

PeopleSoft 8.3 Human Resources PeopleBook: Monitor Health and Safety

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SKU HRr83HHS-B 1001

PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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Contents

About the HRMS PeopleBooks

Before You Begin ix
PeopleSoft Application Fundamentals for HRMS PeopleBook ix
Related Documentation x
Documentation on the Internet x
Documentation on CD-ROM x
Hardcopy Documentation x
PeopleBooks Standard Page Element Definitions xi
PeopleBook Standard Group Boxes xiv
Entering Name Information xiv
Entering Address Information xvi
Entering or Viewing Pay Components xvii
Required Fields on Pages xix
Typographical Conventions and Visual Cues xix
Process Introductory Table xx
USF U.S. Federal Government Functionality xxi
E&G Education and Government Functionality xxi
Local Country Functionality xxi
Comments and Suggestions xxi

Chapter 1

About the PeopleSoft 8.3 Human Resources PeopleBook: Monitor Health and Safety

PeopleBooks Standard Page Element Definitions 1-1
Understanding the Documentation 1-2
Human Resources Reports 1-3

Chapter 2

Setting Up Incident, Injury, and Illness Tracking

Understanding Incident, Injury, and Illness Tracking 2-1
Defining Injuries and Illnesses 2-2
Pages Used to Define Injuries and Illnesses 2-2
Entering Types of Occupational Illnesses 2-4
Defining Medical Diagnoses 2-4

Defining Dangerous Occurrences and Hazardous Conditions 2-5
Pages Used to Define Dangerous Occurrences and Hazards 2-5
Defining Dangerous Occurrences 2-6
Defining Hazardous Conditions and Materials 2-7
Tracking Hazards by Location and Job Code 2-7
Tracking Hazards by Location 2-8
Defining Related Incident Details 2-9
Pages Used to Define Incident Details 2-10
Identifying Animals 2-10
Identifying Modes of Transportation 2-10
Defining Medical Services Information 2-11
Pages Used to Define Medical Services Information 2-11
Entering Medical Specialist Information 2-12
Defining Work Restrictions and Modified Work Duties 2-13
Pages Used to Define Work Restrictions and Duties 2-13

Chapter 3

Setting Up Additional Tables for Global Incident Reporting

(AUS) Managing Claims Threshold Details 3-1
Establishing Claims 3-1
(CAN) Setting Up Canadian Workers' Compensation Board (WCB) Reporting 3-3
Pages Used to Set Up WCB Reporting 3-4
Identifying Classes and Subclasses for Business Locations 3-4
Setting Up Standard Occupational Classifications 3-5
Defining Casual Factor Types 3-5
Identifying Preventative Action Types 3-5
(GER) Setting Up for Employers' Liability Insurance Association Reporting 3-6
Pages Used to Set Up Employers' Liability Insurance Association Reporting 3-6
Identifying Health and Safety Officials 3-8
Setting Up a Social Insurance Unit ID 3-8
Defining Corrective Actions 3-9
Defining Disease Types 3-9
Defining Preventative Actions 3-10
Defining Unsafe Items 3-10
Setting Up Work Area Classes 3-11
Setting Up Work Area Categories 3-11
Setting Up Work Areas 3-12
Associating Hazard Codes With an Employee 3-13
(GBR) Setting Up Reporting to the Health and Safety Executive (HSE) in the United Kingdom 3-13

Page Used to Set Up Reporting to the HSE in the United Kingdom 3-14
Adding and Updating an External Scheme 3-14

Chapter 4

Tracking Personal Data for People Involved in Incidents

Entering Non-Employee Data 4-1
Pages Used to Enter Non-Employee Data 4-1
Adding Name Information 4-2
Entering Personal Details 4-3
Entering Extra Address Information 4-4
Entering Employee Data 4-6
Pages Used to Enter Employee Data 4-6
Entering Employee Details 4-6
Entering Employment Details 4-8
Maintaining Employee Health Card Information 4-9
Pages Used to Maintain Employee Health Cards 4-10
Recording Employee Health Details 4-10
Viewing Employee Health Card Information 4-12
Pages Used to View Employee Health Card Information 4-12
Entering Family Details 4-12
Pages Used to Set Up Family Information 4-13
Entering Family Information 4-13

Chapter 5

Creating and Tracking Incidents

Understanding Health and Safety Incidents 5-1
Pages Used to Enter New Health and Safety Incidents 5-2
Adding and Updating Incidents 5-3
Recording Employee-Generated Incident Details 5-9
Describing Incident Details 5-10
Recording Where Incidents Occur 5-12
Recording Travel-Related Incidents 5-15
Entering Additional Travel Route Details 5-17
Identifying People Connected to the Incident 5-18
Maintaining Notification Requirements 5-20
Entering Injury Details 5-22
Pages Used to Enter Injury Details 5-23
Entering Work-Related Injuries 5-25
Entering Injury and Illness Descriptions 5-29
Documenting Injury Statements 5-31

Entering Injury and Illness Details 5-32
Common Injury Detail Elements 5-34
Entering Medical Treatment Information 5-35
Recording Diagnoses Details 5-39
Recording Work-Related Incidents 5-40
(CAN) Entering Long Term Earnings 5-44
Tracking Reporting Details 5-45
Entering Additional Incident Data for Vehicles and Equipment 5-47
Pages Used to Enter Data for Vehicles and Equipment 5-47
Entering Vehicle and Equipment Incident Details 5-48
Tracking Incident Consequent Actions 5-49
Pages Used to Track Incident Consequent Actions 5-50
Entering Corrective Actions 5-50
Entering Preventative Actions 5-51
Tracking Incident, Injury, and Illness Data by Individual 5-53
Pages Used to Summarize Employee Injuries 5-53
Viewing Employee Injury Summaries 5-54
(MEX) Defining Mixed Committees 5-54
Understanding Mixed Committees for Health and Safety 5-55
Defining Training Legal Requirements 5-55
Pages Used to Define Mixed Committees 5-55

Chapter 6

Processing Rehabilitation, Claims, and Examination Data

Managing Claims 6-1
Pages Used to Manage Claims 6-2
Opening Claims 6-2
Entering Claim Details 6-4
Tracking Claim Charges 6-5
Entering Provider Reference Data 6-7
Tracking Rehabilitation Plans 6-8
Pages Used to Track Rehabilitation Plans 6-8
Associating an Incident 6-8
Monitoring Work Restrictions and Duties 6-10
Tracking Rehabilitation Action Details 6-10
Tracking Employee Medical Exam Results 6-12
Pages Used to Track Medical Exam Results 6-12
Common Elements 6-13
Entering Physical Examination Information 6-13
Entering Physical Exam Results 6-15

Entering Hearing Exam Details 6-17
Entering Eye Exam Details 6-18
Entering Respiratory Exam Details 6-19
Setting Up Drug Testing Information 6-20
Entering Test Results and Referrals 6-21

Chapter 7

(CAN) Preparing to Report to the Workers Compensation Board

Understanding the British Columbia Workers' Compensation Board Electronic Reporting System 7-1

Processing Data for British Columbia Workers' Compensation Board Electronic Data Interface Reporting 7-3

Pages Used to Process Data for BC WCB EDI Reporting 7-3
Entering Data for BC WCB Reporting 7-4
Creating an EDI File for BC WCB Reporting 7-4

Chapter 8

(GER) Monitoring Additional Health and Safety Incident, Injury, and Illness Data For German Employers

Understanding Incident, Injury, and Illness Data for German Employers 8-1
Reviewing German Employee Checklist Data 8-1
Pages Used to Update Medical Exam Information 8-2
Updating Medical Exam Information 8-2
Tracking Illnesses for German Employees 8-3
Pages Used to Track Illnesses 8-3
Establishing an Illness Profile 8-4
Describing Employee Circumstances 8-5
Entering Information About Job-Related Illnesses 8-6
Entering Compensation and Insurance Information 8-7
Entering Medical Details 8-8
Entering Corrective Actions 8-10
Entering Case Officer Information for German Employees 8-12
Pages Used to Assign Case Officers 8-12
Assigning Case Officers 8-12

Index

About the HRMS PeopleBooks

The HRMS PeopleBooks provide you with the information you will need for implementing and using PeopleSoft Human Resources Management System (HRMS) products.

This section describes information you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS product line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in these books, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume you already know how to navigate the PeopleSoft system, much of the information in these books is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. These books expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals for HRMS PeopleBook

The individual HRMS PeopleBooks provide you with implementation and processing information for the individual HRMS products. However, there is additional, essential information describing the setup and design of each HRMS product contained in the companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

The *PeopleSoft Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing a single HRMS product, some combination of products within the product line, or the entire PeopleSoft HRMS system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals for HRMS PeopleBook*, we've included common information pertinent to all applications in the HRMS product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've

removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals for HRMS* and other PeopleBooks.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection (www4.peoplesoft.com/cc). We post updates, troubleshooting documentation, and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.

Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site: http://www4.peoplesoft.com/cc

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.3 HRMS PeopleBooks,* SKU HR83PBR0, and *PeopleTools 8.14 PeopleBooks,* SKU PTB814R0.

Note. Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section

of PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

Internet	From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order. PeopleSoft Internet site: http://www.peoplesoft.com.
Telephone	Contact Consolidated Publishing Incorporated (CPI) at **800 888 3559.**
Email	Email CPI at **callcenter@conpub.com**.

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages or panels. This section lists the most common fields and provides standard definitions.

Field	*Definition*
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
City	Name of city for address.
Comment(s)	Freeflow text entry that enables you to add comments.
Company	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.

