



PeopleSoft 8.00.01 Human Resources PeopleBook

Monitoring Health and Safety

PeopleSoft 8.00.01 Human Resources PeopleBook: Monitoring Health and Safety

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MONITORING HEALTH AND SAFETY

This book, *Monitoring Health and Safety*, provides you with the tools to help you track detailed health and safety information, manage your health and safety program, and comply with governmental and insurer regulations and standards. You can order the online version by requesting SKU HRB8SP1R0, or the hardcopy version by requesting SKU MAHRDr8SP1B 1200.

Overview of Monitor Health and Safety gives you a broad outline of the tasks and procedures involved for monitoring health and safety.

Setting Up Incident, Injury, and Illness Tracking explains how to track information specific to health and safety incidents, injuries and illnesses that occur in all of your operations, whether your company does business globally or in only one country.

Entering Personal Data for People Involved in Incidents describes how to enter personal information for every employee and non-employee involved in an incident.

Creating and Tracking Incidents describes how to enter information regarding incidents and any injuries or illnesses, consequent corrective and preventative actions performed, and additional data needed for reporting to governmental authorities and insurers.

Processing Rehabilitation, Claims, and Examination Data explains how to manage compensation claims, track and process employee work rehabilitation plans, and record medical examination data.

Reporting Health and Safety Data describes the reports you can run to produce data that will help you assess and manage your health and safety programs, no matter what your regulatory region or country. This section also discusses how you can run processes and prepare reports for regulatory authorities and insurers in specific regulatory regions.

Reporting to the Canadian Workers Compensation Board (WCB) describes how to establish codes defined by the Canadian provincial workers' compensation boards for use in tracking and reporting health and safety incidents.

Preparing Reports for the French Social Security Agency provides you with a French Accident Report (OHS001FR) that you can use to meet the requirements of the French government. You can run this report for an incident number or for an employee number.

Monitoring Additional Health and Safety Incident, Injury, and Illness Data For German Employers enables you to track information specific to incidents that involve your German operations. You will need to report this information to the employers liability insurance association.

Reporting to the United Kingdom Health and Safety Executive (HSE) enables you to track health and safety incidents that you need to report to the United Kingdom Health and Safety Executive (HSE).

Reporting to the US Occupational Safety and Health Administration (OSHA) provides you with two reports that will help you comply with the regulations of the federal Occupational Safety and Health Administration (OSHA) involving workplace safety.

CHAPTER 1

Overview of Monitoring Health and Safety

There are many compelling reasons why companies such as yours establish comprehensive health and safety programs. First and foremost, you are concerned about the health and welfare of your employees and want to provide a better, safer work environment for them. Accidents, injuries, and illnesses also increase your business costs due to lost work time, insurance and compensation claims, and property damage. Most governments and insurers have regulations or standards that require you to minimize potential hazards and risks in the workplace and to provide detailed reports for accidents or incidents that do occur.

PeopleSoft Human Resources gives you the tools to help you track detailed health and safety information, manage your health and safety program, and comply with governmental and insurer regulations and standards.

You'll track most health and safety information by entering data about specific incidents. An incident can be an accident, an injury, or a job-related illness. You can use the system to assign a tracking number to each incident. You'll find it easy to tie related incident data together, such as injuries and illnesses that individuals (both employees and non-employees) have experienced, damage sustained by vehicles and heavy equipment, and claims management data. You can do all this without having to enter duplicate information in the system.

What if someone files a claim against your company for an incident you didn't know about? You can start by entering the claims information you know now. Later on, when you find out the details of the related incident, you can tie the two together in the system. You're not limited to just one way of entering this information.

Here's what you can do with the Monitor Health and Safety feature of PeopleSoft Human Resources:

- **Maintain detailed incident data.** You can track multiple employees and non-employees involved in the same incident, along with dates, witnesses, the exact location on or off company premises, and any injuries or illnesses that resulted.
- **Track the details of incidents involving company vehicles and equipment.** You can enter the specifics of damage that vehicles and equipment incurred in incidents and identify the people associated with the vehicle or equipment. You can use this information in several ways, such as to assess vehicle or equipment damage, schedule vehicle maintenance and repairs, and review driver or operator records.
- **Track and view illness and injury data by individual.** Once incident data is in the system, you can view injury and illness summary data by employee. You'll find this helpful for tracking employee involvement in incidents over time or for updating data when you don't

have the incident reference number on hand.

- **Set up rehabilitation plans.** You can enter and update all the actions you're taking for people who have received injuries or illnesses as a result of incidents. You can also track occupational injuries and illnesses you must report to governing agencies, including insurance information, medical diagnoses, and any recommended work restrictions or modifications.
- **Track workplace hazards by location and job code.** You can track information about workplace hazards both by location and by occupational job classification. This can help you to spot high-hazard work areas or jobs and to develop corrective or preventive actions to address recurring problems employees may be experiencing that are related to a particular job or location.
- **Manage claims.** You can review and update essential claims data, such as the assessment date and disposition of the claim—all the information you need to report to government agencies or insurance companies.
- **Track medical exam results.** You can easily monitor employees who could be at risk because of their work location or job group. You can also track risk factors, analyze trends, and educate employees on preventive health care. The types of exams you can maintain include physical, audiometric, eye, and respiratory exams.
- **Produce reports of incident, injury, and illness data.** You can run reports that help you assess and manage your health and safety program. You can also prepare reports for regulatory authorities and insurers such as the Canadian Worker's Compensation Board (WCB), the German employers liability insurance associations, the UK Health and Safety Executive (HSE), Diseases and Dangerous Occurrences Regulations (RIDDOR), and the US Occupational Safety and Health Administration (OSHA).

Understanding How SetID and Regulatory Region Work in Monitoring Health and Safety

In your Monitoring Health/Safety business process, many of the setup tables are keyed by SetID. This gives you the ability to create different groups of codes and descriptions for the same concept. For example, you can establish different dangerous occurrence codes for different SetIDs corresponding to Canadian operations and UK operations, since the regulatory authorities in those countries require different codes.

The Incident Details component, which is the main transaction component in the system, uses Regulatory Region as a required control field. Regulatory Region is a set-sharing concept similar to Business Unit, and Regulatory Regions are associated with SetIDs using the Regulatory Region page. The Monitoring Health/Safety module uses the association between SetID and Regulatory Region to ensure your operators see the sets of codes that are applicable to the country in which the incident occurred.



For more information about how to establish and use SetIDs in PeopleSoft Human Resources, see Regulating HRMS System Data.



For more information about how to establish and use Regulatory Regions, see Processing Transactions Using Regulatory Regions.

CHAPTER 2

Setting Up Incident, Injury, and Illness Tracking

Overview of Setting Up Incident, Injury, and Illness Tracking

Consistent and uniform data collection is an important element of your company's health and safety program. With standardized records, you'll best utilize the information to manage your health and safety program and consistently meet government and insurer reporting requirements. You'll need to maintain detailed information in several areas, such as identifying the sources and causes of incidents, the types of injuries and illnesses resulting from incidents, and any company vehicles or heavy equipment involved.

To streamline tracking and reporting, you'll use several tables to classify the standard data used for recording health and safety incidents and related information. Setting up this data in advance means you'll save data-entry time and avoid errors.

You'll use PeopleSoft Human Resources to track information specific to health and safety incidents that occur in all of your operations, whether your company does business globally or in only one country. The setup tables in this section provide you with the flexibility to define the codes and data that fit the regulatory profile for your operations. Regulatory authorities in separate countries may have different standard codes and descriptions for the same concept. For example, Dangerous Occurrences may be defined differently in Canada than they are in the United Kingdom.

The system also provides you the flexibility to update your codes and descriptions as government regulations and standards change or as new regulations and standards are created. Most of the setup tables are designed so that you can enter multiple occurrences of a code or description, along with associated changes, to the Effective Date or Status.

If some employees in your industry might be exposed to hazardous conditions or materials, you can also track this type of exposure information by job classification and location to help you identify and reduce potential risks.

Before You Begin

You'll find the core and local country setup tables, pages, and functionality described in this section in the Monitor Workplace, Monitor Health/Safety (GBL) menu. You'll also find the appropriate core and local functionality in the applicable local country menus.

You should use the Monitor Health/Safety menu that's appropriate for your implementation of PeopleSoft Human Resources. If you're not sure which of the menus you should use, ask your human resources project leader.



We discuss the system using the pages in the global menus as our examples. If there is a page that is located in one of the local country menus whose functionality isn't covered in the global menu page discussions, we'll discuss the local country page separately and in its entirety.

The procedures for accessing and entering information in the pages described in this section are the same as those for updating any PeopleSoft page or field.



For more information, and for a quick refresher course on accessing and entering information in the pages, see the general tutorial, *Using PeopleSoft 8 Applications*.

Make sure the control tables are set up in PeopleSoft Human Resources before you begin entering data in Monitor Health/Safety tables.

When you create information in these tables, be sure to enter effective dates that are before the effective dates of any incidents you enter. If you don't, the system won't display all valid codes when you select values from prompt lists in the Monitor Health/Safety pages.



For more information about the control tables, and effective dating in HRMS, see *Setting Up Control Tables*.

Remember that you can press F1 at any time to access PeopleBooks Help and review online help topics that describe the purpose of these pages.

Working with Monitor Health and Safety Setup Tables

Most governments require standardized codes and terminology to make incident reporting more consistent and improve data analysis. PeopleSoft Human Resources contains several tables in which you can enter all the standard codes you need for reporting. You can use the codes to track incidents and any resulting injuries or illnesses and to report the details to the appropriate government agencies.

Use the Nature of Injury Table Page to enter official versions of medical diagnoses—the accepted, standard terminology used for government reporting. The Body Part Table Page is where you can assign codes for identifying the physiological location of injuries, and the Source of Injury Table is where you specify their causes.

Use the Accident Type Table Page to classify types of accidents that occur in your industry or regulatory region and the Unsafe Act Table Page to specify any actions people took or failed to take that resulted in accidents.

Use the Animal Table Page to define animals involved in incidents involving your employees and the Transport Table Page to identify modes of transportation used by employees during incidents.

Identifying the Nature of Injuries

Use the Nature of Injury Table to identify the injury in terms of its principal physical characteristics—that is, what happened to the employee. For example, as a result of an industrial accident, an employee might get a cut or laceration. The Nature of Injury codes are used in the Incident Details component.



Certain setup codes in Monitor Health/Safety (such as Nature of Injury) are keyed by SetID because they can vary by regulatory region. You can establish different sets of codes for each regulatory region in which you have operations. Make sure that you use the codes required by local authorities in your regulatory region (if a specific set of codes is required) and keep these codes up-to-date.

Nature of Injury Table Page

Usage	Use the Nature of Injury Table page to identify the injury in terms of its principal physical characteristics (what happened to the employee).
Object Name	INJURY_NATURE_TBL
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Nature Of Injury Table, Nature of Injury Table
Access Requirements	SetID, Nature of Injury code

The screenshot shows the 'Nature of Injury Table' interface. At the top, it displays 'SetID: GBR' and 'Nature of Injury: 170'. Below this is a navigation bar with 'View All', 'First', '1 of 1', and 'Last'. The main form contains the following fields:

- *Effective Date:** 01/01/1900 (with a calendar icon)
- *Status:** Active (dropdown menu)
- *Description:** Cut,laceration, puncture-wound
- Short Description:** Open wound

Nature of Injury Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID, Status, Description, Short Description.**

Nature of Injury

The system displays the **Nature of Injury** code you entered. You can define different groups of **Nature of Injury** codes for different **SetIDs**.

Effective Date

The **Effective Date** defaults to the system date, usually today’s date, which you’ll change unless you want the **Nature of Injury** code to go into effect today. Add data rows and use the scroll bar, Effective Date, and Status to maintain history data for information that changes over time.

Identifying Body Parts



Certain setup codes in Monitor Health/Safety (such as Body Parts) are keyed by SetID because they can vary by regulatory region. You can establish different sets of codes for each regulatory region in which you have operations. For example, if you are administering a US workforce, you may choose to use the standard codes the American National Standards Institute (ANSI) has established, or enter your own company- or country-specific codes. Make sure that you use the codes required by local authorities in your regulatory region (if a specific set of codes is required) and keep these codes up-to-date.

Body Part Table Page

Usage	Use the Body Part Table page to identify the physical locations of injuries to employees that you’ll use for reporting and recording injuries.
Object Name	BODY_PART_TABLE
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Body Part Table, Body Part Table
Access Requirements	SetID, Body Part code

The screenshot shows a web form titled "Body Part Table". At the top, it displays "SetID: GBR" and "Body Part Code: 141". Below this is a navigation bar with "View All", "First", "1 of 1", and "Last" buttons. The main form contains several fields:

- *Effective Date:** A date field containing "01/01/1900" with a calendar icon.
- *Status:** A dropdown menu currently set to "Active".
- *Description:** A text input field containing "Jaw (include chin)".
- Short Description:** A text input field containing "Jaw".
- Class:** A dropdown menu currently set to "Face".

 There are also "+" and "-" buttons to the right of the Status field.

Body Part Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID, Status, Description, Short Description.**

Body Part Code

The system displays the **Body Part Code** you entered.

Effective Date

The **Effective Date** defaults to the system date, usually today’s date, which you’ll change unless you want the **Body Part Code** to go into effect today. Add data rows and use the vertical scroll bar, **Effective Date**, and **Status** to maintain history data for information that changes over time.

Class

For reporting purposes, select a **Class** for the body part (the major area of the body that contains this particular part). In our example, we’ve specified the **Jaw** as part of the class **Face**. Valid classification values are in the Translate table.

Specifying Sources of Injury

Use the Source of Injury Table page to identify the object, substance exposure, or bodily motion that produced or inflicted the injury; in other words, how the injury happened. For example, employees might be injured as a result of contact with powered hand tools.

The Source of Injury codes are used in the Injury Details page.



Certain setup codes in Monitor Health/Safety (such as Source of Injury) are keyed by SetID because they can vary by regulatory region. You can establish different sets of codes for each regulatory region in which you have operations. Make sure that you use the codes required by local authorities in your regulatory region (if a specific set of codes is required) and keep these codes up-to-date.

Source of Injury Table Page

Usage	Use the Source of Injury Table page to add or update a source of injury or illness.
Object Name	INJURY_SOURCE_TBL
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Source Of Injury Table, Source of Injury Table
Access Requirements	SetID, Source of Injury code

Source of Injury Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID**, **Status**, **Description**, **Short Description**.

Source of Injury

The system displays the **Source of Injury** code you entered.

Effective Date

The **Effective Date** defaults to the system date, usually today’s date, which you’ll change unless you want the **Source of Injury** code to go into effect today. Add data rows and use the scroll bar, **Effective Date**, and **Status** to maintain history data for information that changes over time.

Defining Accident Types

Use the Accident Type Table page to describe the events that directly resulted in physical occupational injuries. You can set up accident types for people and for vehicles or equipment. You may choose to use the Accident Type codes that are used on the Injury Details page. You may choose to use the standard codes required by regulatory authorities or insurance companies in your regulatory region, or enter your own company-specific codes. For example, for operations in the United States, you might want to use the codes the American National Standards Institute (ANSI) has established.



Certain setup codes in Monitor Health/Safety (such as Accident Types) are keyed by SetID because they can vary by regulatory region. You can establish different sets of codes for each regulatory region in which you have operations. Make sure that you use the codes required by local authorities in your regulatory region (if a specific set of codes is required) and keep these codes up-to-date.

Accident Type Table Page

Usage	Use the Accident Type Table page to add or update accident types.
Object Name	ACCIDENT_TYPE_TBL
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Accident

	Type Table, Accident Type Table
Access Requirements	SetID, Accident Type code

The screenshot shows a web form titled "Accident Type Table". At the top, it displays "SetID: GBR" and "Accident Type: 010". Below this is a navigation bar with "View All", "First", "1 of 1", and "Last" buttons. The main form contains the following fields:

- *Effective Date: A date picker showing "01/01/1900".
- *Status: A dropdown menu currently set to "Active".
- *Description: A text input field containing "Struck by flying objects/debris".
- Short Description: A text input field containing "Flying Obj".

 There are also "+" and "-" buttons to the right of the Status field.

Accident Type Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID**, **Status**, **Description**, **Short Description**.

Accident Type The system displays the **Accident Type** code you entered.

Effective Date The **Effective Date** defaults to the system date, usually today’s date, which you’ll change unless you want the **Accident Type** code to go into effect today. Add data rows and use the vertical scroll bar, **Effective Date**, and **Status** to maintain history data for information that changes over time

Defining Unsafe Acts

Use the Unsafe Act Table to assign codes to the causes of injuries and accidents—actions people took (or failed to take) that resulted in an injury or accident (such as improper use of equipment). You’ll find these codes useful when tracking incidents by associating an Unsafe Act code with the resulting Accident Type code.

The Unsafe Act codes are used in the Injury Details page.



Certain setup codes in Monitor Health/Safety (such as Unsafe Acts) are keyed by SetID because they can vary by regulatory region. You can establish different sets of codes for each regulatory region in which you have operations. Make sure that you use the codes required by local authorities in your regulatory region (if a specific set of codes is required) and keep these codes up-to-date.

Unsafe Act Table Page

Usage	Use the Unsafe Act Table page to add or update unsafe acts.
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Object Name	UNSAFE_ACT_TABLE
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Unsafe Act Table, Unsafe Act Table
Access Requirements	SetID, Unsafe Act code

Unsafe Act Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID, Status, Description, Short Description.**

Unsafe Act The system displays the **Unsafe Act** code you entered.

Effective Date The **Effective Date** defaults to the system date, usually today’s date, which you’ll change unless you want the **Unsafe Act** code to go into effect today. Add data rows and use the scroll bar, **Effective Date**, and **Status** to maintain history data for information that changes over time.

Identifying Types of Animals

Use the Animal Table page to identify the types of animals involved in incidents. For example, a dog may have been struck by a car driven by one of your employees.

This data is used in the Incident Details - Travel Page.

Animal Table Page

Usage	Use the Animal Table page to add an animal.
Object Name	HS_ANIMAL_TBL
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Animal Table, Animal
Access Requirements	None

Animal		
*Animal	*Description	Short Description
1 K00001	Bear	Bear + -
2 K00002	Moose	Moose + -
3 K00003	Skunk	Skunk + -
4 K00004	Dog	Dog + -
5 K00005	Cat	Cat + -
6 K00006	Bird	Bird + -

Animal Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description**, **Short Description**.

Animal Enter the **Animal** type. To enter multiple animals, add data rows.

Identifying Modes of Transport

Incidents can occur when employees are on work-related travel, and the travel details surrounding the incident can be important. Use this page to identify the modes of transportation used by your employees during such incidents. You may simply want to indicate the basic modes of transport by vehicle type, such as plane, train, car, bus, or taxi. Or you may want to specifically identify the transportation companies or services involved. For example, when one of your employees on business travel is injured during a vehicle accident while taking a shuttle bus to the airport, you might want to identify the shuttle bus service involved.

You'll use Mode of Transport codes in the Incident Details - Travel Page.

Transport Table Page

Usage	Use the Transport Table page to add or update Mode of Transport codes.
Object Name	HS_TRANSPORT_TBL
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Transport Table, Transport
Access Requirements	None

Transport			
View All First 1-9 of 18 Last			
	*Mode Of Transport	Description	Short Description
1	K00001	Airplane	Airplane + -
2	K00002	Automobile-Company Car	Auto-Cmpny + -
3	K00003	Automobile-Personal	Auto-Prsnl + -
4	K00004	Automobile-Rental	Auto-Rentl + -
5	K00005	Bicycle	Bicycle + -
6	K00006	Big Rig	Big Rig + -
7	K00007	Bus	Bus + -
8	K00008	Ferry	Ferry + -
9	K00009	Motorcycle/Scooter	Motorcycle + -

Transport Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description**, **Short Description**.

Mode Of Transport To add data to the Transport Table, enter a **Mode Of Transport** code. To enter multiple modes of transport, insert additional data rows.

Defining Dangerous Occurrences and Hazardous Conditions

Two key elements of a comprehensive health and safety program are hazard control and training. Hazard control involves identifying workplace hazards and acting to eliminate (or minimize to the greatest extent practicable) any workplace hazard or exposure that presents a risk to the health and safety of personnel. Where risks can't be avoided entirely, personnel are trained in the proper methods used to protect themselves and minimize their exposures.

PeopleSoft Human Resources helps you track exposures and assess potential hazards to your employees. The information that you document about workplace hazards and exposures can be used to develop corrective actions and to train your employees.

Use the Dangerous Occurrences Table Page to classify the types of potentially dangerous occurrences that could take place in your regulatory region.

Use the Haz Condition/Materials Table Page to specify typical hazardous conditions and materials you might find in your regulatory region or industry.

Once you've established codes for them, you can track hazardous materials and conditions by job code and location so you can easily pinpoint employees at risk. Use the Job Code Hazards Table Page to track exposures and potential hazards by job code. Use the Location Hazards Table Page to track them by company location.

Defining Dangerous Occurrences

Use the Dangerous Occurrences Table page to classify types of potentially dangerous occurrences that could occur in your industry or to specify those that are defined by the regulatory authority in your regulatory region.

You'll use the Dangerous Occurrence code you create here when you're recording a health and safety incident, using the Incident Details - Description Page.



Certain setup codes in Monitor Health/Safety (such as Dangerous Occurrences) are keyed by SetID because they can vary by regulatory region. You can establish different sets of codes for each regulatory region in which you have operations. Make sure that you use the codes required by local authorities in your regulatory region (if a specific set of codes is required) and keep these codes up-to-date. For example, in the United Kingdom dangerous occurrences are defined by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations. In Canada they are defined by the Worker's Compensation Board.

Dangerous Occurrences Table Page

Usage	Use the Dangerous Occurrences Table page to add or update dangerous occurrences.
Object Name	HS_DANGER_OCC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Dangerous Occurrences Table, Dangerous Occurrences
Access Requirements	SetID, Dangerous Occurrence code

Dangerous Occurrences

SetID: CAN Dangerous Occurrence: 30

View All First ◀ 1 of 1 ▶ Last

*Effective Date: 01/01/1980 *Status: Active ▼

Description:

Short Description:

Description:

BLASTING ACCIDENT

Dangerous Occurrences Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Status, Description, Short Description, SetID.**

- Effective Date** The **Effective Date** defaults to the system date, usually today’s date, which you’ll change unless you want the **Dangerous Occurrence** code to go into effect today. Add data rows and use the scroll bar, the **Effective Date**, and the **Status** to maintain history data for information that changes over time.
- Description (long)** Enter a **Description** of any length to record detailed information about this dangerous occurrence type.
- Dangerous Occurrence** The system displays the **Dangerous Occurrence** code you entered.

Defining Hazardous Conditions and Materials

Use the Hazardous Condition/Materials Table to assign IDs to physical conditions and hazardous materials that might directly contribute to—or be a factor in—occupational accidents, injuries, or illnesses.

The Hazard ID is used in the Corrective Actions and Preventive Actions pages.



Certain setup codes in Monitor Health/Safety (such as Hazardous Conditions and Materials) are keyed by SetID because they can vary by regulatory region. You can establish different sets of codes for each regulatory region in which you have operations. Make sure that you use the codes required by local authorities in your regulatory region (if a specific set of codes is required) and keep these codes up-to-date.

Haz Condition/Materials Table Page

Usage	Use the Haz Condition/Materials Table (hazardous condition/materials table) page to add or update types of hazards.
Object Name	HAZ_CON_MATRL_TBL
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Haz Condition/Materials Table, Haz Condition/Materials Table
Access Requirements	SetID, Hazard ID.

Haz Condition/Materials Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Status**, **Description**, **Short Description**, **SetID**.

Hazard ID The system displays the **Hazard ID** you entered. You can enter multiple **Hazard IDs** for a single **SetID** and maintain different sets of **Hazard IDs** for specific regulatory regions.

Effective Date The **Effective Date** defaults to the system date, usually today’s date, which you’ll change unless you want the **Hazard ID** to go into effect today.

Hazard Type The **Hazard Type** defaults to **Condition**, so the fields in the **Materials Data** group box are gray and you can’t enter information in them. If you select **Material** as the **Hazard Type**, the system will make the **Materials Data** group box available for you to enter appropriate codes to use in reporting.

Materials Data

Hazardous Class Enter the **Hazardous Class**.

Hazardous Division Enter the **Hazardous Division**.



United States. American National Standards Institute (ANSI) standard codes for both Hazardous Class and Hazardous Division are stored in the Translate table.

Identifying Exposures by Job Code

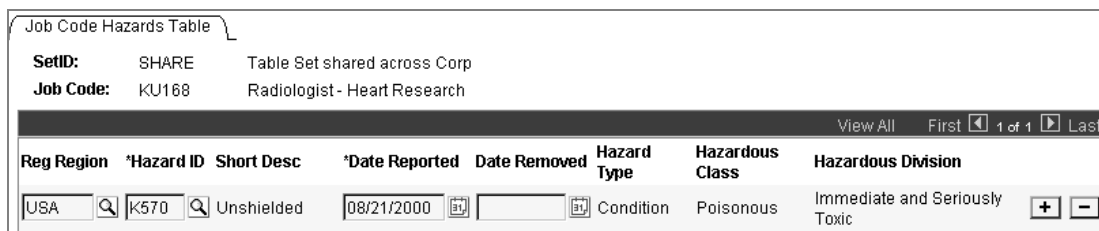
Use the Job Code Hazards Table page to track exposures experienced by employees in a particular job code, use this information to educate employees on potential risks, pinpoint high hazard occupations within your company, and develop possible corrective actions to eliminate or reduce the hazards.



Certain setup codes in Monitor Health/Safety (such as Job Code Hazards) are keyed by SetID because they can vary by regulatory region. You can establish different sets of codes for each regulatory region in which you have operations. Make sure that you use the codes required by local authorities in your regulatory region (if a specific set of codes is required) and keep these codes up-to-date.

Job Code Hazards Table Page

Usage	Use the Job Code Hazards Table page to add or update hazardous conditions and materials by job code.
Object Name	JOBCODE_HAZRDS_TBL
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Job Code Hazards Table, Job Code Hazards Table
Access Requirements	SetID, Job Code.



Job Code Hazards Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID**.

Job Code

The system displays the **Job Code** you entered. Because the **Job Code** is tied to **SetID**, you can maintain different hazard data for the same **Job Code** in different regulatory regions.

Reg Region (Regulatory Region)

Enter the **Reg Region** for the hazard. Because the **Job Code** is tied to **SetID**, you can maintain different hazard data for the same **Job Code** in different regulatory regions.

Hazard ID	You can add data rows to associate multiple Hazard IDs with each Job Code, and you can use the vertical scroll bar to view the entered data if necessary. When you enter a Hazard ID and press TAB to leave the field, the system will enter the Description and Hazard Type if the hazard type is a condition; and the system will enter the Description, Hazard Type, Hazardous Class, and Hazardous Division if the hazard is a material.
Short Desc	When you enter a Hazard ID and press TAB to leave the field, the system will enter the Short Desc and Hazard Type if the hazard type is a condition; and the system will enter the Short Desc, Hazard Type, Hazardous Class, and Hazardous Division if the hazard is a material.
Date Reported	The Date Reported defaults to the system date, usually today's date, which you can override if necessary.
Date Removed	Where applicable, you can enter the Date Removed to document changes in job conditions and maintain history data concerning job-related hazards.
Hazard Type	When you enter a Hazard ID and press TAB to leave the field, the system will enter the Description and Hazard Type if the hazard type is a condition.
Hazardous Class	The system will enter the Description, Hazard Type, Hazardous Class, and Hazardous Division if the hazard is a material.
Hazardous Division	The system will enter the Description, Hazard Type, Hazardous Class, and Hazardous Division if the hazard is a material.



Column order for grids may vary by implementation. All columns may not be visible. Use the page's horizontal scroll bar as necessary to view all the available columns.



You define hazardous conditions and materials in the Haz Condition/Materials Table Page.

Tracking Hazards by Location

Use the Location Hazards Table to identify exposures that have occurred at specific locations in your organization, educate employees on potential risks, pinpoint high hazard locations within your business, and develop corrective action measures to remove or reduce the hazards.

Location Hazards Table Page

Usage	Use the Location Hazards Table page to add or update hazardous conditions and materials by location.
Object Name	LOCATN_HAZRDS_TBL
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Location Hazards Table, Location Hazards Table
Access Requirements	SetID, Location Code



Location Hazards Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID**, **Short Desc**.

Location Code The system displays the **Location Code** you entered.

Reg Region Enter the **Reg Region** for the hazard. Because the **Location Code** is tied to **SetID**, you can maintain different hazard data for the same **Location Code** in different regulatory regions.

Hazard ID You can add data rows to associate multiple **Hazard IDs** with each location and use the vertical scroll bar to view the entered data, if necessary.

Date Reported The **Date Reported** defaults to the system date, usually today’s date, which you can override where necessary.

Date Removed Where applicable, you can enter the **Date Removed** to document changes in location conditions and maintain history data concerning location-related hazards.

Hazard Type When you enter a **Hazard ID** and press TAB to leave the field, the system will enter the **Description** and **Hazard Type** if the hazard type is a condition. The system will enter the **Description, Hazard Type, Hazardous Class** and **Hazardous Division** if the hazard is a material.

Hazardous Class	The system will enter the Description, Hazard Type, Hazardous Class and Hazardous Division if the hazard is a material.
Hazardous Division	The system will enter the Description, Hazard Type, Hazardous Class and Hazardous Division if the hazard is a material.



You define hazardous conditions and materials in the Haz Condition/Materials Table Page.



Column order for grids may vary by implementation. All columns may not be visible. Use the page's horizontal scroll bar as necessary to view all the available columns.

Tracking Company Property

We've included the Company Property Table in Monitor Health/Safety so that you can track health and safety incidents involving heavy equipment, machinery, and even computer and electronic equipment. The two pages comprising the Company Property Table are the same pages that also appear in the Administer Workforce menus, where you'll use them for asset management purposes. You can use the pages in either menu, as they are the same pages.

Using your other PeopleSoft Human Resources Business Processes, you can also track all types of company property for purposes of asset management, inventory, and departmental budgeting. Here is a summary of the functionality in the system designed to track company property:

- The Company Property Table Page (or Agency Property Table Page) is where you'll identify and describe company property of various types, including vehicles and equipment, for asset management purposes.
- Identifying Company Credit Cards is where you'll identify and describe company credit cards.
- The Company Property Page (or Agency Property Page) is where you'll assign company vehicles and equipment to individual employees.
- Managing Company Cars is the module where you'll define company car benefit plans, car models and manufacturers, car servicing locations, individual car details, employee car assignments, and track car maintenance records.
- Compensate Employees, Administer Company Car (GBL), Use is where you'll track the benefit value of company cars assigned to employees.

In Monitoring Health/Safety, you'll use the Company Property Table to track property involved in incidents and accidents.

Identifying Company Property

Use the Company Property Table to enter essential information including property type, description, make, and manufacturer. Company cars set up in the Company Car module may be linked to incidents. If you're adding a company-owned vehicle, you can also access the registration and descriptive data previously entered for the vehicle in Car Data.



To simplify matters, when you enter a company car into the Company Property Table, you may want to use the same code or number for that company car that you used when entering it into Car Data, so that you don't maintain two different sets of codes for the same company car.

Company Property Table Page

Usage	Use the Company Property Table page to add or update a company property item.
Object Name	COMPANY_PROP_TBL1
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Administer Workforce (GBL), Setup, Company Property Table, Company Property • Administer Workforce, Administer Workforce (USF), Setup, Agency Property Table, Company Property • Monitor Workplace, Monitor Health/Safety (GBL), Setup, Company Property Table, Company Property
Access Requirements	Property Code

The screenshot shows a web application interface for the 'Company Property' table. The page title is 'Company Property' with a sub-tab 'Property Value'. The main form contains the following fields:

- Property Code:** KC00000001
- *Effective Date:** 01/01/1980 (with a calendar icon)
- *Status:** Active (dropdown menu)
- *Description:** Ford Taurus
- Short Description:** Ford Tauru
- Property Type:** Vehicle (dropdown menu)

Below the main form is a section titled 'Car Identification' with the following fields:

- Car Identification:** (text input with a search icon)
- Make/Model:** (text input)
- Registration Number:** (text input)
- Color:** (text input)

Company Property Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Status, Description, Short Description.**

Property Code The system displays the **Property Code** you entered.

Effective Date The **Effective Date** defaults to the system date, usually today’s date, which you’ll change unless you want the Property Code to go into effect today. Add data rows and use the scroll bar, **Effective Date**, and **Status** to maintain history data for information that changes over time.

Property Type Select a **Property Type** from the values in the Translate table.

When you first open this page to add company property, the remaining fields on the page will be unavailable for input as a default setting. The following table shows which fields in the page will gray/ungray depending upon the **Property Type** selected:

Property Type	Equip #	Make/Man	Model	Year	Vehicle Data Group Box
Computer Equipment	gray	ungray	ungray	gray	gray
Hardware	gray	ungray	ungray	gray	gray
Heavy Equipment	ungray	ungray	ungray	ungray	gray
Not Classified	gray	ungray	ungray	gray	gray
Office Equipment	gray	ungray	ungray	gray	gray
Software	gray	ungray	ungray	gray	gray
Vehicle	gray	gray	gray	gray	ungray

Make/Manufacturer Enter the **Make/Manufacturer** for this item.

Model Enter the **Model**.

Year Enter the **Year**.

Equipment # Enter the **Equipment #**.

When you select **Vehicle** as the property type and press TAB to leave the field, the system will ungray the **Vehicle Data** group box.

Vehicle Data

Car Identification

If the *Vehicle* you are adding to the Company Property Table is a company car, then click the drop down arrow for **Car Identification** to view a dialog box showing company cars previously entered into the system in Car Data. Select one of the available choices by highlighting it and click **OK**. The system places the selected car ID in the **Car Identification** field.

Make/Model, Registration Number, Color

TAB through **Car Identification** and the system fills in the **Make/Model, Registration Number, and Color** in display mode.



If the vehicle you are adding to the Company Property Table is a company car but isn't shown on the list of valid values under Car Identification, then that car was never entered into the system as a company car. You must first add the company car into the system on the Car Data page.

Company Property Table - Property Value Page

Usage	Use the Company Property Table - Property Value page to assign the company property to a department and enter asset management data.
Object Name	COMPANY_PROP_TBL2
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Administer Workforce (GBL), Setup, Company Property Table, Property Value • Administer Workforce, Administer Workforce (USF), Setup, Agency Property Table, Property Value • Monitor Workplace, Monitor Health/Safety (GBL), Setup, Company Property Table, Property Value
Access Requirements	Property Code

Property Value		View All	First	1 of 1	Last
Property Code:	KC00000001	Ford Taurus			
Effective Date:	01/01/1980	Status:	Active		
Business Unit:	CAN01	GBI BU for Canada			
Dept Id (Issued To):	KC005	Finance			
Serial Number:	<input type="text"/>				
Property Value:	CAD25,000.00	CAD			
Asset Number:	<input type="text"/>				

Company Property Table - Property Value page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Status**.

Property Code

The system displays the **Property Code** you entered.

Business Unit

To assign the property item to a particular department, select the appropriate **Business Unit** from the business units you created in the Business Unit component.

Dept Id (Issued To)

When you select a **Dept ID (Issued To)** (department ID issued to), the system will display a list of the business unit departments selected from the departments you created in the Department Table.

Serial Number

Enter the property **Serial Number**.

Property Value

Enter the **Property Value**. If applicable, the Currency Code defaults to the currency specified for your User ID on the Primary Permission List Preferences - Defaults Page. If there is no To Currency for your User ID on the Primary Permission List Preferences - Defaults Page, then the system defaults the base currency you specified for your implementation on the Installation Table. You can override the currency default if necessary, using the values in the Currency Code Page.

Asset Number

Enter the **Asset Number** if your company uses asset numbers. The **Asset Number** field won't appear if your organization doesn't use multiple currencies.

Defining Medical Services Information

When work-related incidents occur, employees often undergo medical care for injuries and illnesses. Experience has shown that it is prudent for employers to document the details

surrounding this treatment, as information is often needed for managing insurance claims, incident reporting, and litigation.

PeopleSoft Human Resources provides you with several tables to accurately and consistently identify the details surrounding the medical services an employee receives during an incident. Besides using this information to document the incident details, you'll also use it to track the progress of claims, record medical exam data, and generate reports. Standardizing this data using these tables will make your subsequent data entry faster and easier.

Medical Facilities Table Page

Usage	Use the Medical Facilities Table page to enter hospitals and clinics and their addresses. The Medical Facility code is used on the Medical/First Aid Details - France, Injury Diagnoses and GER Physician/Medical Details pages.
Object Name	HS_MEDICAL_FAC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Medical Facilities Table, Medical Facility
Access Requirements	Medical Facility code

The screenshot shows a web form titled "Medical Facility" with the following fields and values:

- Medical Facility:** KC02
- Effective Date:** 01/01/1980
- Status:** Active
- Name:** Physical & Occupational Therapy Inc
- Address:**
 - Country:** CAN (Canada)
 - Address 1:** 2086 Victoria Place
 - Address 2:** (empty)
 - Address 3:** (empty)
 - Address 4:** (empty)
 - City:** Vancouver
 - County:** (empty)
 - Postal:** V3T 4R6
 - Province:** BC (British Columbia)
 - Phone:** 604 555 3345

Medical Facility Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Status, Address 1, Address 2, Address 3, Address 4, City, County, Postal, Province, Phone, Country.**

Effective Date The **Effective Date** defaults to the system date, usually today's date, which you'll change unless you want the Medical Facility code to go into effect today.

Name Enter the **name** of the hospital or clinic.



For more information about the automatic address formatting feature, see *Administering Country Codes*.

Identifying Physicians

The Physician ID is used on the Injury Details - Diagnoses Page, the GER Illness Tracking - Medical Details Page, the Rehabilitation Plans - Claims Page, and the Physical Exam - Physical Exam Address/Phone Page.



For more information about entering non-employees, see *Monitoring Health and Safety Programs: Entering Personal Data for People Involved in Incidents*.

If you choose to have the system automatically assign non-employee IDs, it will assign to the physician the number immediately following the one displayed in the Last Non-Employee ID Assigned field in the Installation Table. The number first appears as 0000000000. The actual number assigned to the physician will appear after you save the information you enter on the page. The system uses the same number sequence to assign non-employee IDs in both the Administer Training and Monitor Health/Safety pages.



