

! Incident Tracker

Web EHSdesk™ 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				
The following is a summary of the information for the selected incident.				
Incident Details VIEW EDIT				
Incident No.: 4744	Body Part: Shoulder	Diagnosis: Irritation, Inflammation		
Incident Date/Time: 05/15/2018 0:57AM	Source of Injury: Strain or Injured By - Pushing or Pulling	Disposition: Sent to Doctor		
Incident Location: Pratt & Whitney TEST SITE	Status: Open	What Happened: Employee states that she was pulling a hand truck and the wheel got stuck. She pulled on it and felt pain in her left shoulder.		
Original Org: DEPT 01: Operations				
Current Supervisor: Tester, Amy				
Additional Details EDIT				
Area	Equipment	First Aid Comment		
	PV000001			
Corrective Action: 5563 VIEW				
Finding No.	Finding Name	Description	Status	
1	Illness/Injury	Employee states that she was pulling a hand truck and the wheel got stuck.	Plan Approval Due	Edit
Recordkeeping VIEW				
Recordable Status	Recordable Date	Lost Time Date	# Restricted Days	# Lost Time Days
First Aid			0	0
Restrictions VIEW ALL FOR PERSON				
Start Date	End Date	Description	Status	
Reporting VIEW				
Reporting Type	Violation Type			
	Serious Incident			

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			
Number: 4744	Incident Date: 05-15-2018	Body Part: Shoulder	Irritation, Inflammation
Incident Type: Medical - First Aid	Incident Person: Doe, Jayne	Original Org: DEPT 01: Operations	
Supervisor: Tester, Amy	CAR Status: Open	Incident Location: TEST SITE	CAR Owner: Tester, Amy
CAR No.: 5563			
Finding No.	Finding Status	Finding Name	
1	Plan Overdue	Illness/Injury	
Employee states that she was pulling a hand truck and the wheel got stuck. She pulled on it and felt pain in her left shoulder.			
Number: 4742	Incident Date: 05-08-2018	Body Part:	
Incident Type: Observation - At Risk behavior	Incident Person: Cianciolo, Joan	Original Org: DEPT 01: Operations	
Supervisor: Cottle, Elizabeth M	CAR Status: Open	Incident Location: TEST SITE	CAR Owner: Ostwald, Elizabeth M
CAR No.: 5545			
Finding No.	Finding Status	Finding Name	
1	Plan Overdue	Observation	
I witnessed an employee cross the driveway without using the crosswalk.			

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
- **EHSdesk 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
- **EHSdesk Corrective Action Request (CAR):** links to the CAR application, where a CAR is created for each incident to document incident investigation
- **EHSdesk Risk Assessment (RA):** a related risk assessment can be identified and linked
- **EHSdesk Admin:** identify equipment related to an incident
- **EHSdesk Material Tracker (MAT):** associate materials spilled/released to an environmental incident



Process Flow