Field	*Definition*
Country	Country for address. Other address fields will be adjusted to reflect Country choice. Select a country from the list of valid values and press TAB to move through the field. The system automatically displays the appropriate address fields using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields that appear.
County (also **Prefecture** and **Parish**)	Name of county (prefecture/parish) for address, if applicable.
Currency Code	The 3-letter code in which the currency is specified.
Description	Freeflow text up to 36 characters that describes what you are defining.
Department	An identification code that represents an organization in a company.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Empl Rcd# (Employee Record Number)	A system-assigned number that indicate an employee has more than one record in the system.
Fax (also **Fax Number)**	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Last Run On	The date that a report or process was last run.
Locality	A tax location within an organization.
Name	Name of individual.

Field	*Definition*
National ID	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
Phone	The phone number for a person or organization.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are ***Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2,*** or ***Telex.***
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
Process Frequency group box	Designates the appropriate frequency in the **Process Frequency** group box: **Once** executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to **Don't Run**. **Always** executes the request every time the batch process runs. **Don't Run** ignores the request when the batch process runs.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Regulatory Region	A regulatory region can be any region where there are specific laws and regulations that are addressed by functionality in PeopleSoft Human Resources. Many country-specific transactions are driven by regulatory requirements where Regulatory Region is used for transaction processing.
Report ID	Identifies a report.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

Field	*Definition*
Run Control ID	Identifies specific run control settings for a panel.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.
SetID	An identification code that represents a set of control table information. SetIds enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also **Province)**	State (Province) for address.
Status	Indicates whether a row in a table is ***Active*** or ***Inactive.***
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.

See Also

PeopleTools Development Tools: Application Designer PeopleBook, "Creating Field Definitions," Understanding Effective Dates

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

The following group boxes and field groupings appear throughout PeopleSoft HRMS. We have documented them once here.

Entering Name Information

The following fields appear wherever you enter or display naming information:

Format Using Select the country with name format appropriate for this employee. The system will display the appropriate fields for this format in the Person Name group box.

Refresh the Name Field Click to refresh the Name field after you've edited any of the name fields. The system will refresh the name field when you save.

Person Name or Current Name

The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

Title — Select a title. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.

Prefix and **Name Prefix** — Select a Prefix or Name Prefix, if applicable.

Royal Prefix — Select a Royal Prefix, if applicable.

First Name — Enter the employee's official first name.

Preferred First Name — For The Netherlands, enter the employee's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this employee.

Last Name Preference — For the Netherlands, choose this link to provide additional name information for married employees. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner and Last Name Preference.

Middle — Enter the employee's middle name, if applicable.

Last Name — Enter the employee's official last name.

Suffix — Select a suffix, if applicable.

Second Last Name — For Spanish employees, enter the second surname (mother's surname).

Alternate Character Name — Use this field to enter the employee's name using alternate characters (such as Japanese phonetic characters).

Note. You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter.

Warning! Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.

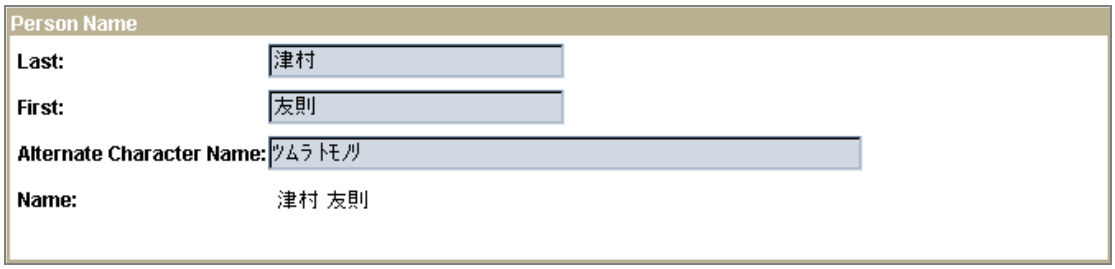
Royal Suffix — Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.

Name — The system displays the employee's name as it will appear in the system.

Displaying Japanese Names on Pages

Pages that display personal name fields usually display them in First Name, Last Name order. When the country is Japan, however (JPN in the Format Using field), those fields appear in the Last Name, First Name order.

Another difference is that the Name field displays "Last Name[space]First Name," not "Last Name,First Name"; that is, a space separates the last and first names, not a comma.



Japanese name format on a page

See Also

PeopleSoft Applications Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS," Working With Double-Byte Characters

Entering Address Information

The following fields appear in address group boxes throughout PeopleSoft HRMS. You may not see all of the fields listed below as the system displays only the fields necessary for the country in use. Determine which address fields are required for each country on the Country Table – Address Format page.

Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, **Address 2**, **Address 3**, and **Address 4**	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
City	Enter the city.
County	Enter the county, if applicable.
State (State, Province, or other)	Enter the state or province.
Postal	Enter the postal, such as zip or postal code.
Number 1, and **Number 2**	Enter the number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.

House Type	Enter the house type, if applicable.
Postal Search	Click **Postal Search** to use international address formats.

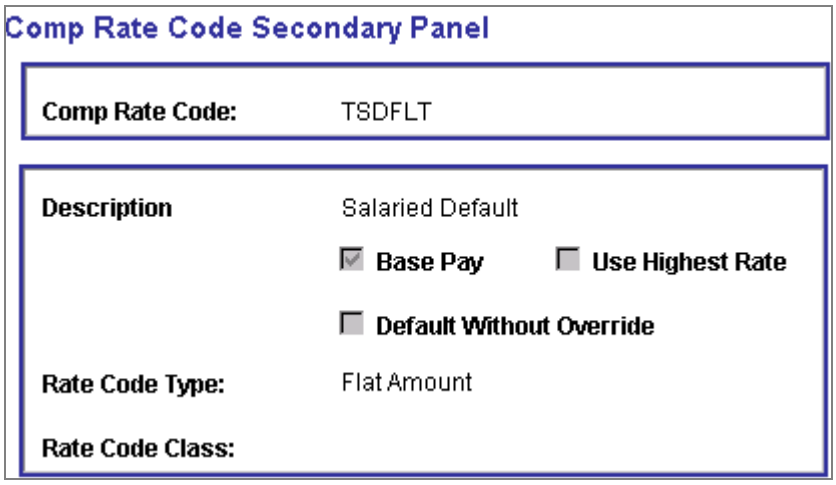
Entering or Viewing Pay Components

Amounts Tab



Pay Components - Amounts

Rate Code	Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid. **Note.** If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.
Seq (sequence)	The sequence number of the rate code if it is used more than once.
Details	Click the **Details** button to open the Comp Rate Code Secondary Panel page.
Comp Rate, (compensation rate) **Currency**, and **Frequency**	The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.
Apply FTE	If selected, the system multiplies the rate code value by the FTE factor for annualization and deannualization. FTE is the percent of full time the employee should normally work in the corresponding job. This field isn't available for ***Percent*** rate codes.
Points	The salary points associated with this rate code, if any.
Percent	If the rate code rate type is ***Percent,*** the system displays the percent to be applied to the job compensation rate or to a rate code group if you are using rate code groups.
Rate Code Group	A rate code group enables you to be more specific when calculating percentages based components as part of your employee compensation package.



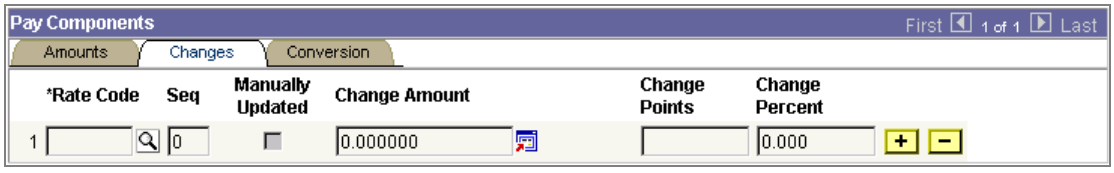
Comp Rate Code Secondary Panel

Access this page by clicking the Details link on the Amounts page. Displays additional information about the rate code.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working With Multiple Components of Pay," **Defining Rate Codes**

Changes Tab



Pay Components – Changes page

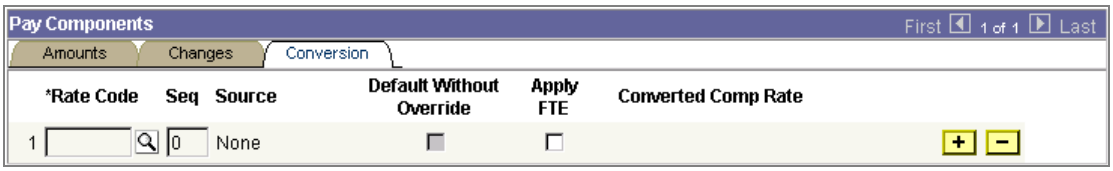
This page displays the change in an employee's salary.

Manually Updated The system selects this if you have manually updated the pay components.

Change Amount The overall change amount to this pay component rate.

Change Points The overall change amount (in points) to this pay component, if applicable.

Change Percent The overall percentage change to this pay component, if applicable.



Pay Components – Conversion

This page displays the conversion rates in an employee's salary.

Source The system displays the source of the rate code, such as ***Absorbing Premium***, ***Seniority Pay***, ***Job Code***, or ***Manual***.

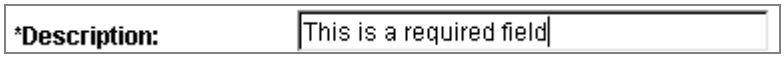
Default Without Override Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.

Apply FTE Indicates if the converted rate code value will be multiplied by the FTE factor for annualization and deannualization.

Converted Comp Rate Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

Required Fields on Pages

When you see a field on a page with an asterisk (*) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.



Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

`monospace font` Indicates PeopleCode.

Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold). We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).
Italics	Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears we use this style: ***field value.*** We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0*, not the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
See Also	PeopleBooks provide cross-references under the heading "See Also." Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example: ***See Also*** *About These HRMS PeopleBooks,* **PeopleSoft 8.3 HRMS PeopleBooks Preface**

Note. Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!,** the note is crucial and includes information that concerns what you need to do for the system to function properly.

Warning! Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Process Introductory Table

In the documentation, each business process in the application is accompanied by an introductory table with pertinent information about the pages used in the process.

Page	*System Name*	*Navigation*	*Usage*
Name of the page.	Gives the system name of the page as specified in the PeopleTools Application Designer. For example, the system name of the Detail Calendar panel is DETAIL_CALENDAR1.	Provides the path for accessing the page.	Describes how you would use the page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a note or within text, if appropriate.

E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by an E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a note or within text, if appropriate.

Local Country Functionality

Any functionality that is specific to an individual country will be designated by the three-character ISO code for that country. For example, functionality specific to Germany would be indicated by a DEU designation at the beginning of a section heading. Most often this will appear at the beginning of a section heading (such as with this section), but the country designation might also appear in a Note or within text, if appropriate.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager
PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

CHAPTER 1

About the PeopleSoft 8.3 Human Resources PeopleBook: Monitor Health and Safety

This book provides you with the information you will need for implementing and using PeopleSoft Human Resources: Monitor Health and Safety.

This chapter complements and extends the About the HRMS PeopleBooks section of HRMS documentation by providing specific information on how to use the documentation for Human Resources. Much of the general information you should know before you begin using PeopleSoft documentation is presented in About the HRMS PeopleBooks.

Note. We strongly recommend that you read About the HRMS PeopleBooks. In particular, the PeopleSoft Application Fundamentals section lists where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

See Also

PeopleSoft HRMS PeopleBooks Preface, "About the HRMS PeopleBooks"

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions for Human Resources.

Field	*Definition*
Benefit Plan	A specific benefit offering within a plan type.
Benefit Plan Type	Also known as Plan Type, it is a two-digit code that identifies a benefit category, such as health, life, or savings.
Benefit Program	A collection of benefit plans your company offers to a group of employees.

Field	*Definition*
Deduction	Any amount taken from an employee's pay check to offset all or part of the cost of the employee's benefits.
Deduction Code	The code assigned to a benefit deduction.
FSA Maximum Annual Pledge	This is the total maximum an employee can pledge to contribution to a health or dependent care flexible spending accounts during a benefit plan year.
FSA Minimum Check Amount	This is the minimum amount for which a check will be printed.
Plan Type	Also known as Benefit Plan Type, it is a two-digit code that identifies a benefit category, such as health, life, or savings.

See Also

PeopleSoft HRMS PeopleBooks Preface, "About the HRMS PeopleBooks," PeopleBooks Standard Page Element Definitions

Understanding the Documentation

Documentation for PeopleSoft Human Resources is made up of 25 business processes, each with their own book:

- Administer Company Cars
- Administer Festive Advance
- Administer Salaries for the Netherlands
- Administer Salary Packaging
- Administer Training
- Administer Variable Compensation
- Administer Workforce
- Base Benefits
- Manage Commitment Accounting
- Manage Competencies
- Manage French Public Sector
- Manage Netherlands Salary Administration
- Manage Performance
- Manage Positions

- Manage Professional Compliance
- Meet Regulatory Requirements
- Monitor Absence
- Monitor Health & Safety
- Plan Careers and Successions
- Plan Salaries
- Recruit Workforce
- Report Total Compensation
- Track Faculty Events
- Track Flexible Service
- Track Global Assignments

Human Resources Reports

The documentation for the Human Resources reports is in the reports chapter in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*. There you will find information about each report, listed by module.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Appendix: PeopleSoft Application Fundamentals for HRMS Reports"

CHAPTER 2

Setting Up Incident, Injury, and Illness Tracking

This chapter provides an overview of setting up your system to track incidents, injuries and illnesses and tells you how to define:

- Injuries and illnesses.
- Dangerous occurrences and hazards.
- Related incident details.
- Medical service information.
- Work restrictions.

Understanding Incident, Injury, and Illness Tracking

Consistent and uniform data collection is an important element of your organization's health and safety program. Standardized records best utilize the information that you use to manage your health and safety program and to meet government and insurer reporting requirements.

Use PeopleSoft Human Resources to track information specific to health and safety incidents that occur in all of your operations and to update codes and descriptions as government regulations change. Most of the setup tables are designed so that you can enter multiple occurrences of a code or description.

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

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS"

Defining Injuries and Illnesses

Use this section to set up and maintain injury, illness, and accident codes that are required by government reporting agencies.

Certain setup codes in the Monitor Health and Safety business process are entered 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 U.S. workforce, you may choose to use the standard codes the American National Standards Institute (ANSI) has established, or enter your own. Use the codes required by local authorities in your regulatory region, if a specific set of codes is required.

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

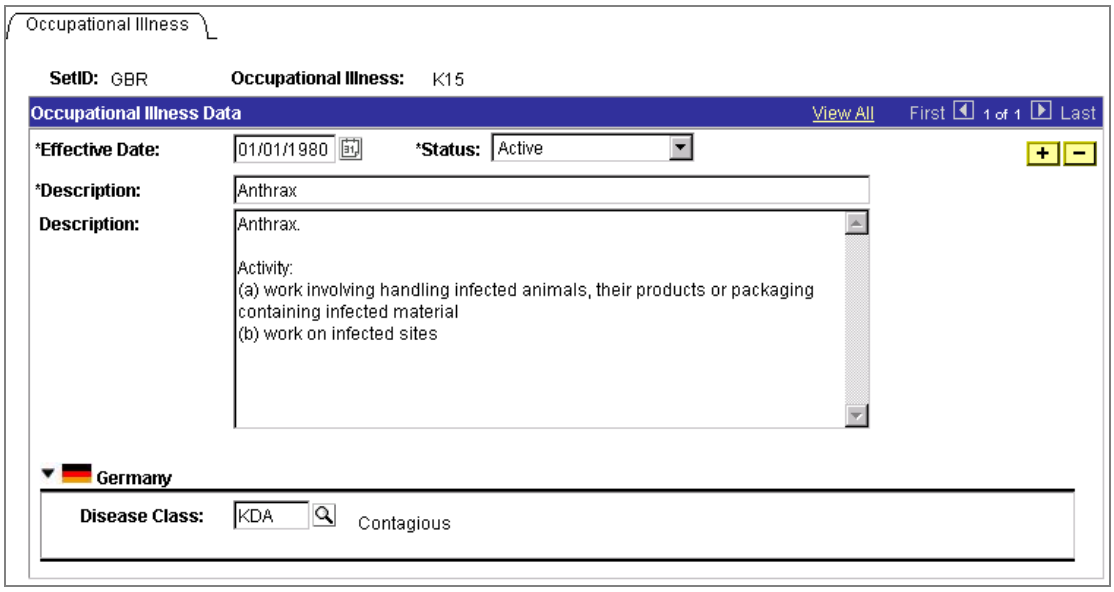
Pages Used to Define Injuries and Illnesses

Page Name	*Object Name*	*Navigation*	*Usage*
Accident Type Table	ACCIDENT_TYPE_TBL	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Accident Type Table, Accident Type Table	Describe the events that can result in physical occupational injuries. Use the Accident Type codes that are used on the Injury Details page, standard codes, or your own company-specific codes.
Body Part Table	BODY_PART_TABLE	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Body Part Table, Body Part Table	Identify the physical location of an employee's injury. For example, specify the *Jaw* as part of the class *Face*. Valid classification values are in the Translate Table.
Nature of Injury Table	INJURY_NATURE_TBL	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Nature Of Injury Table, Nature of Injury Table	Identify an employee's physical injuries. These codes are used in the Incident Details component.

Page Name	*Object Name*	*Navigation*	*Usage*
Source of Injury Table	INJURY_SOURCE_TBL	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Source Of Injury Table, Source of Injury Table	Identify how the injury happened. These codes are used in the Injury Details page.
Unsafe Act Table	UNSAFE_ACT_TABLE	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Unsafe Act Table, Unsafe Act Table	Assign codes to the causes of injuries and accidents and track incidents by associating an Unsafe Act code with the resulting Accident Type code. These codes are used on the Injury Details page.
Occupational Illnesses Table	HS_OCC_ILLNESS	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Occupational Illnesses Table, Occupational Illness	Enter standard types of occupational illnesses.
Diagnosis Table	DIAGNOSIS_TABLE	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Diagnosis Table, Diagnosis Table	Add or update standard medical diagnoses for injuries and illnesses. Track individual injuries and illnesses in the Incident Details and Rehabilitation Plans components.
Allergy Tbl	ALLERGY_TBL	Monitor Workplace, Monitor Health/Safety, Setup, Allergy Table	Define various allergy types.
Immun Tbl	IMMUN_TBL	Monitor Workplace, Monitor Health/Safety, Setup, Immunization Table	Define immunization types.
Medcatn Tbl	MEDCATN_TBL	Monitor Workplace, Monitor Health/Safety, Setup, Medication Table	Define medication types.
Medicare Tbl Aus	MEDICARE_TBL_AUS	Monitor Workplace, Monitor Health/Safety, Setup Lcl, AUS Medicare Item Details	Define Medicare items.

Entering Types of Occupational Illnesses

Access the Occupational Illness page



Occupational Illness page

Occupational Illness You can enter different groups of Occupational Illness codes for each setID.

(GER) Germany

Disease Class Enter a class from the GER Disease Class table, if appropriate.

If the disease class that you want to enter isn't in the list of valid values, then add it into the system using the GER Disease Class Table page.