To avoid maintaining two different sets of non-employee IDs , we recommend that you either always assign numbers manually or always let the system do it. Don't do both.



For more information about the automatic numbering feature in PeopleSoft Human Resources, see *Setting Up Implementation Defaults*.

Physician Table - Name Page

Usage	Use the Physician Table - Name page to enter doctors and other medical specialists to the Non-Employee Table.
Object Name	HS_PHYSICIAN_DATA1
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Physician Table, Name
Access Requirements	Non-employee ID

Name Address

Physician ID: 00000000013

Name

Format Using: CAN Canada

Name:

Prefix:

First Name: **Middle:**

Last Name: **Suffix:**

Physician Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Prefix, Suffix, First Name, Middle, Last Name, Name.**

- Physician ID** The non-employee ID assigned to the physician displays at the top of the page as the **Physician ID**.
- Format Using** Many countries have unique name formats. Select the country whose name format you want to use for this person. When you move out of this field, the system displays the appropriate fields for the country you entered.
- Royal Prefix** To record the **Royal Prefix**, select a value from the available options. Valid values are stored in the Name Royal Prefix page. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo Rules.
- Title** Enter a **Title**, such as *Mr.*, *Mrs.*, *Duke*, or *Duchess*, from the list of valid Titles. The system stores titles in the Title Table. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo Rules.
- Preferred First Name** For the Netherlands, if the employee prefers to use a different name from the official First Name, enter it here. The system will use the preferred name when you generate form letters or mailing labels for this employee.
- Second Last Name** For Spanish employees, enter the second surname (mother's surname).
- Royal Suffix** To record the **Royal Suffix**, select a value from the available options. Valid values are stored in Name Royal Suffix page. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo Rules.

Physician Table - Address Page

Usage	Use the Physician Table - Address page to enter doctors and other medical specialists' addresses.
Object Name	HS_PHYSICIAN_DATA2
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Physician Table, Address
Access Requirements	Non-employee ID

The screenshot shows a web form titled "Physician Table - Address page". At the top, there are two tabs: "Name" and "Address", with "Address" selected. Below the tabs, the "Physician ID" is displayed as "0000000013 MCCleary,Philip". The main section is titled "Address" and contains several input fields: "Country" (set to "CAN" with a dropdown arrow and "Canada" text), "Address 1" (set to "401 Wellesley Road"), "Address 2", "Address 3", and "Address 4" (all empty), "City" (set to "Toronto"), "County" (empty), "Postal" (set to "M5J 2L8"), and "Province" (set to "ON" with a dropdown arrow and "Ontario" text). At the bottom left, there is a "Phone" link.

Physician Table - Address page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Country, Address 1, Address 2, Address 3, Address 4, City, County, Postal, State, Province, Street Type, Number, Block, Stair, Floor, Door.**



For more information about the automatic address formatting feature, see Administering Country Codes.

Click the **Phone** link to enter phone information for the physician.

Physician Table - Address: Phone Page

Usage	Use the Physician Table - Address: Phone page to enter doctors and other medical specialists' phone information.
Object Name	NE_PERS_DTAPH_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Physician Table, Address, Phone

Access Requirements	Non-employee ID
---------------------	-----------------

00000000013 MCCleary,Philip	
Phone Numbers	
First ◀ 1 of 1 ▶ Last	
*Phone Type	Telephone
Business	416 555 4458
	+ -

Physician Table - Address: Phone page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Phone Type**, **Telephone**.

Defining Occupational Illnesses

Whereas occupational injuries are generally thought to result from sudden or one-time incidents, occupational illnesses are generally thought to result from longer-term, repeated exposures. Government and insurance authorities usually distinguish the two for classification and reporting purposes. In some countries, the classifications for occupational illnesses are predefined by these authorities.



When setting up Occupational Illness codes in your system, use the codes required for your country or regulatory region, if applicable. For example, in Germany occupational illnesses are defined by the employer's liability insurance association.

The Occupational Illness code is used on the Injury Details - Description Page and GER Illness Tracking - Medical Details Page.



Certain setup codes in Monitor Health/Safety (such as Occupational Illnesses) are keyed by SetID because they can vary by regulatory region. You can establish different sets of codes for each regulatory region in which you have operations. Make sure that you use the codes required by local authorities in your regulatory region (if a specific set of codes is required) and keep these codes up to date.

Occupational Illnesses Table Page

Usage	Use the Occupational Illnesses Table page to enter standard types of occupational illnesses.
Object Name	HS_OCC_ILLNESS
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Occupational Illnesses Table, Occupational Illness

Access Requirements	SetID, Occupational Illness code
---------------------	----------------------------------

Occupational Illness

SetID: GBR **Occupational Illness:** K15

Occupational Illness Data View All First 1 of 1 Last

*Effective Date: 01/01/1980 *Status: Active [+ -]

*Description: Anthrax

Description: Anthrax.

Activity:
 (a) work involving handling infected animals, their products or packaging containing infected material
 (b) work on infected sites

▼ Germany

Disease Class: KDA Contagious

Occupational Illnesses Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID**, **Status**, **Description**.

- Occupational Illness** The system displays the **Occupational Illness** code. You can enter different groups of **Occupational Illness** codes for each SetID.

- Effective Date** Enter the **Effective Date**. The **Effective Date** defaults to the system date, usually today’s date, which you’ll change unless you want the **Occupational Illness** code to go into effect today.

- Description** Use **Description** to further explain or define the illness.

- Germany**
- Disease Class** Enter a **Disease Class** from the GER Disease Class Table Page, if appropriate.



If the disease class you want to enter isn’t in the list of valid values, then you must first add it into the system using the [GER Disease Class Table Page](#).

Defining Medical Diagnoses

Physicians often use standard terminology to describe the results of their examinations, and you'll find it helpful to use the same terms when you monitor health and safety incidents. Use the Diagnosis Table to enter the standard codes physicians use for injuries and illnesses typical of your industry. You may choose to use standard codes, such as those the American Medical Association has established, or enter your own company- or country-specific codes.

You'll use the Diagnosis Codes you set up in this table to track individual injuries and illnesses in the Incident Details and Rehabilitation Plans components.



Global. If your company is tracking workplace accommodations for employees with disabilities then you'll also use the same Diagnosis Codes that you enter here when you work with the Accommodation Data component, which you'll find in the various Administer Workforce and Recruit Workforce menus.



United Kingdom. If your company is implementing the Disability and Discrimination Act of 1995 feature of PeopleSoft Human Resources, you'll use the Diagnosis Table to enter medical diagnoses for disabilities as well, so you'll find this page in the Report Regulations (UK) menu. You can use the page in either menu; it is the same.



United States. If your company is implementing the Americans with Disabilities Act (ADA) feature of PeopleSoft Human Resources, you'll use the Diagnosis Table to enter medical diagnoses for disabilities as well, so you'll find this page in the Report Regulations (U.S.) menu. You can use the page in either menu; it is the same.



Certain setup codes in Monitor Health/Safety (such as Diagnoses) are keyed by SetID because they can vary by regulatory region. You can establish different sets of codes for each regulatory region in which you have operations. You need to ensure that you use the codes required by local authorities in your regulatory region (if a specific set of codes is required) and keep these codes up-to-date.

Diagnosis Table Page

Usage	Use the Diagnosis Table page to add or update standard medical diagnoses for injuries and illnesses.
Object Name	DIAGNOSIS_TABLE

<p>Navigation</p>	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Setup, Diagnosis Table, Diagnosis Table • Monitor Workplace, Report Regulations (UK), Setup, Diagnosis Table, Diagnosis Table • Monitor Workplace, Report Regulations (US), Setup, Diagnosis Table, Diagnosis Table • Monitor Workplace, Report Regulations (USF), Setup, Diagnosis Table, Diagnosis Table
<p>Access Requirements</p>	<p>SetID, Diagnosis Code</p>

Diagnosis Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Status, Description, Short Description, SetID.**

Diagnosis Code

The system displays the **Diagnosis Code** you entered. You can enter different groups of **Diagnosis Codes** for different **SetIDs**.

Effective Date

Enter the **Effective Date**. The **Effective Date** defaults to the system date, usually today’s date, which you’ll change unless you want the **Diagnosis Code** to go into effect today.

Maintaining Employee Health Card Information

Use the Employee Health Card component to record and maintain important employee personal health program details. You can record employee personal physician information, drug sensitivities, specific medical test types, and administered dates. If an employee becomes ill, or is involved in an accident while on the job, you can use these records to contact the employee's personal physician and also have immediate access to any employee drug sensitivities.

With PeopleSoft HRMS, you'll enjoy how easily our tools assist you in completing employee annual health and safety profiles. Refer to the data contained in these pages when you create reports tracking regulatory compliance, reactions to occupational exposures, or exam results, or when you create preventive health-care programs.

The Employee Health Card component contains two pages. In the first, you'll enter the physician name, address, and phone number for a specific employee. In the second, you'll identify any drug sensitivities and specific dates when tests were administered to the employee.

Entering Employee Health Card Data

To record the employee's physician and personal health program information, move to Employee Health Card 1. To record drug allergies, specific test names, and dates, move to Employee Health Card 2.

Employee Health Card - Health Card 1 Page

Usage	Use the Employee Health Card - Health Card 1 page to record the employee's physician and personal health program information.
Object Name	GVT_HEALTH_CARD_1
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Health Card Review 3 • Monitor Workplace, Monitor Health/Safety (GBL), Use, Employee Health Card, Health Card 1
Access Requirements	Employee ID

Employee Health Card - Health Card 1 page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Country, Phone Number, Address 1, Address 2, Address 3, Address 4, City, County, Postal, State, Province, Street Type, Number, Block, Stair, Floor, Door,**

Physician Enter the name of the employee's **physician**.

Employee Health Card - Employee Health Card 2 Page

Usage	Use the Employee Health Card - Employee Health Card 2 page to record drug allergies, specific test names, and dates.
Object Name	GVT_HEALTH_CARD_2
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Health Card Review 4 • Monitor Workplace, Monitor Health/Safety (GBL), Use, Employee Health Card, Health Card 2
Access Requirements	Employee ID

Employee Health Card - Health Card 2 page

Drug Name, Test Date, and Test Name Enter the **Drug Name, Test Date, and Test Name.**

Viewing Employee Health Card Information

Once you have entered and saved employee health card data, you can view individual employee health card information. There are four display-only pages that form the Health Card Review component. You will find this feature helpful when you want to view employee personal health history, monitor compliance regularity, or track medical testing and results.

You will see display-only information about employee employment data, position title and status, and supervisor's name. The information on the first two pages defaults from the Personal Data pages. The remaining display-only pages contain employee personal physician information, drug sensitivities, test name types and dates the tests were administered. If you find you need to modify information, use the Employee Health Card pages.

Reviewing Health Card Employee Data

To review employee health information, move to the Health Card Review 1 page.

Health Card Review - Health Card Review 1 Page

Usage	Use the Health Card Review - Health Card Review 1 page to view employee information.
Object Name	GVT_HEALTH_RVW_1
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Health Card Review 1
Access Requirements	Employee ID

Health Card Review 1 | Health Card Review 2 | Health Card Review 3 | Health Card Review 4 | Drug Test Review

Chandler, Craig Employee ID: FG001

700000001 Gender: Male Birthdate: 08/11/1957 Marital Status: Single

Home Address

Country: USA United States

10 Gough St. Postal Search

San Francisco

San Francisco 94120

CA California

Phone:

Health Card Review - Health Card Review 1 page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Country, Phone, Address 1, Address 2, Address 3, Address 4, City, County, Postal, State, Province, Street Type, Number, Block, Stair, Floor, Door.**

Reviewing Health Card Position Data

The Health Card Review 2 page shows position information.

Health Card Review - Health Card Review 2 Page

Usage	Use the Health Card Review - Health Card Review 2 page to view position information.
Object Name	GVT_HEALTH_RVW_2
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Health Card Review 2
Access Requirements	Employee ID

Health Card Review 1	Health Card Review 2	Health Card Review 3	Health Card Review 4	Drug Test Review
Chandler,Craig		Employee		ID: FG001
Work Phone:				
Position Title: Employee Relations Specialist				
Supervisor's Name:				
Personnel Status: Employee				
Department: 000130				

Health Card Review - Health Card Review 2 page

The system displays position information for the employee.

Reviewing Health Card Physician Data

The Health Card Review 3 page shows physician information.

Health Card Review - Health Card Review 3 Page

Usage	Use the Health Card Review - Health Card Review 3 page to view physician information.
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Health Card Review 3 • Monitor Workplace, Monitor Health/Safety (GBL), Use, Employee Health Card, Health Card 1
Access Requirements	Employee ID

Health Card Review 1	Health Card Review 2	Health Card Review 3	Health Card Review 4	Drug Test Review
Chandler,Craig		Employee	ID: FG001	
*Physician:		Jayne Davis		
Country:		USA United States		
Address 1:		1948 San Miguel Drive		
Address 2:				
Address 3:				
City:		Walnut Creek		
Country:		Contra Costa	Postal:	94596
State:		CA California		
Phone Number:		510/555-1234		

Health Card Review - Health Card Review 3 page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Country, Phone Number, Address 1, Address 2, Address 3, Address 4, City, County, Postal, State, Province, Street Type, Number, Block, Stair, Floor, Door.**

Physician View the name of the employee’s **physician.**

Reviewing Health Card Drug Sensitivities and Previous Tests

Health Card Review 4 shows drug sensitivities and previous tests.

Health Card Review - Health Card Review 4 Page

Usage	Use the Health Card Review - Health Card Review 4 page to view drug sensitivities and previous tests.
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Health Card Review 4 • Monitor Workplace, Monitor Health/Safety (GBL), Use, Employee Health Card, Health Card 2
Access Requirements	Employee ID

Health Card Review 1	Health Card Review 2	Health Card Review 3	Health Card Review 4	Drug Test Review
Chandler,Craig		Employee	ID: FG001	
Drug Sensitivities				
Drug Name:		<input type="text" value="Penicillin"/> View All First 1 of 1 Last		
		+ -		
Previous Tests Administered				
*Test Date:		<input type="text" value="2/21/1997"/>	*Test Name: <input type="text" value="AntiB"/>	
		+ -		

Health Card Review - Health Card Review 4 page

Drug Sensitivities

Drug Name View the names of any drugs the employee is sensitive or allergic to.

Previous Tests Administered

Test Date View the date of any previous tests.

Test Name View the name of any previous tests.

Health Card Review - Drug Test Review Page

Usage	Use the Health Card Review - Drug Test Review page to review employee drug test results.
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Drug Test Review • Monitor Workplace, Monitor Health/Safety (GBL), Use, Drug Test Data, Drug Test Data 2
Access Requirements	Employee ID

Health Card Review 1 | Health Card Review 2 | Health Card Review 3 | Health Card Review 4 | Drug Test Review

Chandler, Craig Employee ID: FG001

Exam Information View All First 1 of 1 Last

Exam Date: 08/21/2000 Exam Type: + -

Exam Results

Pass Fail No Show for Exam Monitoring Required

Referral: [Dropdown]

Comment: [Text Area]

Exam ResultsIndicate the **Exam Results**.**Referral**Select the **Referral**, or indicate whether none is required.**Comment**You can enter **Comments** in the space provided.

CHAPTER 3

Entering Personal Data for People Involved in Incidents

Tracking Personal Data for People Involved in Incidents

Before you can track individuals involved in health and safety incidents, you'll need to set up personal data for them and assign IDs in PeopleSoft Human Resources. We strongly recommend that you enter employee information, non-employee information (if it applies), and employment information (for injured parties) into the system first, even before the incident information. This must be done for every person involved in the incident. You do this because the existence of the information in the system will facilitate your subsequent data entry efforts as you create and record the incident. For employees, setting up this data is the same thing as hiring them, so you already have most of the information you need.

Use the Employee Details and Family Details pages to enter any additional information about your employees needed to track an incident.

You might also need to track information on non-employees, such as visitors or temporary workers, who are involved in or are witnesses to incidents. To include non-employees in incident tracking, you'll use the Non-Employee Data pages to set up such basic information as their name and address and to assign them IDs.

Entering Non-Employee Data

Use the Non-Employee Details component to enter basic information about non-employees who are involved in health and safety incidents. The Contact Details and Personal Details pages are the same pages used in Develop Workforce, Administer Training, Use, Non-Employee Data. The Health & Safety Details page and global pages are unique to Monitor Health/Safety.

Identifying Non-Employees Involved in Incidents

Use the Non-Employee Details - Contact usage page to identify non-employees who are involved in health and safety incidents. The system stores the non-employee data you enter in this page separately from employee personal data.

When you are adding non-employees, click OK in the dialogue box that appears to let the system automatically assign the non-employee ID, or enter the number yourself.



To avoid maintaining two different sets of non-employee IDs, we recommend that you either always assign numbers manually or always let the system do it. Don't do both.

If you choose to have the system automatically assign non-employee IDs, it will assign the number immediately following the one displayed in the Last Non-Employee ID Assigned field in the Installation Table. The number first appears as *0000000000*. The actual number assigned to the person will appear after you save the information you enter on the page.

Non-Employee Details - Name Page

Usage	Use the Non-Employee Details - Name page to add or update personal data for non-employees involved in incidents.
Object Name	HS_NON_EMPL1
Navigation	<ul style="list-style-type: none"> • Develop Workforce, Administer Training (USF), Use, Add Non Employee Details, Name • Monitor Workplace, Monitor Health/Safety (GBL), Use, Non-Employee Details, Name
Access Requirements	Non-employee ID

Non-Employee Details - Name page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Prefix, Suffix, First Name, Middle, Last Name, Name.**

Non-EmplID (non-employee ID) The system displays the non-employee ID you entered.

Format for Country	Many countries have unique name formats. Select the country whose name format you want to use for this person. When you move out of this field, the system displays the appropriate fields for the country you entered.
Royal Prefix	To record the Royal Prefix , select a value from the available options. Valid values are stored in the Name Royal Prefix page. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo Rules.
Title	Enter a Title , such as <i>Mr.</i> , <i>Mrs.</i> , <i>Duke</i> or <i>Duchess</i> , from the list of valid Titles. The system stores titles in the Title Table. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo Rules
Preferred First Name	For the Netherlands, if the employee prefers to use a different name from the official First Name, enter it here. The system will use the preferred name when you generate form letters or mailing labels for this employee.
Second Last Name	For Spanish employees, enter the second surname (mother's surname).
Royal Suffix	To record the Royal Suffix , select a value from the available options. Valid values are stored in Name Royal Suffix page. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo Rules.

Use the Alternate Character Type page to enter Japanese characters for the non-employee's name. To access the Alternate Character Type page, click the **Alternate Character Type** button on the Non-Employee Details - Name page.

Using Japanese characters, enter the non-employee's name in the **AC Name** (alternate character name) field.



Remember that the Alternate Character Type button appears on this page only if you have enabled the Japanese Alternate Character Types functionality for your system on the Operator Preferences page.



For more information on setting up Alternate Character functionality in PeopleSoft HRMS, see Working With Double-Byte Characters.

Non-Employee Details - Address Page

Usage	Use the Non-Employee Details - Address page to add or update personal data for non-employees involved in incidents.
Object Name	HS_NON_EMPL1B
Navigation	<ul style="list-style-type: none"> • Develop Workforce, Administer Training (USF), Use, Add Non Employee Details, Address • Monitor Workplace, Monitor Health/Safety (GBL), Use, Non-Employee Details, Address
Access Requirements	Non-employee ID

Non-Employee Details - Address page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Country, Address 1, Address 2, Address 3, Address 4, City, County, Postal, State, Province, Street Type, Number, Block, Stair, Floor, Door.**



For more information about the automatic address formatting feature, see Administering Country Codes.

Click the **Phone** link to access the **Phone** page, where you can enter phone information.

Non-Employee Details - Address: Phone page

Usage	Use the Non-Employee Details - Address: Phone page to enter telephone numbers.
Object Name	NE_PERS_DTAPH_SEC

Navigation	Click the Phone Numbers link on the Non-Employee Details - Name page to enter telephone numbers.
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Non-Employee Details - Address: Phone page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Phone Type**, **Telephone**.

Non-Employee Details - Personal Details Page

Usage	Use the Non-Employee Details - Personal Details page to enter additional details for the individual.
Object Name	HS_NON_EMPL2
Navigation	<ul style="list-style-type: none"> • Develop Workforce, Administer Training (USF), Use, Add Non Employee Details, Personal Details • Monitor Workplace, Monitor Health/Safety (GBL), Use, Non-Employee Details, Personal Details
Access Requirements	Non-employee ID

Non-Employee Details - Personal Details page

Non-EmpID (non-employee ID) The system displays the non-employee ID you entered.

Birthdate	For reporting purposes, enter the person's Birthdate either by typing it directly into the field or by using the prompt calendar.
Date of Death	If a fatality is involved, enter the Date of Death either by typing it directly into the field or by using the prompt calendar.
Gender	Indicate the gender by selecting Male , Female , or Unknown .
Business Title	Enter the individual's Business Title .
Employer	Enter the name of the individual's Employer .
Business Unit	If the person is a temporary or contract worker in your organization, enter a business unit. The prompt values for the Business Unit field are from the Business Unit - Business Unit Page.
Department	If the person is a temporary or contract worker in your organization, enter a Department . You define Department codes in the Department Table.
Supervisor ID	If the person is a temporary or contract worker in your organization, enter a Supervisor ID (employee ID). The prompt values for the Supervisor ID are employee IDs from Personal Data.

Non-Employee Details - Extra Details Page

Usage	Use the Non-Employee Details - Extra Details page to enter extra address Information for the individual. This information may be required if the individual doesn't live at a normally recognized address (for example, in a very remote location).
Object Name	HS_NE_PERS_DATA
Navigation	<ul style="list-style-type: none"> • Develop Workforce, Administer Training (USF), Use, Add Non Employee Details, Extra Details • Monitor Workplace, Monitor Health/Safety (GBL), Use, Non-Employee Details, Extra Details
Access Requirements	Non-employee ID

Non-Employee Details - Extra Details page

Non-EmpID The system displays the non-employee ID you entered.

Extra Address Information Enter any extra information about the individual’s address in this free-form field if needed.

Canada

Use the **Canada** group box to enter additional address details for the individual. This information is needed for electronic reporting to the British Columbia WCB. The WCB requires that address street numbers be separated from street names. The automatic parsing of address information into a separate street number and name depends on first having this information in the system.

Street Number Enter the **Street Number** in this field. If **Street Number** and **Street Name** information already exists in the system for this non-employee, you can click the **Get Default Address** button, and that information will automatically be entered on this page.

Street Name Enter the **Street Name** in this field. If **Street Number** and **Street Name** information already exists in the system for this non-employee, you can click the **Get Default Address** button, and that information will automatically be entered on this page.

Unit Number Enter additional address details directly in the **Unit Number** field.

P.O.Box (post office box) Enter additional address details directly into the **P.O.Box** field.

Rural Route

Enter additional address details directly into the **Rural Route** field.

Get Default Address

If **Street Number** and **Street Name** information already exists in the system for this non-employee, you can click the **Get Default Address** button and that information will automatically be entered on this page.



Remember that non-employee address information is entered on the Non-Employee Details page, and physician address information is entered on the Physician Table page.



For BC WCB EDI reporting, the entry of information on this additional address page is necessary for the appropriate EDI records to get created. The absence of this information will cause the file to fail WCB's mainframe computer editing checks.

Employee Details Page

Usage	Use the Employee Details page to enter extra address information for employees involved in health and safety incidents. This information may be required if the individual doesn't live at a normally recognized address (for example, in a very remote location).
Object Name	HS_PERS_DATA
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Employee Details, Employee Details
Prerequisites	If the employee for whom you are attempting to enter information isn't already in the system, you must first add that employee using the Personal Data pages.
Access Requirements	Employee ID

The screenshot shows a web form titled "Employee Details". At the top, it displays "Vandaele, Steven", "Employee", and "ID: KB0004". Below this is a section for "Extra Address Information" which is currently empty. Underneath, there are two expandable sections: "Canada" and "Germany". The "Canada" section contains input fields for "Street Number:", "Street Name:", "Unit Number:", "P.O.Box:", and "Rural Route:", along with a "Get Default Address" button. The "Germany" section contains a "Social Insurance Provider:" input field and a "Case Officer" checkbox.

Employee Details page

ID The system displays the employee **ID** you entered.

Extra Address Information Enter extra information about the individual’s address in the free-form field provided.

Canada

Use the **Canada** group box to enter additional address details for Canadian employees involved in a health and safety incident. Also use this group box to enter address information for the individual which is needed for electronic reporting to the British Columbia WCB. The WCB requires that address street numbers be separated from street names. The automatic parsing of address information into a separate street number and name depends on first having this information in the system.

Street Number If **Street Number** and **Street Name** information already exists in the system for this employee, you can click the **Get Default Address** button and that information will automatically be entered on this page.

Street Name If **Street Number** and **Street Name** information already exists in the system for this employee, you can click the **Get Default Address** button and that information will automatically be entered on this page.

Unit Number Enter **Unit Number**. This information is needed if the person lives in a building with multiple units, such as an apartment building.

- P.O.Box** (post office box) Enter the box number here if the person uses a post office box as mailing address.
- Rural Route** Enter **Rural Route**. This information is needed if the person lives at a non-standard address, such as in a remote or rural location.
- Get Default Address** If **Street Number** and **Street Name** information already exists in the system for this employee, you can click the **Get Default Address** button and that information will automatically be entered on this page.



Remember that employee personal address information is entered on the Personal Data page.



For BC WCB EDI reporting, the entry of information into this additional address page is necessary in for the appropriate EDI records to get created. The absence of this information will cause the file to fail WCB's mainframe computer editing checks.

Germany

Use the **Germany** group box to enter additional information for German employees needed for reporting to the employer's liability insurance association.

- Social Insurance Provider** Enter the name of the employee's **Social Insurance Provider**.
- Case Officer** Select the check box to indicate if the employee is a company **Case Officer**.

Employment Details Page

Usage	Use the Employment Details page to enter additional employment details for employees in your Canadian and United Kingdom operations who are involved in health and safety incidents. This information is used for reporting to the regulatory authorities in those countries (the Canadian WCB and the UK HSE, respectively).
Object Name	HS_EMPLOYMENT
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Employment Details, Employment
Prerequisites	If the employee for whom you are attempting to enter information isn't already in the system, you must first add that employee using the Personal Data pages.

Access Requirements	Employee ID
---------------------	-------------

Employment
 Moore, Catherine J Employee ID: KC0005 Empl Rcd#: 0

Business Title:

▼ Canada

Employment

Industry Start Date:

Occupation Code:

Job Available Months: Employment Secure

Relationship

Partner Principal Relative

Worker Relationship:

Category

Full Time Permanent Seasonal

Volunteer Casual Seasonal End Dt:

Subcontractor Student

Employment Details:

Employment Details page 1 of 2

▼ United Kingdom

External Scheme:

Employment Details page 2 of 2

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **ID**, **Empl Rcd#**.

Business Title The system displays the **Business Title** of the employee whose ID you entered.

Canada

In Canada, the WCB always requires certain additional employment information for all injured employees. By definition, incident outcomes that are dangerous occurrences have no injured persons, so it isn't necessary to enter employment information for persons involved in dangerous occurrences.

Employment

Industry Start Date Enter the **Industry Start Date** by typing directly into the field or using the prompt calendar to enter a value.

Occupation Code	Enter the Occupation Code . The prompt values are from the CAN Occupation Table Page.
Job Available Months	If for some reason the job the employee is returning to has a time limit on it, then indicate how many months the job will be available in the Job Available Months field.
Employment Secure	Select this check box to indicate that the employee has a job to return to.
Relationship	
Partner	Select this check box if the employee is a partner of another employee.
Principal	Select this check box if the employee is a principal of another employee.
Relative	Select this check box if the employee is a relative of another employee.
Worker Relationship	If any of the Relationship boxes are selected, you must fully explain the Worker Relationship in the free-form field provided. This information is required for reporting to the WCB.
Category	
Full Time, Permanent, Seasonal, Volunteer, Casual, Subcontractor, Student	Indicate the employee's employment category by selecting from the check boxes: Full Time, Permanent, Seasonal, Volunteer, Casual, Subcontractor, Student . You may select more than one box if necessary. If you select any of the check boxes except Subcontractor , the Employment Details field becomes unavailable for entry. If you select Subcontractor , the Employment Details field remains available so that you may describe the subcontractor role in greater detail if necessary.
Seasonal End Dt (seasonal end date)	If the employee is a seasonal employee, indicate the Seasonal End Dt .
Employment Details	Describe the employee's employment category or Employment Details using the free-form field provided, which is available for entry when you first open the page, or use the alternative method described above.



For the purposes of electronic reporting to the British Columbia WCB, the mandatory employment profile that must be provided for injured employees includes the employee's industry start date, occupation code, and the appropriate category information.

United Kingdom

You may enter information regarding any external scheme your UK employee may be participating in.

External Scheme Select a scheme code from the available options if necessary. The values are from the UK External Scheme Table Page.

Family Details Page

Usage	Use the Family Details page to enter additional family information for your employees or for non-employees who are involved in a health and safety incident.
Object Name	HS_FAMILY
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Family Details, Family Details
Access Requirements	Employee ID

Family Details

EmplID: KC0005 Moore,Catherine J

Next Of Kin:

View All First ◀ 1 of 1 ▶ Last			
*Name	*Date of Birth	In School	Training
1 <input type="text" value="Moore,Jeremy"/>	<input type="text" value="02/02/1985"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/>

Children Aged Under 18: 1

Children 18 - 25 In Education: 0

Family Details page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplID, Name.**

Next of Kin Enter the name of the individual’s **next of kin** using the standard PeopleSoft naming format (Last, First).

Date of Birth Enter the birthdate of any children.

In School	Select this check box to indicate whether the child is a school student. This information is sometimes needed for reporting purposes (for example, reports to the employer's liability insurance association for your German operations).
Training	Select this check box to indicate whether the child is receiving training . This information is sometimes needed for reporting purposes (for example, reports to the employer's liability insurance association for your German operations).
Children Aged Under 18	Based upon the birthdate values entered and check boxes selected, the system automatically calculates and displays the number of children under 18 years of age.
Children 18-25 In Education	Based upon the birthdate values entered and check boxes selected, the system automatically calculates and displays the number of children aged 18-25 who are either studying in school or receiving training.



Employee IDs must first be established using Personal Data, and non-employee IDs must first be established using the Non-Employee Details pages in either Monitor Health/Safety or Administer Training.

CHAPTER 4

Creating and Tracking Incidents

To track health and safety incidents, you'll enter information in PeopleSoft Human Resources on the incident itself and on any resulting injuries or illnesses, consequent corrective and preventative actions performed, and additional data needed for reporting to governmental authorities and insurers.

Entering New Health and Safety Incidents

When health and safety incidents occur, you'll use the Incident Details component to track what happened and how your organization has responded. You can track data for both employees and non-employees. You can also associate multiple individuals with a single incident, which will save you data-entry time and reduce errors.

If you don't yet know the details of an injury or illness, you can enter this data in the injury/illness pages later. Bear in mind, though, that you must enter the information here before you can view the injury/illness summary by individual.

Assigning Incident Numbers

The first thing you'll do when entering a new incident is assign an ID number to the incident. You'll use this number to locate the incident record when you need to review it or add more information later.



To avoid maintaining two different sets of incident numbers, we recommend that you either always assign numbers manually or always let the system do it. Don't do both.

If you choose to let the system assign the number automatically, it first appears as **0000000**. The actual number assigned to the incident will appear after you save the information you enter in the Incident Data pages. The system stores the Last Incident # Used (last incident number used) in the Installation Table.

Incident Numbering and Regulatory Authorities

The incident numbers assigned by PeopleSoft 8 Human resources are simple consecutive numbers. They may not correspond to any incident numbering required by authorities in your particular regulatory region. Make sure that you clearly understand and follow any incident numbering system prescribed by your regulatory authorities. If the governing authorities in your

regulatory region require a particular incident numbering scheme, you may choose to enter the numbers yourself rather than let the system do it automatically. If you choose to enter the numbers yourself, then you should document your methods and reasons clearly and train all of your system operators so that they are consistent in the way they implement the system.

Required Fields in the Incident Details Component

The details surrounding a health and safety incident can vary greatly. The Incident Details component covers who and what was involved and where and when the incident happened. The component contains a large amount of functionality to give you the flexibility to track incident details in all of their variations. However, only a few fields are *required* by the system for you to enter an incident. The rest of the fields are there for you to use if and when you need them. The following table shows the required fields:

Page Name	Required Field
Incident Details	Incident Type
	Incident Date
	Regulatory Region
Incident Notification	Date Reported
	Reported To EmplID
	Reported By EmplID, or Reported By Non-Employee ID

Incident Details - Incident Page

Usage	Use the Incident Details - Incident page to add a new incident, or to update an existing incident. When the system prompts you, either click OK to let the system automatically assign the incident number, or type the number yourself.
Object Name	HS_INCIDENT
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Data • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Data
Access Requirements	Incident Number

Incident	Notification	Description	Location	Travel	People	Reporting
Incident Number: 00000014						
*Incident Type:		Vehicle/Equipment Accident	Details			
*Incident Date:		11/19/1999	<input type="button" value="BY"/>			
Incident Time:		8:30AM				
*Regulatory Region:		GBR	<input type="button" value="Q"/>	United Kingdom		
<input type="checkbox"/> Is this a recurrence <input checked="" type="checkbox"/> Resulted in Injury or Illness <input checked="" type="checkbox"/> Investigated						

Incident Details - Incident page 1 of 3

Canada

Health And Safety Contact	
Contact ID:	<input type="text"/> <input type="button" value="Q"/>
Incident	
Outcome:	<input type="checkbox"/> Date and Time Exact
Exposure	
Start Date:	<input type="text"/>
Start Time:	<input type="text"/>
End Date:	<input type="text"/>
End Time:	<input type="text"/>
Disability	
<input type="checkbox"/> Disability Program Available	
Contact ID:	<input type="text"/> <input type="button" value="Q"/>
Descr:	<input type="text"/>
Other Information	
<input type="checkbox"/> RTW Program Available <input checked="" type="checkbox"/> In WCB Jurisdiction	
Class/Subclass:	<input type="text"/> <input type="button" value="Q"/>
Business Type:	<input type="text"/>

Incident Details - Incident page 2 of 3

France

Incident Subtype	
<input type="radio"/> Work <input type="radio"/> Journey <input type="radio"/> Occupational Illness	
Reported By	
<input type="radio"/> Employer <input type="radio"/> Supervisor <input type="radio"/> Victim	
Where:	<input type="text"/>
Sign Off By:	<input type="text"/> <input type="button" value="Q"/>
Police Report	
Police Report <input type="checkbox"/>	
Author:	<input type="text"/>
Incident Status	
<input type="radio"/> Definite <input type="radio"/> Known	
Internal Investig Conclusions	
<input type="text"/>	

Incident Details - Incident page 3 of 3

Incident Number	The system displays the Incident Number you entered.
Incident Type	The Incident Type field defaults to Incident , which you can change if necessary. A large selection of valid values is available in the Translate table if you want to assign a more specific incident type. If you select Vehicle/Equipment Accident the Details link will appear. Click the Details link for access to the Entering Vehicle/Equipment Accident Details page. The Incident Type value that you select also controls the graying/ungraying of fields on the Canadian page, and other pages in the group.
Incident Date	The Incident Date defaults to the system date, usually today's date, which you can change if either is different.
Incident Time	Enter an Incident Time for when the incident occurred.

Regulatory Region

Enter the **Regulatory Region** for the incident.

Note. **Regulatory Region** is a required field. It controls the values returned by all of the Monitoring Health and Safety setup tables having **SetID** as their key field. For example, if the **Regulatory Region** for an incident is specified as **GBR** (United Kingdom), then only **GBR** specific values for **Body Parts** will show up in the Injury Details page.

When you are adding an incident, the **Regulatory Region** value initially defaults from the operator's **Regulatory Region** specified in Operator Preferences. You can override the default value, so the **Regulatory Region** can be changed, if needed.

When you are adding or updating an incident, if you need to change the **Regulatory Region** from the default value, select from the list of prompt values. **Regulatory Regions** are set up in the Regulatory Region Table, and the Regions In Transaction Table. The system uses the **HANDS** regulatory transaction type for health and safety transactions, which includes regulatory regions for the main countries supported in the system plus the Canadian provinces.

Warning! If you are updating an existing incident, and you want to change the Regulatory Region, and if the SetID for the new Regulatory Region is different from the original, then all of the relevant linked values from the setup tables will be deleted by the system. Before proceeding with the change the system will prompt you first to receive confirmation of your actions. Once the original information is deleted you will have to re-enter the data on the incident.

For more information about establishing regulatory regions or regulatory transaction types, see PeopleSoft 8 Application Fundamentals for HRMS, "Processing Transactions Using Regulatory Regions".

Is this a recurrence

Select **Is this a recurrence** if this incident has happened before.

Resulted in Injury or Illness

Indicate whether the incident **Resulted in Injury or Illness**.

Investigated

Indicate whether this incident has been **Investigated**.



Germany. German laws and insurers require employers to track and report detailed occupational illness data. The legal procedures for handling and reporting these illnesses are different than those regulating occupational accidents, so all illnesses involving your German operations are tracked in Tracking Illnesses for German Employees.

To track injury or illness data for individuals involved in this incident, you must select **Resulted in Injury or Illness** so that you can track injury and illness data for them in the Injury/Illness pages. Also, you must enter at least one employee or non-employee ID in Injury Notification before you can save the incident in the system.

Canada

The following information is specific to users who want to file incident reports electronically with the British Columbia Workers' Compensation Board (BC WCB).



To activate all the warnings we provide, you must set the **Regulatory Region** for the incident to **CANBC**. Even the creation of the extract file won't work without this, because it is designed to focus in on only BC incidents.

