

## EW Assist

### Recording an Injury

Login to EW Assist

Go to Actions > Injury > Report an Injury

Complete the short form to capture the details of the injury or accident. Fields marked with \* must be completed. Click Add and the injury will be recorded and a more thorough form spread over a number of tabs will be available to capture more information. This can be closed and returned to at a later date or by an appointed person managing health and safety within your business.

Change the status once completed to your satisfaction to Closed or withdrawn/Cancelled.

Accidents where no one was injured can be captured such as near misses.

Actions > Injury > Injury Register will show all reported injuries.