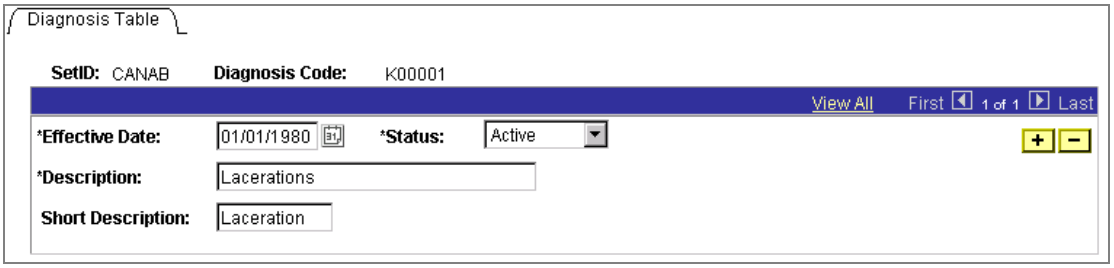
Defining Medical Diagnoses

If your organization tracks 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.

(GBR) Note. If your organization 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, and you'll find this page in the Report Regulations (UK) menu. You can use the page in either menu; it is the same.

(USA) Note. If your organization 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, and you'll find this page in the Report Regulations (U.S.) menu. You can use the page in either menu; it is the same

Access the Diagnosis Table page



Diagnosis Table page

Diagnosis Code You can enter a different group of Diagnosis codes for each setID.

Defining Dangerous Occurrences and Hazardous Conditions

Hazard control involves identifying workplace hazards and acting to eliminate or minimize any workplace hazard or exposure that risks the health and safety of personnel.

Use the tables in this section to set up types of dangerous occurrences and hazardous conditions. Once you establish codes for them, track hazardous materials and conditions by job code and location to identify employees who are at risk.

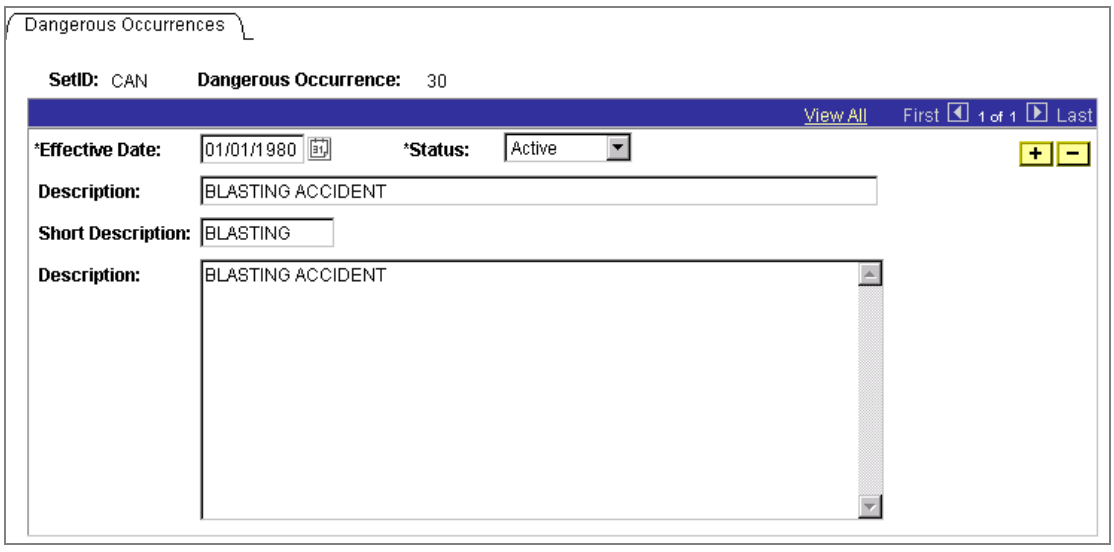
Pages Used to Define Dangerous Occurrences and Hazards

Page Name	*Object Name*	*Navigation*	*Usage*
Dangerous Occurrences	HS_DANGER_OCC	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Dangerous Occurrences Table, Dangerous Occurrences	Classify types of dangerous occurrences or specify those that are defined by the regulatory authority in your regulatory region. Use this code when you create a health and safety incident, using the Incident Details - Description page.

Page Name	Object Name	Navigation	Usage
Haz Condition/Materials Table	HAZ_CON_MATRL_TBL	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Haz Condition/Materials Table, Haz Condition/Materials Table	Assign IDs to physical conditions and hazardous materials that might directly contribute to occupational accidents, injuries, or illnesses. The Hazard ID is used on the Corrective Actions and Preventive Actions pages.
Job Code Hazards Table	JOBCODE_HAZRDS_TBL	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Job Code Hazards Table, Job Code Hazards Table	Track exposures experienced by employees in a particular job code.
Location Hazards Table	LOCATN_HAZRDS_TBL	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Location Hazards Table, Location Hazards Table	Identify exposures that have occurred at specific locations in your organization.

Defining Dangerous Occurrences

Access the Dangerous Occurrences page.



Dangerous Occurrences page

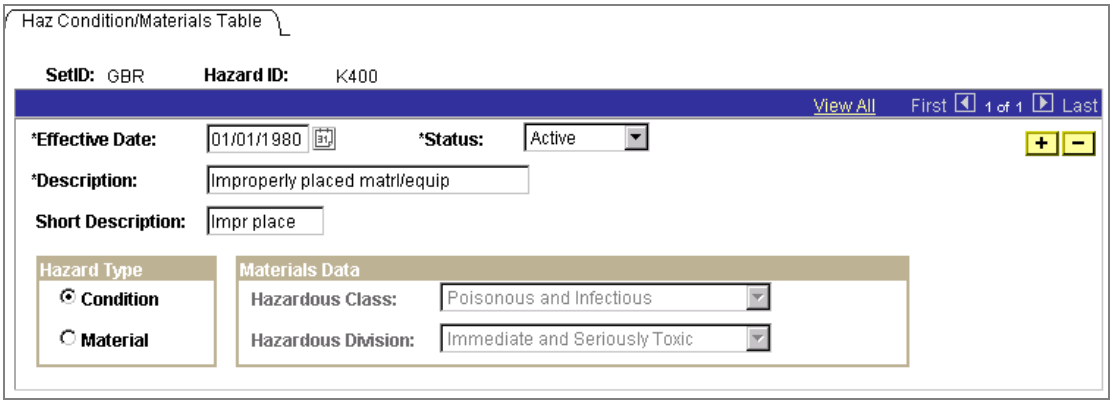
Remember that dangerous occurrences codes might vary by regulatory region. For example, in the United Kingdom dangerous occurrences are defined by the reporting of injuries,

diseases, and dangerous occurrences regulations. In Canada, they are defined by the Worker's Compensation Board (WCB).

Dangerous Occurrence The system displays the Dangerous Occurrence code that you entered.

Defining Hazardous Conditions and Materials

Access the Haz Condition/Materials Table page.



Haz Condition/Materials Table page

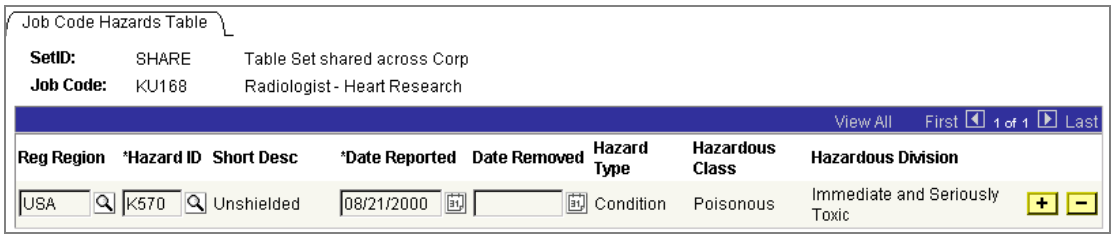
Hazard ID You can enter multiple Hazard IDs for each setID and maintain different sets of Hazard IDs for specific regulatory regions.

Hazard Type Indicate whether the hazard type is **Condition** or **Material.** If you select Material, the **Materials Data** group box is available for you to enter the **Hazardous Class** and the **Hazardous Division.**

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

Tracking Hazards by Location and Job Code

Access the Job Code Hazards Table page.



Job Code Hazards Table page

Note. Column order for grids may vary by implementation. Use the page's horizontal scroll bar to view the available columns.

Job Code — Because the job code is tied to the setID, you can maintain different hazard data for the same job code in different regulatory regions.

Reg Region (regulatory region) — Enter the regulatory region for the hazard.

Hazard ID — Add data rows to associate multiple Hazard IDs with each job code. When you enter a Hazard ID, the system populates the **Short Desc, Hazard Type, Hazardous Class,** and **Hazardous Division** fields.

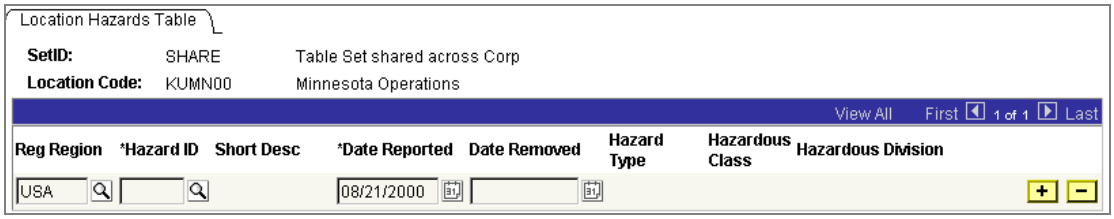
Date Reported — This is usually today's date, which you can change.

Date Removed — Enter the date when job conditions were changed.

Note. Define hazardous conditions and materials on the Haz Condition/Materials Table page.