There are five basic types of Incident Outcomes which are possible for electronic reporting to the BC WCB. The following table shows how to set the **Incident Type** field and **Resulted in Injury or Illness** check boxes for each outcome:

Incident Outcome	Incident Type	Resulted In Injury or Illness
Dangerous Occurrences	<i>Dangerous Occurrence</i>	Don't select the check box, since by definition Dangerous Occurrences have no injured workers.
Reported Only	<i>Incident</i>	Select the check box, since by definition Reported Only outcomes involve an injury to one or more workers, even though no Health Care or first aid is provided.
Health Care Only	<i>Incident</i>	Select the check box, since by definition Health Care Only outcomes involve an injury to one or more workers.
Short Term Disability	<i>Incident</i>	Select the check box, since by definition Short Term Disability outcomes involve an injury to one or more workers.
Fatality	<i>Incident</i>	Select the check box, since by definition Fatality outcomes involve an injury to one or more workers.

The BC WCB requires you to enter an **Incident Number, Incident Type, Incident Date, Incident Time, and Regulatory Region** for all types of Incident Outcomes.



For more information about reporting on incidents in Canada, see *Monitoring Health and Safety: Reporting to the Canadian Workers Compensation Board (WCB)*.

For users in British Columbia who choose to report incidents to the BC WCB electronically, the **Contact ID, Class/Subclass** and **Business Type** fields are required for all Incident Outcomes.

Health and Safety Contact

Contact ID

Enter a **Contact ID** (Employee ID) from the list of prompt values which come from Personal Data, or enter a valid employee ID.

Incident Outcome

Incident Outcome

The **Incident Outcome** field normally defaults to grayed, or inactive, and you can't enter information into it. The **Incident Outcome** field value is derived and will default in later. The reason for this is that the **Incident Outcome** is derived from the most severe **Injury Outcome** entered on the Injury Details - Canada page, which you will fill in later.

For Incidents with a CANBC regulatory region, **Incident Outcome** is activated based upon a derived relationship between the **Incident Outcome** and the injury outcome. If the **Resulted in Injury or Illness** check box on the Incident Details page is selected then the system will check to see if an injury is entered before you **SAVE** the incident. Once injuries are entered the system requires that an injury outcome be associated with each injury. Once you **SAVE** the incident the system associates an **Incident Outcome** with each injury outcome. If only one person is injured then the system makes the **Incident Outcome** the same as the injury outcome. If more than one person is injured, the most severe injury outcome defines the **Incident Outcome**. The translate values for the **Incident Outcome** are:

Reported Only. Injuries may have occurred where no medical attention was sought nor was time lost. First aid may or may not have been rendered.

Healthcare Only. The injured person visited a health care practitioner, but no time loss beyond the day of injury occurred. First aid may or may not have been provided. In some WCB jurisdictions this is also known as **Medical Aid**.

Short Term Disability. The injured worker is off work beyond the day of the injury. First aid may or may not have been rendered. In some WCB jurisdictions this is also known as **Wage Loss**.

Fatal. A fatal injury where the injured party may or may not have received first aid.

For Incidents where no injuries are entered, then no injury outcome related values appear in the **Incident Outcome** field. Instead the **Incident Outcome** will be **Dangerous Occurrence**, and by definition no injuries or injury outcomes are involved.

Date and Time Exact

Select the **Date and Time Exact** check box to indicate that the date and time on the primary page are exact.

Exposure

The fields in the **Exposure** group box default to turned off, and are turned on only when you select the **Incident Type Exposure** on the primary page.

Start Date, Start Time, End Date, and End Time Enter the **Start Date, Start Time, End Date, and End Time** for the Exposure, if known.

Disability

Disability Program Available Select the check box if there is a **Disability Program Available**.

Contact ID and Descr The **Contact ID** and **Descr** fields default to turned off, and remain so if the **Disability Program Available** check box is cleared. If the check box is selected the fields are turned on. When this is the case enter a **Contact ID** (Employee ID) from the list of prompt values which come from Personal Data, or enter a valid employee ID. Use the free form **Descr** field to describe the **Disability Program Available**.

Other Information

RTW Program Available and In WCB Jurisdiction Select the appropriate check box to indicate if there is a **RTW Program Available** (Return To Work), or if the business operation involved is **In WCB Jurisdiction**.

Class/Subclass Enter the industry **class** or **subclass** code. You identify the standard industry classes and subclasses for your Canadian business locations, based upon the classifications designated by the WCB, on the CAN Class/Subclass Table Page.

Business Type

France

Incident Subtype Click the radio buttons to indicate the appropriate **Incident Subtype**.

Reported By

Employer, Supervisor, Victim Click the radio buttons to indicate who the incident was **Reported By**.

Where Indicate **Where** the incident was reported using the free form field provided.

Sign Off By Use the **Sign Off By** (Employee ID) field to enter the Employee ID of the person who approved and signed the internal company written report.

Police Report

Police Report Select the check box if a Police Report was prepared.

Author Identify the **Author** in the free form field provided.

Incident Status Click the radio buttons to indicate whether the incident status is **Definite** or **Known**.

Internal Investig Conclusions (Internal Investigation Conclusions) Use the free form field to describe the **Internal Investig Conclusions**.

When you are done entering information into the Incident Details - Incident page then move to the Incident Details - Notification page.

Incident Details - Incident: Details Page

Usage	Use the Incident Details - Incident: Details page to enter Vehicle/Equipment Accident details.
Object Name	HS_INCIDENT_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Data, Details
Access Requirements	Incident Number

Vehicle/Equipment Accident Details

Road Condition:

Weather Condition:

Incident Details - Incident: Details page

Road Condition Select a **Road Condition** from the list of translate values.

Weather Condition Select a **Weather Condition** from the list of translate values.

Incident Details - Notification Page

Usage	Most companies require employees to notify their supervisor or manager immediately when any health and safety incident occurs. Whatever the method or timing of notification is, it is important for legal and insurance reasons to record the details of who was notified and when. Use the Incident Notification page to record this information.
Object Name	HS_INC_NOTIFY
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Notification • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Notification
Access Requirements	Incident Number

Incident	Notification	Description	Location	Travel	People	Reporting
Incident Number: 00000014		Date: 11/19/1999		Vehicle/Equipment Accident		
Incident Notification						
Date Reported:	<input type="text" value="11/19/1999"/>					
Time Reported:	<input type="text" value="9:00AM"/>					
Reported To EmplID:	<input type="text" value="KG0001"/>	<input type="text"/>	Tendulkar,Indira			
Reported By EmplID:	<input type="text" value="KG0006"/>	<input type="text"/>	Campbell,Elaine			
Reported By Non-EmplID:	<input type="text"/>	<input type="text"/>				
Incident Tracking						
Date Recorded:	<input type="text" value="11/20/1999"/>					
Time Recorded:	<input type="text" value="10:05AM"/>					

Incident Details - Notification page

When you use this page, you must distinguish between the two following terms:

Reported	The date Reported is the date that the incident was reported to an employee by another employee or non-employee involved in or knowing of the incident.
Recorded	The date Recorded may be used to track another date for internal purposes. For example, you could use this field to identify the date that you enter the incident data into your PeopleSoft system. Or you could use the field to track the date that pre-existing conditions began, or the date when the employee began missing work. Alternatively, you could use this field to track the date a company internal report, note, or memorandum is written to document the incident. For users in the United States subject to OSHA regulations the Date Recorded could be the date the incident is first entered into your PeopleSoft system.



However you choose to implement the **Date Recorded** field, you should document your methods and reasons clearly, and train all of your operators so that they use this functionality consistently.

Incident Notification

The **Incident Notification** group box contains the 'official' information for tracking when the company was first notified about the incident.

Date Reported

Enter the **Date Reported** to a company official or employee.

Time Reported

Enter the **Time Reported** to a company official or employee.

Reported To EmplID

Enter the **Reported To EmplID** (Employee ID) of the company official or employee who received the report, or select from the list of prompt values which comes from Personal Data

Reported By EmplID or Reported By Non-EmplID

Also, enter an ID for the person who reported the incident—either a **Reported By EmplID** (Employee ID from Personal Data) or a **Reported By Non-EmplID** (Non-Employee ID from Non-Employee Details). Usually only one person reports an incident, so the system will issue a warning message if you haven't selected either an Employee or Non-Employee ID—or if you enter both types.

Incident Tracking

The **Incident Tracking** group box can be used for your own recording purposes. For example, you might want to use this group box to track when the incident report or notification was first documented by a company official in writing. Using this example, you would use the fields as follows:

Date Recorded

Enter the **Date Recorded** when the report was first documented by a company official in writing.

Time Recorded

Enter the **Time Recorded** when the report was documented by a company official in writing.



Whether or not you use the fields in this group box is up to you. However if you choose to use these fields, be sure to document your decision, train all of your operators accordingly, and use the fields consistently.



CANBC. If you are a user in British Columbia and choose to report incidents to the BC WCB electronically, the **Date Reported, Time Reported, Reported To EmplID, and Reported By EmplID** fields are required.

When you are done entering information into the Incident Details - Notification page then move to the Incident Details - Description page.

Incident Details - Description Page

Usage	Most company, insurance, and government incident reports require a narrative description of the health and safety incident. Use the Incident Details - Description page to prepare this description and record related data.
Object Name	HS_INC_DESCRIPTION
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Description • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Description
Access Requirements	Incident Number

Incident Details - Description page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description**.

Dangerous Occurrence

Code

For most Incident Types the Dangerous Occurrence Code will default to turned off. When the Incident Type selected on the Incident page is ***Dangerous Occurrence***, the Code field is turned on. When this is the case select a Dangerous Occurrence Code from the list of prompt values, which are from the Dangerous Occurrences Table.

When you've selected a Dangerous Occurrence Code the long Description of the code is automatically entered into the Description field. You can edit the Description if necessary.

Canada

Contrib. Factor (Contributing Factor)

Indicate any contributing factors which might have caused the incident to occur. This information is used for reporting to the Canadian WCB.

If you are a user in British Columbia who chooses to report to the BC WCB electronically, the **Contrib. Factor** is required for all Incident Outcomes on a final report except for Reported Only. This is because Reported Only is often done at the request of the employee, or as a courtesy by the employer.

Select a **Contrib. Factor** from the list of prompt values which are from the CAN Contributing Factors Table. When you **Tab** through the **Contrib. Factor** field the **Other Description** becomes unavailable for input.

Other Description

The **Other Description** field normally defaults to grayed, or inactive. When the **Contrib. Factor** code is **00996 - Other** the **Other Description** field is available for data entry, and you must use it to enter a narrative description of the **Other Contributing Factor**.

Add data rows and use the scroll bar to enter multiple contributing factors, if needed.

When you are done entering information into the Incident Details - Description page then move to the Incident Details - Location page.

Incident Details - Location Page

Usage	In some countries the regulatory authorities consider the location at which the incident occurred, and whether the activity at the time was work-related, when determining whether the incident is officially reportable. The incident location can also be an important factor in legal and insurance
-------	--

	liability considerations. Use the Incident Details - Location page to identify the location where the incident occurred.
Object Name	HS_INC_LOCATION
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Location • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Location
Access Requirements	Incident Number

Incident
Notification
Description
Location
Travel
People
Reporting

Incident Number: 00000014 **Date:** 11/19/1999 Vehicle/Equipment Accident

Incident Location Data

Occurred on Employer Premises

Location SetID: Set ID for GBR01

Location:

[Edit Address](#)

Exact Location:

▼ **Canada**

Street Number:

Street Name:

Unit Number:

P.O.Box:

Rural Route:

Incident Details - Location page 1 of 2

Location Size:

Accident At Temporary Site

Incident At Operating Locn

Description of Accident Scene

▼ France

Location Class:

▼ United Kingdom

Local Authority: Public Place

Incident Details - Location page 2 of 2

Occurred on Employer Premises

Select the check box if the incident **Occurred on Employer Premises**, and that turns on the **Location SetID** and **Location** fields. If the incident occurred off-premises and you leave the check box cleared, the **Location SetID** and **Location** fields are turned off.

Location SetID

If the incident **Occurred on Employer Premises** then select a **Location SetID** from the list of prompt values which are from the Company Table. Use this feature to set up the values you want to see appear in the **Location** list of prompt values. For instance, if the **Location** where the employee normally works is in Canada, but the location where the incident occurred is in France, use the **Location SetID** field to specify a French SetID, and you'll be able to select the French **Location** where the incident occurred.

Location

Then select a **Location** code from the list of prompt values which come from the Location Table.

Exact Location

In addition to the general location information, you can choose to enter a more **Exact Location** where the incident occurred, such as *Stock room on the 4th floor*, using up to 240 characters.

Edit Address

You can then click the **Edit Address** link to view the location address data in display mode on another page, if needed. The address information is filled in from the Location Table.

If the incident occurred off of the employer's premises, then click the **Edit Address** link to access the address data page in active mode, and enter the address data for the off-site location where the incident occurred.

Canada

You may enter additional location address information for Canadian incidents. This information is needed for reporting to the Canadian WCB.

Get Default Address

If **Street Number** and **Street Name** information already exists in the system for this employee, you can click the **Get Default Address** push button and that information will automatically fill-in on this page.

Street Number, Street Name, Unit Number, P.O. Box, and Rural Route

Otherwise, enter additional address details directly into the **Street Number, Street Name, Unit Number, P.O. Box, and Rural Route** fields. Some of this information is needed if the incident location is at a non-standard address, such as in a remote or rural location.

Location Size

Indicate the **Location Size** (in terms of numbers of people) by selecting from the list of translate values.

Incident At Temporary Site

Select the check box to indicate whether the incident occurred at a temporary site.

Incident At Operating Lcn

Select the check box to indicate whether the incident occurred at an operating location.

Description of Accident Scene

Enter a detailed **Description of Accident Scene**, if applicable.



CANBC. For users in British Columbia who choose to report incidents electronically to the BC WCB, much of this page is required for all incident types. First, you use this page to separate the **Street Number** from the **Street Name**, which is something the BC WCB requires in their reports. The additional **Unit Number, PO Box, and Rural Route** information need only be completed if the location is a non-standard address. The **Location Size** field is required. Either the **Incident at Temporary Site** or the **Incident at Operating Location** check box must be selected if the **Occurred on Employer's Premises** check box is selected on the Incident Location page. Remember that WCB's mainframe computer checks for valid address/postal code combinations. Please ensure that these are correct, as your electronic report file submittal will be rejected by the BC WCB if this is the case.

France

You may provide additional location details for French incidents. This information is needed for reporting to the French authorities.

Location Class Select the appropriate item from the pull-down menu to indicate additional information regarding the location and circumstances under which an incident occurred.

United Kingdom

You may provide additional location details for incidents occurring in the United Kingdom. This information is needed for reporting under RIDDOR.

Local Authority Use the free form field provided to identify the **Local Authority** at the location where the incident occurred. The **Local Authority** should be given if the incident didn't occur at a specific postal code location. For example, if an accident occurred while an employee was traveling in a vehicle, the location of the accident may simply be described as "5 miles outside of Reading on the A33 route." Depending upon the circumstances of an accident, you might want to contact the HSE office in your area for clarification.

Public Place Select the check box if the incident location is a **Public Place**.

When you are done entering information into the Incident Location page then move to the Incident Travel page.

Incident Details - Location: Edit Address Page

Usage	Use the Incident Details - Location: Edit Address page to enter the location and address information for those incidents which occur off of your company's premises.
Object Name	HS_INC_LOCADDR_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Location, Edit Address
Access Requirements	Incident Number

Incident Location Address

Address

Country: United Kingdom

Address 1:

Address 2:

Address 3:

City:

Post Code:

Country: Berkshire

Incident Details - Location: Edit Address Page

Country

Select a **Country** from the list of valid values and Tab through the field. The system automatically displays the appropriate address fields for the country selected, using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields displayed.



For more information about the automatic address formatting feature, see [Administering Country Codes](#).

Recording Travel-Related Incident Details

Incidents that occur to your employees while on business-related travel can affect their health and welfare, and raise important insurance and legal concerns. It is important to accurately track the details concerning incidents that occur while your employees are on business travel, because long distances and logistical problems can make it difficult to gather this information later on.

Incident Details - Travel Page

Usage	Use the Incident Details - Travel page to record travel-related incident details.
Object Name	HS_INC_TRAVEL
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Travel • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Travel
Access Requirements	Incident Number

Incident Details - Travel page 1 of 2

Incident Details - Travel page 2 of 2

Start Date, Start Time, Arrival Date, and Arrival Time

Enter the travel **Start Date**, **Start Time**, **Arrival Date**, and **Arrival Time**, if known.

Destination, Route Details

Enter the **Destination** in the free form field provided. When you first open the page the associated **Route Details** link defaults to turned off. When you enter a **Destination** the **Route Details** link is turned on, and you can click the link to access the **Route Details** page.

Mode Of Transport

Indicate the **Mode Of Transport** used for travel, by selecting from the list of prompt values which come from the Transport Table.

Break Taken In Journey, Break Details

The **Break Details** link defaults to gray or turned off. If the travel wasn't continuous, select the **Break Taken In Journey** check box, and the **Break Details** link is turned on, and you can click the link to access the **Break Details** page.

Animals Involved, Animal Details

If an animal was involved in the incident (for example, an employee ran over a dog while driving a car on company business) then select the **Animals Involved** check box. The associated **Animal Details** link defaults to turned off. When you select **Animals Involved**, the **Animal Details** link is turned on, and you can click the link to access the **Animal Details** page.

Comment

Use the free form **Comment** field to provide additional travel-related incident details, if needed.

Germany

You can record additional travel-related details for incidents involving your German employees.

Drug/Alcohol Details**Alcohol/Substance Taken**

Use the free form **Alcohol/Substance Taken** field to indicate whether and/or how drugs or alcohol were involved in the incident.

Endorser

Use the free form field provided to record the identity of the **Endorser**, who is the person or authority who can confirm the information in the **Alcohol/Substance Taken** field.

Accident Report

Use the **Accident Report** group box to record information on each accident report prepared about the incident. To enter multiple reports add additional data rows. Use the scroll bar to navigate between rows.

Accident Report Type

Use the list of translate values for various German authorities to indicate the **Accident Report Type**, if needed.

Reference Number

Enter the **Reference Number** this public office is using to store the report.

Country

Then enter the address for the authority that prepared the report. Select a **Country** from the list of valid values and Tab through the field. The system automatically displays the appropriate address fields for the country selected, using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields displayed.



For more information about the automatic address formatting feature, see Administering Country Codes.

When you are done entering information into this page then click the **Route Details**, **Break Details**, or **Animal Details** links to open those pages, if needed.

Incident Details - Travel: Route Details Page

Usage	Use the Incident Details – Travel: Route Details page to provide additional travel route details for health and safety incidents.
Object Name	HS_INC_ROUTE_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Travel, Route Details
Access Requirements	Incident Number

Route Details

Route Details

Actual Route:

Direct Route Taken

Direct Route:

Usual Route Taken

Usual Route:

Reason:

Route Details:

Route Length (km):

Incident Details - Travel: Route Details page

Actual Route

Use the free form field provided to enter a description of the **Actual Route** traveled.

Direct Route Taken, Direct Route

If the **Actual Route** was the most **Direct Route** available, then select the **Direct Route Taken** check box. The free form **Direct Route** field will be turned off. If not, then the **Direct Route** field is turned on and you can enter a description of the most **Direct Route**.

Usual Route Taken, Usual Route

If the **Actual Route** was the **Usual Route Taken** then select that check box. The free form **Usual Route** field will be turned off. If not, then the **Usual Route** field is turned on and you can enter a description of the **Usual Route**.

Route Length (km)

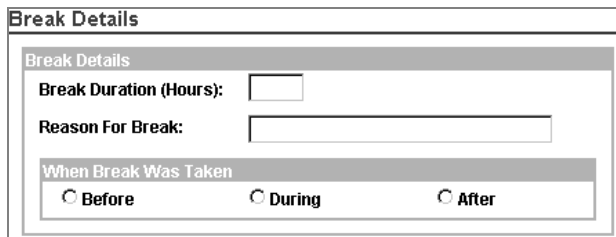
Enter the **Route Length (km)** for the **Actual Route Taken**.

Reason

Route Details

Incident Details - Travel: Break Details Page

Usage	Use the Incident Details - Travel: Break Details page to provide details about breaks in travel that are related to a health and safety incident.
Object Name	HS_INC_BREAK_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Travel, Break Details
Access Requirements	Incident Number



The screenshot shows a form titled "Break Details". It contains the following elements:

- A label "Break Duration (Hours):" followed by a text input field.
- A label "Reason For Break:" followed by a text input field.
- A section titled "When Break Was Taken" containing three radio buttons: "Before", "During", and "After".

Incident Details - Travel: Break Details page

Break Duration (Hours)

Enter the **Break Duration (Hours)** in the free form field provided.

Reason For Break

Enter the **Reason For Break** in the free form field provided.

When Break Was Taken

Click the radio buttons to select an appropriate time **When Break Was Taken** (In Relation To Incident).

Incident Details - Travel: Animal Details Page

Usage	Use the Incident Details - Travel: Animal Details page to enter information about any animals involved in a health and safety incident. For example, an employee might have struck a dog with their car while driving on company business.
Object Name	HS_INC_ANIMAL_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Travel, Animal Details
Access Requirements	Incident Number

Incident Details - Travel: Animal Details page

Animal Select an appropriate **Animal** code from the list of prompt values, which come from the Animal Table.

Comment Use the free form field provided to enter **Comments** about the **Animal**, or the nature of its involvement in the incident, if needed.

Add data rows and use the scroll bar to indicate that multiple **Animal** types were involved in the incident, if needed.

When you are done entering information into the Incident Travel page then move to the Incident People page.

Incident Details - People Page

Usage	Use the Incident Details - People page to identify witnesses, investigators, and other people connected to the incident. These are people other than the individual(s) who are injured or ill in the incident.
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	The information recorded using these pages is extremely important for legal and insurance reasons.
Object Name	HS_INC_PEOPLE
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident People • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident People
Access Requirements	Incident Number

Incident Notification Description Location Travel People Reporting

Incident Number: 00000014 **Date:** 11/19/1999 **Incident Type:** Vehicle/Equipment Accident

People Connected to this Incident View All First 1 of 1 Last

EmpID: Jackson,Ritu

Role: **Witnesses Confirmation:**

Responsible For Incident **Under The Influence Of Drugs**
 Trustworthy Person **Drug Class:**
 Able To Answer Questions

[Edit Address](#)

Comment:

Incident Details - People page 1 of 2

▼ **Canada**

Investigators

Management Representative

Labor Representative

▼ **Germany**

Insurance Details:

▼ **France**

Accident Insurance:

Incident Details - People page 2 of 2

EmplID, Non-Employee ID	<p>You can enter People Connected To This Incident who are employees or non-employees. When you first access this page both the EmplID and Non-Employee ID fields are active. When you enter either an EmplID or a Non-Employee ID, and Tab out of whichever field you used, the other field where you didn't select an ID will disappear. You have two options. You can either enter an EmplID or select an ID from the list of prompt values, which comes from Personal Data. Or you can enter a Non-Employee ID or select from the list of prompt values, which comes from Non-Employee Details.</p> <p>Prepare a separate data row for each individual connected to the incident, and use the scroll bar to navigate between these data rows.</p>
Role	<p>For each individual identified, indicate a Role using the list of translate values. The value you select for a Role affects the graying/ungraying of fields on the remainder of the page.</p>
Responsible For Incident, Trustworthy Person, Able To Answer Questions, and Under The Influence Of Drugs	<p>Select the appropriate check boxes to indicate observations about whether the individual is Responsible For Incident, a Trustworthy Person, Able To Answer Questions, or Under The Influence Of Drugs. If the individual is an <i>Investigator</i> or <i>Witness</i>, then the Responsible For Incident check box is unavailable for input.</p> <hr/> <p>Note. A <i>Witness</i> in the system can't be Responsible For Incident, so that check box is grayed or turned off. But, an <i>Eyewitness</i> can be Responsible For Incident, so that field is turned on. The difference is that a <i>Witness</i> isn't involved in the actual incident but is merely an observer. An <i>Eyewitness</i> is more than just an observer and is actually involved in the incident.</p> <hr/>
Drug Class	<p>Select the appropriate drug class from the available options.</p>
Witnesses Confirmation	<p>If the individual is a <i>Witness</i> the Witnesses Confirmation field is turned on. If this is the case, then use the list of translate values to identify whether or not the <i>Witness</i> confirms the statement made by the individual the incident occurred to.</p>
Comment	<p>Use the free form Comment field to provide any additional information regarding the individual and their involvement in the incident, if needed.</p>

Click the **Edit Address** link to access the Incident Details - People: Contact Address page.



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, an *Investigator* must be identified in the **Role** field when the report is a **Final Report**. This is true for all Incident Outcomes except for Reported Only. In addition, the investigator must be identified either as a **Management Representative** or **Labor Representative** on the global page, Incident People Details - Canada. For Incident Outcomes of the type Reported Only no Investigator information is required. These type of events are reported on a 'just in case' basis on behalf /request of the employee, or at the discretion of the employer. Also, you must provide address information for all persons connected to the incident. To do this click the **Edit Address** link, and access the Contact Address page.

Canada

You can enter additional information about investigators connected to Canadian incidents.

Management Representative, Labor Representative	Select the appropriate check box to indicate if the investigator is a Management Representative or Labor Representative for your company.
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CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, an *Investigator* must be identified either as a **Management Representative** or **Labor Representative**, for most incident types. For Incident Outcomes of the type Reported Only no Investigator information is required. These type of events are reported on a 'just in case' basis on behalf /request of the employee, or at the discretion of the employer.

France

You can enter additional insurance information for people who are involved in French incidents.

Accident Insurance	Use the free form field provided to enter additional insurance information for people who are involved in French incidents.
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Germany

You can enter additional insurance information for people connected to German incidents.

Insurance Details	Use the free form field provided to enter additional Insurance Details for people who are involved in German incidents.
--------------------------	--

When you are done entering information into the Incident Details - People page, move to the Incident Details - Reporting page.

Incident Details - People: Contact Address Page


Usage	Use the Incident Details - People: Contact Address page to enter address information for the witnesses, investigators, and other contacts you are entering in the Incident Details - People page.
Object Name	HS_INC_PPLADDR_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, People, Edit Address
Access Requirements	Incident Number

The screenshot shows a web form titled "Contact Address". It contains several input fields: a "Country" dropdown menu currently showing "GBR" and "United Kingdom", three stacked "Address" fields labeled "Address 1", "Address 2", and "Address 3", a "City" field, and a "Post Code" field. There is also a second "Country" dropdown at the bottom left.

Incident Details - People: Contact Address page

Country Select a **Country** from the list of valid values and **Tab** through the field. The system automatically displays the appropriate address fields for the country selected, using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields displayed.



 **CANBC.** For users in British Columbia who choose to report incidents to the BC WCB electronically, you must provide address information for all persons connected to the incident.



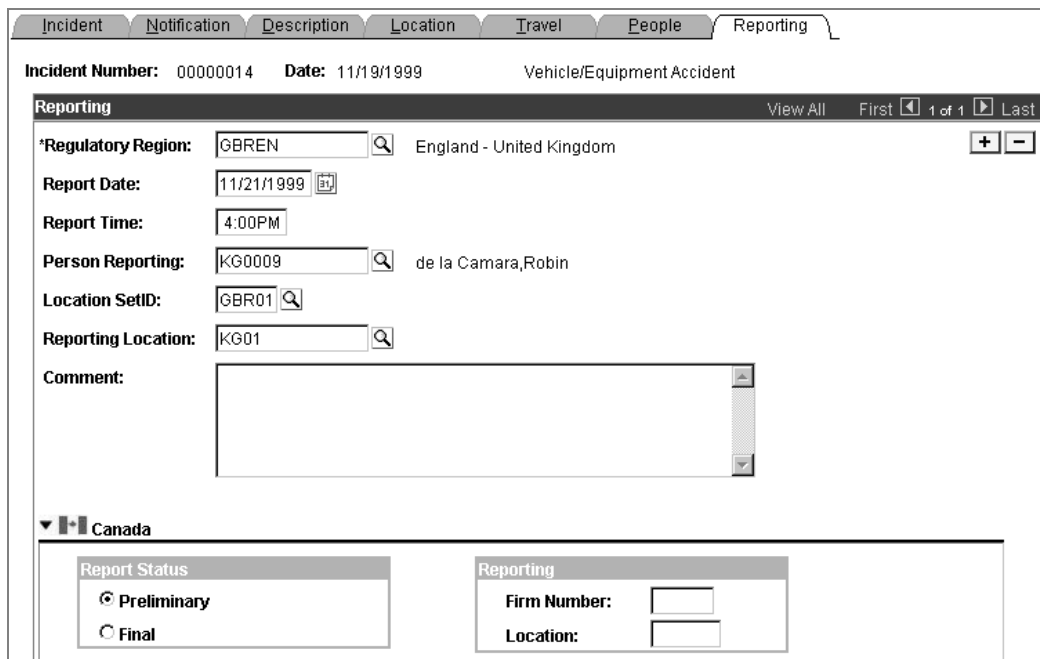
For more information about the automatic address formatting feature, see Administering Country Codes.

Documenting the Initial Incident Report to Outside Authorities

When an incident occurs, many government and insurance authorities require they be notified by telephone or in person immediately. The criteria for what type of incident, or how severe an incident, triggers this notification requirement varies from authority to authority. For instance, some agencies want to be notified by telephone within 24 hours when an incident results in a hospitalization or a fatality. Some insurers want to be notified immediately whenever a compensation claim may result from an incident. In any case, you must clearly understand and follow the notification requirements for your particular circumstances and regulatory region.

Incident Details - Reporting Page

Usage	It is important, for legal reasons, to maintain documentation showing that you have met notification requirements. Use the Incident Details - Reporting page to do this.
Object Name	HS_INC_REPORT
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Reporting • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Reporting
Access Requirements	Incident Number



Incident Number: 0000014 Date: 11/19/1999 Vehicle/Equipment Accident

Reporting View All First 1 of 1 Last

*Regulatory Region: GBREN England - United Kingdom

Report Date: 11/21/1999

Report Time: 4:00PM

Person Reporting: KG0009 de la Camara, Robin

Location SetID: GBR01

Reporting Location: KG01

Comment:

Canada

Report Status: Preliminary Final

Reporting: Firm Number: Location:

Incident Details - Reporting page

Regulatory Region

Use the list of prompt values to enter the **Regulatory Region** of the person making the initial incident report. When you are adding an incident the **Regulatory Region** value initially defaults from the operator's **Regulatory Region** specified in Operator Preferences. You can override the default value, so the **Regulatory Region** can be changed, if needed.

When you are adding or updating an incident and you need to change the **Regulatory Region** from the default value, select from the list of prompt values. **Regulatory Regions** are set up in the Regulatory Region Table, and the Regions In Transaction Table. The system uses the *HANDS* regulatory transaction type for health and safety transactions, which includes regulatory regions for the main countries supported in the system plus the Canadian provinces.

Warning! If you are updating an existing incident, and you want to change the **Regulatory Region**, and if the SetID for the new **Regulatory Region** is different from the original, then all of the relevant linked values from the setup tables will be deleted by the system. Before proceeding with the change the system will prompt you first to receive confirmation of your actions. Once the original information is deleted you will have to re-enter the data on the incident.

For more information about establishing regulatory regions or regulatory transaction types, see PeopleSoft 8 Application Fundamentals for HRMS, "Processing Transactions Using Regulatory Regions".

Report Date, Report Time

Enter the **Report Date**, or use the prompt calendar to input the **Report Date**. Also enter the **Report Time**, if known.

Person Reporting

Use the list of prompt values to enter the **Person Reporting** (Employee ID). The prompt values are from Personal Data, but you only see the values for the **Regulatory Region** previously selected on this page, and for which you have security access.

Location SetID

Enter the **Location SetID** for the **Location** of the **Person Reporting**. Prompt values are from the TableSetID table.

Reporting Location

Use the list of prompt values to enter the **Reporting Location** that is officially making the report.

Comment Use the **Comment** field to enter additional information about the report or notification.



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, in the Incident Reporting Page the **Regulatory Region, Report Date** and **Report Time** fields are mandatory for all incident outcomes. Also, it is very important to indicate that the **Regulatory Region** is **CANBC**. This is critical since warning messages for the BC WCB EDI file functionality only become activated when this is set.

Canada

You can enter additional initial report details for Canadian health and safety incidents.

Report Status Click the radio button to indicate if the report made is **Preliminary** or **Final**.

Reporting

Firm Number, Location Use the free form fields provided to enter the Canadian WCB **Firm Number** and **Location** code.



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, the **Report Status, Firm Number** and **Location** fields are required. Remember, when the **Report Status** is **Final** an **Investigator** must be identified on the Incident People page.

For incidents where the Incident Outcome is Dangerous Occurrence no injury information is entered into the system because by definition there are no injuries in these types of incidents. So your next step is to **Save** the data you have entered so far, exit this page group, and proceed to the Consequent Actions pages to enter corrective and preventative actions for the incident.

For all other types of Incident Outcome your next step is to move to the Injury Notification page to begin entering information for persons who sustained injuries in the incident.

If multiple initial incident reports are made, such as to more than one authority or agency, then add a new data row for each one and use the scroll bar to navigate between data rows.

When you are done entering information into the Incident Details - Reporting page then move to the Injury Details - Injury page.



Remember, before you enter injury and illness information you must first create an incident, assign an **Incident Type**, and indicate the incident **Resulted In An Injury Or Illness** using the Incident Data page.

Injury Details - Injury Page

Usage	Use the Injury Details - Injury page to enter detailed information on employees and non-employees who have work-related injuries or illnesses.
Object Name	HS_INJ_NOTIFY
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Injury Notification • Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury Notification
Access Requirements	Incident Number

Injury		Description		Statements		Details		1st Aid		Diagnoses		Work-Related		Reporting	
Incident Number: 00000014		Date: 11/19/1999		Vehicle/Equipment Accident											
Person Involved View All First 1 of 1 Last															
EmplID: KG0003		Jackson, Ritu		Empl Rcd#: 0											
Date of Birth: 03/18/1973		Date of Death:		Gender: Female											
Employee Data at Incident Date															
Business Unit: GBR02		Sales and Marketing - UK													
Department: KG002		Sales and Marketing - England													
Job Code: KG0003		Marketing Manager													
Location: KG01		Reading - England Active													
Notification - This Person															
*Date Reported: 11/19/1999															
Time Reported: 8:30AM															

Injury Details - Injury page 1 of 3

▼ Canada

Injury

Date:

Time:

Date and Time Exact

Exposure

Start Date: Start Time:

End Date: End Time:

Designates View All First 1 of 1 Last

Sequence:

Designate:

Date Reported: Time Reported:

Position Type:

Other Description:

1st Aid Cert. #: First Designate Reported To

Injury Details - Injury page 2 of 3

▼ Germany

Owner Partner

Partner

Incompetent

Relation

Work Area:

▼ France

Timetable

	From	To
Morning	<input type="text"/>	<input type="text"/>
Afternoon	<input type="text"/>	<input type="text"/>

▼ United Kingdom

Member Of Public

Self-Employed

Injury Details - Injury page 3 of 3

To enter multiple persons injured or ill from an incident, add data rows and use the scroll bar to navigate between them.

EmplID

For each **Person Involved** in the incident, select an **EmplID** or a **Non-Employee ID**. When you **Tab** out of whichever field you used, the other field (where you didn't select an ID) will disappear and the system will display the associated **Name, Date of Birth, and Gender**. The system will also display the associated **Date of Death**, if applicable.

Empl Rcd #

If the **Multiple Jobs Allowed** check box is turned on in the PeopleTools Options page, you'll see the **Empl Rcd #** (employment record number) field. If you're entering information on an employee who has more than one job, enter or select the appropriate employment record number for the job the employee was performing when the incident occurred.

Employee Data At Incident Date

The system will display the correct **Business Unit, Department, Job Code, Location, and Status** for the employee. You'll see, in display only mode, employee data from Job Data that's valid as of the incident date.

Notification - This Person**Date Reported and Time Reported**

Enter the **Date Reported** and **Time Reported** for when this person's injury or illness was reported to a company official such as a supervisor or manager.



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, please note injury information isn't required for Incident Outcomes that are Dangerous Occurrences. For all types of Incident Outcomes other than Dangerous Occurrence you must provide information on those employees who have been injured. The **Person Involved, Date Reported, and Time Reported** fields are required. Injuries can be entered for non-employees, but these aren't sent to BC WCB.

Canada

You can enter additional injury notification details for Canadian incidents.

Injury**Date**

Use the prompt calendar to enter the **Date**.

Time

Use the free form field provided to enter the **Time**.

Date and Time Exact

Select the **Date and Time Exact** check box if that is the case.

Exposure**Exposure Start Date, Start Time, End Date, and End Time**

Use the fields provided to indicate the **Exposure Start Date, Start Time, End Date, and End Time**, if known.

Designates

Designates are people to whom injuries and incidents are reported. They are distinguished from Incident People who are usually involved in the incident and are reporting the incident.

Sequence

The **Sequence** number displays at the top of the **Designates** group box. The **Sequence** number is a sequential number, assigned automatically by the system, to differentiate between **Designates**. When you **SAVE** this record the **Sequence** number becomes available as a prompt value in the **First Aider Designate** field on the 1st Aid page.

Designate

Use the list of prompt values to enter the **Designate** (Employee ID). These values come from Personal Data.

Date Reported and Time Reported

Use the fields provided to enter the **Date Reported** and the **Time Reported**.

Position Type, 1st Aid Cert. #, Other Description

Select a **Position Type** from the list of translate values. The type selected causes the remaining fields on the page to gray/ungray as appropriate. If the types *None* or *Worker's Supervisor* are selected then the **Other Description** and **1st Aid Cert. #** fields are turned off. If *First Aid Attendant* is selected the **1st Aid Cert. #** field is available for data entry. Enter the first aid certificate number for the **Designate** using the free form field provided. If *Other* is selected the **Other Description** field is available for data entry. Enter a description of the **Designate** in the free form field provided.

First Designate Reported To

Use the check box provided to select whether the person is the **First Designate Reported To**.

Germany

You can enter additional injury notification details for German incidents.

Owner Partner, Partner, Incompetent, Relation

Use the check boxes provided to indicate the relationship of the person notified to the person involved. If you select the check box **Relation** the associated field is turned on. Use the list of translate values to indicate what type of **Relation** (such as *Mother*, *Daughter*, or *Aunt*) the person notified is to the person involved.

France

You can enter additional injury notification details for French incidents.

