Incident Tracker

Web EHS*desk*™ provides a fully integrated suite of web-based software applications designed to support administrative, operational, and business process information management associated with Environment, Health, and Safety (EHS).

The **Incident Tracker (ITA)** application tracks and maintains EHS incidents for medical (injuries, illnesses), other (near hits, unsafe acts), and environmental (spills, releases). Incident Tracker manages detailed information for each incident including: initial input, automatic e-mail notifications, responsible organization, and OSHA recordkeeping. Integrated incident investigation is managed in the Corrective Action Request (CAR) application. ITA can also be linked to third-party medical software.

Features and Functionality

- Medical incident records can be automatically created via a customized medical interface or input manually
- Abbreviated "Step-by-Step" format available for ease of use
- Simple web forms available for submitting near hits or opportunities for improvement
- Extensive additional details included per incident (e.g., process/activity, regulatory data, etc.)
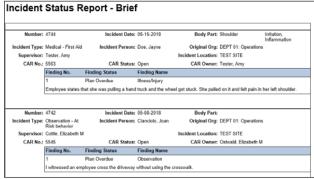

Medical Incident Summary

- Incident details are integrated with company master data sources for equipment, building, people, and process
- Injury data is OSHA compatible, allowing for body and treatment data assigned an OSHA recordable code
- Incident investigation and follow-up is managed in the CAR application
- Formatted "Update My Incidents" window available to display all incidents belonging to a supervisor
- Typical users include Medical, Supervisors, EHS Personnel, EH&S Management

Benefits

- Provides supervisors and managers with a standard mechanism to track and manage the progress of incident reporting and investigation
- Reduces occurrence of incidents through tracking and root cause analysis
- Reduces risk of penalties/fines for non-reporting or under reporting
- Enables timely communications through e-mail notification

Incident Status Report - Brief

E-mail / Reports

- Ad hoc reporting is available with flexible reports and graphs with multiple filters and sorts; reports/graphs can be printed or saved to an Excel™ or Acrobat™ format
- E-mail notifications to supervisors and other personnel document incident and trigger the incident investigation
- Investigation e-mail(s) sent via the Corrective Action Request (CAR) application
- Ability to print the OSHA 300 Log

Compliance

Facilitates compliance with 29 CFR 1904; assists in meeting requirements of OHSAS 18001

Integration Points

- **Occupational Health Manager (OHM) (third party software)**: receives data feeds from OHM to automatically create the injury incident for work related medical cases. Links to the OHM Case Management application and OHM OSHA Recordkeeping application for subsequent updates

- EHS*desk* **Web Forms**: easy-to-use interface available to employees (no logon required) to submit near hits and opportunities for improvement with automatic e-mail notification

- EHS*desk* **Corrective Action Request (CAR)**: links to the CAR application, where a CAR is created for each incident to document incident investigation

- EHS*desk* **Risk Assessment (RA)**: a related risk assessment can be identified and linked

- EHS*desk* **Admin**: identify equipment related to an incident

- EHS*desk* **Material Tracker (MAT)**: associate materials spilled/released to an environmental incident

! Process Flow

Administrator

Initial Setup

Establish Locations; establish users and user permission level

Application Setup

Establish Value Lists & e-mail distribution lists

Supervisor

Initiate Incident (CAR is Issued)

Medical Department

Enter data into OHM (Incident Record and CAR are Issued)

Notification e-mail sent to CAR Owner

Supervisor/CAR Owner

Investigate incident

Identify disposition, source of injury, and process name

Define CAR plan

Follow CAR through to completion

Recordkeeper

Update Recordable/Lost Time Details

Reporting Admin

Update Reporting Details