Tracking Hazards by Location

Location Hazards Table page



Location Hazards Table page

Note. Column order for grids may vary by implementation. Use the page's horizontal scroll bar to view the available columns.

Location Code — The system displays the Location code that you entered.

Reg Region (regulatory region)	Enter the regulatory region for the hazard. Because the location code is tied to the 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. When you enter a Hazard ID, the system populates the **Hazard Type** field.
Date Reported	This is usually today's date, which you can change.
Date Removed	Enter the date when location conditions were changed.

Note. Define hazardous conditions and materials in the Haz Condition/Materials Table page.

Defining Related Incident Details

Use the pages in this section to set up codes to identify factors that can relate to a work-related incident, such as animals and transportation type.

Company Property

Use the Company Property Table component available on the Monitor Health/Safety menu to track health and safety incidents that involve heavy equipment, machinery, and computer and electronic equipment. The two pages that comprise the Company Property Table are the same pages that appear in the Administer Workforce menus, where you use them to manage assets. Use the pages in either menu; they are the same.

Company Cars

Cars set up in the Company Car module may be linked to incidents. If you add a company-owned vehicle, you can also access the registration and descriptive data that was previously entered for the vehicle on the Car Data page.

Note. When you enter a car into the Company Property Table, use the code or number that you used when entering the car into Car Data. This way, you won't maintain different codes for the same car.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Handling Company Property

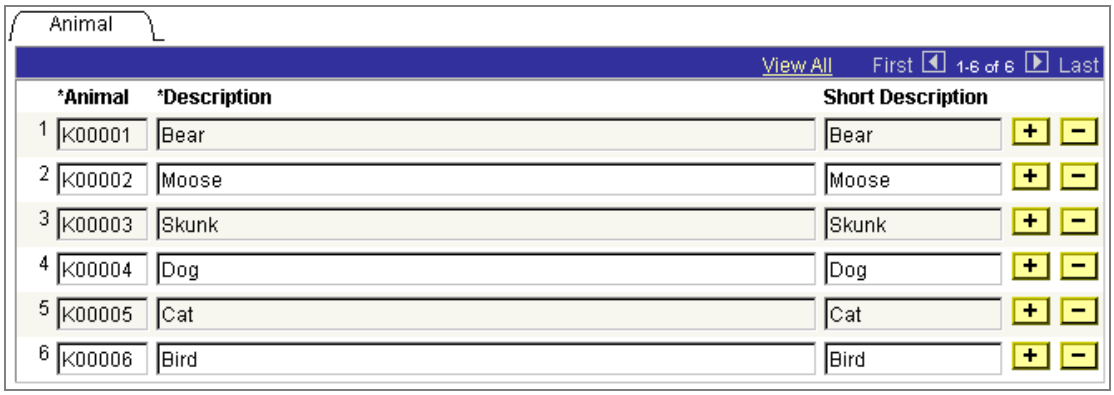
PeopleSoft Human Resources PeopleBook: Manage Company Cars, "Administering Company Cars for Your Workforce,"

Pages Used to Define Incident Details

Page Name	Object Name	Navigation	Usage
Animal	HS_ANIMAL_TBL	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Animal Table, Animal	Identify the types of animals involved in incidents. This data is used in the Incident Details - Travel page.
Transport	HS_TRANSPORT_TBL	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Transport Table, Transport	Identify the modes of transportation used by your employees during incidents that occur during work-related travel. You'll use Mode of Transport codes on the Incident Details - Travel page.

Identifying Animals

Access the Animal page.

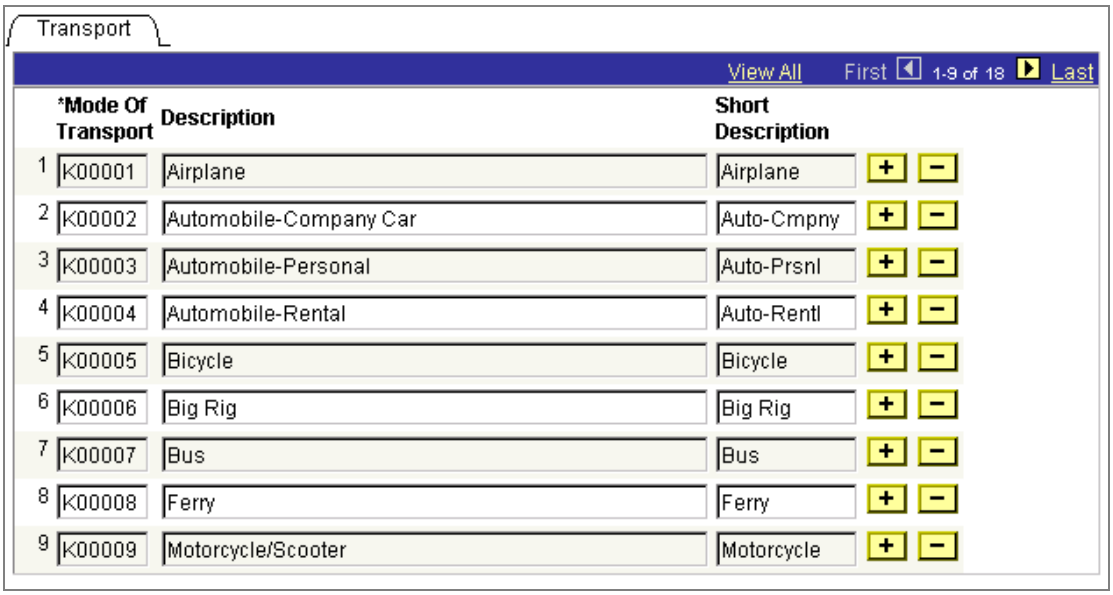


Animal page

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

Identifying Modes of Transportation

Access the Transport page.



Transport page

Mode Of Transport Enter a Mode Of Transport code.

For example, indicate the basic modes of transport by vehicle type, such as plane, train, car, bus, or taxi or identify the transportation company or services involved in the incident.

Insert additional data rows, as needed.

Defining Medical Services Information

PeopleSoft Human Resources provides several tables to identify the medical service details an employee receives during an incident. Document incident details, track the progress of claims, record medical exam data, and generate reports.

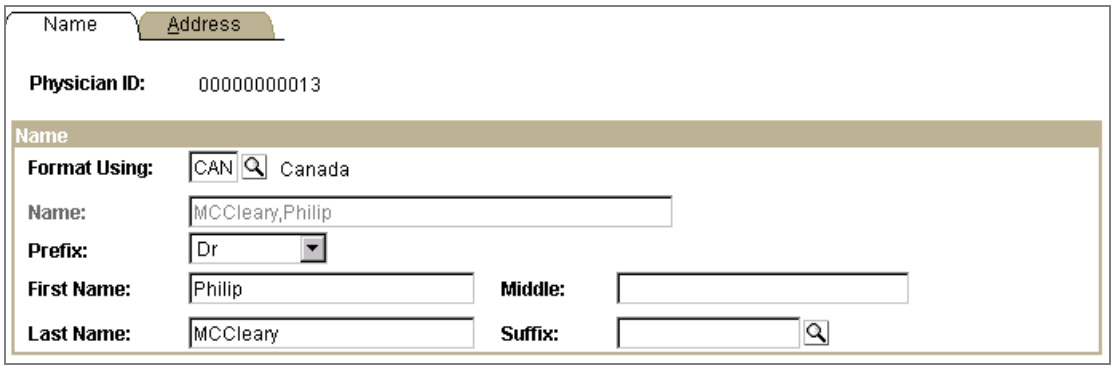
Pages Used to Define Medical Services Information

Page Name	*Object Name*	*Navigation*	*Usage*
Medical Facility	HS_MEDICAL_FAC	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Medical Facilities Table, Medical Facility	Enter hospitals and clinics and their addresses.
Physician Table - Name	HS_PHYSICIAN_DATA1	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Physician Table, Name	Enter doctors and other medical specialists to the Physician Table.

Page Name	Object Name	Navigation	Usage
Physician Table - Address	HS_PHYSICIAN_DATA2	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Physician Table, Address	Enter addresses for doctors and other medical specialists.

Entering Medical Specialist Information

Access the Physician Table - Name page.



Physician Table - Name page

Physician ID

The non-employee ID assigned to the physician appears at the top of the page as the Physician ID.

If you choose to have the system automatically assign non-employee IDs, it assigns to the physician the number that immediately follows the one displayed in the Last Non-Employee ID Assigned field in the Installation Table. The number first appears as 00000000000. The actual number appears after you save the information here. The system uses the same number sequence to assign non-employee IDs on both the Administer Training and Monitor Health and Safety pages.

Warning! 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. Be consistent.

Format Using

Select the country whose name format you want to use for this person. When you leave this field, the system displays the appropriate fields for the country that you entered.

Prefix

Select a value from the available options. Valid values are stored in the Name Royal Prefix Table.

Title	For the Netherlands, enter a title, such as *Mr., Mrs., Duke,* or *Duchess***,** from the list of valid titles. The system stores titles in the Title Table.
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 uses the preferred name when you generate form letters or mailing labels for this employee.
Second Last Name	(ESP) For Spain, enter the second surname (mother's surname).
Suffix	Select a value from the available options. Valid values are stored in the Name Royal Suffix Table. **Note.** If you are reporting employee information under the German Duevo Directive, these fields are required and must be completed according to the Duevo Rules: **Royal Suffix, Royal Prefix,** and **Title.**

See Also

"Tracking Personal Data for People Involved in Incidents"

PeopleSoft Application Fundamentals for HRMS PeopleBook "Setting Up PeopleSoft HRMS," Setting Up Implementation Defaults

Defining Work Restrictions and Modified Work Duties

When employees return to work after an injury or illness, they may not be able to immediately return to their full job duties. Use the codes you set up in these tables to track rehabilitation plans that are established for individuals.