Timetable

Enter the time the notification was made into one of the appropriate **Timetable** fields.

United Kingdom

You can enter additional injury notification details for incidents in the UK.

Member Of Public and Self-Employed If the individual involved in the incident is a Non-Employee then select the appropriate check box to indicate if the person involved in the incident was a **Member Of Public** or **Self-Employed**.

When you are done entering information into the Injury Details - Injury page then move to the Injury Details - Description page.

Injury Details - Description Page

Usage	Use the Injury Details - Description page to enter detailed information injury and/or illness involved in the incident. This classification information is important for government reporting purposes in many countries. Authorities typically distinguish fatalities from injuries and illnesses, and medical treatment from first aid, to help in the statistical analysis of workplace incidents and to gauge the relative severity of individual cases.
Object Name	HS_INJ_DESCRIPTION
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Injury Description • Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury Description
Access Requirements	Incident Number

The screenshot displays the 'Injury Details - Description' page. At the top, there are tabs for 'Injury', 'Description', 'Statements', 'Details', '1st Aid', 'Diagnoses', 'Work-Related', and 'Reporting'. The 'Description' tab is active. Below the tabs, the incident information is shown: Incident Number: 00000014, Date: 11/19/1999, and Vehicle/Equipment Accident. The 'Person Involved' section includes fields for EmpID (KG0003), Name (Jackson, Ritu), Empl Rcd# (0), Date of Birth (03/18/1973), Date of Death, and Gender (Female). There are radio buttons for 'Primary Outcome' (Injury, Illness, Death) and 'Treatment Required' (Medical, First Aid, None). An 'Occupational Illness' field is present. The 'Injury/Illness Details' field contains the text: 'Suffered whiplash injury as a result of being involved in a RTA where the vehicle she was travelling in was struck in the rear by another vehicle. Treated at local hospital'.

Injury Details - Description page 1 of 2

Injury Details - Description page 2 of 2

To enter multiple injuries or illnesses for a person resulting from an incident, add data rows and use the scroll bar to navigate between them.

Primary Outcome, Treatment Required

Click the appropriate radio buttons to indicate the **Primary Outcome** (problem) affecting the person involved, and the **Treatment Required**, if any.



If a fatality has occurred, you'll need to enter the Date of Death in Personal Data or Non-Employees Involved in Incidents, depending on whether the person involved is an employee or non-employee. When this information is in the system, the date will appear here.



Germany. German laws and insurers require employers to track and report detailed occupational illness data, and the legal procedures for handling and reporting these illnesses are different than those regulating occupational accidents, so all illnesses involving your German operations are tracked using the GER Illness Tracking page group. You'll find these pages located in the system at **Monitor Workplace, Monitor Health/Safety (GBL), Use Local, GER Illness Tracking.**



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, please note injury information isn't required for Incident Outcomes that are Dangerous Occurrences. On the Injury Description page the only required item is to specify the **Injury Outcome**—which is used to derive the **Incident Outcome** on the Incident Details - Canada page. The entries that you make in the **Primary Outcome** and **Treatment Required** group boxes should be consistent with type of **Incident Outcome** you are entering into the system.

Occupational Illness

Illness

If the **Primary Outcome** selected is an occupational **Illness** the **Illness** field is turned on. Use the list of prompt values from the Occupational Illness Table to define the **Illness**.

Injury/Illness Details

Injury/Illness Details

You can enter **Injury/Illness Details** in the free-form field provided.

Canada

You may enter additional injury and illness details for Canadian incidents.

Injury Outcome

Use the list of translate values to enter a more detailed **Injury Outcome**.

Business Type

Use the free form field provided to describe the **Business Type**. This is a required field. Be sure to use values that are approved by your regional Worker's Compensation Board office.

Description of Accident Scene

Use the free form field provided to enter a detailed **Description of Accident Scene**.

People

Enter the people involved with or having knowledge of the injury or illness (not necessarily the incident itself) such as witnesses, by adding data rows and using the scroll bar to navigate between them. The key point to remember here is that these are people who have knowledge of the injury. People who have knowledge of the incident are entered in the Incident People page.

EmplID, Non-EmplID

Enter an **EmplID** or **Non-EmplID** for any *Witness* or *Other Parties* involved in the injury or illness. The list of prompt values is from Personal Data.

Role, Responsible For Incident, Comment

Assign a **Role** (*Witness, Other Party, or None*) for the individual. If *None* or *Witness* is selected the remaining fields are turned off.

If *Other Party* is selected then the **Responsible For Incident** check box is ungrayed. If you select the box to indicate the person is **Responsible For Incident** then the **Comment** field is turned on. Enter any additional **Comment** in the free form field provided, if needed.



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, please note information isn't required for Incident Outcomes that are Dangerous Occurrences. Otherwise, the **Injury Outcome** and **Business Type** are required fields. Remember, the most severe **Injury Outcome** for all of the injured persons in this incident is used to derive the **Incident Outcome** on the Incident Details - Canada page.

Remember, for *Fatalities* the Date of Death must be entered for the employee on the Eligibility/Identity page, as shown in the following example.

National ID		View All	First	1 of 1	Last
Country	*National ID Type	Description	National ID	Primary ID	
BEL	FR	National Register Number	650721-835-46	<input checked="" type="checkbox"/>	+ -

Entering Date of Death on Personal Data - Eligibility/Identity page

United Kingdom

You may enter additional details about occupational illnesses involving employees in the UK.

Occ. Illness Diagnosis Date When the **Outcome** selected is *Illness*, then the **Occ. Illness Diagnosis Date** field is turned on. If you are reporting an occupational illness, enter the date directly into the field.

When you are done entering information into the Injury Details - Description page move to the Injury Details - Statements page.

Injury Details - Statements Page

Usage	Health and safety incidents where people have suffered injuries or illnesses can have serious legal and insurance consequences. Use the Injury Details - Statements page to perform the important task of documenting the statements made by the injured or ill party, the employer, and witnesses.
Object Name	HS_INJ_STATEMENT
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Injury Statements • Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury Statements
Access Requirements	Incident Number

Injury Details - Statements page

The injured or ill person’s **EmplID**, **Name**, and **Empl Rcd#** (or the **Non-Employee ID** and **Name**) appear in display only mode. Use the scroll bar to navigate between data rows if multiple injured or ill persons were previously entered for this incident.

Employer’s Statement

Employer’s Statement Use the free form field provided to enter the **Employer’s Statement**.

Injured Party’s Statement

Injured Party’s Statement Use the free form field provided to enter the **Injured Party’s Statement**.

Witness Confirms Statement Use the check box provided to select whether a **Witness Confirms Statement**.

Employer Objections

Employer Objects To Statement

Use the check box provided to indicate whether there are employer objections to the injured party's statement. If this is the case use the free form field provided to enter the objections.



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, the information on this page isn't required for Incident Outcomes of the types Dangerous Occurrences or Reported Only. The **Employer's Statement** is required for Incident Outcomes of the types Health Care Only, Short Term Disability and Fatality.

When you are done entering information into the Injury Details - Statements page then move to the Injury Details - Details page.

Injury Details - Details Page

Usage	To streamline data entry and reporting, you've predefined standard codes in the system for much of the information in this page. Now you can use the Injury Details - Details page to provide details of the injury or illness each person involved in the incident suffered.
Object Name	HS_INJ_DETAIL
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Injury Details • Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury Details
Access Requirements	Incident Number

Injury		Description		Statements		Details		1st Aid		Diagnoses		Work-Related		Reporting					
Incident Number: 00000014		Date: 11/19/1999		Vehicle/Equipment Accident															
Person Involved												View All		First		1 of 1		Last	
EmplID: KG0003		Jackson,Ritu				Empl Rcd#: 0													
Date of Birth: 03/18/1973		Date of Death:				Gender: Female													
Injury Description																			
Body Parts		Nature of Injury		Source of Injury		Accident Type		Unsafe Act											
Primary Injury Details																			
Body Part:		Neck																	
Nature of Injury:		Other acute injury or illness																	
Source of Injury:		Motor Vehicles																	
Accident Type:		Collision in an intersection																	
Unsafe Act Performed:																			

Injury Details - Details page 1 of 2

▼ Canada									
Link		View All		First		1 of 1		Last	
Nature of Injury	Description	Body Part Code	Description						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
▼ Germany									
Unsafe Item:		<input type="text"/>							
▼ France									
		View All		First		1 of 1		Last	
Protective Clothing		<input type="text"/>							
▼ United Kingdom									
Height of Fall:		<input type="text"/> metres							

Injury Details - Details page 2 of 2

To gain access to the five pages that describe the attributes of the injury, click the links in the **Injury Description** group box.

When you are using the pages, any number of any of the attributes of an injury can be specified. In each case, the 'primary' attribute is shown in display mode on the main page, in the **Primary Injury Details** group box. For example, if you click the **Body Parts** link, you will bring up the Body Parts page, where one or more body parts can be specified. If only one body part is specified, it is automatically marked as primary.



If you are upgrading from previous versions of PeopleSoft Human Resources, then with the exception of Body Parts you were previously limited to only one entry for each attribute. The single entry of each injury attribute specified in the old system will appear as the primary attribute in the new system.



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, please note injury information isn't required for Incident Outcomes that are Dangerous Occurrences.



The information on the Body Parts, Nature of Injury, and Accident Type pages is required for an Incident Outcome of ***Reported Only***.



The information on the Body Parts, Nature of Injury, Source of Injury, and Accident Type pages is required for the Incident Outcomes ***Health Care Only***, ***Short Term Disability***, and ***Fatality***.

Canada

You may create a link between the **Nature of Injury** and a **Body Part Code** for Canadian injuries or illnesses.

Nature of Injury and Body Part Code

You may create a link between the **Nature of Injury** and a **Body Part Code**.

This link is required for electronic reporting to the BC WCB. For users in British Columbia who choose to report incidents to the BC WCB electronically this link is required for all Incident Outcomes other than ***Dangerous Occurrences***. The reason for the use of this link is that within the context of reporting to the BC WCB it is assumed that the **Nature of Injury** is directly associated with some **Body Part**.

In order to activate the link you must save the page after the **Body Parts** and **Nature of Injury** information, and the **Body Part Code** and **Nature of Injury** linking information, are entered into it.

Germany

You may specify **Unsafe Item** codes for German injuries or illnesses.

Unsafe Item

Select an **Unsafe Item** code that specifies factors which contributed to the injury or illness, if applicable. Use the list of prompt values from the GER Unsafe Item Table.

France

You may indicate any protective clothing worn by the employee at the time of the incident for French injuries or illnesses.

Protective Clothing Use the list of translate values to identify the **Protective Clothing** used by the employee at the time of the incident.

To add more **Protective Clothing** entries insert a new data row for each.

United Kingdom

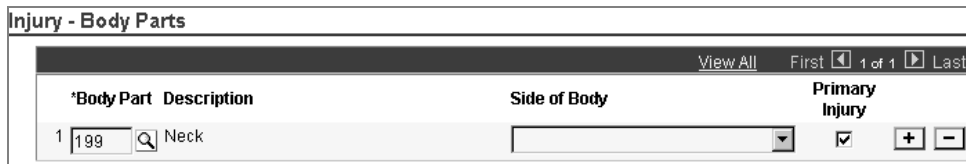
You may indicate the height of a fall which resulted in an injury to an employee in the UK.

Height of Fall If the individual was involved in a fall, use the field provided to enter the **Height of Fall** in metres.

When you are done entering information on the Injury Details - Details page then move to the Injury Details - 1st Aid page.

Injury Details - Details: Body Parts Page

Usage	Use the Injury Details - Details: Body Parts page to identify body parts affected by the injury or illness.
Object Name	HS_INJ_BP_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Details, Body Parts
Access Requirements	Incident Number



Injury Details - Details: Body Parts page

Body Part Select a **Body Part** code from the list of prompt values from the Body Parts Table.

Side of Body Indicate the **Side of Body** for the **Body Part**, if appropriate, by selecting from the list of translate values.

Primary Injury

Use the check box provided to select whether the body part suffered the **Primary Injury**. When you save the data you've entered in this page, the system will issue an error message if you have selected no body part codes or more than one as the primary injury or illness.

To add more **Body Parts** insert a new data row for each.

Injury Details - Details: Nature of Injury Page

Usage	Use the Injury Details - Details: Nature of Injury page to define the nature of the injury or illness.
Object Name	HS_INJ_NOI_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Details, Nature of Injury
Access Requirements	Incident Number



Injury Details - Details: Nature of Injury page

Nature of Injury

Select a **Nature of Injury** to identify the injury in terms of its principal physical characteristics—what happened to the employee. Use the list of prompt values which are from the Nature of Injury Tables.

Primary Injury

Use the check box provided to select whether the **Nature of Injury** is associated with the **Primary Injury**.

To add more **Nature of Injury** codes insert a new data row for each.

Injury Details - Details: Source of Injury Page

Usage	Use the Injury Details - Details: Source of Injury page to identify the source of the injury.
Object Name	HS_INJ_SOI_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Details, Source of Injury

Access Requirements	Incident Number
---------------------	-----------------

Injury - Source of Injury		
Source of Injury	Description	Primary Injury
1 6000	Motor Vehicles	<input checked="" type="checkbox"/>

Injury Details - Details: Source of Injury page

Source of Injury

Select a **Source of Injury** to identify the object, substance, exposure, or bodily motion that produced or inflicted the injury—how it happened. Use the list of prompt values which are from the Source of Injury Table.

Primary Injury

Use the check box provided to select whether the **Source of Injury** is associated with the **Primary Injury**.

To add more **Source of Injury** codes insert a new data row for each.

Injury Details - Details: Accident Type Page

Usage	Use the Injury Details - Details: Accident Type page to assign accident types to the injury or illness.
Object Name	HS_INJ_ACC_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Details, Accident Type
Access Requirements	Incident Number

Injury - Source of Injury		
Accident Type	Description	Primary Injury
1 313	Collision in an intersection	<input checked="" type="checkbox"/>

Injury Details - Details: Accident Type page

Accident Type

If the injury resulted from an accident, select an **Accident Type** from the list of prompt values which come from the Accident Type Table.

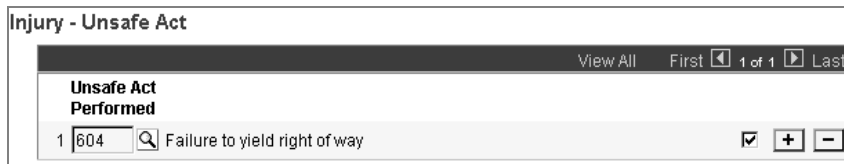
Primary Injury

Use the check box provided to select whether the **Accident Type** is associated with the **Primary Injury**.

To add more **Accident Type** codes insert a new data row for each.

Injury Details - Details: Unsafe Act Page

Usage	Use the Injury Details - Details: Unsafe Act page to indicate whether an unsafe act was performed that contributed to the injury or illness.
Object Name	HS_INJ_ACT_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Details, Unsafe Act
Access Requirements	Incident Number



Injury Details - Details: Unsafe Act page

Unsafe Act Performed

Select an **Unsafe Act Performed**, if applicable, to indicate the accident or injury cause—an action someone took (or failed to take) that resulted in the injury or accident. Use the check box provided to select whether the **Unsafe Act Performed** is associated with the **Primary Injury**.

To add more **Unsafe Act Performed** codes insert a new data row for each.

Injury Details - 1st Aid Page

Usage	Many legal and insurance issues focus on the handling of injured or ill personnel during the course of first aid, transport, and medical treatment. You'll use the Injury Details - 1st Aid page to record these critical details. Use this page to enter first aid and medical treatment information for all of the individuals involved in the incident who experienced injuries or illnesses.
Object Name	HS_INJ_AID
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Injury 1st Aid/Medical • Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury 1st Aid/Medical
Access Requirements	Incident Number

Injury	Description	Statements	Details	1st Aid	Diagnoses	Work-Related	Reporting
Incident Number: 00000014		Date: 11/19/1999		Vehicle/Equipment Accident			
Person Involved							View All First 1 of 1 Last
EmplID:	KG0003	Jackson,Ritu		Empl Rcd#:	0		
Date of Birth: 03/18/1973		Date of Death:		Gender: Female			
Injury Details							
<input checked="" type="checkbox"/>	Patient Taken To Hospital	Hrs.	Mins.	<input type="checkbox"/>	Resuscitation Required		
<input type="checkbox"/>	Patient Fell Unconscious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ambulance Required		
<input type="checkbox"/>	Fatal Injuries Sustained			Ambulance Details			
First Aid and Medical Treatment							View All First 1 of 1 Last
*Date:	11/19/1999	<input type="radio"/> First Aid		<input checked="" type="radio"/> Medical		<input type="radio"/> None	
*Time:	9:00AM						
Employee:	KG0003	Description:					

Injury Details - 1st Aid page 1 of 3

Canada	
Worker First Aid Information	
First Aider Desig. Seq. #:	<input type="text"/>
How Worker Arrived First Aid:	<input type="text"/>
How Worker Left First Aid:	<input type="text"/>
<input type="checkbox"/> Attendant Observe Unconscious	
Ambulance Transportation Time	
Hours:	<input type="text"/>
Minutes:	<input type="text"/>
Prior Conditions	
<input type="checkbox"/> Prior Disability	Disability
<input type="checkbox"/> Prior Health Condition	Condition
Proximity	
Nearest Practitioner Distance:	<input type="text"/>
Nearest Hospital Distance:	<input type="text"/>
Nearest Hospital Name:	<input type="text"/>

Injury Details - 1st Aid page 2 of 3

Injury Details - 1st Aid page 3 of 3

Use the outside scroll bar to navigate between data rows for each individual.

Injury Details

Use the check boxes provided to select details about the patient’s status at the time of the injury or illness.

Patient Fell Unconscious, Hrs. and Mins.

If **Patient Fell Unconscious** is selected then the **Hrs.** and **Mins.** Fields are turned on. If this is the case then enter the amount of time (in hours and minutes) the patient remained unconscious, if known. The **Patient Fell Unconscious** check box also activates the **Attendant Observe Unconscious** check box.

Patient Taken To Hospital

Select this check box if the patient was taken to a hospital.

Fatal Injuries Sustained

If the **Fatal Injuries Sustained** check box is selected then be sure the **Primary Outcome** on the Incident Description page is **Death**, and enter the **Date of Death** in Personal Data if the individual is an employee.

Ambulance Required

If the **Ambulance Required** check box is selected the **Ambulance Details** link is turned on. Click the **Ambulance Details** link to gain access to the Ambulance Details page.

Resuscitation Required

Select this check box if the patient required resuscitation.

First Aid and Medical Treatment

Use the **First Aid and Medical Treatment** group box to provide details about any **First Aid** or **Medical Treatment** provided by employees or non-employees to the injured individual. To indicate multiple persons providing treatment, or multiple treatments over time, add new data rows and use the inside scroll bar to navigate between rows.

Date	Use the prompt calendar to input the Date of the First Aid or Medical treatment , or type the Date directly into the field.
Time	Enter the Time the First Aid or Medical treatment was provided.
Employee, Non-Employee ID	Enter the Employee (ID) or Non-Employee ID of the individual providing the First Aid or Medical treatment . The prompt values for Employee IDs are from Personal Data. The prompt values for Non-Employee ID are from Non-Employee Details. When you add a data row both fields are active. You must select one or the other. When you select one of these fields the other field disappears from the screen for this data row.
First Aid, Medical, and None	Click the appropriate radio button to indicate if the treatment type provided was First Aid , Medical , or None .
Description	Enter a Description of the treatment using the free form field provided, if needed.

To enter additional information click the **Ambulance Details** link.

Canada

You may enter additional medical and first aid details for injuries and illnesses involving Canadian employees.

Worker First Aid Information

First Aider Designate Sequence #	Select a First Aider Designate Sequence # from the list of prompt values, which are from Injury Notification Details - Canada. This identifies a Designate (first aider) who treated or assisted the injured or ill person.
How Worker Arrived First Aid, How Worker Left First Aid	For the Designate (first aider) you have selected, you need to indicate the mode of transportation used to bring the injured or ill worker to the Designate , and the mode of transportation used to take the injured or ill person away, if applicable. To do this you'll select from the translate values to fill-in the How Worker Arrived First Aid and How Worker Left First Aid fields.
Attendant Observe Unconscious	If the Patient Fell Unconscious check box is selected on the primary page, then the Attendant Observe Unconscious worker check box is ungrayed. If this is the case then use the check box to select whether the Designate (first aider) observed the injured person to be unconscious at the time they were treating them.



CANBC. In the context of operations and incidents occurring within the CANBC regulatory region, the mode of transportation value *Ambulance* specifically means British Columbia Ambulance.

Ambulance Transportation Time

Hours, Minutes

Enter the **Ambulance Transportation Time** in **Hours** and/or **Minutes**. This is the amount of time the ambulance took to transport the injured or ill person to the hospital.

Prior Conditions

Prior Disability and Prior Health Condition

Use the boxes to select whether the injured or ill person had a relevant **Prior Disability** or **Prior Health Condition**. When a check box is selected the associated **Disability** or **Condition** link is turned on. Click these links to gain access to the **Prior Disability** and **Prior Health Condition** pages.

Proximity

Nearest Practitioner Distance

Enter the **Nearest Practitioner Distance** to indicate the distance to the nearest medical practitioner, if known.

Nearest Hospital Distance

Enter the **Nearest Hospital Distance**.

Nearest Hospital Name

Enter the **Nearest Hospital Name**.

France

You may enter additional medical and first aid details for injuries and illnesses involving French employees.

Infirmery Registration

Registered at Infirmery

Use the check box provided to select if the injured or ill person was **Registered at Infirmery**.

Date

Enter the **Date** either by typing directly into the field or by using the prompt calendar.

Number

Enter the registration **Number**.

Evacuation

Medical Facility, Where Taken

Use the list of prompt values from the Medical Facilities Table to enter the **Medical Facility** that the injured or ill person was taken to. When you **Tab** through the field the **Medical Facility** name appears in the **Where Taken** field and the field becomes unavailable for data entry.

If the injured or ill person was taken to a location that isn't a Medical Facility in your system, then bypass the **Medical Facility** field, and enter the information about the location they were taken to directly into the **Where Taken** field.

United Kingdom

You may enter additional medical and first aid details for injuries and illnesses involving UK employees.

Hospitalized for over 24 hours

Use the check box provided to indicate whether the injured or ill person was **Hospitalized for over 24 hours**.

When you are done entering information into the Injury Details - 1st Aid page then move to the Injury Details - Diagnoses page.

Injury Details - 1st Aid: Ambulance Details Page

Usage	Use the Injury Details - 1st Aid: Ambulance Details page to enter additional details about the time when the individual was transported to a hospital by an ambulance.
Object Name	HS_INJ_AID_AMB_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, 1st Aid, Ambulance Details
Prerequisites	You must have selected the Ambulance Required check box on the Injury Details - 1st Aid page.
Access Requirements	Incident Number

Ambulance Details

Contact Date: <input type="text" value="11/19/1999"/>	Arrival Date: <input type="text" value="11/19/1999"/>
Contact Time: <input type="text"/>	Arrival Time: <input type="text"/>

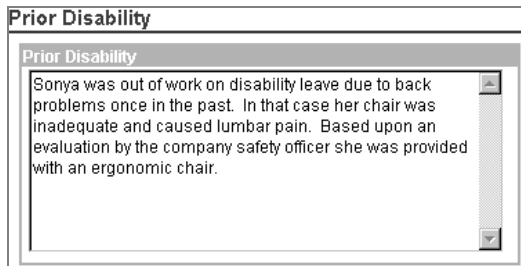
Injury Details - 1st Aid: Ambulance Details page

Contact Date and Contact Time Enter the **Contact Date** and **Contact Time** for when the ambulance arrived at the scene and first contacted the injured or ill person.

Arrival Date and Arrival Time Then enter the **Arrival Date** and **Arrival Time** for when the ambulance arrived at the hospital.

Injury Details - 1st Aid: Prior Disability Page

Usage	Use the Injury Details - 1st Aid: Prior Disability page to enter details about any relevant Prior Disability that the injured or ill person has.
Object Name	HS_INJ_PDSCAN_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, 1st Aid, Disability
Prerequisites	You must have selected the Prior Disability check box on the Injury Details - 1st Aid page.
Access Requirements	Incident Number



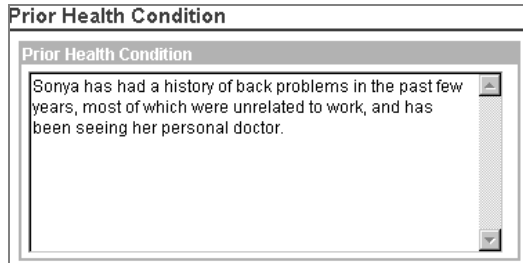
Injury Details - 1st Aid: Prior Disability page

Prior Disability Use the free form field provided to enter details about any **Prior Disability** that the injured or ill person has.

Injury Details - 1st Aid: Prior Health Condition Page

Usage	Use the Injury Details - 1st Aid: Prior Health Condition page to enter details about any relevant Prior Health Condition that the injured or ill person has.
Object Name	HS_INJ_PHCCAN_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, 1st Aid, Condition
Prerequisites	You must have selected the Prior Health Condition check box on the Injury Details - 1st Aid page.

Access Requirements	Incident Number
---------------------	-----------------



Injury Details - 1st Aid: Prior Health Condition page

Prior Health Condition Use the free form field provided to enter details about any **Prior Health Condition** that the injured or ill person has.

Injury Details - Diagnoses Page

Usage	The legal and insurance issues that surround the handling of injured or ill personnel apply equally to the medical treatment provided at the hospital. You'll use the Injury Details - Diagnoses page to record these critical details about the physician, hospital or clinic, and the medical diagnoses involved with your injured and ill employees.
Object Name	HS_INJ_DIAGNOSIS
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Injury Diagnoses • Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury Diagnoses
Access Requirements	Incident Number

Injury Details - Diagnoses page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Phone**.

Enter the Physician/Hospital and Medical Diagnoses information for each person involved in the incident who had an injury or illness. Use the outside scroll bar to navigate between data rows.

For each person injured or ill, enter the Physician/Hospital and Medical Diagnoses information for each attending physician or medical specialist who treated the person.

To enter multiple physicians add data rows and use the middle scroll bar to navigate between data rows.

Physician/Hospital Information

Type of Health Care

Use the list of translate values to indicate the **Type of Health Care** (such as *Emergency Care*, or *Ongoing Health Care*) the individual received at the hospital or clinic.

Physician ID, Physician Name

Use the list of prompt values from the Physician Table to select a **Physician ID** for the doctor or other medical specialist who treated the injured or ill person. If you choose not to set up Physicians using the Physician Table then you may enter the name of the Physician directly into the **Physician Name** field.

Medical Facility, Medical Facility Name

Use the list of prompt values from the Medical Facility Table to select a **Medical Facility** where the injured or ill person was treated. If you choose not to set up Medical Facilities using the Medical Facility Table then you may enter the name of the **Medical Facility** directly into the **Medical Facility Name** field.

Edit Address

Click the **Edit Address** link to gain access to the Injury Details - Diagnoses: Medical Facility Address page. Use this page to edit or update the address of the medical facility, if needed.

Medical Diagnoses

Diagnosis

When you know the results of the physician’s medical diagnosis, select a **Diagnosis Code**. You define these codes in the Diagnosis Table.

For each additional **Diagnosis Code**, insert a new data row.

If you don’t know this information now, you can enter it at a later date.

When you are done entering information into the Injury Diagnoses page move to the Injury Work-Related Details page.

Injury Details - Diagnoses: Medical Facility Address Page

Usage	Use the Injury Details - Diagnoses: Medical Facility Address page to edit or update the address of the medical facility, if needed.
Object Name	HS_INJ_MEDFAC_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Diagnoses, Edit Address
Access Requirements	Incident Number

Medical Facility Address

Country: United Kingdom

Address 1:

Address 2:

Address 3:

City:

Post Code:

County:

Injury Details - Diagnoses: Medical Facility Address page

Country

Select a **Country** from the list of valid values and **Tab** through the field. The system automatically displays the appropriate address fields for the country selected, using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields displayed.

Documenting Restricted Workdays, Lost Time and Wages

Once you have established that a person has experienced an injury or illness, most government authorities and worker’s compensation insurers focus next on whether the incident occurred while the person was involved in a work-related activity. This is a key issue in determining the employer’s and the insurer’s claims liability, and the type of compensation benefit the person receives, if any.

Injury Details - Work-Related Page

Usage	Use the Injury Details - Work-Related page to enter standard information and additional comments on the work-relatedness of the incident.
Object Name	HS_INJ_WORK
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Injury Work-Related Details • Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury Work-Related Details
Access Requirements	Incident Number

The screenshot displays the 'Injury Details - Work-Related' page. At the top, there are tabs for 'Injury', 'Description', 'Statements', 'Details', '1st Aid', 'Diagnoses', 'Work-Related', and 'Reporting'. The 'Work-Related' tab is active. Below the tabs, the incident information is shown: Incident Number: 00000014, Date: 11/19/1999, and Vehicle/Equipment Accident. A 'Person Involved' section shows EmpID: KG0003, Name: Jackson, Ritu, Empl Rcd#: 0, Date of Birth: 03/18/1973, Date of Death: (empty), and Gender: Female. There are checkboxes for 'Work-Related' and 'Employee Return To Work'. The 'Days Away From Work' is set to 5. The 'Last Date / Time' is 11/19/1999 and the 'Return Date / Time' is 11/25/1999. The 'Restricted Workdays' and 'Illness Resulted In' (N/A) fields are also visible.

Injury Details - Work-Related page 1 of 3

▼ Canada

Payments during disability Payments Descr:

Benefits continue

Variable Shift Rotation Fixed Rotation Start Date:

Last Day Scheduled Start / End Time: Last Day's Wages:

Lump Sum Holiday Pay Received Holiday Pay Rate %:

Absent after day of injury Start/End Dates:

Class/Subclass:

Customer Cost Center:

[Wage Inclusions](#) [Actions](#) [Long Term Earnings](#)

[Wage Additions](#) [Return To Work](#) [WCB Form 7 Details](#)

Injury Details - Work-Related page 2 of 3

▼ Germany

Payments

Payments Continue Until Date:

Work

Work After Start

Work Stop: Stop Date:

▼ France

Consequences

None **Change Job**

Reject Claim **Stop Work**

Physical Disability

Period:

Amount %:

Notify Date:

Injury Details - Work-Related page 3 of 3

The system displays the **Incident Number, Date, Incident, EmplID (Employee ID), Empl Rcd#, Date of Birth, Date of Death (if applicable), and Gender of the Person Involved.**

Employee Return to Work Select this check box if the employee has returned to work after the incident.

Work-Related Check this box if the incident was **work-related**.

Days Away From Work If the employee spent time away from work as a result of the incident, enter the number of days the employee was away from work.


Note. Some government authorities have very precise definitions of **Days Away From Work** and **Restricted Workdays**. Make sure you clearly understand and use the definitions that apply to your regulatory region.

Last Date/Time If the employee spent time away from work, enter the date and time of the employee’s last day at work.

Restricted Workdays Enter the number of days the employee was able to work within limitations established by a doctor.

Return Date/Time If the employee spent time away from work, enter the date and time of the employee’s first day back at work after the incident.

***Illness Resulted In:** Select a value from the available options to indicate if the injury or illness **Resulted In Transfer, Termination**, or neither (*N/A*, or *Not Applicable*). The default value is *N/A*.

 **CANBC.** For users in British Columbia who choose to report incidents to the BC WCB electronically, please note that injury information isn’t required for Incident Outcomes that are Dangerous Occurrences. The **Last Date/Time** field on this page is required for reporting to the BC WCB. Some of the fields on the Work Related Details - Canada page are also required. Click the Canadian Flag to open the Work-Related Details - Canada page.

Canada

You may enter more details for Canadian incidents.

Payments during disability, Benefits continue, Payment Descr (Payment Description) Use the check boxes provided to select whether an employee is receiving **Payments during disability** and whether their **Benefits continue** during this period. If they are receiving payments then enter a **Payment Descr**.

Variable Shift Rotation, Fixed Rotation Start Date Use the check box provided to select whether an employee is working a **Variable Shift Rotation**. Enter when the employee will return to a fixed shift rotation in the **Fixed Rotation Start Date** field.

Last Day Scheduled Start/End Time and Last Day's Wages	To record information about lost work time, enter the Last Day Scheduled Start/End Time and the Last Day's Wages .
Lump Sum Holiday Pay Received, Holiday Pay Rate %	Use the check box provided to select whether there was Lump Sum Holiday Pay Received by the employee. If this is the case then enter the Holiday Pay Rate % .
Absent after day of injury, Start/End Dates	Use the check box provided to note whether the employee was Absent after day of injury . If this is the case then enter the Start/End Dates for the period of absence.
Class/Subclass	Use the list of prompt values from the CAN Class/Subclass Table to enter the correct Class/Subclass for the employee's business unit. Be sure to use the proper WCB classification for your business.
Customer Cost Center	Enter the employer's Customer Cost Center code that represents the cost center the individual is in. The Customer Cost Center code is assigned by the WCB in conjunction with the employer, and helps track claim costs at a given organizational level.



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, please note injury information isn't required for Incident Outcomes that are Dangerous Occurrences.



For an Incident Outcome of the type Reported Only the **Last Day's Wages** and **Class/Subclass** fields are required.



For an Incident Outcome of the type Health Care Only the **Last Day's Wages**, **Last Worked Date/Start Time**, and **Class/Subclass** fields are required.



For an Incident Outcome of the type Short Term Disability or Fatality the **Last Day Scheduled Start/End Time**, **Last Day's Wages**, **Last Worked Date/Start Time**, and **Class/Subclass** fields are required.

To enter additional information needed for reporting to the Workers Compensation Board, click any of the additional six links as necessary and open additional Canadian pages.

Germany

You may enter more details for German incidents.

Payments

Payments Continue, Until Date

If the employee has the right to collect compensation payments select the **Payments Continue** check box and indicate when the payments are scheduled to stop in the **Until Date** field.

Work

Work Stop

If the employee no longer works for your organization, select the appropriate **Work Stop** time from the available options. The valid values are *None, Immediately, Later,* and *No.*

Work After Start

Check this box if the employee has resumed working after an illness.

Stop Date

If the employee has stopped working for your organization, enter the date when the employee stopped working.

France

You may enter additional Work-Related Details for French employees who have a work-related injury or illness.

Consequences

Click the appropriate radio buttons to indicate actions taken by the employer in response to the injury or illness.

Physical Disability

Period

Use the list of translate values to indicate whether the **Period** of disability for the injured or ill employee is a *Permanent Disability* or a *Temporary Disability*.

Amount %

Indicate the estimated degree of disability (determined by a doctor or medical specialist) by entering the **Amount %**.

Notify Date

Enter the date the employer was notified regarding the employee's disability in the **Notify Date** field.

Injury Details - Work-Related: Wage Inclusions Page

Usage	Use the Injury Details - Work-Related: Wage Inclusions page to enter additional information about Wage Inclusions for Canadian employees who have a work-related injury or illness.
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Object Name	HS_INJ_WICAN_SEC
Navigation	Monitor Workplace, Monitor Health and Safety (GBL), Use, Injury Details, Work-Related, Wage Inclusions
Access Requirements	Incident Number

Injury Details - Work-Related: Wage Inclusions page

To enter multiple Wage Inclusions for an employee, add data rows and use the scroll bar to navigate between rows.

Type, Time Period Use the lists of translate values to enter the **Type** and **Time Period** for any **Wage Inclusions**, if applicable.

Amount Enter the **Amount** of the **Wage Inclusions** in Canadian currency.

Description Use the free form field provided to enter a more detailed **Description** of the **Wage Inclusion**, if needed.

Injury Details - Work-Related: Wage Additions Page

Usage	Use the Injury Details - Work-Related: Wage Additions page to enter additional information about Wage Additions for Canadian employees who have a work-related injury or illness.
Object Name	HS_INJ_WACAN_SEC
Navigation	Monitor Workplace, Monitor Health and Safety (GBL), Use, Injury Details, Work-Related, Wage Additions
Access Requirements	Incident Number

Injury Details - Work-Related: Wage Additions page

To enter multiple Wage Additions for an employee add data rows and use the scroll bar to navigate between rows.

Type, Time Period Use the lists of translate values to enter the **Type** and **Time Period** for any **Wage Additions**, if applicable.

Amount Enter the **Amount** of the **Wage Additions** in Canadian currency.

Description Use the free form field provided to enter a more detailed **Description** of the **Wage Addition**, if needed.

Injury Details - Work-Related: Actions Page

Usage	Use the Injury Details - Work-Related: Actions page to enter additional information needed for reporting to the WCB, concerning the employee’s Actions at the time of the incident.
Object Name	HS_INJ_ACTCAN_SEC
Navigation	Monitor Workplace, Monitor Health and Safety (GBL), Use, Injury Details, Work-Related, Actions
Access Requirements	Incident Number

Injury Details - Work-Related: Actions page

Actions Routine, Actions Business Related, Description of Non-Routine Action, Description of Non-Business Action

Select the appropriate check box to answer the following questions (A check indicates a *Yes* answer).

At the time of the incident, were the employee's **Actions Routine?**

At the time of the incident, were the employee's **Actions Business Related?**

If the answer to either question is *No* then use the free form fields to provide either a **Description of Non-Routine Action**, and/or a **Description of Non-Business Action**.

Injury Details - Work-Related: Return To Work Page

Usage	Use the Injury Details - Work-Related: Return To Work page to enter additional Return To Work details for Canadian employees who are injured or ill in a work-related incident.
Object Name	HS_INJ_RTWCAN_SEC
Navigation	Monitor Workplace, Monitor Health and Safety (GBL), Use, Injury Details, Work-Related, Return To Work
Access Requirements	Incident Number

The screenshot shows a form titled "Return To Work". It contains two checkboxes: "Employer Consider Return" and "Modified Work Available". Below these is a dropdown menu labeled "Return To Work" with a search icon to its right. The dropdown menu is currently open, showing a list of contact names.

Injury Details - Work-Related: Return To Work page

Employer Consider Return, Modified Work Available

Use the check boxes provided to enter the appropriate details about whether an employee returned to work after an injury or illness.

