.

- The Supervisor Incident Report is a formsite form, which when submitted, will automatically go to our Employee Services Department. The sender will receive a confirmation page that can be saved, printed or forwarded, if needed.
 - The Employee Incident Report is a fillable form that will need to be completed, printed and signed by the Employee and Supervisor. It will then need to be scanned and sent to <u>empsrv@oppinc.com</u>

Here is the link:

https://www.dpsworks.com/i-am-a-partner.html

Affiliate Location Jefferson County Workforce Development Center 874 Collins Road Jefferson, WI 53549 (920) 674-7500 Fax (920) 674-7520

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