Pages Used to Define Work Restrictions and Duties

Page Name	*Object Name*	*Navigation*	*Usage*
Work Restrictions Table	WORK_RESTRICT_TBL	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Work Restrictions Table, Work Restrictions Table	Identify physical limitations or restrictions placed on individuals as a result of injuries or illnesses.
Modified Work Table	MODIFIED_WORK_TBL	Monitor Workplace, Monitor Health/Safety (GBL), Setup, Modified Work Table, Modified Work Table	Identify changes and modifications to processes or methods of doing a job.

CHAPTER 3

Setting Up Additional Tables for Global Incident Reporting

This chapter provides an overview of additional tables for global incident reporting and tells you how to:

- Set up Australian Claims Threshold Tables.
- Set up Canadian Workers' Compensation Board reporting.
- Set up German Employers' Liability Insurance Association reporting.
- Set up Health and Safety Executive reporting in the United Kingdom.

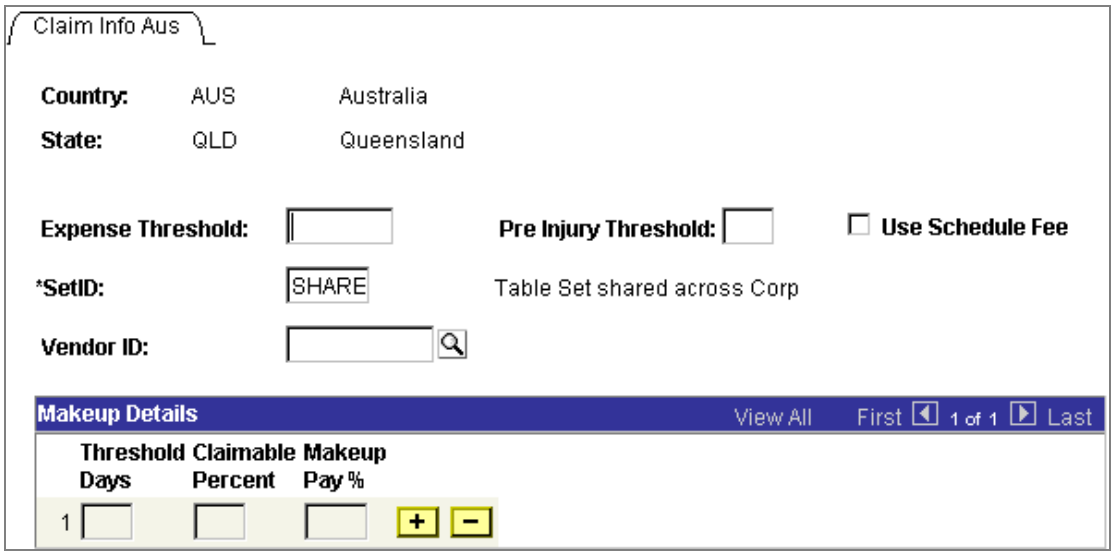
(AUS) Managing Claims Threshold Details

Use the **Claim Threshold Tables** to establish claims threshold information by State, Union or Claim. Use this information when processing reimbursable expenses related to health and safety incidents and worker injuries resulting in treatment and lost work time.

Page Label	*System Name*	*Navigation*	*Usage*
Claim Info Aus (AUS Claim Threshold – State)	CLAIM_INFO_AUS	Monitor Workplace, Monitor Health/Safety, Setup Lcl, AUS Claim Threshold - State	To establish claims threshold information by State.
Claim Info Aus (AUS Claim Threshold – Union)	CLAIM_INFO_AUS	Monitor Workplace, Monitor Health/Safety, Setup Lcl, AUS Claim Threshold – Union	To establish claims threshold information by Union.
Claim Info Aus (AUS Claim Threshold – Claim)	CLAIM_INFO_AUS	Monitor Workplace, Monitor Health/Safety, Setup Lcl, AUS Claim Threshold - Claim	To establish claims threshold information by Claim. You must have a claim number to access.

Establishing Claims

Access the Claim Info Aus page.



Claim Info Aus page

Enter an **Expense Threshold** amount and the number of **Pre Injury Threshold** days that must pass before you can present a percentage of the worker's wages to an Insurance Provider for payment.

Indicate the **Vendor ID** (Insurer) responsible for processing the company's reimbursable expense claims. Indicate if you'll **Use** the **Schedule Fee** associated with the Insurer.

Define the number of **Threshold Days,** the **Claimable Percent** and the **Make Up Percent** information. The Claimable Percent represents the Insurer's liability, while the Make Up Percent represents your organization's liability for the worker's wages.

Example

Based on ***10*** **Pre Injury Threshold Days** before your organization can pass on claims expenses to the Insurer, your company will pay ***100*** percent of the worker's claim for lost wages for the first ten days that the worker is absent. After the tenth day, the company can pass on ***95*** percent of the worker's wage claims to the Insurer. To establish these Make Up Details, you would enter the following on the Claims Threshold panel:

Threshold Days	*Claimable Percent*	*Make Up Percent*
0	0	100
10	95	5

To establish claimable expense threshold information by Union or individual claims as opposed to by State, select either Union or Claims component from the menu items list. When accessing through the Claims page the system prompts you for a **Claim Number**. Before you can use this page, you must first establish individual claims based on worker safety incidents using the **Claims Management** component. Select a Claim Number from the list of valid values. Only claims with an Approved Status appear in the list box.

See Also

"Processing Rehabilitation, Claims, and Examination Data," Managing Claims

(CAN) Setting Up Canadian Workers' Compensation Board (WCB) Reporting

Most of the Canadian features needed to set up data for tracking and reporting incidents, injuries, and illnesses to the WCB is included within the core global pages.

To complete the process of setting up WCB reporting you need to:

1. Identify the standard industry classes and subclasses for business locations.

   The WCB assigns numbers to identify the industry class and subclass of businesses and uses these classifications to analyze accident statistics by industry and to identify trends in the workplace. The WCB helps employers to identify the types of businesses in which the employer is currently registered.

2. Set up the standard occupational classifications used by the WCB.

   Your organization's occupation codes (job titles, for example) may not match the standard occupational classifications used by the WCB.

3. Define the types of casual factors associated with a health and safety incident.

   A health and safety incident generally has identifiable causal factors that help to explain why the event(s) occurred. Setting up standard contributing factor codes helps you to identify these causal factors consistently and aids in the tabulation and analysis of accident statistics.

4. Identify the types of actions taken to prevent future occurrences of incidents and accidents.

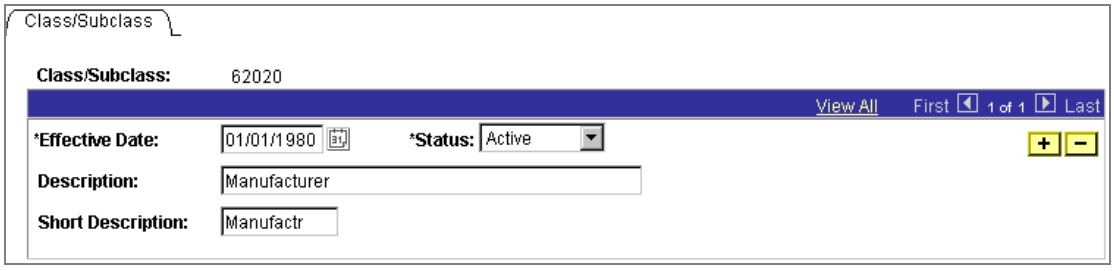
Note. Approved codes for the Workers Compensation Board can vary by regulatory region. Be sure to use the codes that are specific to your industry and approved by your provincial WCB office.

Pages Used to Set Up WCB Reporting

Page Name	Object Name	Navigation	Usage
CAN Class/Subclass	HS_CLASS_CAN	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, CAN Class/Subclass Table, Class/Subclass	Identify the standard industry classes and subclasses for your Canadian business locations, based upon the classifications designated by the WCB.
Occupation	HS_OCCUPATION_CAN	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, CAN Occupation Table, Occupation	Set up the standard occupational classifications used by the WCB.
Contributing Factors	HS_CONTFAC_CAN	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, CAN Contributing Factors, Contributing Factors	Define the types of casual factors associated with a health and safety incident.
Preventative Actions	HS_PREVENT_ACT_CAN	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, CAN Prevent. Actions Table, Preventative Actions	Identify the types of actions taken to prevent future occurrences of incidents and accidents.

Identifying Classes and Subclasses for Business Locations

Access the Class/Subclass page.

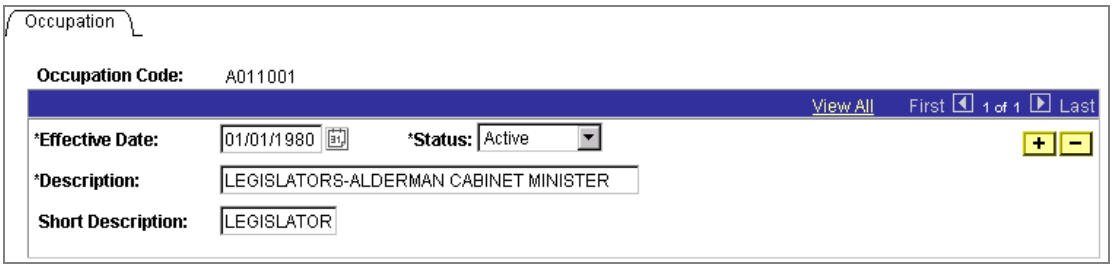


Class/Subclass page

Class/Subclass The system displays the **Class/Subclass** code that you entered. Use this field on the Incident Details - Incident page and the Injury Details - Work Related page.