Contact

Use the list of prompt values to enter the employee ID of the **Contact** responsible for tracking the employee's Return To Work status, such as the employee's supervisor or some other employee of your company who is your designated Return To Work specialist. The prompt values are from Personal Data.

Injury Details - Work-Related: Long Term Earnings Page

Usage	Use the Injury Details - Work-Related: Long Term Earnings page to enter additional information about Long Term Earnings for Canadian employees who have work-related injuries or illnesses.
Object Name	HS_INJ_LTECAN_SEC
Navigation	Monitor Workplace, Monitor Health and Safety (GBL), Use, Injury Details, Work-Related, Long Term Earnings
Access Requirements	Incident Number

Injury Details - Work-Related: Long Term Earnings page

The WCB is interested in two different long term earnings periods—the 3 months prior to the injury, and the 12 months prior to the injury, if the person has been employed with the company for that long.

Sequence Number In the records on this page the dates default to 3 months prior to the injury for **Sequence Number 1** and 12 months prior to the injury for **Sequence Number 2**.

Amount Enter the **Amount** of earnings for the periods in **Sequence Number 1** and **2**.

Period Start Date, Period End Date, Date Change Reason If the person hasn't been with your company for either the entire 3-month period or the entire 12-month period then enter the **Period Start Date** and the **Period End Date** directly into the fields. When you enter dates directly into these fields you are required to provide a reason for the date changes, by entering the reason directly into the **Date Change Reason** field.

Injury Details - Work-Related: WCB Form 7 Details Page

Usage	Use the Injury Details - Work-Related: WCB Form 7 Details page to enter additional information about Canadian incidents needed for reporting to the Workers Compensation Board
Object Name	HS_INJ_WCBCAN_SEC
Navigation	Monitor Workplace, Monitor Health and Safety (GBL), Use, Injury Details, Work-Related, WCB Form 7 Details
Access Requirements	Incident Number

Injury Details - Work-Related: WCB Form 7 Details page

Type of Description Select a **Type of Description** from the list of Translate Table values and **Tab** through the field.

Description Then enter a detailed **Description** of the additional information regarding the incident.

You can enter more than one **Type of Description** and **Description**. To do this, insert a new data row.



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, this is the last of the **required** injury information that you need to enter in the Incident Details page group. If you have no more incident-related data to enter into this page group then your next step is to **Save** the information that you have entered so far, exit this page group, and move to the Consequent Actions page group.

When you are done entering information into the Injury Details - Work-Related page, move to the Injury Details - Reporting page.

Tracking Official Report Details

When a health and safety incident occurs, it is a certainty that someone will require a written report about the incident. The authority requiring the report might be your own company, a governmental agency, an insurer, or even some combination of the three. When the incident results in an injury or illness it is even more certain that authorities outside of your company will require a written report. The requirements for incident, injury, and illness reports vary greatly depending upon your regulatory region, your insurer, and your company's policies and procedures.

For example, in the United States the Occupational Safety and Health Administration (OSHA) requires immediate telephone notification, and written reports, for certain incidents which involve hospitalizations or fatalities. These and other types of less severe injuries and illnesses must also be recorded in a detailed log. The data for the less severe cases must be reported to OSHA only when specifically requested by OSHA.



It is critical that you understand and act upon the reporting requirements for the regulatory region where your operations are located. Failure to do so may result in citations, fines, and other penalties.



For more information about reporting features in *Monitoring Health and Safety*, see Reporting Health and Safety Data.

Injury Details - Reporting Page

Usage	Use the Injury Details - Reporting page to track whether incidents are reportable under the terms of one more authorities in one or more regulatory regions. You can track additional official report details for your German and US operations.
Object Name	HS_INJ_REPORT
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury Official Report Details
Access Requirements	Incident Number

<u>Injury</u>	<u>Description</u>	<u>Statements</u>	<u>Details</u>	<u>1st Aid</u>	<u>Diagnoses</u>	<u>Work-Related</u>	<u>Reporting</u>			
Incident Number: 00000014		Date: 11/19/1999		Vehicle/Equipment Accident						
Person Involved							View All	First	1 of 1	Last
EmplID:	KG0003	Jackson,Ritu		Empl Rcd#:	0		+		-	
Date of Birth:	03/18/1973	Date of Death:		Gender: Female						
<input type="checkbox"/> Further Inquiry										
<input checked="" type="checkbox"/> Reportable Case										
Case Number:	<input type="text"/>									
Case Officer ID:	<input type="text"/>									
Date Filed:	<input type="text"/> BT									
Reject Reason:	<input type="text"/>									
Employer Social Insurance Nbr:	<input type="text"/>									
OSHA Case Nbr:	<input type="text"/>									
Date Filed:	<input type="text"/> BT									

Injury Details - Reporting page 1 of 2

Illness Type:	<input type="text"/>
Log Comments:	<input type="text"/>


Injury Details - Reporting page 2 of 2

The system will display the **Incident Number**, **Date**, and **Type**, the **EmplID** and **Name** of the **Person Involved**, the **Date of Birth**, the **Date of Death** (if applicable), the **Gender**, and the **Empl Rcd#**, if applicable.

Reportable Case

Select the check box if the incident is a **Reportable Case**, meaning that the case is reportable under the terms of one or more authorities in one or more regulatory regions. Even if there are no regulatory requirements at your location for tracking reportable cases, you may want to use this functionality to track whether the case is reportable based upon insurer requirements, or the requirements of your own company.

Warning! You must be sure to understand and follow the reporting requirements of any particular regulatory regions where you have operations. It is essential that you clearly document the reasons and methods for how you use the system for identifying **Reportable Cases**, and train all of your operators to do it the same way.

 **United States.** For your US operations which must follow the requirements of the federal Occupational Safety and Health Administration (OSHA), you should use **Reportable Case** to mean cases that are required to be recorded on the OSHA 200 Injury and Illness Recordkeeping Log, and hence are reportable to OSHA for injury and illness tracking and statistical analysis purposes.

If you don't need to report this particular case based upon the requirements for your regulatory region, your insurer, or your company then leave **Reportable Case** unselected.

Further Inquiry

You may track additional official report details for German incidents. The data is needed for reporting to the German employer's liability insurance associations.

Case Number

Enter the official report **Case Number**.

Note. If your government, insurer, or company has a standard system for numbering cases, you might want to set up PeopleSoft Human Resources so that it assigns the numbers automatically.

For more information on auto-numbering fields, ask your system administrator or see PeopleCode Reference.

Case Officer ID	The Case Officer ID defaults in display mode from GER Job Data (for the person involved in the incident). Remember, Case Officers are set up for particular SetIDs and Locations in the GER Case Officer Table. Individuals are designated as Case Officers in the Employee Details - Germany page. And Case Officers are assigned to individuals involved in incidents using the GER Job Data page.
Date Filed	Enter the Date the report is Filed with the insurer. This information is used in the GER Accident Report.
Reject Reason	Use the list of translate values to indicate any Reject Reason given by the insurer for rejecting the claim, if applicable.
Employer Social Insurance Nbr (Employer Social Insurance Number)	Enter the employer's Social Insurance Number.

You may track additional official report details for incidents in the United States. The data is needed for reporting to OSHA.

OSHA Case Nbr	Enter the OSHA Case Nbr (Number). The case number that you enter here is used by the system in the OSHA 200 Occupational Injury/Illness Report (OHS001).
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Note. If your regulatory authority, insurer, or company has a standard system for numbering cases, you might want to set up PeopleSoft Human Resources so that it assigns the numbers automatically, or train your operators.

For more information on auto-numbering fields, ask your system administrator or see PeopleCode Reference.

Date Filed	Enter the Date Filed , which is the date the Reportable Case is entered into the OSHA 200 Injury and Illness Recordkeeping Log.
Illness Type	If the person has a work-related illness then select an appropriate Illness Type from the list of translate values. These illness types are defined by OSHA, so be sure that you clearly understand the OSHA classifications for Illness Types.
Log Comments	You can enter Log Comments exactly the length of the field as it appears in the page—this length matches the space allowed for comments in the U.S. government, OSHA Form 200, Injury and Illness Recordkeeping Log.

Once you are done entering data on the Injury Details - Reporting page, move to the Veh./Equip. Incident Details page.

Entering Additional Incident Data for Vehicles and Equipment

If you manage company-owned vehicles or heavy equipment, you'll use the Veh./Equip. Incident Details page to track incident data involving vehicle or equipment accidents. You'll include in the system additional details identifying the property involved, damage sustained, and the individuals involved. Use the Veh./Equip. Incident Details page to enter the specifics of these types of incidents—and enter multiple vehicles and individuals if more than one was involved.



To enter the details specific to company vehicles and heavy equipment for an incident, you must have first created the incident, and in Incident Details selected an incident type of *Vehicle/Equipment Accident*.

Veh./Equip. Incident Details Page

Usage	Use the Veh./Equip. Incident Details page to enter the specifics of incidents involving vehicle or equipment accidents—and enter multiple vehicles and individuals if more than one was involved.
Object Name	HS_INC_VEHICLE
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Veh./Equip. Incident Details, Vehicle/Equipment
Access Requirements	Incident Number

Vehicle/Equipment

Incident Number: 00000014 **Date:** 11/19/1999 Vehicle/Equipment Accident

Vehicle/Equipment Data View All First 1 of 1 Last

*Property Code: Ford Taurus **Type:** Vehicle

Equipment Details [Car Details](#)

Business Unit:

Dept Charged: Finance *Currency:

Estimated Damage Amount	Actual Damage Amount
Vehicle/Equipment: <input type="text"/>	Vehicle/Equipment: <input type="text"/>
Property: <input type="text"/>	Property: <input type="text"/>

Veh./Equip. Incident Details page 1 of 2

The screenshot shows a web interface for incident details. At the top, there is a dropdown menu set to 'USA'. Below it are two checkboxes: 'DMV Reported' and 'DOT Reported'. The main section is titled 'Involved People' and includes a table with the following structure:

EmpID	Non-EmpID	*Role
1		

Navigation controls include 'View All', 'First', '1 of 1', and 'Last'. Search icons are present next to the input fields in the table.

Veh./Equip. Incident Details page 2 of 2

If more than one piece of company property, either a *Vehicle* or *Heavy Equipment*, is associated with the incident, add data rows and use the outside scroll bar to navigate between rows.

Property Code

Select a **Property Code**. The system will prompt you only with **Property** codes you classified as *Vehicles* or *Heavy Equipment* in the Company Property Table—the codes for other property types won't appear. When you tab out of this field, the system will display related information on the page, such as **Model**, **Make**, and **Type**.

If the property selected is a *Vehicle*, the **Car Details** link will activate. If the property selected is *Heavy Equipment*, the **Equipment Details** link will activate. Use these links to gain access to the associated pages, which display additional information about the company property.

Business Unit and Dept (Department) Charged

If, in the Company Property Table, you assigned this company property to a **Business Unit** and **Dept (Department) Charged** for the incident will appear here. Otherwise, you can use the list of prompt values to enter the Business Unit, if needed. The prompt values come from Business Unit Table. You can also use the list of prompt values to enter the **Dept (Department) Charged**, if needed. The prompt values come from the Department Table.

Currency

When you enter the Damage Amounts the **Currency Code** defaults to the currency specified for your **User ID** on the Operator Preferences Table. If there is no **To Currency** for your **User ID** on the Operator Preferences Table, then the system defaults in the base currency you specified for your implementation on the Installation Table. You can override this default if necessary. Valid values are from the Currency Code table.

Estimated Damage Amount

Vehicle/Equipment, Property

Enter an **Estimated Damage Amount** for the **Vehicle/Equipment**, and any other **Property** damaged in the incident, if an estimate has been provided.

Actual Damage Amount

Vehicle/Equipment, Property

Enter an **Actual Damage Amount** for the **Vehicle/Equipment**, and any other **Property** damaged in the incident, when that information is known. If at first you don't have this information, you can add it later on.

Involved People

EmplID and Non-EmplID

To track the people associated with the *Vehicle* or *Heavy Equipment* involved in the incident, select an **EmplID** (Employee ID) in the far-left column or a **Non-EmplID** (Non-Employee ID) in the column immediately to its right. When you **Tab** out of whichever field you used, the other field (where you didn't select an ID) will disappear and the system will display the associated name. Employee IDs are prompted from Personal Data. Non-Employee IDs are prompted from Non-Employee Details.

Role

Indicate their **Role** in the accident; valid values are in the Translate Table.

USA

You may enter additional *Vehicle* and *Heavy Equipment* details for incidents that occur in the United States.

DMV Reported

Select the **DMV Reported** check box if the incident was reported to the state Department of Motor Vehicles.

DOT Reported

Select the **DOT Reported** check box if the incident was reported to the federal Department of Transportation.

If more than one vehicle or piece of equipment was involved in the incident, create a new data row to enter information for each.

If more than one individual is associated with the vehicle or equipment item, position your cursor in **Employee ID** and create new data rows for each.

To enter additional information about equipment or vehicles, click the **Equipment Details** or **Car Details** links to open their respective pages.

Veh./Equip. Incident Details: Equipment Details Page

Usage	Use the Veh./Equip. Incident Details: Equipment Details page to view additional information about equipment.
Object Name	EQUIP_SUM_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Veh./Equip. Incident Details, Equipment Details

Access Requirements	Incident Number
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Equipment Details
<p>Equipment #: Make / Manufacturer: Model: Year:</p>

Veh./Equip. Incident Details: Equipment Details page

If you entered a **Property Code** of the type *Heavy Equipment* on the primary page, the system displays the **Equipment #, Make/Manufacturer, Model, and Year** on this page. This information is from the Company Property Table.

Veh./Equip. Incident Details: Car Details Page

Usage	Use the Veh./Equip. Incident Details: Car Details page to view additional information about vehicles.
Object Name	CAR_DATA_SUM_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Veh./Equip. Incident Details, Car Details
Access Requirements	Incident Number

Car Details
<p>Car Identification: Registration Number: Make/Model: Color:</p>

Veh./Equip. Incident Details: Car Details page

If you entered a **Property Code** of the type *Vehicle* on the primary page, and the *Vehicle* is also defined as a Company Car in Car Data, then the system displays the **Car Identification, Registration Number, Make/Model, and Color** on this page.

Tracking Incident Causes and Corrective Actions

There are three ways that you can use the Consequent Actions page group to help you manage your Health and Safety program. First of all, you can use the pages to document the causes, corrective actions, and preventative actions associated with a health and safety incident such as an *Accident, Injury* or *Illness*.

The second way you can use these pages is to document your efforts at preventative hazard control. Hazard control is one of the key elements of comprehensive Health and Safety program. An effective hazard control system includes the following elements:

1. The workplace is regularly inspected to identify hazardous conditions or unsafe work practices.
2. The root causes of these conditions or practices are determined.
3. Corrective and preventative actions are developed and implemented to correct existing problems and prevent future problems.
4. The corrective and preventative actions are documented for future reference in litigation and reporting.

In order to use these pages as part of your hazard control system you would associate the causes, corrective actions, and preventative actions with an **Incident Type** such as *a Hazardous Condition, Contamination, Safety Violation, or Unsafe Practice*.

A third way you can use the pages as part of your comprehensive Health and Safety program is to use them in association with the Job Code Hazards and Location Hazards pages, to document the corrective and preventative actions you've implemented as a result of your analysis of hazards associated with a particular job or location. In this case you would also associate the causes, corrective actions, and preventative actions with a suitable **Incident Type**.



In Setting Up Health and Safety Tables: Defining Dangerous Occurrences and Hazardous Conditions, we discuss how you can use PeopleSoft Human Resources to track (or document) workplace hazards both by location and by occupational job classification. You can use this functionality to help you spot high hazard work areas or jobs, and you can then develop corrective or preventative actions to address recurring problems employees may be experiencing that are related to a particular job or location.

To use the Consequent Actions pages you must first create an incident.



For more information about how to add an incident and the level of detail required to create an incident, see Entering New Health and Safety Incidents.

Consequent Actions - Corrective Page

Usage	Use the Consequent Actions - Corrective page to enter corrective and preventative actions. You can bypass this page and proceed directly to the Consequent Actions - Preventative page, if needed. They don't have to be completed in any particular order, and you can complete only one or the other, or you can complete both, it's up to you.
Object Name	HS_INC_ACTION_CRCT

Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Consequent Actions, Corrective Actions
Prerequisites	To use the Consequent Actions pages you must first create an incident.
Access Requirements	Incident Number

Consequent Actions - Corrective page

If you don't have all of the information on causes and corrective actions to complete this page at first, then you can enter what you have now, save the data, and finish entering the new or updated information later.

If an incident involves multiple hazards then insert a new data row for each additional hazard.

Causes

Hazard, Cause

Select a **Hazard** code from the list of prompt values, which are from the Hazardous Materials/Conditions Table. When you select a **Hazard** code, and you tab out of the field, the system will enter the **Cause** you associated with the code from the Hazardous Conditions/Materials Table, and will be unavailable for data entry. The **Hazard** code is a required field.

Consequent Actions

If multiple **Actions** are required to correct a **Hazard** then insert a new data row for each additional **Hazard**.

- Action Sequence** The system automatically assigns the **Action Sequence** in numerical order for each data row you insert.

- Category** If you like, select a **Category** for the action; valid values are in the Translate Table.

- Responsible ID, Status** Select or enter the **Responsible ID**—the employee responsible for following through on the action—and the **Status** of the action. Valid **Status** values are in the Translate Table.

- Action** For each action sequence, you can enter an **Action** description longer than the two lines shown.

- Completion Date**
- Estimated and Actual** When you know them, enter the **Estimated** and/or **Actual** Completion Date for carrying out the action.



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, the required fields for the Corrective Actions page are the **Hazard Code**, and the written statement of the **Action** being taken.

Germany

You may enter additional corrective action details for German incidents.

Corrective Actions For each **Action** select the appropriate **Corrective Actions** code from the list of prompt values, if needed. The prompt values are from the GER Corrective Actions Table.

When you are done entering corrective actions open the Consequent Actions - Preventative page.



This section isn't currently in use for USF users.

Consequent Actions - Preventative Page

Usage	Use the Consequent Actions - Preventative page to enter Preventative Actions taken to prevent workplace incidents.
Object Name	HS_INC_ACTION_PREV

Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Consequent Actions, Preventative Actions
Prerequisites	To use the Consequent Actions pages you must first create an incident.
Access Requirements	Incident Number

Corrective Preventative
Incident Number: 00000014 Date: 11/19/1999 Vehicle/Equipment Accident

Causes
View All First ◀ 1 of 1 ▶ Last

*Hazard: *Cause:

Preventative Actions
View All First ◀ 1 of 1 ▶ Last

*Action Sequence:

Category:

Responsible ID:

*Status:

Action:

Completion Date

Estimated: Actual:

▼ Canada

Preventative Action:

Other Description:

Consequent Actions - Preventative page 1 of 2

▼ Germany

Preventative Action:

Consequent Actions - Preventative page 2 of 2

If you don't have all of the information on causes and preventative actions to complete this page at first, then you can enter what you have now, save the data, and finish entering the new or updated information later. If an incident involves multiple hazards then insert a new data row for each additional hazard.

Causes

Hazard, Cause

Select a **Hazard** code from the list of prompt values, which are from the Hazardous Materials/Conditions Table. When you select a **Hazard** code, and you tab out of the field, the system will enter the **Cause** you associated with the code from the Hazardous Conditions/Materials Table, and will be unavailable for data entry. The **Hazard** code is a required field.

Preventative Actions

If multiple **Actions** are required to correct a **Hazard**, then insert a new data row for each additional **Hazard**.

Action Sequence

The system automatically assigns the **Action Sequence** in numerical order for each data row you insert.

Category

Select a **Category** for the **Action**, valid values are in the Translate Table.

Responsible ID, Status

Select or enter the **Responsible ID**—the employee responsible for following through on the action—and the **Status** of the action. Valid **Status** values are in the Translate Table.

Action

For each action sequence, you can enter an **Action** description longer than the two lines shown.

Completion Date

Estimated, Actual

When you know them, enter the **Estimated** and/or **Actual** Completion Date for carrying out the action.



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, the required field for the Preventative Actions page is the **Hazard Code**. You must also click the **Globe** push button and access the Preventative Action Details - Canada page, where the **Preventative Action** code is a required field.

Canada

You may enter additional preventative action details for Canadian incidents.

Preventative Action

For each **Action** select the appropriate **Preventative Action** code from the list of prompt values, which come from the CAN Preventative Actions Table. The **Other Description** field isn't grayed except for users in the Canadian province of British Columbia.

'Other' Description

Note. The purpose of the **'Other' Description** field is for users in British Columbia to enter descriptions of nonstandard preventative actions, which are then used in reports to the British Columbia Workers Compensation Board (BCWCB). Users in British Columbia must first ensure the **Preventative Action** codes entered in the CAN Preventative Actions Table are the approved codes used by the British Columbia Workers Compensation Board, including the code **00996 - Other**. If you are a user in British Columbia and the approved codes are entered into that table, and the incident that you are currently working with has the **Regulatory Region CANBC** applied to it, then when you select a **Preventative Action** code of **0996 - Other** in the **Preventative Action** field on this page, the **Other Description** field is available for data entry and you can enter a description of the nonstandard preventative action.

Germany

You may enter additional preventative action details for German incidents.

Preventative Action

For each Action select the appropriate **Preventative Action** from the list of prompt values, which come from the GER Preventative Actions Table.



This section isn't currently in use for USF users.

Tracking Incident, Injury, and Illness Data by Individual

Once you have entered and saved incidents which are injuries or illnesses, you can view a list of all the injuries or illnesses an employee has experienced, as well as update injury and illness data, using the Employee Injury Summary page. The summary information will help you pinpoint recurring problems certain employees have experienced. You can view this information only for employees, not non-employees. Use this page when you want to review or enter information on only one individual at a time, or if you want to update information and don't have the incident

number at hand. Besides viewing and updating injury and illness data, you can also view and update information pertaining to the incident itself.



Before you can access injury and illness data by individual, you must first create incident data and associate individuals with the incident using the Incident Details page group.

Employee Injury Summary Page

Usage	Use the Employee Injury Summary page to see a summary of all the injuries an employee has experienced, and related incident data.
Object Name	INJURY_SUMMARY
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Employee Injury Summary, Employee Injury Summary
Prerequisites	Before you can access injury and illness data by individual, you must first create incident data and associate individuals with the incident using the Incident Details page group.
Access Requirements	Employee ID

Employee Injury Summary

Jackson, Ritu ID: KG0003 Empl Rcd#: 0

Business Unit: Sales and Marketing - UK **Hire Date:** 03/13/1999

Department: Sales and Marketing - England **Employee Status:** Active

Job Code: Marketing Manager

Location: Reading - England

Employee Injury Summary							View All	First	1 of 1	Last
Incident #	Incident Date	Incident Type	Primary Outcome	Injury Treatment	Show Details	Reportable Case				
1 00000014	11/19/1999	Veh Acdnt	Injury	Medical	Show Details	Y	+	-		

Employee Injury Summary page

You'll see information displayed on the page showing the **Employee Name**, **EmplID**, and **Empl Rcd#** for the employee's most current job. You'll also see a display of their **Business Unit**, **Department**, **Job Code**, **Location**, as well as their **Hire Date** and **Employee Status**.

Employee Injury Summary

For each injury or illness this employee has experienced, you'll see information on the related incident, including the **Incident #**, **Incident Date**, **Incident Type**, **Primary Outcome**, **Injury Treatment**, and whether it was a **Reportable Case**. You enter and update this information in the Incident Details pages.

Once you've reviewed the summary of the employee's injuries and illnesses, you can click the **Show Details** link associated with an incident to open the Incident Details page group for that

incident. The system will place you in the Injury Details page in update/display mode. You can then review and update not only the injury or illness information, but also all of the pages in the Incident Details group.

Be sure to save your changes before you close the pages.

CHAPTER 5

Processing Rehabilitation, Claims, and Examination Data

Overview of Processing Rehabilitation, Claims, and Examination Data

In this section you'll use PeopleSoft Human Resources to manage compensation claims, track and process employee work rehabilitation plans, and record medical examination data.

Use the Claims Management page group to enter the details of individual status, assessments of their ability to return to work, and to track direct and indirect costs of the claims while they are open. You'll also use this information to file reports with either the government or an insurance company, depending on the type of claim.

When occupational injuries and illnesses occur to your employees they may be placed on a work rehabilitation plan. You can use the Rehabilitation Plans pages to enter and update rehabilitation plan information, which you can then use to report to the appropriate governing agency or an insurance company. You can also use these pages to monitor individual work restrictions or modified duties resulting from injuries or illnesses, track specific medical actions taken to rehabilitate individuals, classify the actions by type, assign responsibility for following up on the plan, and enter physician and provider information.

Use the medical exam pages to record the results of medical exams your company requires for pre-employment physicals, annual life insurance physicals, and any special eye, hearing, or respiratory exams to monitor their health.

Defining Work Restrictions and Modified Work Duties

When employees return to work immediately after an injury or illness, they may not be able to return to their full job duties right away. Use the Work Restrictions Table page to define the restrictions employees might be placed on as a result of their injuries or illnesses.

If employee job duties must change as a result of injuries or illnesses, use the Modified Work Table page to specify the types of modifications necessary to assist employees in recovering from their injuries or illnesses and carrying out other job tasks.

You'll use the codes you set up in these tables to track rehabilitation plans set up for individuals recovering from illnesses or injuries.

Work Restrictions Table Page

Usage	Use the Work Restrictions Table page to identify physical limitations or restrictions placed on individuals as a result of injuries or illnesses. For example, because of a back injury, an individual might not be able to perform physical labor that involves lifting heavy objects.
Object Name	WORK_RESTRICT_TBL
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Work Restrictions Table, Work Restrictions Table
Access Requirements	SetID and Work Restriction Code

The screenshot shows the 'Work Restrictions Table' interface. At the top, it displays 'SetID: CAN' and 'Work Restriction Code: K01'. Below this is a navigation bar with 'View All', 'First', '1 of 1', and 'Last' buttons. The main form contains the following fields:

- *Effective Date:** 01/01/1980 (with a calendar icon)
- *Status:** Active (dropdown menu)
- *Description:** No lifting/pushing over 25 lbs
- Short Description:** LP 25 lbs

Work Restrictions Table page

You can enter different groups of **Work Restriction Codes** for different **SetIDs**.

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description, Short Description.**

Modified Work Table Page

Usage	Use the Modified Work Table page to identify changes and modifications to processes or methods of doing a job. For example, an individual with a back injury might not be able to operate heavy equipment.
Object Name	MODIFIED_WORK_TBL
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Modified Work Table, Modified Work Table
Access Requirements	SetID and Modified Work Code

Modified Work Table

SetID: CAN **Modified Work Code:** K04

View All First ◀ 1 of 1 ▶ Last

*Effective Date: *Status: + -

*Description:

Short Description:

Modified Work Table page

You can enter different groups of **Modified Work Codes** for different **SetIDs**.

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Status**, **Description**, **Short Description**.

Managing Claims

Use the Claims Management page group to enter the details of individual status, assessments of their ability to return to work, and to track direct and indirect costs of the claims while they are open. You'll use this information to file with either the government or an insurance company, depending on the type of claim.

You might need to create claims before creating incidents. For example, if someone files a claim against your company, this might be the first information you have about the incident. Later, when you find out the details of the incident and enter them in PeopleSoft Human Resources, you can hook up the claim and the incident in the system by entering the incident number in the Claims Management pages.

The Claims Management page group contains three pages. In the first page, you'll create a claims number, identify the person filing the claim, and associate the claim with an incident. In the second page, you'll track the charges your organization incurs as a result of the claim. And in the third page, you'll enter provider reference data, and the claim assessment and disposition.

If you don't yet have all the information for every field in these pages, enter what you do know—you can update the pages with additional information later.



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, claims information must be entered into the Claims Management pages for all Incident Outcome types except *Dangerous Occurrence*.

Claims Management - Claim Details Page

Usage	Use the Claims Management - Claim Details page to open claims.
Object Name	HS_CLAIM_MGMT1

Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Claims Management, Claim Details
Access Requirements	Claim number

Claim Details Claim Charges Claim Provider

Claim Number: 00094000

Date Opened: 06/24/2000 **Claim Status:** Pending Approved Denied

Date Closed:

Person Filing

EmpID: KC0005 Moore, Catherine J

Incident Data

Incident Number: 00000011 **Incident Date:** 06/15/2000 Investigated

Type: Incident [Appeal Data](#)

Location: KCBC00 Vancouver Branch

Province: BC British Columbia

Country: CAN Canada

Claims Management - Claim Details page 1 of 2

▼ Canada

WCB Claim Number: 22345

▼ France

Claimant:

Recipient:

▼ USA

Case Number:

Date Filed:

Claims Management - Claim Details page 2 of 2



To avoid maintaining two different sets of claim numbers, we recommend that you either always assign numbers manually or always let the system do it—not both.

If you choose to have the system assign the number automatically, it first appears as **00000000**. The actual number assigned to the claim will appear after you save the information you enter in the Claims Management pages. The Last Claim # Assigned is stored in the Installation Table.

Claim Status

Click the appropriate radio button to indicate whether the **Claim Status** is *Pending*, *Approved*, or *Denied*.

Date Opened	The Date the claim was Opened defaults to the system date, usually today's date, which you can change if necessary.
Date Closed	Once the claim is brought to a resolution, you can enter the Date the claim was Closed .
Investigated	Select the check box to indicate whether the claim will be Investigated .
Person Filing	
EmplID, Non-EmplID	For the Person Filing, select either an EmplID (Employee ID) or a Non-EmplID (Non-Employee ID) in the field immediately below it. When you Tab out of whichever field you used, the other field (where you didn't select an ID) will disappear and the system will display the associated name.
Incident Data	
Incident Number	Select an Incident Number to associate the claim with. The system will prompt you only with incidents this individual has been involved in. When you Tab out of the field, the system will display related information, such as the Incident Date, Type, Location, State, and Country . You don't have to enter an incident number when you first create a claim. However, you must add an incident and save the information before you can change the Claim Status to Approved .

If the claim is appealed click the **Appeal Data** link to access the Appeal Details page.



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, the **Date Opened, Person Filing, and Incident Number** fields are required for all Incident Outcome types except *Dangerous Occurrences*.

Canada

You may enter details for Canadian claims.

(WCB) Claim Number Enter the Worker's Compensation Board (WCB) Claim Number.

France

You may enter additional information for French claims.

Claimant Select the Claimant type from the list of translate values.

Recipient Either select the **Recipient** type from the list of translate values or enter it directly into the field.




USA

You may view details about US claims.

If the Claim is for an incident that you previously assigned an OSHA **Case Number** and **Date Filed** in the Official Report Details - USA page, then the **Case Number** and **Date Filed** appear on this page in display mode.

Claims Management - Claim Details: Appeal Details Page

Usage	Use the Claims Management - Claim Details: Appeal Details page to enter details about the claim appeal, if needed.
Object Name	HS_CLAIM_APPL_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Claims Management, Claim Details, Appeal Details
Access Requirements	Claim number

Appeal Details	
Date of Appeal:	<input type="text"/> 
Date Claim Re-Opened:	<input type="text"/> 
Appealed By:	N/A 

Claims Management - Claim Details: Appeal Details page

Date of Appeal and Date Claim Re-Opened Enter the **Date of Appeal** and the **Date Claim Re-Opened**.

Appealed By Select from the list of translate values to indicate who the claim was **Appealed By**.

When you are done entering information into the Claims Management - Claim Details page then move to the Claims Management - Claim Charges page.

Claims Management - Claim Charges Page

Usage	Use the Claims Management - Claim Charges page to track charges related to injury claims. You can track one-time medical treatments and lengthy, multiple claim-incurred costs.
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Object Name	HS_CLAIM_MGMT2
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Claims Management, Claim Charges
Access Requirements	Claim number

Claim Details
Claim Charges
Claim Provider

Claim Number: 00094000
Incident Number: 00000011 **Incident Date:** 06/15/2000 **Claim Status:** Pending
Open Date: 06/24/2000 **Close Date:**
EmpID: KC0005 Moore, Catherine J

Claim Charges View All First ◀ 1 of 1 ▶ Last

Total Claim: \$275.45 USD + -
***Type of Charge:** Medical Costs

Claim Details View All First ◀ 1 of 1 ▶ Last

	*Charge Date	Charge Amount	*Currency		
1	06/15/2000	350.00	CAD	+	-

Total Type: 275.45 USD

Claims Management - Claim Charges page

Claim Charges

Total Claim

The system displays the **Total** charges for the **Claim** (all charges for all types) in the currency specified for your **User ID** on the Operator Preferences Table. If there is no **To Currency** for your **User ID** on the Operator Preferences Table, then the system defaults in the base currency you specified for your implementation on the Installation Table.

Type of Charge

Select a **Type of Charge**: *Medical Costs*, *Other Costs*, and *Wage Loss*. These values are in the Translate Table.

To add more charge types insert additional data rows.

Claim Details

Charge Date, Charge Amount, Currency

Enter the **Charge Date** and a **Charge Amount**. The **Currency** defaults to the currency specified for your **User ID** on the Operator Preferences Table. If there is no **To Currency** for your **User ID** on the Operator Preferences Table, then the system defaults in the base currency you specified for your implementation on the Installation Table. You can override the currency default if necessary, using the values in the Currency Code Table.

You can enter multiple charges for each type by adding new data rows.

Total Type

The system displays the **Total** charges for this **Type** in the currency specified for your **User ID** on the Operator Preferences Table. If there is no **To Currency** for your **User ID** on the Operator Preferences Table, then the system defaults in the base currency you specified for your implementation on the Installation Table.

When you are done entering information into the Claims Management - Claim Charges page then move to the Claims Management - Claim Provider page.

Claims Management - Claim Provider Page

Usage	Use the Claims Management - Claim Provider page to enter provider reference data, the claim Assessment Date, and its Disposition.
Object Name	HS_CLAIM_MGMT3
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Claims Management, Claim Provider
Access Requirements	Claim number

Claim Details		Claim Charges		Claim Provider	
Claim Number:	00094000				
Incident Number:	00000011	Incident Date:	06/15/2000	Claim Status:	Pending
Open Date:	06/24/2000	Close Date:			
EmpID:	KC0005	Moore, Catherine J			
Contact ID:	<input type="text" value="KC0009"/>	<input type="button" value="Q"/>	Mills, Stephanie A		
Provider Claim Nbr:	<input type="text" value="22346"/>	Provider Name:	<input type="text" value="Pacific Blue Cross"/>		
Claims Manager:	<input type="text" value="Check, Sam"/>				
Phone:	<input type="text" value="604 555 9384"/>				
Assessment Date:	<input type="text" value="06/15/2000"/>	<input type="button" value="BT"/>	Disposition:	<input type="text" value="Return with work restrictions"/>	
Comment:	<input type="text" value="Employee has bad back"/>				
Canada					
Contact Address					

Claims Management - Claim Provider page

Company Contact ID Select a **Company Contact ID** (Employee ID Number), if one exists within your organization. The list of prompt values is from Personal Data.

Provider Claim Nbr (number), Provider Name, Claims Manager, Phone When you know them, enter the **Provider Claim Nbr** (number), **Provider Name**, **Claims Manager** name, and **Phone**.

The provider might be a government agency, such as the Workers' Compensation Board of Canada, or an insurance company.

Assessment Date, Disposition Enter an **Assessment Date** and select the claim **Disposition** from the values in the Translate Table.

Comment You can enter **Comments**.

Canada



CANBC. For users in British Columbia who choose to report incidents to the BC WCB electronically, the **Company Contact ID** field is required for all Incident Outcomes other than **Dangerous Occurrence**. Then click the **Contact Address** link to access the Claims Management - Claim Provider: Contact's Work Address page.

Claims Management - Claim Provider: Contact's Work Address Page

Usage	Use the Claims Management - Claim Provider: Contact's Work Address page to enter additional address details for the claim contact in Canadian claims.
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Object Name	HS_CM3CAN_SEC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Claims Management, Claim Provider, Contact Address
Access Requirements	Claim number

Contact's Work Address

Contact: KC0009 Mills, Stephanie A

Street Number:

Street Name:

Unit Number:

P.O.Box:

Rural Route:

Mail Drop:

Country:

Claims Management - Claim Provider: Contact's Work Address page


When you open this page the Company **Contact** number and name you entered on the primary page are displayed at the top of this page.



When you first open the page the three fields below the **Country** field will appear with no labels. When you click the **Get Default Address** push button the three fields will be formatted and labeled according to the **Country** the individual works in.

Click the **Get Default Address** push button and the system will automatically fill-in the **Street Name** and **Street Number** fields on this page with information for this individual from Personal Data.



 **CANBC.** For users in British Columbia who choose to report incidents to the BC WCB electronically, when you click the **Get Default Address** button and this employee's address information defaults in from Personal Data, then the **Street Number** and **Street Name** are automatically separated to meet the BC WCB's formatting requirements. You can manually enter the **Unit Number, PO Box, and Rural Route** information if the employee has a non-standard address.

Tracking Rehabilitation Plans

Use the Rehabilitation Plans pages to monitor individual work restrictions or modified duties resulting from injuries or illnesses. You can view essential claims data, such as an estimated

return to work date, assessment date, and disposition of the claim, to help you enter and update rehabilitation plan details. You can also track specific medical actions taken to rehabilitate individuals, classify them by type, assign responsibility for following up on the plan, and enter physician and provider information. Rehabilitation plan information is particularly helpful for government reporting and claims management.

Rehabilitation Plans - Claims Page

Usage	You'll develop employee rehabilitation plans when an incident occurs in which one of your employees is injured, and a compensation claim is filed. Use the Rehabilitation Plans - Claims page to associate an incident, as well as essential claims data (such as an estimated return to work date, assessment date, and disposition of the claim), to enter and update rehabilitation plan details.
Object Name	HS_INJ_REHAB1
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Rehabilitation Plans, Claims
Access Requirements	EmplID or Non-Employee ID, and an associated Incident Number

The screenshot displays a web application interface for managing claims. At the top, there are tabs for 'Claims', 'Restrictions', and 'Actions'. The main content area shows the following information:

- Empl ID:** KC0005, **Moore, Catherine J**, **Empl Rcd#:** 0
- Incident Number:** 00000011, **Incident Date:** 06/15/2000
- Incident Type:** Incident, **Regulatory Region:** CANBC
- Last Work Date Before Injury:** [Empty field with calendar icon]
- Return Date:** [Empty field with calendar icon]

Below this information is a section titled 'Claims Filed' with a 'View All' link and navigation controls (First, 1 of 1, Last). The details for the first claim are:

- Claim Number:** 00094000, **Open Date:** 06/24/2000
- *Claim Status:** Pending (dropdown menu), **Close Date:** [Empty field with calendar icon]
- Provider Claim Nbr:** 22346, **Pacific Blue Cross**
- Assessment Date:** 06/15/2000 (with calendar icon), **Disposition:** Return with work restrictions (dropdown menu)

Rehabilitation Plans - Claims page

When you open this page the **EmplID** or **Non-Employee ID**, and the associated **Incident Number, Incident Date, Incident Type, and Regulatory Region** are displayed at the top of the screen.

You can enter the Last Date Worked and Claims Filed information for each incident the individual was involved in.

Last Work Date Before Injury and Return Date Enter the **Last Work Date Before Injury** and the **Return Date**.

Claims Filed

If the individual has filed any claims, the information you entered in the Claims Management pages will appear here. If this information isn't in the system yet, you can enter it here for each claim the person has filed associated with this incident. The most important data is the **Assessment Date** and **Disposition**—the governing agency or insurance company you'll report the claim to will use the information in conjunction with the details of the rehabilitation plan.

Close Date Use the prompt calendar to enter the claim **Close Date**, or enter the date directly into the field.

Claim Status Select a **Claim Status** from the list of translate values.

Provider Claim Nbr Enter the **Provider Claim Nbr** (Number).

Assessment Date Enter the **Assessment Date** using the prompt calendar, or enter the date directly into the field.

Disposition Select a **Disposition** from the list of translate values.

When you are done entering information into the Rehabilitation Plans - Claims page then move to the Rehabilitation Plans -Restrictions page.

Rehabilitation Plans -Restrictions Page

Usage	Use the Rehabilitation Plans -Restrictions page to monitor the Work Restrictions and Modified Duties included in the rehabilitation plan.
Object Name	HS_INJ_REHAB2
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Rehabilitation Plans, Restrictions
Access Requirements	EmplID or a Non-Employee ID, and an associated Incident Number

Claims		Restrictions		Actions	
EmpID:	KC0005	Moore,Catherine J	Empl Rcd#:	0	
Incident Number:	00000011	Incident Date:	06/15/2000	Incident Type:	Incident
Work Restrictions					
View All First 1 of 1 Last					
<input type="checkbox"/>	<input type="text"/>	From:	<input type="text"/>	To:	<input type="text"/>
+ -					
Work Modifications					
View All First 1 of 1 Last					
<input type="checkbox"/>	<input type="text"/>	From:	<input type="text"/>	To:	<input type="text"/>
+ -					

Rehabilitation Plans -Restrictions page

Work Restrictions and Work Modifications, From and To

Select codes for any **Work Restrictions** and **Work Modifications** the employee has as a result of the injury or illness. You create these codes in the Work Restriction Table and Modified Work Table, respectively. Enter the **From** and **To** dates for the period each work restriction or modified work duty must apply.

When you are done entering information into the Rehabilitation Plans -Restrictions page then move to the Rehabilitation Plans - Actions page.

Rehabilitation Plans - Actions Page

Usage	Use the Rehabilitation Plans - Actions page to track the details of actions taken in the rehabilitation plan.
Object Name	HS_INJ_REHAB3
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Rehabilitation Plans, Actions
Access Requirements	EmplID or a Non-Employee ID, and an associated Incident Number

Rehabilitation Plans - Actions page

- Action Sequence** The system assigns each data row with an **Action Sequence** in numerical order.
- Type** Select an action **Type** from the values in the Translate Table.
- Responsible ID** If a person within your company is coordinating the rehabilitation plan, enter or select a **Responsible ID** (Employee ID number). The list of prompt values is from Personal Data.
- Physician** Select the attending **Physician** from the list of prompt values, which comes from the Physician Table. Or, if you choose not to enter Physicians in the Physician Table, then enter the Physician’s name directly into the **Physician Name** field.
- Provider Description** Enter the **Provider Description**.
- Diagnosis** Select the type of **Diagnosis** in this action; you create these values in the Diagnosis Table.
- Estimated Completion Date** Enter the **Estimated Completion Date** of the action.
- Actual Completion Date, Action Status** When the action is complete, enter the **Actual Completion Date** and change the **Action Status**.
- Corrective Action** Describe the **Corrective Action** with as many details as necessary. You can enter information longer than the lines shown.

Tracking Employee Medical Exam Results

Your company probably requires employees to have medical examinations for a number of different reasons. Some examples might include:

- Pre-employment medical exams for potential employees
- Annual physical exams for life insurance purposes
- Annual physical exams for personnel trained to respond to hazardous materials incidents
- Annual physical exams for licensing drivers of certain types of vehicles
- Hearing exams for employees with occupational exposures to noise
- Eye exams for employees who work with or around lasers
- Pulmonary function tests for personnel who are required to use respirators

You can easily track the results of various types of medical exams in PeopleSoft Human Resources, including:

- Physical exams
- Respiratory exams
- Hearing exams
- Eye exams

Tracking medical exam results is also useful for observing and protecting the health of employees who could be at occupational risk due to their work location or job group. You can use the results of exams to track risk factors, analyze trends, and compare work groups with one another to monitor work environments. You can also use the information to put together preventive health care programs for educating employees on work-related health issues.

You'll enter the results of exams on the Medical Exam pages. You can enter data on the attending physician, the exam type, and the specific results of each exam. You can also store baseline medical data and all subsequent periodic testing to track changes in results over time. Reviewing this information will help you detect illnesses early on—including those that could compromise employee personal safety through the unsafe operation of vehicles or equipment.

You'll only track this information for employees, not non-employees.

Each medical exam type—physical, audiometric, eye, and respiratory—contains two pages. If you don't have all the information for every field in these pages yet, enter what you do know—you can update the pages with additional information later.

Physical Exam - Physical Exam Address/Phone Page

Usage	Use the Physical Exam - Physical Exam Address/Phone page to enter the exam date, type, indicate the next exam date, and enter physician address information.
Object Name	HS_EXAM_PHYSICAL1
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Hs Exam Physical1 • Monitor Workplace, Monitor Health/Safety (GBL), Use, Physical Exam, Physical Exam Address/Phone
Access Requirements	Employee ID

Physical Exam Address/Phone Exam Details

Moore, Catherine J Employee ID: KC0005

Physical Exam Data View All First 1 of 1 Last

*Exam Date: 06/24/2000 *Exam Type: Annual

Next Exam: 06/24/2001

Physician ID: 00000000013 MCCleary, Philip

Country: CAN Canada

Address 1: 401 Wellesley Road Phone:

Address 2:

Address 3:

Address 4:

City: Toronto

County: Postal: M5J2L8

Province: ON Ontario

Physical Exam - Physical Exam Address/Phone page

Exam Date The **Exam Date** defaults to the system date, usually today’s date, which you’ll change unless the exam took place today. The system sorts exam result data rows by exam date.

Exam Type Select **Exam Type**; valid values are in the Translate Table.

For some of the exam types, the system will automatically enter the **Next Exam Date**, as follows:

<i>For Exam Type</i>	<i>The System Sets the Next Exam Date as</i>
Annual	One year later
Exposure	Six weeks later

Periodic Surveillance	Six months later
-----------------------	------------------

You can override the defaults if the actual dates are different.

Physician ID Select a **Physician ID** from the list of prompt values, which are from the Physician Table. The Physician's **Name** displays to the right of the field. Alternatively, enter the **Physician Name** directly.

If you have selected a **Physician ID**, the physician's address information from the Physician Table fills in automatically into the address block below. You can edit this address, if needed.

To fill in the address directly, select a **Country** from the list of valid values and **Tab** through the field. The system automatically displays the appropriate address fields for the country selected, using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields displayed.



For more information about the automatic address formatting feature, see Administering Country Codes.

The first page for all exam types is the same; for all medical exam page groups you enter the exam date, type, indicate the next exam date, and enter physician address information in the first page.



The only thing that is different in the first page of each exam group is its name; depending on the page group you open, the page name will be Physical, Audiometric, Eye, Respiratory or Drug Exam. Each of the exam 1 pages is identical, so instructions are given here only once for Physical Exam 1. This serves as an example for all of the exam 1 pages.

When you are done entering information in the Physical Exam Address/Phone page then move to the Physical Exam Details page.

Physical Exam - Exam Details Page

Usage	Use the Physical Exam - Exam Details page to enter physical exam results.
Object Name	HS_EXAM_PHYSICAL2
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Hs Exam Physical2 • Monitor Workplace, Monitor Health/Safety (GBL), Use, Physical Exam, Exam Details

Access Requirements	Employee ID
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Physical Exam Address/Phone
Exam Details

Moore, Catherine J
Employee
ID: KC0005

Physical Exam Details
[View All](#) First 1 of 1 Last

Exam Date: 06/24/2000 Annual + -

Baseline
 Organ Donor
 Blood Donor

Blood Type: Unknown + -

Referral:

Comment: Other than injured back , in fine condition

Germany

Examination Results

Empl Rcd#	Result
1	<input type="text"/>

Physical Exam - Exam Details page 1 of 2

France

Exam Time

This Exam: Next Exam:

Work Capability

Able To Work Normally **Able To Work With Restrictions**
 Unable to work

Reg Region:

Work Restriction [View All](#) First 1 of 1 Last

	From Date	To Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Work Modification [View All](#) First 1 of 1 Last

	From Date	To Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Physical Exam - Exam Details page 2 of 2

Baseline, Organ Donor, and Blood Donor

Baseline, Organ Donor, and Blood Donor default to unselected. Select any check boxes if they apply.

Blood Type

Select a **Blood Type** from the list of translate values.

Referral Select a physician **Referral** code from the values in the Translate Table, or enter a Referral directly.

Comment Enter any exam results and **Comments** the physician has on the examination results.

France

This Exam and Next Exam Enter the times for **This Exam** and the **Next Exam**.

Work Capability To enter information about the employee’s ability to work, click the appropriate radio button.

Reg Region Enter the **Reg (Regulatory) Region** in which the employee works. Select from the list of prompt values which are from the Regulatory Region Table.

Work Modification If the doctor assigned a **Work Modification** enter it here by selecting from the list of prompt values, which are from the Modified Work Table. Then enter the **To** and **From Date** for which the modification applies.

Work Restriction If the doctor assigned a **Work Restriction** enter it here by selecting from the list of prompt values, which are from the Work Restrictions Table. Then enter the **To** and **From Date** for which the restriction applies.

Germany

Empl Rcd#, Result For each **Empl Rcd#** (Employee Record number) you can enter the **Result** of the examination by selecting from the list of translate values.

To enter Audiometric Exam information move to the Audiometric Exam - Exam Details page.

Audiometric Exam - Exam Details Page

Usage	Once you’ve set up physician and exam information in Audiometric Exam - Address/Phone page, you’ll enter exam results, referrals, and comments in the Audiometric Exam - Exam Details page.
Object Name	HS_EXAM_AUDIO2
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Hs Exam Audio2 • Monitor Workplace, Monitor Health/Safety (GBL), Use, Audiometric Exam, Exam Details

Access Requirements	Employee ID
---------------------	-------------

Audio Exam Address/Phone
Exam Details

Moore, Catherine J Employee
ID: KC0005

[View All](#)
First
1 of 1
Last

Exam Date:	06/24/2000	Exam Type:	Annual	+ -
Audiometer Serial #:	33456	<input type="checkbox"/>	Baseline	

Left Ear										
	250	500	1K	2K	3K	4K	5K	6K	7K	8K
Decibels:	10	10	2	2	2	2	2	2	2	2
Trouble Frequency:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Right Ear										
	250	500	1K	2K	3K	4K	5K	6K	7K	8K
Decibels:	10	10	2	2	2	2	2	2	2	2
Trouble Frequency:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hearing Classification:	Abnormal Shift
Referral:	Audiologist
Comment:	

Audiometric Exam - Exam Details page

- | | |
|-----------------|--|
| Baseline | Baseline defaults to unselected. Turn it on if this exam is the baseline exam for tracking hearing degradation over time. |
|-----------------|--|
- | | |
|---------------------------------------|--|
| Decibels and Trouble Frequency | For each ear, enter the Decibels the employee can't hear and select each Trouble Frequency . |
|---------------------------------------|--|
- | | |
|--|---|
| Hearing Classification and Referral | Select a Hearing Classification and a type of physician Referral . Valid values are in the Translate Table. Alternatively, you can enter a Referral directly. |
|--|---|
- | | |
|----------------|---------------------------------|
| Comment | You can enter Comments . |
|----------------|---------------------------------|

To enter Eye Exam results move to the Eye Exam - Exam Details page.

Eye Exam - Exam Details Page

Usage	After you've set up physician and exam information in Eye Exam - Eye Exam Address/Phone page, you'll enter exam results, referrals, and comments in the Eye Exam - Exam Details page.
Object Name	HS_EXAM_EYE2
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Hs Exam Eye2 • Monitor Workplace, Monitor Health/Safety (GBL), Use, Eye Exam, Exam Details

Access Requirements	Employee ID
---------------------	-------------

Eye Exam Address/Phone
Exam Details

Moore, Catherine J
Employee
ID: KC0005

Exam Date: 06/24/2000
Exam Type: Annual
View All First 1 of 1 Last

Far Sight

	Left		Right	
Corrected:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uncorrected:	20	20	20	20

Near Sight

	Left		Right	
Corrected:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uncorrected:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Baseline

Correction Required

Referral:

Comment:

Color Vision

Normal

Abnormal

Eye Exam - Exam Details page

Baseline

Baseline defaults to off. Turn it on if this exam is the baseline exam for tracking sight degradation over time.

Color Vision

Indicate whether the patient's **Color Vision** is normal or abnormal.

Correction Required

Correction Required defaults to off. Select this check box if the exam results indicate this employee needs lenses or other corrective treatment.

Referral

Select a physician **Referral** type from the values in the Translate Table, or enter one directly.

Comment

You can enter **Comments** longer than the four lines shown.

Far Sight

Left and Right, Corrected and Uncorrected

Enter the specific far sight exam results for the **Left** and **Right** eyes, both **Corrected** and **Uncorrected**.

Near Sight

Left and Right, Corrected and Uncorrected

Enter the specific near sight exam results for the **Left** and **Right** eyes, both **Corrected** and **Uncorrected**.

To enter Respiratory Exam Results move to the Respiratory Exam - Exam Details page.

Respiratory Exam - Exam Details Page

Usage	After you've set up physician and exam information in Respiratory Exam - Respiratory Exam Address/Phone page, you'll enter exam results, referrals, restrictions, and comments on the Respiratory Exam - Exam Results page.
Object Name	HS_EXAM_RESPIRE2
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Hs Exam Respire2 • Monitor Workplace, Monitor Health/Safety (GBL), Use, Respiratory Exam, Exam Details
Access Requirements	Employee ID

The screenshot displays the 'Exam Details' tab for a respiratory exam. At the top, it identifies the employee as 'Moore, Catherine J' with ID 'KC0005'. Below this, there are several input fields and checkboxes:

- Smoker:** A checkbox that is currently unchecked.
- Exam Date:** 06/24/2000
- Exam Type:** Annual
- Date of Exposure:** 06/15/2000
- Baseline:** A checkbox that is currently unchecked.
- Exposure Type:** A dropdown menu set to 'Dust'.
- Contaminant Agent:** An empty dropdown menu.
- Business Unit:** GBIBU (Global Business Institute BU)
- Location Code:** KCBC00 (Vancouver Branch)
- Referral:** A dropdown menu set to 'Specialist'.
- Comment:** A text area containing the text 'Catherine needs to get her allergies under control'.

Respiratory Exam - Exam Details page

Baseline

Baseline defaults to off. Turn it on if this exam is the baseline exam for tracking respiratory degradation over time.

Smoker

The **Smoker** check box indicates information which comes from Personal Data. A grayed check box indicates the employee isn't a **Smoker**. An ungrayed and checked box indicates the employee is a **Smoker**.

Date of Exposure, Exposure Type, Contaminant Agent

Enter the **Date of Exposure**. If they apply, select an **Exposure Type** and a **Contaminant Agent** from the values in the Translate Table.

- Business Unit and Location Code** Select a **Business Unit** and **Location Code** for the employee's work location. You define Business Units in the Business Unit Table and Locations in the Location Table. When you tab out of either field, the system will automatically enter the associated description.
- Referral** Select a physician **Referral** from the values in the Translate Table.
- Comment** You can enter additional **Comments** longer than the three lines shown.

USF Drug Test Data - Drug Test Data 1 Page

Usage	Use the USF Drug Test Data - Drug Test Data 1 page to set up physician and test information for a drug test.
Object Name	GVT_DRUG_TEST1
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use, Drug Test Data, Drug Test Data 1
Access Requirements	Employee ID

The screenshot displays a web-based form titled "Drug Test Data 1" for employee "Moore, Catherine J" (ID: KC0005). The form is divided into sections: "Exam Information" and "Personal Information".

- Exam Information:**
 - *Exam Date: 08/01/2000
 - Testing Type: Mandatory
 - Exam Time In/Out: [] / []
 - Physician: []
 - Next Exam: []
 - Union Negotiated:
- Personal Information:**
 - Country: USA (United States)
 - Address 1: []
 - Address 2: []
 - Address 3: []
 - City: []
 - County: []
 - Postal: []
 - State: []
 - Phone: []

USF Drug Test Data - Drug Test Data 1 page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Phone**.

Exam Date The **Exam Date** defaults to the system date, usually today's date, which you'll change unless the exam took place today. The system sorts exam result data rows by exam date.

Exam Time In/Out

Physician Enter the employee's **Physician**.

Testing Type Select a **Testing Type**, either *For Cause*, *Mandatory*, or *Random*.

Next Exam Indicate when the **next exam** will be.

Union Negotiated

To fill in the address directly, select a **Country** from the list of valid values and **Tab** through the field. The system automatically displays the appropriate address fields for the country selected, using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields displayed.



For more information about the automatic address formatting feature, see Administering Country Codes.

USF Drug Test Data - Drug Test Data 2 Page

Usage	Once you've set up physician and test information in USF Drug Test Data - Drug Test Data 1 page, to enter test results, referrals, and comments, move to the USF Drug Test Data - Drug Test Data 2 page.
Object Name	GVT_DRUG_TEST2
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Drug Test Review • Monitor Workplace, Monitor Health/Safety (GBL), Use, Drug Test Data, Drug Test Data 2
Access Requirements	Employee ID

USF Drug Test Data - Drug Test Data 2 page

- Exam Results** Indicate the **Exam Results**.
- Referral** Select the **Referral**, or indicate whether none is required.
- Comment** You can enter **Comments** in the space provided.

USF Maintaining Employee Health Card Information

Use the Employee Health Card page group to record and maintain important employee personal health program details. You can record employee personal physician information, drug sensitivities, specific medical test types and administered dates. If an employee becomes ill, or is involved in an accident while on the job, you can use these records to contact the employee's personal physician and also have immediate access to any employee drug sensitivities.

With PeopleSoft HRMS, you'll enjoy how easily our tools assist you in completing employee annual health and safety profiles. Refer to the data contained in these pages when you create reports tracking regulatory compliance, reactions to occupational exposures, exam results, or to create preventative health-care programs.

The Employee Health Card page group contains two pages. In the first, you'll enter the physician name, address, and phone number for a specific employee. In the second, you'll identify any drug sensitivities and specific dates when tests were administered to the employee.

Employee Health Card - Health Card 1 Page

Usage	To record employee's physician and personal health program information, move to the Employee Health Card - Health Card 1 page.
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Health Card Review 3

	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Use, Employee Health Card, Health Card 1
Access Requirements	Employee ID

Health Card 1 | Health Card 2

Moore, Catherine J Employee ID: KC0005

*Physician:

Country: United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

Phone Number:

Employee Health Card - Health Card 1 page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Country, Phone Number.**

Physician Enter the employee's **Physician.**

Select a **Country** from the list of valid values and **Tab** through the field. The system automatically displays the appropriate address fields for the country selected, using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields displayed.



For more information about the automatic address formatting feature, see Administering Country Codes.

Employee Health Card - Health Card 2 Page

Usage	To record drug allergies, specific test names and dates, move to the Employee Health Card - Health Card 2 page.
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Health Card Review 4 • Monitor Workplace, Monitor Health/Safety (GBL), Use, Employee Health Card, Health Card 2

Access Requirements	Employee ID
---------------------	-------------

Health Card 1 | Health Card 2

Moore, Catherine J Employee ID: KC0005

Drug Sensitivities View All First ◀ 1 of 1 ▶ Last

Drug Name: Penicillin + -

Previous Tests Administered View All First ◀ 1 of 1 ▶ Last

***Test Date:** 08/21/1991 *Test Name: AntiB + -

Employee Health Card - Health Card 2 page

Drug Name, Test Date, and Test Name Enter the **Drug Name, Test Date, and Test Name.**

CHAPTER 6

Reporting Health and Safety Data

PeopleSoft Human Resources provides you with the tools to track information specific to incidents that occur in your workplace. And since reviewing and reporting this information is a critical element of your overall Health and Safety program, the system includes the reporting and analysis tools that you need. This section describes the reports you can run to produce data that will help you assess and manage your health and safety programs, no matter what your regulatory region or country.

This section also discusses how you can run processes and prepare reports for regulatory authorities and insurers in specific regulatory regions. Some examples include the Canadian Worker's Compensation Board (WCB), the German employer's liability insurance associations, the UK Health and Safety Executive (HSE) per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), and the US Occupational Safety and Health Administration (OSHA).



For more information, including detailed descriptions of how to run the processes and reports in PeopleSoft Human Resources, see Process Scheduler and Introduction to PeopleSoft Reporting.

Overview of Reporting On Health and Safety

No matter how big or small your company is, or whether your company is a multinational organization or does business in a single country, there are several reports included in PeopleSoft Human Resources which you can use to assess and manage your company Health and Safety program. You can use these reports to analyze where incidents, injuries, and illnesses are occurring in your company; identify problem areas; and determine if appropriate corrective measures have been implemented or are needed.

PeopleSoft Human Resources supplies a group of standard reports to help you track incidents, claims, and medical exams. You'll usually generate reports by referring to an Incident Number; some report pages may ask for other details.

In this section we've listed the reports by their ID number, and provided you with a description and a sample of each.



For more information on generating these reports, see Introduction to PeopleSoft Reporting. For a complete listing of all PeopleSoft Human Resources reports by Report ID and Report Name, see PeopleSoft Reporting Tools: List of Reports in PeopleSoft Human Resources.



For more information, including detailed descriptions of how to run the processes and reports in PeopleSoft Human Resources, see Process Scheduler.

Reviewing the Incident Data

Six reports in your PeopleSoft Human Resources system provide you with all of the details and summaries you need to review the health and safety incidents that have occurred in your company.

For instance, when you need an overview of the details pertaining to a specific health and safety incident, run the Incident Detail (OHS009) report. For an executive summary of all of the incidents that have occurred over a specified period of time, run the Incident Summary (OHS010) report.

Run the Location Incident Summary (OHS011) report to view a summary of the Incidents that occurred, by locations, within a specified date range, so that you can see if certain locations within your company are recurring problem areas.

When you need to review which employees and non-employees have been involved in incidents, run the Employees In Incidents (OHS013) and Non-Employees In Incidents (OHS003) reports. These reports summarize which employees and non-employees involved in incidents that occurred over a specific period of time.

When you need to review the details of vehicles and equipment involved in an incident, run the Vehicle/Equipment Incident Summary report (OHS016).

Examining Claims and Lost Work Time Information

Three additional reports in the system provide you with the details and summaries you need to focus on your worker's compensation claims and the direct costs associated with those claims.

For example, when you need a detailed overview of the claims information pertaining to a specific health and safety incident, run the Incident Claim Detail (OHS015) report. The report lists the claims filed for a specific incident, the employee filing the claim, and provider information related to the claim, plus detailed charges (by charge type) related to the claim. You can then run the Incident Lost Work (OHS014) report to review a list of the lost or restricted workdays for the same employee and the same incident. Or you can run the report for a longer specified reporting period and view a listing of the total lost and restricted days for all of the employee's incidents.

For a summary listing of all Health and Safety claims filed by all employees within a specified date range, run the Claim Summary Overview (OHS012). The report will itemize by amounts within a Charge Type, then it will subtotal by Charge Type, subtotal by Claim, and finally calculate a grand total of all charges within the reporting period.

OHS002 Discipline Action Summary Report

Description	This report summarizes all disciplinary actions taken against employees within a specified date range. The report will itemize actions by date, by incident, and by employee.
Report ID	OHS002
Type of Report	Crystal
Parameters	From Date, Thru Date.
Source	DISC_SUM_VW, PERSONAL_DATA
Sorted By	Discipline dt, action dt

OHS003 Non-Employees In Incidents Report

Description	This report summarizes the non-employees involved in incidents that occurred within a specified date range. It will note whether they incurred an illness or injury.
Report ID	OHS003
Type of Report	Crystal
Parameters	From date, Thru Date
Source	ZZ_NON_EMP_INC
Sorted By	Crystal processes data in Incident Number order

OHS010 Incident Summary Report

Description	This report provides a summary of health and safety incidents that have occurred within a specified date range. This report lists all involved persons and tells whether an OSHA report was filed related to a person's involvement.
Report ID	OHS010
Type of Report	Crystal
Parameters	From Date, Thru Date
Source	HS_INCSUM_VW, PERSONAL_DTA_VW, NE_PERSONAL_DATA

Sorted By	Incident Number (descending order), Incident Type
-----------	---

OHS011 Location Incident Summary Report

Description	This report summarizes the incidents that occurred at specific locations and within the specified date range. The report lists all persons involved in the incident and tells whether or not they received an OSHA reportable illness or injury.
Report ID	OHS011
Type of Report	Crystal
Parameters	From Date, Thru Date
Source	HS_INCSUM_VW, PERSONAL_DTA_VW, NE_PERSONAL_DTA
Sorted By	Location, Incident Number (descending order).

OHS012 Claim Summary Overview Report

Description	This report provides a summary of claims that have been logged within a specified date range. The report itemizes by amounts within a Charge Type, then subtotals by Charge Type, subtotals by claim, and calculates a grand total of all charges within the reporting period.
Report ID	Crystal
Type of Report	OHS012
Parameters	From Date, Thru Date
Source	CLM_SUMM_VW, PERSONAL_DTA_VW, NE_PERSONAL_DTA
Sorted By	Claim #, Charge Type

OHS013 Employees In Incidents Report

Description	This report provides a summary of employees involved in incidents that have occurred within a specified date range. It notes whether the employee has incurred an injury or illness.
Report ID	OHS013

Type of Report	Crystal
Parameters	From Date, Thru Date
Source	INCIDENT_DATA, INJURY_ILL_VW, PERSONAL_DTA_VW
Sorted By	Incident Date, Incident Number

OHS014 Incident Lost Work Report

Description	This report lists the lost or restricted workdays for an employee involved in a health and safety incident within a specified reporting period. This report will total lost and restricted days by incident.
Report ID	OHS014
Type of Report	Crystal
Parameters	From Date, Thru Date
Source	INJURY_ILL_VW, PERSONAL_DATA, PERS_SRCH_GBL
Sorted By	Incident Number, Name

OHS015 Incident Claim Detail Report

Description	This report provides detailed claim information pertaining to a health and safety incident. The report lists the claims filed for a specific incident, the employee filing the claim, provider information related to the claim, and detailed charges (by charge type) related to the claim. The report subtotals by charge type within a claim, subtotals by the claim itself, and then provides a grand total of all claim charges for the incident.
Report ID	OHS015
Type of Report	Crystal
Parameters	Incident Number
Source	R_OHS015_VW, PERS_SRCH_GBL
Sorted By	Claim Number, Charge Type

OHS016 Vehicle Incident Summary Report

Description	This report summarizes the vehicles involved in an incident within a specified date range. The report lists the vehicle/equipment information and all persons' involvement/relationship to a vehicle or equipment.
Report ID	OHS016
Type of Report	Crystal
Parameters	Incident Number
Source	VEH_EQ_INC_VW, PERSONAL_DTA_VW, NE_PERSONAL_DTA
Sorted By	Incident Number

CHAPTER 7

Reporting to the Canadian Workers Compensation Board (WCB)

PeopleSoft Human Resources gives you the capability to track Canadian health and safety incidents that you need to report to the Canadian Workers' Compensation Board (WCB).

Setting Up Canadian Workers' Compensation Board (WCB) Reporting

In this section you'll establish codes defined by the Canadian provincial WCBs for use in tracking and reporting health and safety incidents.

Most of the Canadian functionality needed to set up data for tracking and reporting incidents, injuries, and illnesses to the WCB is included within the core global pages.

You'll need to set up some additional Canada-specific pages to complete the process of setting up WCB reporting. Once you've finished setting up these Canadian local pages, you'll have completed all of the preparation work needed to begin tracking incidents and preparing reports for your Canadian workforce.



Approved codes for the Workers Compensation Board can vary by regulatory region. Be sure to use the codes that are specific to your industry and approved by your provincial WCB office.

Identifying Industry Classes and Subclasses

The WCB assigns numbers to identify the industry class and subclass of businesses. Industry classifications are used to analyze accident statistics by industry and identify trends in the workplace. WCB helps employers identify the types of businesses in which the employer is currently registered.

CAN Class/Subclass Table Page

Usage	Use the CAN Class/Subclass Table page to identify the standard industry classes and subclasses for your Canadian business locations, based upon the classifications designated by the WCB.
-------	--

Object Name	HS_CLASS_CAN
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, CAN Class/Subclass Table, Class/Subclass
Access Requirements	Class/Subclass code

The screenshot shows a web form titled "Class/Subclass". The "Class/Subclass" field contains the value "62020". At the top right, there are navigation controls: "View All", "First", "1 of 1", and "Last". Below these are three input fields: "*Effective Date:" with the value "01/01/1980" and a calendar icon; "*Status:" with a dropdown menu showing "Active"; and "Description:" with the value "Manufacturer". Below the description is a "Short Description:" field with the value "Manufact". There are also "+" and "-" buttons to the right of the status dropdown.

CAN Class/Subclass Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description, Short Description.**

Class/Subclass The system displays the **Class/Subclass** code that you entered. You'll use this field on the Incident Details - Incident Page and the Injury Details - Work-Related Page.

Defining WCB Occupation Codes

Your company's occupation codes (job titles, for example) may not necessarily match the standard occupational classifications used by the WCB. To ensure correct occupational classification coding, WCB helps employers classify occupations that have a higher frequency of accidents and injuries.

CAN Occupation Table Page

Usage	Use the CAN Occupation Table page to set up the standard occupational classifications used by the WCB.
Object Name	HS_OCCUPATION_CAN
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, CAN Occupation Table, Occupation
Access Requirements	Occupation Code

Occupation

Occupation Code: A011001

View All First 1 of 1 Last

*Effective Date: 01/01/1980 *Status: Active

*Description: LEGISLATORS-ALDERMAN CABINET MINISTER

Short Description: LEGISLATOR

CAN Occupation Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description, Short Description.**

Occupation Code The system displays the **Occupation Code** you entered. You'll use this code on the Employment Details Page.

Establishing Contributing Factors for Health and Safety Incidents

Any health and safety incident has identifiable causal factors that help explain why the event(s) occurred. Setting up standard contributing factor codes helps you identify these causal factors consistently and aids in the tabulation and analysis of accident statistics.

CAN Contributing Factors Page

Usage	Use the CAN Contributing Factors page to define the types of casual factors associated with a health and safety incident.
Object Name	HS_CONTFAC_CAN
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, CAN Contributing Factors, Contributing Factors
Access Requirements	Contrib. Factor code

Contributing Factors

Contrib. Factor: 00002

View All First 1 of 1 Last

*Effective Date: 01/01/1980 *Status: Active

*Description: INFLUENCE OF ALCOHOL OR DRUGS SUSPECTED

Short Description: ALCOHOL

CAN Contributing Factors page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description, Short Description.**

Contrib. Factor (contributing factor) The system displays the **Contrib. Factor** code you entered. You'll use this code on the Incident Details - Description Page.

Establishing Preventative Actions

One of the key elements of an effective Health and Safety Program is hazard control: inspecting the workplace regularly to identify hazardous conditions or work practices and taking action to correct problems and prevent accidents. You implement preventative actions to keep an incident or accident from recurring in the future.

CAN Prevent. Actions Table Page

Usage	Use the CAN Prevent. Actions Table (preventative actions table) page to identify the types of actions taken to prevent future occurrences of incidents and accidents.
Object Name	HS_PREVENT_ACT_CAN
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, CAN Prevent. Actions Table, Preventative Actions
Access Requirements	Preventative Action code

The screenshot shows a web interface for 'Preventative Actions'. At the top, it says 'Preventative Action: 00024'. Below this is a table with one row. The table has columns for 'Effective Date', 'Status', 'Description', and 'Short Description'. The values are: Effective Date: 01/01/1980, Status: Active, Description: ESTABLISH CLOSER SUPERVISION, Short Description: ESTSUPV. There are navigation buttons like 'View All', 'First', '1 of 1', and 'Last'.

CAN Prevent. Actions Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description, Short Description.**

Preventative Action The system displays the **Preventative Action** code you entered. You'll use this code on the Consequent Actions - Preventative Page.

Reporting to Provincial Workers' Compensation Boards (WCB)

Canadian employers are required by the provincial Workers' Compensation Boards (WCBs) to submit written reports whenever certain accidents, injuries, and illnesses occur. The WCB operates as an independent board in each Canadian province. Each province may have different regulatory and reporting requirements. Some provincial jurisdictions enable you to submit reports by Electronic Data Interchange (EDI), while some prefer manually printed forms. In general, you'll submit the following three reports most often:

- Report of Injury or Occupational Disease
- First Aid Report
- Accident Investigation Report

Your PeopleSoft Human Resources system provides you with a variety of reporting options that you can use to meet the requirements.



For more information on how to run the processes and reports in PeopleSoft Human Resources, see Process Scheduler.

CAN WCB Incident Page

Usage	Use the Can WCB Incident page to generate the CAN WCB Incident Report (Canadian Workers' Compensation Board Incident Report). This report provides details about a specific Canadian health and safety incident. You may also run this report to collect information you can use to manually complete WCB reporting forms.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, CAN WCB Incident
Access Requirements	Run Control ID

Runctl Ohs Inc

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

Incident Number:

CAN WCB Incident page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Incident Number Enter the **Incident Number**.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

OHS008BC CAN WCB Incident Report

Description	The CAN WCB Incident Report (Canadian Worker's Compensation Board Incident Report) provides specific incident information required by the Canadian Worker's Compensation Board, such as incident occurrence information, work absence and work resumption, the person responsible, first aid provided, and other WCB-required information.
Report ID	OHS008BC
Type of Report	SQR
Parameters	Incident Number
Source	INCIDENT_DATA, PERSONAL_DATA, NE_PERSONAL_DTA, INJ_PEOPLE_CAN, INJURY_ILL_AID, INJURY_ILL, EMPLOYMENT
Sorted By	No sort sequence

CAN WCB Form 7 Page

Usage	Use the CAN WCB Form 7 page to generate the CAN WCB Form 7 report. The report pulls together a number of pieces of information from data that you've entered in the system. You can then manually transcribe the information to the official, pre-printed form required by the WCB in most Canadian provinces.
Object Name	RUNCTL_OHS001CN
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, CAN WCB Form 7, Workers Comp Board Form 7
Access Requirements	Run Control ID

CAN WCB Form 7 page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, EmplID.**

Incident Number Enter the **Incident Number.**

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

OHS001CN CAN WCB Form 7 Report

Description	The CAN WCB Form 7 Report provides some of the information required for provincial WCB Form 7s. You can use this report to manually transcribe the information you need to the printed form required by the WCB in most Canadian provinces.
Report ID	OHS001CN
Type of Report	SQR
Parameters	Incident Number
Source	WCB_RPT_DATA, INCIDENT_DATA, INJURY_ILL, EMPLOYMENT, INCIDENT_REPORT, PERSONAL_DATA, JOB_LABOR, HS_EMPLOYMENT, HS_EMPL_REL_CAN, HS_EMPL_SUB_CAN, COMP_PROP_TBL, INCDNT_VEH_EMPL, INJURY_ILL_SOI, INJURY_SRCE_TBL, INJ_ILL_BPI_CAN, INJURY_NATR_TBL, BODY_PART_TBL, INJ_PEOPLE_CAN, INJURY_ROLE_CAN, NE_PERSONAL_DTA, INCIDENT_PEOPLE, LONG_EARNS_CAN, INJ_ILL_WI_CAN, INJ_ILL_WA_CAN, ABSW_SCHD_VW, INJ_ILL_PHC_CAN, INJ_ILL_PDS_CAN, INJ_ILL_OBJSTMT, INJURY_ILL_AID, INJURY_ILL_ADDR, MEDICAL_FAC_TBL, NE_PERS_PHONE, INJ_ILL_NBD_CAN, INJ_ILL_NRD_CAN, INJURY_ILL_DESC, JOB, COMPANY, PERS_NID, LOCATION, JOBCODE_TBL, INCIDENT_CAUSE

Sorted By	No sorting
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Reporting Electronically to the British Columbia Workers' Compensation Board

The British Columbia WCB enables employers to produce and submit accident and injury reports electronically. You can use your PeopleSoft Human Resources system to prepare these reports for your British Columbia operations. In this section we discuss how to use the Electronic Data Interface (EDI) functionality in PeopleSoft Human Resources to produce accident/injury report files that you can submit to the British Columbia Workers' Compensation Board (BC WCB) by email.

Getting Approval for Electronic Reporting

When you are preparing to submit reports electronically, you will need advance approval from your local WCB office at each step of the process. You'll need approval to:

- Submit reports electronically.
- Use a particular type of email system for reporting.
- Use the functionality designed and provided in your PeopleSoft Human Resources system for BC WCB reports.
- Actually submit the information in electronic form.

Editing Report Data

The BC WCB expects you to perform a significant amount of editing and checking to make sure that the reports you submit are complete, accurate, and compatible with their mainframe system. Files that are incomplete will be returned for more information.