Setting Up Standard Occupational Classifications

Access the Occupation page.

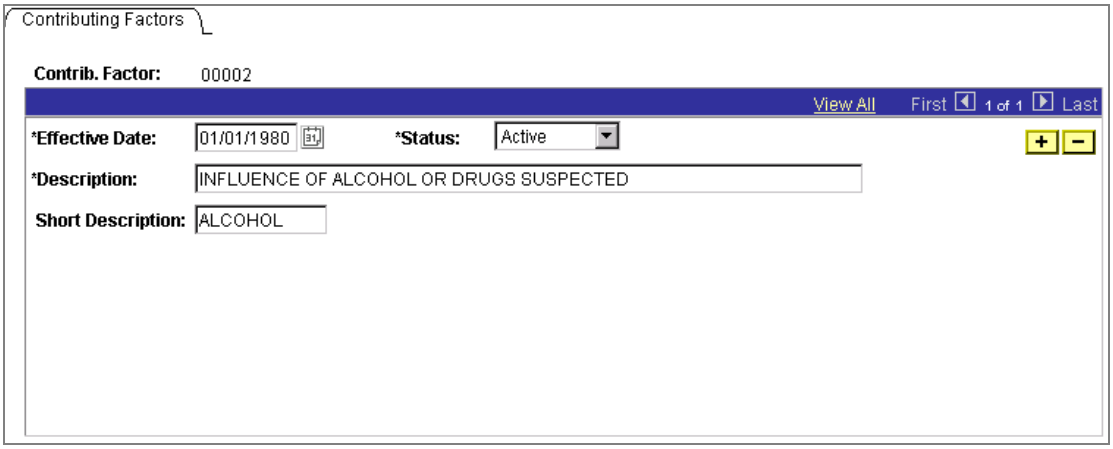


Occupation page

Occupation Code The system displays the **Occupation Code** that you entered. Use this code on the Employment Details page.

Defining Casual Factor Types

Access the Contributing Factors page.

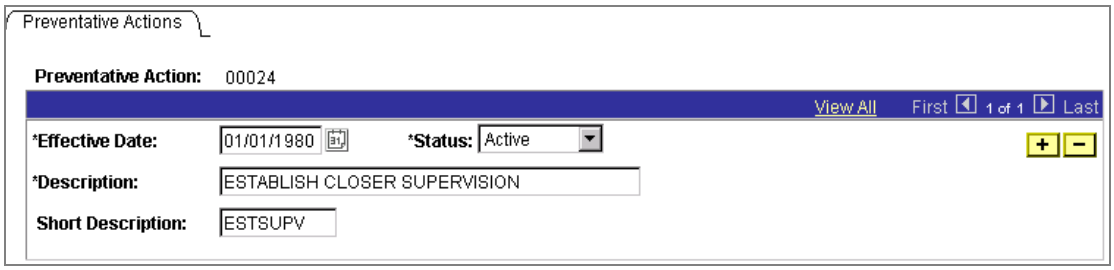


Contributing Factors page

Contrib. Factor (contributing factor) The system displays the **Contrib. Factor** code that you entered. Use this code on the Incident Details - Description page.

Identifying Preventative Action Types

Access the Preventative Actions page.



Preventative Actions page

Preventative Action The system displays the **Preventative Action** code that you entered. Use this code on the Consequent Actions – Preventative page.

(GER) Setting Up for Employers' Liability Insurance Association Reporting

In this section, we explain how to establish the codes that are defined by your employer's liability insurance association for use in tracking and reporting health and safety incidents.

Note. Be sure to use the codes that are specific to your industry and approved by your employer's liability insurance association.

Pages Used to Set Up Employers' Liability Insurance Association Reporting

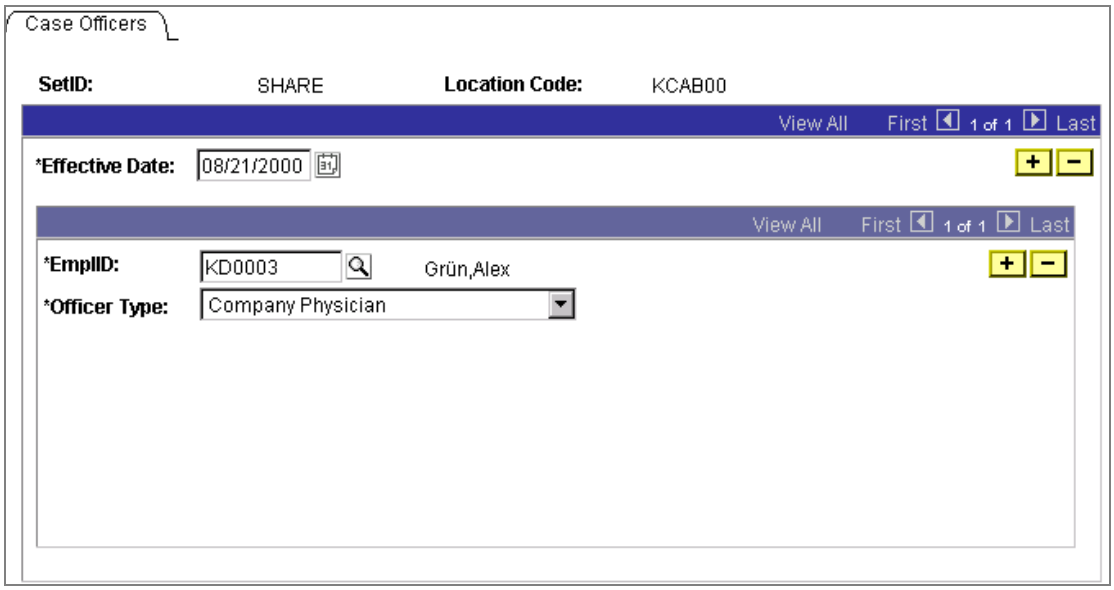
Page Name	*Object Name*	*Navigation*	*Usage*
Case Officer	HS_LOC_CASEOFF_GER	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Case Officer Table	Identify the officials for various areas of industrial health and safety within your organization. This information is used to identify incident case officers on the Employee Details page, the Injury Details - Reporting page and the GER Job Data page.
SI Unit	SI_UNIT_GER	Define Business Rules, Manage Human Resources (GBL), Setup Lcl, GER Social Insurance Unit	Set up your organization's Social Insurance Unit ID (Betriebsnummer). Use this number when reporting information to any public office.

Page Name	*Object Name*	*Navigation*	*Usage*
Corrective Actions	HS_CORRECT_ACT_GER	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Correct. Actions Table	Define corrective actions that you have implemented and associate the corrective action with a corrective action category.
Disease Class	HS_DIS_CLASS_GER	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Disease Class Table	Define disease classes and associate them with a disease type. The Occupational Illnesses defined in the Occupational Illnesses Table are suitable for most users of Monitor Health and Safety in most countries. For your German operations, the liability insurance associations have specific codes for German disease classes.
Preventative Actions	HS_PREVENT_ACT_GER	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Prevent. Actions Table	Define the actions that you have implemented to prevent workplace incidents or accidents.
Unsafe Item	HS_UNSAFE_ITEM_GER	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Unsafe Item Table	Define unsafe items and associate them with an unsafe item class.
Work Area Class	HS_WA_CLS_TBL_GER	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Work Area Class Table	Set up work area classes as defined by the employer's liability insurance association.
Work Area Category	HS_WA_CTG_TBL_GER	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Work Area Category Table	Set up work area categories as defined by the employer's liability insurance association.

Page Name	Object Name	Navigation	Usage
Work Area	HS_WA_TBL_GER	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, GER Work Area Table	Set up work areas as defined by the employer's liability insurance association.
Coop Society Data	HS_COOP_SOC_GER	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Coop Society Data	Associate an insurer's industrial Hazard code with an employee.

Identifying Health and Safety Officials

Access the Case Officers Table page.



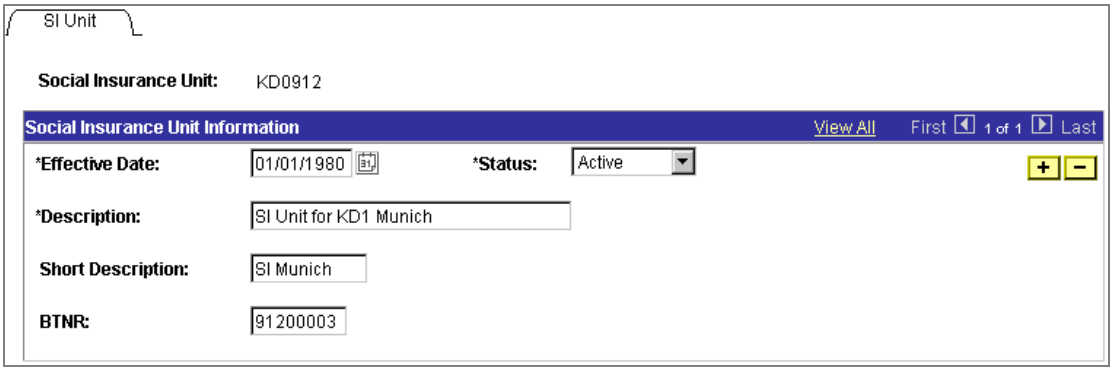
Case Officers page

Officer Type Select a type from the drop-down list box to classify the employee as a particular type of company case officer, such as a ***Health and Safety Specialist*** or a ***Company Physician.***

Add data rows and use the inside scroll bar to assign multiple case officers to a location.