To help you meet this requirement, we have built a significant number of edit checks and warnings into PeopleSoft Human Resources. These warnings serve to remind you about most of the things WCB will be looking for. By following the warnings during data entry, you will significantly increase the likelihood that the BC WCB will accept your report file the first time you send it.

However, BC WCB's mainframe computer checks for some things that PeopleSoft Human Resources simply can't check. For example, BC WCB's system knows if a postal code and an address associated with it are correct or incorrect. If you send address information where the address is correct but the postal code is wrong, their system will detect the error. These edits can cause files that pass all of our system warnings to be rejected once they reach BC WCB. In most cases, you can solve the problem by correcting and resubmitting the report file to BC WCB.

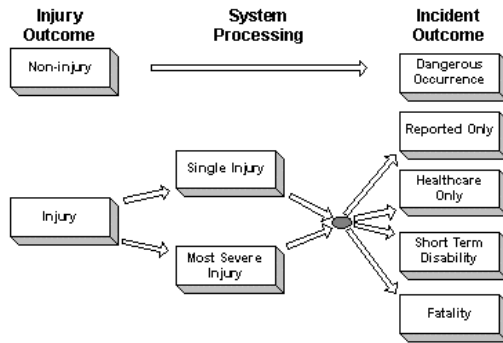
Understanding BC WCB Reporting Based Upon Incident Outcomes

The BC WCB recognizes five major types of incident outcomes for health and safety incidents. The following table lists them in increasing order of severity.

Incident Outcome	Definition
Dangerous Occurrence	This is the least severe outcome. An event is a dangerous occurrence when no workers are injured but there is a potential for serious injuries. You must complete the pages in the report about incident-related information rather than injury-related information.
Reported Only	An event where one or more workers are injured, but they don't require health care treatment or lose time off work. The workers may or may not receive first aid treatment. You may report this type of event at the discretion of the employer or at the worker's request.
Health Care Only	An event where one or more workers are injured and a health care practitioner renders care for at least one worker, but the injuries don't result in any time off work. The workers may or may not receive first aid treatment.
Short Term Disability	An event where one or more workers are injured, a health care practitioner renders care for at least one worker, and at least one of the injured workers requires time off work. The workers may or may not receive first aid treatment.
Fatality	An event where one or more workers are injured and at least one injured worker dies. First aid and health care practitioner care may have been rendered.

As a general rule, the more severe the incident outcome, the more information you must report to the BC WCB. As the amount of information required for an incident increases, the number of checks carried out by the WCB's mainframe system also increases, and so does the number of checks and warnings built into your PeopleSoft Human Resources system. This means that entering a particular piece of information into your PeopleSoft system may make the system ask you for several other pieces of information.

Also note that Dangerous Occurrence is the only *non-injury* incident outcome. The remaining categories (Reported Only, Health Care Only, Short Term Disability, and Fatality) are *injury-related* incident outcomes that have a corresponding injury outcome. Whenever you enter WCB incidents where there is only one injured employee, the category or severity of the incident outcome is determined by the injury outcome. When more than one employee is injured, the incident outcome is automatically determined to be the most severe of the injury outcomes.



System processing derives incident outcome from injury outcome

Processing Data for BC WCB EDI Reporting

The EDI report you prepare using PeopleSoft Human Resources meets the British Columbia WCB specifications and contains reporting data designed to cover all three of the WCB reports: Injury/Illness, First Aid, and Accident. Once you create the EDI file and have the necessary approvals, you can send it by email to the designated WCB office.

The report preparation process has three steps:

1. Entering the required data.
2. Collecting the data using the CAN Collect BC WCB EDI Data process (OHS501BC).
3. Creating the EDI file using the CAN Create BC WCB EDI File process (OHS701BC).

Entering Data for BC WCB Reporting

Generating usable EDI files requires careful and complete data entry. You'll normally need to complete the following categories of information:

- Incident/injury data
- Corrective preventative actions
- Non-employee information
- Employee information
- Employment information
- Claims information

Much of the information captured in the EDI file is about people associated with the incident. You'll identify them by employee or non-employee identification number(s). This means that you must already have information about them in the system in order to be able to capture their involvement in the incident/injury. The WCB is primarily concerned about your employees'

injuries. Non-employees' injuries are reported because they may often be witnesses or investigators who might be consulted about compensation claims that arise from the incident.

The WCB also requires contact information, such as phone numbers and addresses. For instance, you'll note there are a number of Canadian-specific "extra address information" pages throughout the Monitor Health/Safety module. You must fill out these pages for everyone involved in the incident, as this information is used to generate records in the EDI file that are required by the WCB.



We've associated a series of data-entry checks and warning messages with key fields to remind you about key information that you must complete to meet British Columbia WCB reporting requirements. You activate these data-entry checks and warnings during data entry by applying the Regulatory Region and SetID *CANBC* to an incident. If you don't use the proper Regulatory Region and SetID, you could produce an EDI file that is formatted correctly but is rejected by the WCB due to missing or invalid information.

Collecting Data for BC WCB Reporting

Once you've entered data in the correct format for BC WCB Reporting, you'll run a process that gathers the data into the required format.

CAN Collect WCB EDI Data (BC) Page

Usage	Use the CAN Collect WCB EDI Data (BC) page to collect the data required for British Columbia WCB electronic data reporting.
Object Name	RUNCTL_OHS501BC
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Proc Lcl, CAN Collect WCB EDI Data (BC), Collect WCB EDI Data
Access Requirements	Run Control ID

Collect WCB EDI Data

Run Control ID: 1 Report Manager Process Monitor Run

Language: English

Report Request Parameters

Incident Number: Start Date: End Date:

Messaging Information

Sender: Source Email Services: Message ID: 000000001

Source Mailbox:

Receiver: Destination Email ID:

Destination Mailbox:

Transmission Information

Employer ID: Operating Location:

Name of Person:

Phone Number:

Date Transmitted: 08/21/2000 Time Transmitted: 12:37PM

CAN Collect WCB EDI Data (BC) page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Report Request Parameters

- Incident Number** Enter the **Incident Number**.
- From Date** Enter the start date of the report request.
- Thru Date** Enter the end date of the report request.

Messaging Information

- Sender**
- Source Email Services**
- Message ID**
- Source Mailbox**
- Receiver**
- Destination Email ID**
- Destination Mailbox**

Transmission Information

- Employer ID**
- Operating Location**
- Name of Person**

Phone Number

Date Transmitted

Time Transmitted

To complete this page, you need to know a number of items of information about the email message sender and receiver as well as your employer ID and many other items. All of the fields that are filled in for the example are required for your PeopleSoft Human Resources system to collect the information needed to create your electronic incident or injury report file. Be sure to consult with your local BC WCB office to obtain the correct information. The following example page shows the information you will need to obtain.

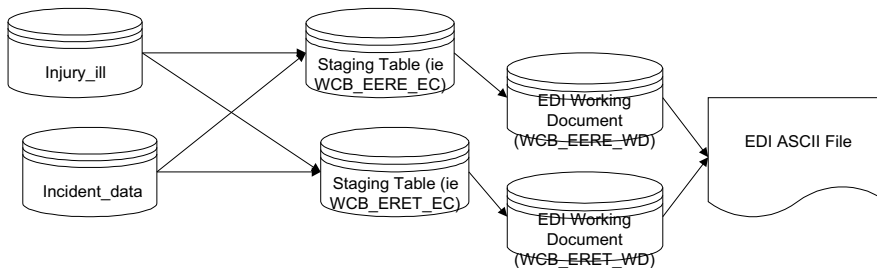
Click **Run** to run this request. Process Scheduler runs the CAN Collect WCB EDI Data (BC) process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

Creating an EDI File for BC WCB Reporting

Once you have collected the data you'll need for EDI reporting, run the CAN Create BC WCB EDI File (OHS701BC) process to create and send the EDI file. A combination of SQRW and EDI Manager generate the ASCII file. The following chart shows how the process works:



Representational generation of the ASCII EDI file

You'll enter and change the data through the pages and the original tables. We provide no intermediate means of editing the data in the staging tables. The system uses SQRs to perform the processing required to move data from its normal application table into Staging Tables that have an *EC* suffix. The Staging Tables in turn have a one-to-one correspondence with the Working Document tables that have a *WD* suffix. These define the precise record format necessary in the EDI ASCII file. The EDI manager runs an SQR to produce the actual EDI ASCII file. The name of this file is defined by WCB. It takes the form of *xxxxxyyy.yyb*, where *xxxx* is the electronic correspondence ID, *yyyyy* represents the last five digits of the message number, and *b* is an identifier used to show whether compression/encryption has been used (the file should be compressed in ZIP format for email submission to WCB).

CAN Create WCB EDI File (BC) Page

Usage	Use the CAN Create WCB EDI File (BC) page to create the electronic data file you'll send to the local British Columbia WCB office to meet BC WCB reporting requirements.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Proc Lcl, CAN Create WCB EDI File (BC) Page
Access Requirements	Run Control ID



CAN Create WCB EDI File (BC) page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run this request. Process Scheduler runs the Create WCB EDI File (BC) process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

After the system creates the file, it saves it in the C:\Temp directory of your client workstation unless you specify otherwise. If the data is wrong in the ASCII file, you need to change the data in the original pages and rerun the EDI SQR to produce another ASCII file.

CHAPTER 8

Preparing Reports for the French Social Security Agency

French employers are required to submit a written report whenever certain accidents, injuries, and illnesses occur. The government requires companies to produce this report within 48 hours and send it to the Social Security Agency (a governmental agency).

Your PeopleSoft Human Resources system provides you with a French Accident Report (OHS001FR), which you can use to meet the requirements.

You can run this report for an incident number or for an employee number. You'll obtain information about who was injured, when the accident occurred, who the witnesses were, whether the employee had an absence or lost work time due to the accident, and other detailed information about the location and context of the accident. You can then use this information to complete the official French report.



For more information, including detailed descriptions of how to run the processes and reports in PeopleSoft Human Resources, see Process Scheduler.

Setting Up for French Social Security Reporting



For more information, including detailed descriptions of how to run the processes and reports in PeopleSoft Human Resources, see Process Scheduler.

OHS001FR FRA Work Accident Report

Description	This produces a Health and Safety Report for France, which tracks information on the employer, the establishment, the casualty, and details of the accident such as witnesses and other third parties.
Report ID	OHS001FR
Type of Report	SQR
Parameters	Incident Number or Employee Number

Source	COMPANY_TBL, JOB, ESTAB_TBL, DEPT_TBL, INJURY_ILL, INCIDENT_DATA, INJURY_ILL_BP, BODY_PART_TBL, INJURY_ILL_NOI, INJURY_NATR_TBL, INJURY_ILL_ADDR, INCIDENT_PEOPLE, PERSONAL_DATA, JOBCODE_TBL, EMPLOYMENT, PERS_NID
Sorted By	No sort sequence

CHAPTER 9

Monitoring Additional Health and Safety Incident, Injury, and Illness Data For German Employers

Most German liability insurance associations require that employers implement comprehensive health and safety programs, especially for those employees who work in hazardous conditions or with hazardous materials. PeopleSoft Human Resources provides you the capability to track information specific to incidents that involve your German operations. This is information that you need to report to your employer's liability insurance association.

Most of the German functionality needed to track and report incidents, injuries, and illnesses to the liability insurance association is included within the core global pages.

Some additional German-specific functionality is needed to complete the process of recording incidents for liability insurance association reporting. Those pages are discussed in this section. Once you've finished entering data in these German local pages, you'll have completed the data entry needed to track an incident and prepare reports for your German workforce.

Setting Up for German Employers' Liability Insurance Association Reporting

In this section you'll establish codes which are defined by your employer's liability insurance association, for use in tracking and reporting health and safety incidents.



Be sure to use the codes that are specific to your industry and approved by your employer's liability insurance association.

GER Case Officer Table Page

Usage	Use the GER Case Officer Table page to identify the company officials for various areas of industrial health and safety within your organization. You associate the case officer's employee ID number with a case officer type (such as Company Physician or Health and Safety Specialist). This information is used to identify incident case officers in the Employee Details Page, the Injury Details - Reporting Page, and the GER Job Data Page.
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Object Name	HS_LOC_CASEOFF_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Case Officer Table, Case Officers
Access Requirements	SetID and Location Code

GER Case Officer Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID, Effective Date, EmplID.**

Location Code

The system displays the **Location Code** you entered.

Officer Type

Use the translate values in the **Officer Type** field to classify the employee as a particular type of company case officer, such as a *Health and Safety Specialist*.

Add data rows and use the inside scroll bar to assign multiple case officers to a location, such as a *Health and Safety Specialist* and a *Company Physician*.

GER Social Insurance Unit Page

Usage	Use the GER Social Insurance Unit page to set up your organization’s Social Insurance Unit ID. This number will be used when reporting information to any public office.
Navigation	Define Business Rules, Manage Human Resources (GBL), Setup Lcl, GER Social Insurance Unit
Access Requirements	Social Insurance Unit ID

Social Insurance Unit page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date** and **Status**.

- Social Insurance Unit** The system displays the **Social Insurance Unit** code you entered to access this page.
- Description** Enter a **Description** of the unit.
- Short Description** Enter a ten-character description of the unit.
- BTNR** This is the Employer Social Insurance Number.

GER Correct. Actions Table Page

Usage	<p>One of the key elements of an effective Health and Safety Program is hazard control. That is, the workplace is regularly inspected to identify hazardous conditions or work practices, and actions are taken to correct problems and prevent accidents.</p> <p>Use the GER Correct. Actions (German corrective actions) Table page to define corrective actions you've implemented (such as lighting) to mitigate the causes of an incident or accident, and to associate the corrective action with a corrective action category (such as environmental influences).</p>
Object Name	HS_CORRECT_ACT_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Correct. Actions Table, Corrective Action
Access Requirements	Corrective Actions code

GER Correct. Actions Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description, Short Description.**

Corrective Actions The system displays the **Corrective Actions** code you entered. The **Corrective Actions** field is used on the Corrective Action Details - Germany and the GER Causes/Corrective Actions page.

Action Category Select the appropriate **Action Category** from the translate values.

GER Disease Class Table Page

Usage	The Occupational Illnesses defined in the Occupational Illnesses Table are suitable for most users of Monitor Health/Safety in most countries. For your German operations, the liability insurance associations have specific codes for German disease classes. Use the GER Disease Class Table page to define disease classes and associate them with a disease type.
Object Name	HS_DIS_CLASS_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Disease Class Table, Disease Class
Access Requirements	Disease Class code

GER Disease Class Table page

Preventative Action

The system displays the **Preventative Action** code you entered. These codes are used in the Preventative Action Details and the GER Causes/Preventative Actions pages.

GER Unsafe Item Table Page

Usage	Use the GER Unsafe Item Table page to define Unsafe Items (contributing factors or causes), and associate them with an Unsafe Item class.
Object Name	HS_UNSAFE_ITEM_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Unsafe Item Table, Unsafe Item
Access Requirements	Unsafe Item code

The screenshot shows a web form titled 'Unsafe Item'. At the top, it displays 'Unsafe Item: 01'. Below this is a navigation bar with 'View All', 'First', '1 of 1', and 'Last'. The form contains several fields:

- *Effective Date:** 01/01/1995 (with a calendar icon)
- *Status:** Active (dropdown menu)
- Unsafe Item Class:** 1 (dropdown menu)
- Short Description:** Equipment (text input)
- *Description:** Equipment maintenance (text input)
- Description:** Cleaning, moving, adjusting equipment (text area)

GER Unsafe Item Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description, Short Description.**

Unsafe Item Class

Associate the **Unsafe Item** with an **Unsafe Item Class** by selecting from the list of translate values.

Description

Enter a long **Description.**

Unsafe Item

The system displays the **Unsafe Item** code you entered. This code is used in the Unsafe Item Details page.

GER Work Area Class Table Page

Usage	Use the GER Work Area Class Table page to set up work area classes (such as grounds, water, airspace, agriculture, and forestry) as defined by the employer’s liability insurance association.
Object Name	HS_WA_CLS_TBL_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Work Area Class Table, Work Area Class
Access Requirements	Work Area Class code

GER Work Area Class Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description.**

Description Enter a long **Description.**

Work Area Class The system displays the **Work Area Class** code you entered.

Warning! This code is needed for you to set up work area categories and work areas, so it must be set up first.

GER Work Area Category Table Page

Usage	Use the GER Work Area Category Table page to set up work area categories as defined by the employer’s liability insurance association.
Object Name	HS_WA_CTG_TBL_GER

Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Work Area Category Table, Work Area Category
Access Requirements	Work Area Category code

GER Work Area Category Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description.**

Description Enter a long **Description**.

Work Area Class To associate this **Work Area Category** with a **Work Area Class**, select the appropriate value from the list of translate values.

Work Area Category The system displays the **Work Area Category** code you entered.

Note. This code is needed for you to set up work areas.



To set up Work Area Categories you must first set up Work Area Classes.

GER Work Area Table Page

Usage	Use the GER Work Area Table page to set up work areas as defined by the employers liability insurance association.
Object Name	HS_WA_TBL_GER

Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Work Area Table, Work Area
Access Requirements	Work Area code

GER Work Area Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description.**

Work Area Category, Work Area Class To associate this **Work Area** with a **Work Area Category** and a **Work Area Class**, select the appropriate values from the lists of prompt values, which are from the Work Area Category and Work Area Class tables, respectively.

Work Area The system displays the **Work Area** code you entered. This code is used in the Injury Notification Details - Germany page.

Description Enter a long **Description**.



To set up Work Areas you must first set up Work Area Categories and Work Area Classes.

GER Coop Society Data Page

Usage	Use the GER Coop Society Data (German cooperative society data) page to associate an insurer's industrial Hazard code with an employee. This information is used in the GER Accident Report provided to insurers.
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Object Name	HS_COOP_SOC_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Coop Society Data, Coop Society Data
Access Requirements	Employee ID

GER Coop Society Data (German cooperative society data) page

The employee’s **Name**, **EmplID**, and **Empl Rcd#** are displayed at the top of the page.

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**.

Hazard

Select a **Hazard** using the list of prompt values. The prompt values provided on this page are those Hazards previously entered for this employee’s SetID and Department in the Department Data - Germany page. When you enter a **Hazard** code in this page and **TAB** through the field, a **Description** of the **Hazard** appears in display mode immediately below.

If this employee is associated with multiple **Hazards**, then insert additional data rows and use the scroll bar to navigate between rows.

Note. Remember that Hazards are first established in the GER Accident Insurance Table. Hazards are then associated with a SetID and Department in the Department Table (specifically in the Department Data - Germany page).

Accident Insurance, Description

The **Accident Insurance** code and **Description** for this employee’s SetID and Department appear in display mode to the right of the **Hazard** field. This information is also from the Department Table (Department Data - Germany page).

Reviewing German Employee Checklist Data

We have placed the German Employee Checklist page in Monitor Health/Safety so that your company doctor can use this page to view and enter the medical examination dates (Status Date)and exam status (Briefing Status) for your employees in a Medical Checklist. In Monitoring Health/Safety, the page appears with only the Status Date and Briefing Status fields in active mode.



Before your company doctor can view and update the status and date of medical examinations using the GER Employee Checklist page, Medical Checklists must be created for your employees using the Checklist Table, Checklist Item Table, and Employee Checklist pages. In Administer Workforce, the Employee Checklist page appears with the Checklist Date, Checklist, Responsible ID, Comments, Checklist Sequence, and Checklist Item fields in active mode so that you can assign checklists that you have created to your employees.

GER Employee Checklist Page

Usage	Use the GER Employee Checklist page to view and update medical examination dates and status.
Object Name	HS_EMPL_MEDCHK_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Employee Checklist, Employee Checklist
Access Requirements	Employee ID

GER Employee Checklist page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Comment**.

When the page opens, you can use the outside scroll bar to navigate through the checklists for this employee until you find the correct Medical Checklist.

Then you can use the inner scroll bar to navigate through the **Sequence** numbers and exam types (**Items**) until you find the exam that you want to update.

Briefing Status Update the exam status (or **Briefing Status**) field by selecting from the list of translate values.

Status Date Update the exam date (or **Status Date**) field by entering the date directly into the field or by using the calendar to input the date.

Tracking Illnesses for German Employees

German laws and insurers require employers to track and report detailed occupational illness data. While a person can become ill as a result of a health and safety incident, it is also true that occupational illnesses are often caused by longer-lasting and repeated influences, so a person can also become ill from something other than a specific incident. In Germany, the legal procedures for handling and reporting these illnesses are different than those regulating occupational accidents, so all illnesses are tracked using the GER Illness Tracking page group, which consists of seven pages. The information that you enter on these pages is used in the GER Illness Report.

GER Illness Tracking - Illness Profile Page

Usage	Use the GER Illness Tracking - Illness Profile page to establish an illness number and track details about illnesses affecting your German employees.
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Object Name	HS_ILLNESS1_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Illness Profile
Access Requirements	Employee ID

GER Illness Tracking - Illness Profile page

Illness Number

You may either enter an **Illness Number** or let the system assign one. If your insurer or your company has a certain numbering system for tracking illnesses, you may want to enter the number directly yourself. If you want to let the system assign the number, then leave this field empty and **TAB** through to fill in the rest of the page. When you save your work, the system will assign an **Illness Number** automatically.

Note. In order to prevent having two sets of numbers and to avoid confusion, we recommend you either always enter the illness number yourself or always let the system assign numbers automatically.

If an individual has more than one illness, then insert additional data rows to add additional illnesses.

Regulatory Region

Enter the **Regulatory Region**.

- Case Officer ID** Select a **Case Officer ID** using the list of prompt values, which are employee identification numbers of persons assigned to be Case Officers of the type *Company Physician* for this individual's **SetID** and **Location**.
- Remember, Case Officer information is set up on the GER Case Officer Table and the Employee Details - Germany page. Case Officers are assigned to employees in the GER Job Data page.
- Occ. Illness, Disease Class** Select an **Occ. Illness** (occupational illness) code from the list of prompt values, which are from the Occupational Illnesses Table. The system will display the associated **Disease Class** from the GER Disease Class Table. Be sure to use the values for occupational illnesses and disease classes defined by your employer's liability insurance association.
- Incident Related, Incident Number** Select the check box to indicate if the illness is **Incident Related**. If it is, the **Incident Number** field is available for data entry, where you can then select from the list of prompt values, which are from Incident Details.
- Illness Start Date, Result** Enter the **Illness Start Date**, and select a **Result** from the list of translate values.
- Symptoms, Checkup Results** Briefly describe the illness **Symptoms** and provide a more detailed discussion of the medical **Checkup Results**.

When you are done entering information into the GER Illness Tracking - Illness Profile page, then move to the GER Illness Tracking - Job Data page.

GER Illness Tracking - Job Data Page

Usage	Use the GER Illness Tracking - Job Data page to describe employee circumstances.
Object Name	HS_ILLNESS2_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Job Data
Access Requirements	Employee ID

GER Illness Tracking - Job Data page

The system displays the person’s **Date of Birth**, **Date of Death**, and **Gender** at the top of the page. This information comes from Personal Data if they are an employee, and from Non-Employee Details if they are a non-employee.

The system also displays the individual’s **Illness Number**. If the person has multiple illnesses in the system, you can use the scroll bar to navigate between them to view and update information.

If the individual is an employee, the system also displays their **DeptID**, **Job Code**, and **Status**.

Current Job

If the person is a non-employee, enter a brief description of the **Current Job**.

Owner Partner, Partner, Incompetent, Relation

For either employees or non-employees, select the appropriate check boxes to describe their circumstances, if any are applicable. If you select **Owner Partner**, then the **Partner** and **Relation** check boxes are unavailable for input. If you select **Partner**, then the **Owner Partner** and **Relation** check boxes are unavailable for input. If you select the **Relation** check box, then the associated relationship field appears, and you can specify the person’s family relationship by selecting from the list of translate values.

When you are done entering information into the GER Illness Tracking - Job Data page, then move to the GER Illness Tracking - Job-Related Cause page.

GER Illness Tracking - Job-Related Cause Page

Usage	Use the GER Illness Tracking - Job-Related Cause page to enter information about the job-related cause for each of the individual’s illnesses.
Object Name	HS_ILLNESS3_GER

Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Job-Related Cause
Access Requirements	Employee ID

GER Illness Tracking - Job-Related Cause page

Enter job-related cause information for each illness the individual has experienced.

Use Current Job Details, Job Code, Current Job

If the individual is an employee and you select the **Use Current Job Details** check box, the **Job Code** and **Current Job** fields automatically display the employee’s most current job data, and these fields are unavailable for data entry. If the individual is an employee and you don’t select the **Use Current Job Details** check box, then you must enter the **Current Job** information directly into the field.

For non-employees, the **Use Current Job Details** check box and **Job Code** field are unavailable for data entry. You can enter information directly into the **Current Job** field, if applicable.

From/To

Enter the **From/To** dates for the individual’s job you are describing on this page.

Work Responsible and Work Dangers

In the **Work Responsible** and **Work Dangers** fields, provide more information about the activity and associated hazards that caused the illness.

Comment

You can also enter more detailed **Comments** about the job, activity, or hazards, if necessary.

When you are done entering information into the GER Illness Tracking - Job-Related Cause page, then move to the GER Illness Tracking - Payment/Work page.

GER Illness Tracking - Payment/Work Page

Usage	Use the GER Illness Tracking - Payment/Work page to enter data about employee compensation and insurance related to an illness.
Object Name	HS_ILLNESS4_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Payment/Work
Access Requirements	Employee ID

GER Illness Tracking - Payment/Work page

Patient's Residence Identify the residence where the individual is convalescing in the **Patient's Residence** field.

Payments

Payments Continue, Until Date If the employee has the right to collect compensation payments, select the **Payments Continue** check box and indicate when the payments are scheduled to stop in the **Until Date** field.

Work

Work After Start Check this box if the employee has resumed working after an illness.

Start Date If you checked the **Work After Start** box, enter the date when the employee resumed work.

Work Stop, Stop Date Indicate when the employee stopped work by selecting from the list of translate values in the **Work Stop** field, and enter the corresponding date in the **Stop Date** field.

When you are done entering information into the GER Illness Tracking - Payment/Work page, then move to the GER Illness Tracking - Medical Details page.

GER Illness Tracking - Medical Details Page

Usage	Use the GER Illness Tracking - Medical Details page to enter information about the attending doctor, hospital, medical diagnoses, and autopsy, if applicable.
Object Name	HS_ILLNESS5_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Medical Details
Access Requirements	Employee ID

GER Illness Tracking - Medical Details page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Phone**.

Enter the following medical information for each illness the individual has experienced.

Autopsy

Fatality

If the individual is deceased as a result of the occupational illness, select the **Fatality** check box.

Autopsy, Date, Physician, Result

If an autopsy has been performed select the **Autopsy** check box, enter the autopsy **Date**, enter the name of the **Physician** who performed the autopsy, and enter the autopsy **Result**.

Physician/Hospital Information

Enter the following **Physician/Hospital** and **Medical Diagnoses** information for each doctor who examined or treated the ill person. If there are multiple doctors or hospitals, insert data rows to add information for each.

Type of Health Care

If the individual received health care, enter the **Type of Health Care** from the list of translate values.

Physician ID

Select a **Physician ID** (Non-Employee ID) from the list of prompt values. This data comes from the Physician Table. When you select a **Physician ID** and **TAB** out of the field, the doctor's name appears in the corresponding field. If the **Physician ID** you need to select isn't on the list, then you must first add that physician into the system using the Physician Table.

Medical Facility

Select a **Medical Facility** code from the list of prompt values. This data comes from the Medical Facilities Table. When you select a **Medical Facility** code and **TAB** out of the field, the facility name appears in the corresponding field. If the **Medical Facility** you need to select isn't on the list, then you must first add that facility into the system using the Medical Facilities Table. Click the **Edit Address** button to view and edit the medical facility's address on another page.

Medical Diagnoses

Diagnosis

For each medical diagnosis provided by a doctor, select a **Diagnosis** code from the list of prompt values. These values are from the Diagnosis Table. If there are multiple medical diagnoses, insert a data row to add a **Diagnosis** code for each.

When you are done entering information into the GER Illness Tracking - Medical Details page, then move to the GER Illness Tracking - Corrective Actions page.

GER Illness Tracking - Corrective Actions Page

Usage	Use the GER Illness Tracking - Corrective Actions page to enter the causes and corrective actions for occupational illnesses experienced by your German employees.
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Object Name	HS_ILLNESS6_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Corrective Actions
Access Requirements	Employee ID

GER Illness Tracking - Corrective Actions page

Enter the hazards, causes, and corrective actions associated with each illness experienced by an employee. If you don't have all of the information on causes and corrective actions to complete this page at first, then you can enter what you have now, save the data, and finish entering the new or updated information later.

Causes

If an illness involves multiple **Causes/Hazards**, then insert a new data row for each additional hazard.

Hazard, Cause

Select a **Hazard** code from the list of prompt values, which are from the Hazardous Materials/Conditions Table. When you select a **Hazard** code and **TAB** out of the field, the system will enter the **Cause** you associated with the code from the Hazardous Conditions/Materials Table, and the **Cause** field will be unavailable for data entry. The **Hazard** code is a required field.

Corrective Actions

If multiple **Corrective Actions** are required to correct a **Hazard**, then insert a new data row for each additional action.

Action Sequence The system automatically assigns the **Action Sequence** in numerical order for each data row you insert.

Corrective Actions Select a **Corrective Actions** code from the list of prompt values, which are from the GER Corrective Actions Table.

Responsible ID, Status Select or enter the **Responsible ID**—the employee responsible for following through on the action—and the **Status** of the action. Valid **Status** values are in the Translate Table.

Action For each **Action Sequence**, you can enter an **Action** description longer than the three lines shown.

Completion Date

Estimated, Actual When you know them, enter the **Estimated** and/or **Actual** completion date for carrying out the corrective action.

When you are done entering information into the GER Illness Tracking - Corrective Actions page, then move to the GER Illness Tracking - Preventative Actions page.

GER Illness Tracking - Preventative Actions Page

Usage	Use the GER Illness Tracking - Preventative Actions page to enter the causes and preventative actions for occupational illnesses experienced by your German employees.
Object Name	HS_ILLNESS7_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Preventative Actions
Access Requirements	Employee ID

The screenshot displays a web-based form for tracking preventative actions. At the top, there are tabs for 'Job Data', 'Job-Related Cause', 'Payment/Work', 'Medical Details', 'Corrective Actions', and 'Preventative Actions'. The main header shows 'EmplID: KD0001', 'Breit-Gossmann, Heiner', and 'Empl Rcd#: 0'. Below this, there are three main sections:

- Causes/Preventative Actions:** Includes 'View All', 'First', '1 of 1', and 'Last' navigation buttons. Below is an 'Illness Number' field with '+' and '-' buttons.
- Causes:** Includes 'View All', 'First', '1 of 1', and 'Last' navigation buttons. It contains a 'Hazard' field with 'K300' and a search icon, and a 'Cause' field with 'Use of hazardous matrl/equip'.
- Preventative Actions:** Includes 'View All', 'First', '1 of 1', and 'Last' navigation buttons. It contains an 'Action Sequence' field with '1', a 'Prevent Act' field with a search icon, a 'Responsible ID' field with 'KD0002' and 'Amme, Isabella Maria', a 'Status' dropdown menu set to 'Recommended', an 'Action' text area, and a 'Completion Date' section with 'Estimated' and 'Actual' date pickers.

GER Illness Tracking - Preventative Actions page

Enter the hazards, causes, and preventative actions associated with each illness experienced by an employee. If you don't have all of the information on causes and preventative actions to complete this page at first, then you can enter what you have now, save the data, and finish entering the new or updated information later.

Causes

If an illness involves multiple **Causes/Hazards**, then insert a new data row for each additional hazard.

Hazard, Cause

Select a **Hazard** code from the list of prompt values, which are from the Hazardous Materials/Conditions Table. When you select a **Hazard** code and you **TAB** out of the field, the system will enter the cause you associated with the code from the Hazardous Conditions/Materials Table, and the **Cause** field will be unavailable for data entry. The **Hazard** code is a required field.

Preventative Actions

If multiple preventative actions are required to correct a **Hazard**, then insert a new data row for each additional preventative action.

Action Sequence

The system automatically assigns the **Action Sequence** in numerical order for each data row you insert.

Prevent Act

Select a **Prevent Act** code from the list of prompt values, which are from the GER Preventative Actions Table.

Responsible ID, Status

Select or enter the **Responsible ID**—the employee responsible for following through on the action—and the **Status** of the action. Valid **Status** values are in the Translate Table.

Action

For each **Action Sequence**, you can enter an **Action** description longer than the three lines shown.

Completion Date

Estimated, Actual

When you know them, enter the **Estimated** and/or **Actual** completion date for carrying out the corrective action.

Entering Case Officer Information for German Employees

The next step in the reporting process is entering information about the case officer assigned to an incident involving one of your German employees.

GER Job Data Page

Usage	Use the GER Job Data page to assign company case officers from a particular SetID and Location to be responsible for an injured or ill employee’s case.
Object Name	HS_JOB_DATA_GER
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Job Data, Job Data
Access Requirements	Enter an employee ID.

GER Job Data page

Case Officers

Officer Type

First select an **Officer Type** for the case officer from the list of translate values.

Case Officer ID

Then select a **Case Officer ID** from the list of prompt values. The case officers appearing in the list of prompt values are those assigned to this employee's SetID and Location in the GER Case Officer Table.

Note. Employees in your company are designated as case officers in Employee Details - GER. These case officers are classified by their Type and associated with a particular SetID and Location in the GER Case Officer Table.

Form Officer

If the **Officer Type** is *Company Physician* and the **Form Officer** check box is selected, then this case officer will be used in the GER Illness Report for illnesses.

If the **Officer Type** is *Health and Safety Specialist* and the **Form Officer** check box is selected, then this case officer will be used in the GER Accident Report for incidents that are injuries and fatalities.

Preparing Reports for German Employers' Liability Insurance Associations

German employers are required by law to submit written reports to their Liability Insurance Associations whenever certain accidents, injuries, and illnesses occur. In general, two types of reports are often submitted:

- Accident Report
- Illness Report

Your PeopleSoft Human Resources system provides you with processes and reports that can be used to meet these requirements. The reports are specific to Germany, and they are formatted according to the particular insurance provider's requirements.



For more information, including detailed descriptions of how to run the processes and reports in PeopleSoft Human Resources, see Process Scheduler.

Preparing the German Insurer’s Accident Report

To prepare the accident report, you must first enter an incident into the system using Incident Details and, if applicable, Vehicle/Equipment Incident Details.

To run an accident report for an incident:

1. First run the SQR process GER Collect Accident Data (OHS501GR) to load the temporary data tables. As the following example shows, you need to know the Incident Number and the Accident Insurance provider code.
2. Then run the Crystal report GER Accident Report (OHS001GR). You’ll find this report in the system at Monitor Workplace, Monitor Health/Safety (GBL), Report Local. This report is sent to the insurer.

GER Collect Accident Data Page

Usage	To run an accident report for an incident, first run the GER Collect Accident Data page to load the temporary data tables.
Object Name	RUNCTL_OHS501GR
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Proc Lcl, GER Collect Accident Data, Accident Report • Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, GER Accident Report, Accident Report
Access Requirements	Run Control ID

Accident Report

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Report Request Parameter(s)

Incident Number:

Accident Insurance:

Working Start Time:

Working End Time:

GER Collect Accident Data page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

Incident Number

Accident Insurance**Working Start Time****Working End Time**

Click **Run** to run this request. Process Scheduler runs the GER Collect Accident Data process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

Preparing the German Insurer's Illness Report

To prepare the illness report, you must first enter an illness into the system using the GER Illness Tracking page group. The details of the illness must also be properly entered into the system.

To run an illness report for an incident:

1. First run the SQR process GER Collect Illness Data (OHS504GR) to load the temporary data tables. As the following example shows you need to know the individual's ID number, the Illness Number, and the Accident Insurance provider code.
2. Then run the Crystal report GER Illness Report (OHS004GR). You'll find this report in the system at **Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl.** This report is sent to the insurer.

GER Collect Illness Data Page

Usage	To run an illness report for an incident, first run the SQR process GER Collect Illness Data (OHS504GR) to load the temporary data tables.
Object Name	RUNCTL_OHS504GR
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Proc Lcl, GER Collect Illness Data, Illness Report • Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, GER Illness Report, Illness Report
Access Requirements	Run Control ID

GER Collect Illness Data page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, EmpID, Non-Employee ID.**

Illness Number

Accident Insurance

Click **Run** to run this request. Process Scheduler runs the GER Collect Illness Data process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

Reviewing German Incident Data

There are four additional German reports. They are the following:

- GER Accident Report (OHS001GR)
- GER Reportable Accident/Illness (OHS002GR)
- GER Incident Location Summary (OHS003GR)
- GER Illness Report (OHS004GR)

You can also run these four reports to review accidents and incidents and to provide additional data to your insurer.

OHS001GR GER Accident Report

Description	This produces an Accident Report For Germany. Because this is a report local to Germany, it is provided only in German. For one incident, it provides information about the person injured, body parts, physician and hospital data, injury source and nature, unsafe acts, hazards, causes, corrective/preventative actions, and witnesses.
Report ID	OHS001GR
Type of Report	Crystal
Parameters	Incident Number, Accident Insurance, Working Start Time , Working End Time
Source	OHS001GER_TMP1, OHS001GER_TMP2
Sorted By	None

OHS002GR GER Reportable Accdnt/Illness

Description	This produces a Reportable Accident /Illness Report For Germany.
Report ID	OHS002GR
Type of Report	SQR
Parameters	Company, From Date, Thru Date
Source	ACCDNT_TYPE_TBL , INJURY_ILL_BP ,INJURY_ILL , INJURY_ILL_ACC, BODY_PART_TBL BPT, JOB
Sorted By	Regulatory Region, Accident Type, Body Part Class, Description

OHS003GR GER Incident Location Summary

Description	This produces an Incident Location Summary Report For Germany. It provides information on travel, mode of transportation, details about whether drugs were involved, and details about people associated with the incident. Because this report is specific to Germany, it is available only in German.
Report ID	OHS003GR
Type of Report	SQR
Parameters	Incident Number
Source	INC_TRAVEL_DATA, TRANSPORT_TBL, INCIDENT_PEOPLE,

	INJURY_ILL_VW, NE_PERSONAL_DTA, PERSONAL_DATA, INC_TRAVRPT_GER, INJURY_ILL
Sorted By	None

OHS004GR GER Illness Report

Description	This produces an Illness Report For Germany. The report includes information about the employee/non employee, including personal data, nationality data, children data, job data, and physician data. Because the report is local to Germany, it is available only in German.
Report ID	OHS004GR
Type of Report	Crystal
Parameters	Employee ID, Non Employee ID, Illness Number, Accident Insurance
Source	OHS004GER_TMP1, OHS004GER_TMP2
Sorted By	None

CHAPTER 10

Reporting to the United Kingdom Health and Safety Executive (HSE)

PeopleSoft Human Resources gives you the capability to track health and safety incidents that you need to report to the United Kingdom Health and Safety Executive (HSE). Health and safety reporting requirements for your UK operations are specified in the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR).

Setting Up Reporting to the Health and Safety Executive (HSE) in the UK

In this section you'll establish the codes you'll need to track and report health and safety incidents to the HSE under RIDDOR.

Most of the UK functionality you'll need to set up data for tracking and reporting incidents, injuries, and illnesses is included in the core global pages.

You'll need to set up some additional UK-specific pages for HSE reporting. Once you've finished setting up these UK local pages, you'll have completed all of the preparation work needed to begin tracking incidents and preparing reports for your UK workforce.

Setting Up External Schemes Involving Your Workforce

RIDDOR incident reports must indicate whether the person involved is part of an External Scheme, which is a vocational training, education, or job placement program usually involving a contract between an employee, an employer, and/or the government.

UK External Scheme Table Page

Usage	Use the UK External Scheme Table page to add or update an External Scheme.
Object Name	HS_EXT_SCHEME_UK
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, UK External Scheme Table, External Scheme
Access Requirements	External Scheme code

The screenshot shows a web interface for an 'External Scheme'. The title is 'External Scheme' and the value is 'EWX'. Below this is a navigation bar with 'View All', 'First', '1 of 1', and 'Last'. The main form contains the following fields:

- *Effective Date:** 01/01/1995 (with a calendar icon)
- *Status:** Active (dropdown menu)
- *Description:** Educational Work Experience
- Short Description:** Edu.W.Exp.
- Scheme Type:** Radio buttons for 'Training Scheme' and 'Work Experience' (selected).

UK External Scheme Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Status**, **Description**, **Short Description**.

External Scheme

The system displays the **External Scheme** code that you entered. You'll use this field on the Employment Details Page.

Scheme Type

Click the appropriate radio button to indicate if the type is a **Training Scheme** or **Work Experience**.

Preparing Reports for the UK Health and Safety Executive (HSE)

Employers in the United Kingdom are required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) to submit written reports to the local office of the Health and Safety Executive (HSE) whenever certain accidents, injuries, and illnesses occur. In general, you'll submit the following two reports:

- Report Of An Injury Or Dangerous Occurrence (F2508)
- Report Of A Case Of Disease (F2508A)

Your PeopleSoft Human Resources system provides you with processes and reports that you can use to meet these requirements. The reports are specific for the United Kingdom. They are formatted according to the HSE's requirements.



For more information, including detailed descriptions of how to run the processes and reports in PeopleSoft Human Resources, see Process Scheduler.



United Kingdom. The reports provided in your PeopleSoft Human Resources system to help you meet your RIDDOR reporting requirements are automatically filled in by drawing certain codes and values from the system. (For example, the Accident Type Code 430 prompts the system to indicate in Part E of the F2508 report that an injury was caused by a fall.) These codes and values are, for the most part, delivered as sample data and need to be entered into your production system. In any event, you must ensure that you are using the codes and values required by the local office of the HSE.

Generating the HSE Injury or Dangerous Occurrence Report

To prepare the injury and dangerous occurrence report, you must first have entered an incident into the system using Incident Details.

To run the injury and dangerous occurrence report for an incident:

1. Run the SQR process UK Collect RIDDOR Data (OHS501UK) to load the temporary holding tables.

As the following example shows, you need to know the Person Reporting, and the date range or incident number.

2. Run the Crystal report UK Injury/Dangerous Occurrence Report F2508 (OHS001UK).

The report output is a Crystal report that exactly duplicates the actual official report. If the data in the report is complete, you should be able to sign it and mail it to the HSE.

UK Collect RIDDOR Data Page

Usage	Use the UK Collect RIDDOR Data page to generate the data you'll need to meet UK reporting requirements for health and safety incidents.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Proc Lcl, UK Collect RIDDOR Data, Collect RIDDOR Data
Prerequisites	To prepare the injury and dangerous occurrence report, you must first have entered an incident into the system using Incident Details.
Access Requirements	Run Control ID

UK Collect RIDDOR Data page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

Person Reporting

From Date

Thru Date

Incident Number

Click **Run** to run this request. Process Scheduler runs the UK Collect RIDDOR Data process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

UK Injury/Dang. Occ. Report Page

Usage	Use the UK Injury/Dang. Occ. Report page (United Kingdom Injury/Dangerous Occurrence Report page) to generate the UK Injury/Dangerous Occurrence report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, UK Injury/Dang. Occ. Report, RIDDOR F2508
Prerequisites	To prepare the injury and dangerous occurrence report, you must first have entered an incident into the system using Incident Details.
Access Requirements	Run Control ID

UK Injury/Dang. Occ. Report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

Person Reporting

From Date

Thru Date

Incident Number

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

OHS001UK UK Injury/Dangerous Occurrence Report

Description	The Injury Or Dangerous Occurrence (RIDDOR F2508) report provides the data about health and safety incidents needed to meet the Health and Safety Reporting Requirements in the UK.
Report ID	OHS001UK
Type of Report	Crystal
Parameters	From date, Thru Date, Incident Number, Person Reporting
Source	OHS_501UK_TMP1, OHS_501UK_TMP2
Sorted By	No sort sequence

Generating the HSE Illness Report

The same two steps are involved in running the illness report that were required for the injury and dangerous occurrence report.

To run the HSE Illness Report:

1. Run the SQR process UK Collect RIDDOR Data to load the temporary holding tables.

As the following example shows, you need to know the Person Reporting and the date range or incident number.

2. Run the UK Illness Report F2508A.

The report output is a Crystal report that exactly duplicates the actual official report. If the data in the report is complete, you should be able to sign it and mail it to the HSE.

UK Illness Report Page

Usage	Use the UK Illness Report page to generate the UK Illness report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, UK Illness Report, RIDDOR F2508A
Prerequisites	To prepare the illness report, you must first have entered an incident into the system (using Incident Details), indicated the incident type is an illness, and entered the details of the incident and illness.
Access Requirements	Run Control ID

UK Illness Report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

Person Reporting**From Date****Thru Date****Incident Number**

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

OHS002UK UK Illness Report

Description	The Report Of A Case Of A Disease (RIDDOR F2508A) provides the information you need to meet the Health and Safety Reporting Requirements in the UK. The report output exactly duplicates the actual official report. If the data in the report is complete, you should be able to sign it and mail it to the HSE.
Report ID	OHS002UK
Type of Report	Crystal
Parameters	From date, Thru Date, Incident Number, Person Reporting
Source	OHS_501UK_TMP1, OHS_501UK_TMP2
Sorted By	No sort sequence

CHAPTER 11

Reporting to the US Occupational Safety and Health Administration (OSHA)

Before You Begin

All US employers must comply with the regulations of the federal Occupational Safety and Health Administration (OSHA) involving workplace safety. Occupational illnesses, and injuries resulting in treatment that is more than first aid, are considered OSHA-recordable cases and must be tracked in an Injury and Illness Recordkeeping Log (OSHA Form 200). If you are an employer in the United States, you need to be able to produce quickly the OSHA 200 Log and associated reports containing information on each person involved in an incident who received an injury or illness.

Your PeopleSoft Human Resources system provides you with two reports that will help you meet these requirements:

- OSHA 200 Occupational Injury/Illness Report (OHS001).

Find the SQR located in the system at Monitor Workplace, Report Regulations (US), Report, OSHA-200 Log. The report is specific for the United States and is formatted according to OSHA's requirements for reporting occupational injuries and illnesses. It lists the case numbers and details of each injury and illness that occurred during a calendar year.

- Incident Detail Report (OHS009).

Find the SQR located in the system at Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Details. Run this report when you need an overview of the details pertaining to a specific health and safety incident.



For more information, including detailed descriptions of how to run the processes and reports in PeopleSoft Human Resources, see Process Scheduler.

HS009 Incident Detail Report

Description	This report lists the details pertaining to a Health and Safety incident. In addition to the occurrence information, the report lists all causes and related corrective actions, witnesses, involved persons (including
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	detailed injury information), OSHA information, lost work, and physician information.
Report ID	HS009
Type of Report	SQR
Parameters	Incident Number
Source	INCIDENT_DATA
Sorted By	No sort sequence

CHAPTER 12

Reporting Health and Safety Data

No matter how big or small your company is, or whether your company is a multinational organization or does business in a single country, there are several reports included in PeopleSoft Human Resources which you can use to assess and manage your company Health and Safety program. You can use these reports to analyze where incidents, injuries, and illnesses are occurring in your company; identify problem areas; and determine if appropriate corrective measures have been implemented or are needed.

PeopleSoft Human Resources supplies a group of standard reports to help you track incidents, claims, and medical exams. You'll usually generate reports by referring to an Incident Number; some report pages may ask for other details.



For more information about generating these reports, see Introduction to PeopleSoft Reporting. For a complete listing of all PeopleSoft Human Resources reports by Report ID and Report Name, see PeopleSoft Reporting Tools: List of Reports in PeopleSoft Human Resources.

For more information, including detailed descriptions of how to run the processes and reports in PeopleSoft Human Resources, see Process Scheduler.

Common Health and Safety Run Control Pages

Some of the Health and Safety reports use the same run control object, but the page labels and parameters on the page vary by report.

RUNCTL_OHS_FROMTO Page

Usage	Use the RUNCTL_OHS_FROMTO page to run numerous Health and Safety reports.
Object Name	RUNCTL_OHS_FROMTO
Navigation	<ul style="list-style-type: none">• Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Summary• Monitor Workplace, Monitor Health/Safety (GBL), Report, Location Incident Summary

	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Report, Employees In Incidents • Monitor Workplace, Monitor Health/Safety (GBL), Report, Non-Employees In Incidents • Monitor Workplace, Monitor Health/Safety (GBL), Report, Claim Summary Overview • Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Lost Work • Monitor Workplace, Monitor Health/Safety (GBL), Report, Vehicle Incident Summary • Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl., ESP Incident Without Lost W.
Access Requirements	Enter a Run Control ID.

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameter(s)

Start Date:

End Date:

RUNCTL_OHS_FROMTO

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

List of Reports Using the RUNCTL_OHS_FROMTO Page

- Claim Summary Overview Report
- Employees In Incidents Report

- Incident Lost Work Report
- Incident Summary Report
- Location Incident Summary Report
- Non-Employees In Incidents Report
- Vehicle Incident Summary Report
- ESP Incident Without Lost Work Report

RUNCTL_OHS_INC Page

Usage	Use the RUNCTL_OHS_INC page to run numerous Health and Safety reports.
Object Name	RUNCTL_OHS_INC
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Detail • Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Claim Detail • Monitor Workplace, Monitor Health/Safety (GBL), Rep Lcl, CAN WCB Incident
Access Requirements	Enter a Run Control ID.

Run Control ID: 1 Report Manager Process Monitor Run

Language: English

Report Request Parameters

Incident Number: 🔍

RUNCTL_OHS_INC page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Incident Number Enter the **Incident Number**.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

List of Reports Using the RUNCTL_OHS_INC Page

- Incident Claim Detail Report
- Incident Detail Report
- CAN WCB Incident Report

RUNCTL_OHS_UK Page

Usage	Use the RUNCTL_OHS_UK page to run the two United Kingdom Health and Safety reports.
Object Name	RUNCTL_OHS_UK
Navigation	<ul style="list-style-type: none"> • Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl., Injury/Dang. Occ. Report • Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl., Illness Report
Access Requirements	Enter a Run Control ID.

RUNCTL_OHS_UK

Responsible Person

Person Reporting

Select the person reporting the incident or incidents.

All incidents in a given period

If you want to report on all the incidents in a given period, enter the dates in this group box.

Start Date

Enter the date starting from which you want the report to gather data.

End Date

Enter the date to which you want the report to gather data.

Just this incident

If you want to report on just one incident, select the incident number in this group box.

Incident Number

Select the **Incident Number** you would like to report on.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

List of Reports Using the RUNCTL_OHS_UK Page

- UK Illness Report
- UK Injury/Dang. Occ. Report

List of Heath and Safety Reports

<i>Report Name</i>	<i>Report ID</i>	<i>Location</i>	<i>Global or Local</i>
Claim Summary Overview	OHS012	Monitoring Health and Safety	GBL
Employees In Incidents	OHS013	Monitoring Health and Safety	GBL
Incident Claim Detail	OHS015	Monitoring Health and Safety	GBL
Incident Detail	OHS009	Monitoring Health and Safety	GBL
Incident Lost Work	OHS014	Monitoring Health and Safety	GBL
Incident Summary	OHS010	Monitoring Health and Safety	GBL
Location Incident Summary	OHS011	Monitoring Health and Safety	GBL
Non-Employees In Incidents	OHS003	Monitoring Health and Safety	GBL
Vehicle Incident Summary	OHS016	Monitoring Health and Safety	GBL
CAN WCB Form 7	OHS001CN	Monitoring Health and Safety	LCL
CAN WCB Incident	OHS008CN	Monitoring Health and Safety	LCL
CHE Accident Report	PER002CHE	Monitoring Health and Safety	LCL
ESP Incident Without Lost W.	OHS014ESP	Monitoring Health and Safety	LCL
FRA Work Accident Report	OHS001FR	Monitoring Health and Safety	LCL
GER Accident Report	OHS001GR	Monitoring Health and Safety	LCL
GER Illness Report	OHS004GR	Monitoring Health and Safety	LCL

Report Name	Report ID	Location	Global or Local
GER Incident Location Summary	OHS003GR	Monitoring Health and Safety	LCL
GER Reportable Accdnt/Illness	OHS002GR	Monitoring Health and Safety	LCL
UK Illness Report	OHS002UK	Monitoring Health and Safety	LCL
UK Injury/Dang. Occ. Report	OHS001UK	Monitoring Health and Safety	LCL

Generating the Claim Summary Overview Report

This report provides a summary of claims that have been logged within a specified date range. The report itemizes by amounts within a Charge Type, then subtotals by Charge Type, subtotals by claim, and calculates a grand total of all charges within the reporting period.

Claim Summary Overview Page

Usage	Use the Claim Summary Overview page to run the Claim Summary Overview report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Report, Claim Summary Overview
Access Requirements	Enter a Run Control ID.

Claim Summary Overview page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Claim Summary Overview Report

Description	This report provides a summary of claims that have been logged within a specified date range. The report itemizes by amounts within a Charge Type, then subtotals by Charge Type, subtotals by claim, and calculates a grand total of all charges within the reporting period.
Report ID	Crystal
Type of Report	OHS012
Parameters	From Date, Thru Date
Source	CLM_SUMM_VW, PERSONAL_DTA_VW, NE_PERSONAL_DTA
Sorted By	Claim #, Charge Type

Generating an Employees In Incidents Report

This report provides a summary of employees involved in incidents that have occurred within a specified date range. It notes whether the employee has suffered an injury or illness.

Employees In Incidents Page

Usage	Use the Employees In Incidents page to run the Employees In Incidents report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Report, Employees In Incidents
Access Requirements	Enter a Run Control ID.

Employees In Incidents page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Employees In Incidents Report

Description	This report provides a summary of employees involved in incidents that have occurred within a specified date range. It notes whether the employee has suffered an injury or illness.
Report ID	OHS013
Type of Report	Crystal
Parameters	From Date, Thru Date
Source	INCIDENT_DATA, INJURY_ILL_VW, PERSONAL_DTA_VW
Sorted By	Incident Date, Incident Number

Generating the Incident Claim Detail Report

This report provides detailed claim information pertaining to a health and safety incident. The report lists the claims filed for a specific incident, the employee filing the claim, provider information related to the claim, and detailed charges (by charge type) related to the claim. The report subtotals by charge type within a claim, subtotals by the claim itself, and then provides a grand total of all claim charges for the incident.

Incident Claim Detail Page

Usage	Use the Incident Claim Detail page to run the Incident Claim Detail report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Claim Detail
Access Requirements	Enter a Run Control ID.

Incident Claim Detail page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Incident Number Enter the **Incident Number.**

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Incident Claim Detail Report

Description	This report provides detailed claim information pertaining to a health and safety incident. The report lists the claims filed for a specific incident, the employee filing the claim, provider information related to the claim, and detailed charges (by charge type) related to the claim. The report subtotals by charge type within a claim, subtotals by the claim itself, and then provides a grand total of all claim charges for the incident.
Report ID	OHS015
Type of Report	Crystal
Parameters	Incident Number

Source	R_OHS015_VW, PERS_SRCH_GBL
Sorted By	Claim Number, Charge Type

Generating the Incident Detail Report

This report lists the details pertaining to a Health and Safety incident. In addition to the occurrence information, the report lists all causes and related corrective actions, witnesses, involved persons (including detailed injury information), OSHA information, lost work, and physician information.

Incident Detail Page

Usage	Use the Incident Detail page to run the Incident Detail report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Detail
Access Requirements	Enter a Run Control ID.

Incident Detail page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Incident Number Enter the **Incident Number**.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Incident Detail Report

Description	This report lists the details pertaining to a Health and Safety incident. In addition to the occurrence information, the report lists all causes and
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	related corrective actions, witnesses, involved persons (including detailed injury information), OSHA information, lost work, and physician information.
Report ID	OHS009
Type of Report	SQR
Parameters	Incident Number
Source	INCIDENT_DATA
Sorted By	No sort sequence

Generating the Incident Lost Work Report

This report lists the lost or restricted workdays for an employee involved in a health and safety incident within a specified reporting period. This report will total lost and restricted days by incident.

Incident Lost Work Page

Usage	Use the Incident Lost Work page to run the Incident Lost Work report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Lost Work
Access Requirements	Enter a Run Control ID.

Incident Lost Work page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Incident Lost Work Report

Description	This report lists the lost or restricted workdays for an employee involved in a health and safety incident within a specified reporting period. This report will total lost and restricted days by incident.
Report ID	OHS014
Type of Report	Crystal
Parameters	From Date, Thru Date
Source	INJURY_ILL_VW, PERSONAL_DATA, PERS_SRCH_GBL
Sorted By	Incident Number, Name

Generating the Incident Summary Report

This report provides a summary of health and safety incidents that have occurred within a specified date range. This report lists all involved persons and indicates whether an OSHA report was filed related to a person’s involvement.

Incident Summary Page

Usage	Use the Incident Summary page to run the Incident Summary report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Summary
Access Requirements	Enter a Run Control ID.

Incident Summary

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameter(s)

Start Date:

End Date:

Incident Summary page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Incident Summary Report

Description	This report provides a summary of health and safety incidents that have occurred within a specified date range. This report lists all involved persons and indicates whether an OSHA report was filed related to a person's involvement.
Report ID	OHS010
Type of Report	Crystal
Parameters	From Date, Thru Date
Source	HS_INCSUM_VW, PERSONAL_DTA_VW, NE_PERSONAL_DATA
Sorted By	Incident Number (descending order), Incident Type

Generating the Location Incident Summary Report

This report summarizes the incidents that occurred at specific locations and within the specified date range. The report lists all persons involved in the incident and indicates whether or not they received an OSHA reportable illness or injury.

Location Incident Summary Page

Usage	Use the Location Incident Summary page to run the Location Incident Summary report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Report, Location Incident Summary

Access Requirements	Enter a Run Control ID.
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Location Incident Summary

Run Control ID: 1 Report Manager Process Monitor

Language:

Report Request Parameter(s)

Start Date:

End Date:

Location Incident Summary page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Location Incident Summary Report

Description	This report summarizes the incidents that occurred at specific locations and within the specified date range. The report lists all persons involved in the incident and indicates whether or not they received an OSHA reportable illness or injury.
Report ID	OHS011
Type of Report	Crystal
Parameters	From Date, Thru Date
Source	HS_INCSUM_VW, PERSONAL_DTA_VW, NE_PERSONAL_DTA
Sorted By	Location, Incident Number (descending order).

Generating the Non-Employees In Incidents Report

This report summarizes the non-employees involved in incidents that occurred within a specified date range. It will note whether they suffered an illness or injury.

Non-Employees In Incidents Report Page

Usage	Use the Non-Employees In Incidents page to run the Non-Employees In Incidents report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Report, Non-Employees In Incidents
Access Requirements	Enter a Run Control ID.

Non-Employees In Incidents page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Non-Employees In Incidents Report

Description	This report summarizes the non-employees involved in incidents that occurred within a specified date range. It will note whether they suffered an illness or injury.
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Report ID	OHS003
Type of Report	Crystal
Parameters	From date, Thru Date
Source	ZZ_NON_EMP_INC
Sorted By	Crystal processes data in Incident Number order.

Generating the Vehicle Incident Summary Report

This report summarizes information about vehicles involved in incidents within a specified date range. The report lists the vehicle/equipment information and related information about the people involved.

Vehicle Incident Summary Page

Usage	Use the Vehicle Incident Summary page to run the Vehicle Incident Summary report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Report, Vehicle Incident Summary
Access Requirements	Enter a Run Control ID.

Vehicle Incident Summary

Run Control ID: 1 Report Manager Process Monitor Run

Language: English

Report Request Parameter(s)

Start Date:

End Date:

Vehicle Incident Summary page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Vehicle Incident Summary Report

Description	This report summarizes information about vehicles involved in incidents within a specified date range. The report lists the vehicle/equipment information and related information about the people involved.
Report ID	OHS016
Type of Report	Crystal
Parameters	Incident Number
Source	VEH_EQ_INC_VW, PERSONAL_DTA_VW, NE_PERSONAL_DTA
Sorted By	Incident Number

Generating the CAN WCB Form 7 Report

The CAN WCB Form 7 Report provides some of the information required for provincial WCB Form 7s. You can use this report to manually transcribe the information you need to the printed form required by the WCB in most Canadian provinces.

CAN WCB Form 7 Page

Usage	Use the CAN WCB Form 7 page to generate the CAN WCB Form 7 report. The report pulls together a number of pieces of information from data that you've entered in the system. You can then manually transcribe the information to the official, pre-printed form required by the WCB in most Canadian provinces.
Object Name	RUNCTL_OHS001CN
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, CAN WCB Form 7
Access Requirements	Enter a Run Control ID.

Workers Comp Board Form 7 page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, EmplID.**

Incident Number Enter the **Incident Number.**

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

OHS001CN CAN WCB Form 7 Report

Description	The CAN WCB Form 7 Report provides some of the information required for provincial WCB Form 7s. You can use this report to manually transcribe the information you need to the printed form required by the WCB in most Canadian provinces.
Report ID	OHS001CN
Type of Report	SQR
Parameters	Incident Number
Source	WCB_RPT_DATA, INCIDENT_DATA, INJURY_ILL, EMPLOYMENT, INCIDENT_REPORT, PERSONAL_DATA, JOB_LABOR, HS_EMPLOYMENT, HS_EMPL_REL_CAN, HS_EMPL_SUB_CAN, COMP_PROP_TBL, INCDNT_VEH_EMPL, INJURY_ILL_SOI, INJURY_SRCE_TBL, INJ_ILL_BPI_CAN, INJURY_NATR_TBL, BODY_PART_TBL, INJ_PEOPLE_CAN, INJURY_ROLE_CAN, NE_PERSONAL_DTA, INCIDENT_PEOPLE, LONG_EARNS_CAN, INJ_ILL_WI_CAN, INJ_ILL_WA_CAN, ABSW_SCHD_VW, INJ_ILL_PHC_CAN, INJ_ILL_PDS_CAN, INJ_ILL_OBJSTMT, INJURY_ILL_AID, INJURY_ILL_ADDR, MEDICAL_FAC_TBL, NE_PERS_PHONE, INJ_ILL_NBD_CAN, INJ_ILL_NRD_CAN, INJURY_ILL_DESC, JOB, COMPANY, PERS_NID, LOCATION, JOBCODE_TBL, INCIDENT_CAUSE

Sorted By	No sorting
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Generating the CAN WCB Incident Report

The CAN WCB Incident Report (Canadian Worker’s Compensation Board Incident Report) provides specific incident information required by the Canadian Worker’s Compensation Board, such as incident occurrence information, work absence and work resumption, the person responsible, first aid provided, and other WCB-required information.

CAN WCB Incident Page

Usage	Use the Can WCB Incident page to generate the CAN WCB Incident Report (Canadian Workers’ Compensation Board Incident Report). This report provides details about a specific Canadian health and safety incident. You may also run this report to collect information you can use to manually complete WCB reporting forms.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, CAN WCB Incident
Access Requirements	Enter a Run Control ID.

The screenshot shows a web interface for 'Runctl Ohs Inc'. It includes a 'Run Control ID' field with the value '1', a 'Language' dropdown menu set to 'English', and a 'Run' button. Below these is a section titled 'Report Request Parameters' containing an 'Incident Number' field with a search icon.

Runctl Ohs Inc page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Incident Number Enter the **Incident Number**.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

OHS008BC CAN WCB Incident Report

Description	The CAN WCB Incident Report (Canadian Worker’s Compensation Board Incident Report) provides specific incident information required by the Canadian Worker’s Compensation Board, such as incident occurrence information, work absence and work resumption, the person responsible, first aid provided, and other WCB-required information.
Report ID	OHS008BC
Type of Report	SQR
Parameters	Incident Number
Source	INCIDENT_DATA, PERSONAL_DATA, NE_PERSONAL_DTA, INJ_PEOPLE_CAN, INJURY_ILL_AID, INJURY_ILL, EMPLOYMENT
Sorted By	No sort sequence

Generating the CHE Accident Report

Use the CHE Accident Report to create an accident report to submit to your company's insurance company following an accident. This report provides the information required by Swiss law in a format accepted by all Swiss insurance companies.

CHE Accident Report Page

Usage	Use the CHE Accident Report page to run the CHE Accident report.
Object Name	RUNCTL_PER002_CHE
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, CHE Accident Report
Access Requirements	Enter a Run Control ID.

Accident Report

Run Control ID: 1 Report Manager Process Monitor Run

Language: English

EmpID: 🔍

Incident Number: 🔍

Accident Report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, EmplID.**

Incident Number Enter the **Incident Number.**

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

CHE Accident Report

Description	Use the CHE Accident Report to create an accident report to submit to your company's insurance company following an accident. This report provides the information required by Swiss law in a format accepted by all Swiss insurance companies.
Report ID	PER002CHE
Type of Report	SQR
Parameters	EmplID and Incident Number
Source	COMPANY_TBL, PERS_DATA_EFFDT, PERSONAL_DATA, JOBCODE_TBL, INCIDENT_DATA, COMP_PROP_TBL, BODY_PART_TBL, INJURY_NATR_TBL, DIAGNOSIS_TBL, INJ_REHAB_ACTN, COUNTRY_TBL, COMP_RATECD_TBL, BUS_UNIT_TBL_HR, FREQUENCY_TBL, INJURY_ILL_ADDR.
Sorted By	No sorting

Generating the ESP Incident Without Lost Work Report

Use the Incident Without Lost Work report to generate a list of accidents that didn't result in lost work days.

ES Incident Lost Work Page

Usage	Use the Incident Lost Work page to run the ESP Incident Lost Work report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, ESP Incident Without Lost W.

Access Requirements	Enter a Run Control ID.
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Incident Lost Work

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameter(s)

Start Date:

End Date:

Incident Lost Work page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

ES Incident Lost Work Report

Description	Use the Incident Without Lost Work report to generate a list of accidents that didn't result in lost workdays. This report prints the Employee Name, Gender, NSS, Accident Date, and Accident Type. This report must be printed by Work Center
Report ID	OHS014ES
Type of Report	Crystal
Parameters	Start Date, End Date
Source	PS_INJURY_ILL_VW, PS_PERSONAL_DATA, PS_PERS_NID, PS_INJURY_ILL_ACC, PS_JOB, PS_LOCATION_TBL
Sorted By	Company, Location, Date Reported, Sex.

Generating the FRA Work Accident Report

Your PeopleSoft Human Resources system provides you with a French Accident Report (OHS001FR), which you can use to meet accident, injury, and illnesses reporting requirements.

You can run this report for an incident number or for an employee number. The report provides information about who was injured, when the accident occurred, who the witnesses were, whether the employee had an absence or lost work time due to the accident, and other detailed information about the location and context of the accident. You can then use this information to complete the official French report.

FRA Accident Report Page

Usage	Use the Accident Report page to run the FRA Work Accident Report.
Object Name	OHS001FR
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, FRA Work Accident Report
Access Requirements	Enter a Run Control ID.

Accident Report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplID**.

By Employee or By Incident Number Indicate whether you would like to search by **EmplID** or by **Incident Number**.

Incident Number Enter the **Incident Number**.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

FRA Work Accident Report

Description	This produces a Health and Safety Report for France, which tracks information on the employer, the establishment, the casualty, and details of the accident such as witnesses and other third parties.
Report ID	OHS001FR
Type of Report	SQR
Parameters	Incident Number or Employee Number
Source	COMPANY_TBL, JOB, ESTAB_TBL, DEPT_TBL, INJURY_ILL, INCIDENT_DATA, INJURY_ILL_BP, BODY_PART_TBL, INJURY_ILL_NOI, INJURY_NATR_TBL, INJURY_ILL_ADDR, INCIDENT_PEOPLE, PERSONAL_DATA, JOBCODE_TBL, EMPLOYMENT, PERS_NID
Sorted By	No sort sequence

Generating the German Accident Report

To prepare the accident report, you must first enter an incident into the system using Incident Details and, if applicable, Vehicle/Equipment Incident Details.

To run an accident report for an incident:

1. First run the SQR process GER Collect Accident Data (OHS501GR) to load the temporary data tables.
2. Then run the Crystal report GER Accident Report (OHS001GR). This report is sent to the insurer.

GER Accident Report Page

Usage	To run an accident report for an incident, first run the GER Collect Accident Data page to load the temporary data tables.
Object Name	RUNCTL_OHS501GR
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, GER Accident Report
Access Requirements	Enter a Run Control ID.

Accident Report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

- Incident Number** Select an **Incident Number**.
- Accident Insurance** Select the appropriate **Accident Insurance**.
- Working Start Time** Enter the **Working Start Time**.
- Working End Time** Enter the **Working End Time**.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

GER Accident Report

Description	This produces an Accident Report For Germany. Because this is a report local to Germany, it is provided only in German. For the incident you select, the report provides information about the person injured, body parts, physician and hospital data, injury source and nature, unsafe acts, hazards, causes, corrective/preventative actions, and witnesses.
Report ID	OHS001GR
Type of Report	Crystal
Parameters	Incident Number, Accident Insurance, Working Start Time , Working End Time
Source	OHS001GER_TMP1, OHS001GER_TMP2
Sorted By	None

Generating the German Illness Report

To prepare the illness report, you must first enter an illness into the system using the GER Illness Tracking page group. The details of the illness must also be properly entered into the system.

To run an illness report for an incident:

1. First run the SQR process GER Collect Illness Data (OHS504GR) to load the temporary data tables.
2. Then run the Crystal report GER Illness Report (OHS004GR). This report is sent to the insurer.

GER Illness Report Page

Usage	To run an illness report for an incident, first run the SQR process GER Collect Illness Data (OHS504GR) to load the temporary data tables.
Object Name	RUNCTL_OHS504GR
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, GER Illness Report
Access Requirements	Enter a Run Control ID.

Illness Report

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Report Request Parameters

EmpID:

Non-Employee ID:

Illness Number:

Accident Insurance:

GER Illness Report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, EmpID, Non-Employee ID.**

Illness Number Select the appropriate Illness Number.

Accident Insurance Select the appropriate Accident Insurance.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

OHS004GR GER Illness Report

Description	This produces an Illness Report For Germany. The report includes information about the employee/non employee, including personal data, nationality data, children data, job data, and physician data. Because the report is local to Germany, it is available only in German.
Report ID	OHS004GR
Type of Report	Crystal
Parameters	Employee ID, Non Employee ID, Illness Number, Accident Insurance
Source	OHS004GER_TMP1, OHS004GER_TMP2
Sorted By	None

Generating the GER Incident Location Summary Report

This produces an Incident Location Summary Report For Germany. It provides information on travel, mode of transportation, details about whether drugs were involved, and details about people associated with the incident.

GER Incident Location Summary Page

Usage	Use the Incident Location Summary page to create the GER Incident Location Summary report.
Object Name	RUNCTL_OHS003GR
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, GER Incident Location Summary
Access Requirements	Enter a Run Control ID.

Incident Location Summary

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

Incident Number Enter the **Incident Number**.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

GER Incident Location Summary Report

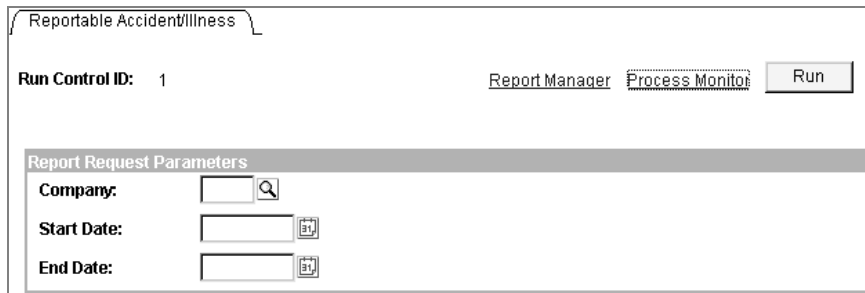
Description	This produces an Incident Location Summary Report For Germany. It provides information on travel, mode of transportation, details about whether drugs were involved, and details about people associated with the incident. Because this report is specific to Germany, it is available only in German.
Report ID	OHS003GR
Type of Report	SQR
Parameters	Incident Number
Source	INC_TRAVEL_DATA, TRANSPORT_TBL, INCIDENT_PEOPLE, INJURY_ILL_VW, NE_PERSONAL_DTA, PERSONAL_DATA, INC_TRAVRPT_GER, INJURY_ILL
Sorted By	None

Generating the GER Reportable Accident/Illness Report

Use the GER Reportable Accident/Illness page to create a Reportable Accident/Illness report to meet German Health and Safety reporting requirements.

GER Reportable Accident/Illness Page

Usage	Use the Reportable Accident/Illness page to run the GER Reportable Accident/Illness report.
Object Name	RUNCTL_OHS002GR
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, GER Reportable Accdnt/Illness
Access Requirements	Enter a Run Control ID.



Reportable Accident/Illness page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

- Company** Select the **Company** whose accidents and illnesses you'd like to report on.
- Start Date** Enter the date starting from which you want the report to gather data.
- End Date** Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

OHS002GR GER Reportable Accdnt/Illness

Description	This produces a Reportable Accident /Illness Report For Germany.
Report ID	OHS002GR
Type of Report	SQR

Parameters	Company, From Date, Thru Date
Source	ACCDNT_TYPE_TBL , INJURY_ILL_BP ,INJURY_ILL , INJURY_ILL_ACC, BODY_PART_TBL BPT, JOB
Sorted By	Regulatory Region, Accident Type, Body Part Class, Description

Generating the UK Illness Report

Before running the UK Illness report you must run the SQR process UK Collect RIDDOR Data to load the temporary holding tables. The report output is a Crystal report that exactly duplicates the actual official report. If the data in the report is complete, you should be able to sign it and mail it to the HSE.

UK Illness Report Page

Usage	Use the UK Illness Report page to generate the UK Illness report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, UK Illness Report
Prerequisites	To prepare the illness report, you must first have entered an incident into the system (using Incident Details), indicated the incident type is an illness, and entered the details of the incident and illness.
Access Requirements	Enter a Run Control ID.

RIDDOR F2508A page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

Responsible Person

Person Reporting Select the person reporting the incident or incidents.

All incidents in a given period If you want to report on all the incidents in a given period, enter the dates in this group box.

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Just this incident If you want to report on just one incident, select the incident number in this group box.

Incident Number Select the **Incident Number** you would like to report on.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

UK Illness Report

Description	The Report Of A Case Of A Disease (RIDDOR F2508A) provides the information you need to meet the Health and Safety Reporting Requirements in the UK. The report output exactly duplicates the actual official report. If the data in the report is complete, you should be able to sign it and mail it to the HSE.
Report ID	OHS002UK
Type of Report	Crystal
Parameters	From date, Thru Date, Incident Number, Person Reporting
Source	OHS_501UK_TMP1, OHS_501UK_TMP2
Sorted By	No sort sequence

Generating the UK Injury or Dangerous Occurrence Report

Before running the UK Injury or Dangerous Occurrence report you must run the SQR process UK Collect RIDDOR Data to load the temporary holding tables. The report output is a Crystal report that exactly duplicates the actual official report. If the data in the report is complete, you can just sign it and mail it to the HSE.

UK Injury/Dang. Occ. Report (Injury/Dangerous Occupation Report Page)

Usage	Use the UK Injury/Dang. Occ. Report page (United Kingdom Injury/Dangerous Occurrence Report page) to generate the UK Injury/Dangerous Occurrence report.
Navigation	Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, UK Injury/Dang. Occ. Report
Prerequisites	To prepare the injury and dangerous occurrence report, you must first have entered an incident into the system using Incident Details.
Access Requirements	Enter a Run Control ID.

RIDDOR F2508 page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

Responsible Person

Person Reporting

Select the person reporting the incident or incidents.

All incidents in a given period

If you want to report on all the incidents in a given period, enter the dates in this group box.

Start Date

Enter the date starting from which you want the report to gather data.

End Date

Enter the date to which you want the report to gather data.

Just this incident

If you want to report on just one incident, select the incident number in this group box.

Incident Number

Select the **Incident Number** you would like to report on.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

UK Injury/Dangerous Occurrence Report

Description	The Injury Or Dangerous Occurrence (RIDDOR F2508) report provides the data about health and safety incidents needed to meet the Health and Safety Reporting Requirements in the UK.
Report ID	OHS001UK
Type of Report	Crystal
Parameters	From date, Thru Date, Incident Number, Person Reporting
Source	OHS_501UK_TMP1, OHS_501UK_TMP2
Sorted By	No sort sequence

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