Setting Up a Social Insurance Unit ID

Access the SI Unit page

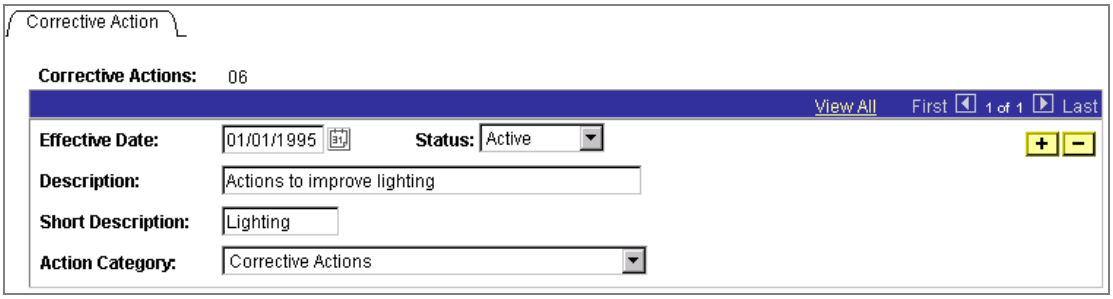


SI Unit page

BTNR (Betriebsnummer) Enter the employer Social Insurance Number for this unit.

Defining Corrective Actions

Access the Corrective Action page.



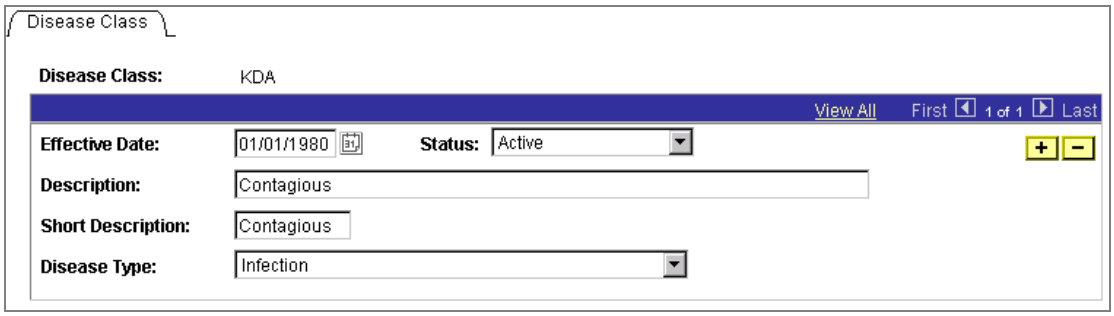
Corrective Action page

Corrective Actions The system displays the **Corrective Actions** code that you entered. This field is used on the Consequent Actions - Corrective page and the GER Illness Tracking - Corrective Actions page.

Action Category Select an option from the drop-down list box.

Defining Disease Types

Access the Disease Class page.



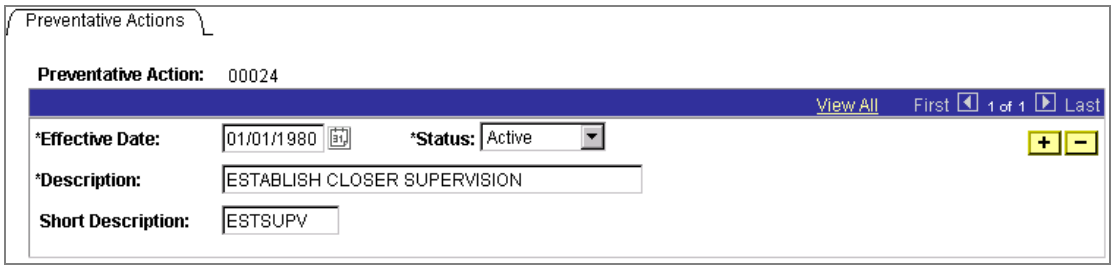
Disease Class page

Disease Class The system displays the **Disease Class** code that you entered. The Disease Class field is used on the Occupational Illness Details page and the GER Illness Profile pages.

Disease Type Associate the Disease Class with an appropriate **Disease Type** by selecting from the drop-down list box.

Defining Preventative Actions

Access the Preventative Actions page.

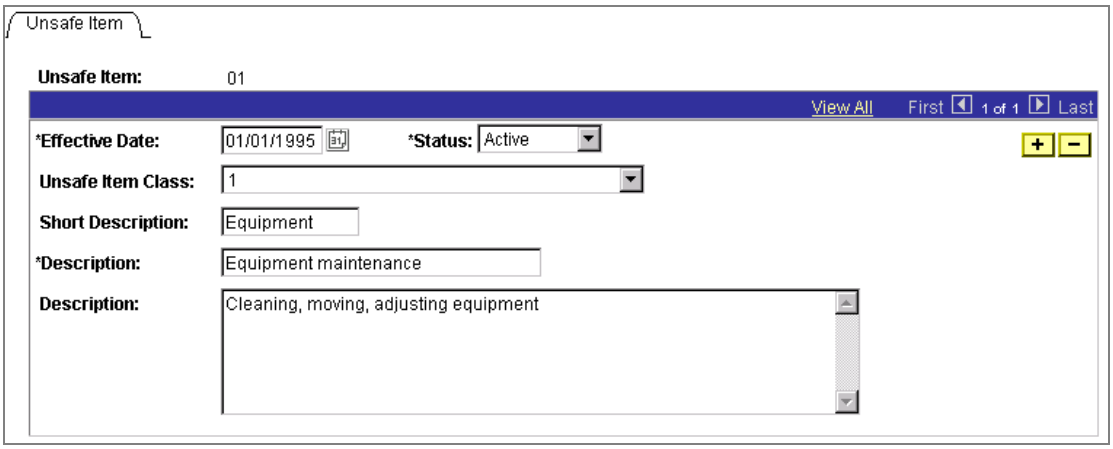


Preventative Actions page

Preventative Action The system displays the **Preventative Action** code that you entered. These codes are used on the Preventative Action Details and the GER Causes/Preventative Actions pages.

Defining Unsafe Items

Access the Unsafe Item page.



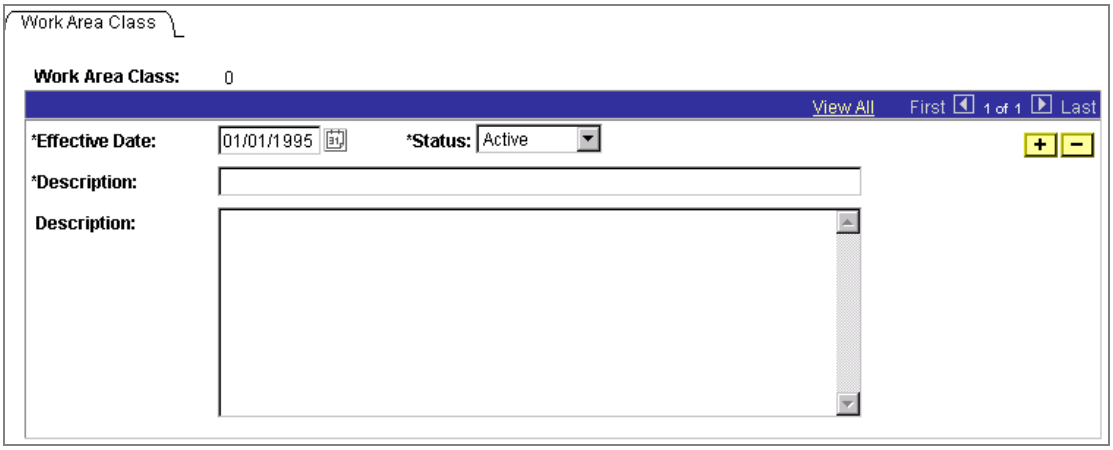
Unsafe Item page

Unsafe Item Class Associate the Unsafe Item with an Unsafe Item Class by selecting from the drop-down list box.

Unsafe Item The system displays the Unsafe Item code that you entered. This code is used on the Injury Details - Details page.

Setting Up Work Area Classes

Access the Work Area Class page.

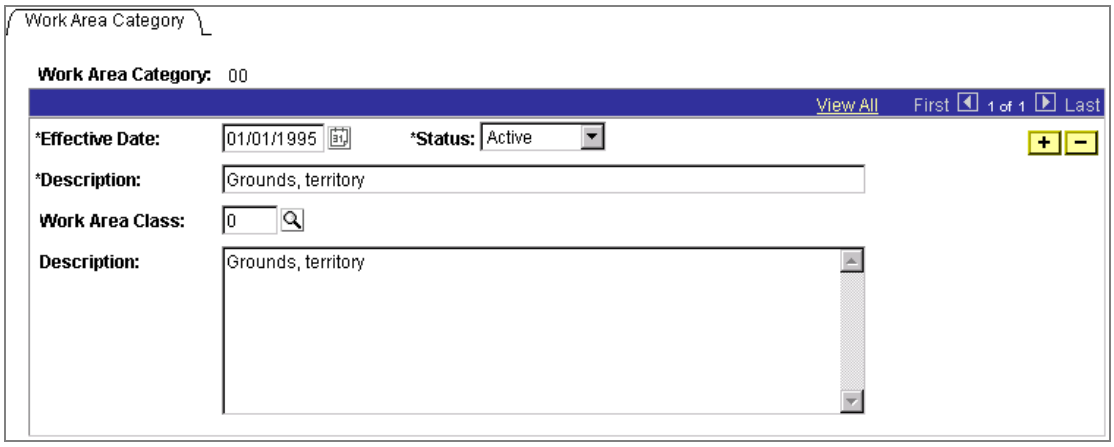


Work Area Class page

Work Area Class The system displays the **Work Area Class** code that you entered. Use the Work Area Class code to set up work area categories and work areas.

Setting Up Work Area Categories

Access the Work Area Category page.



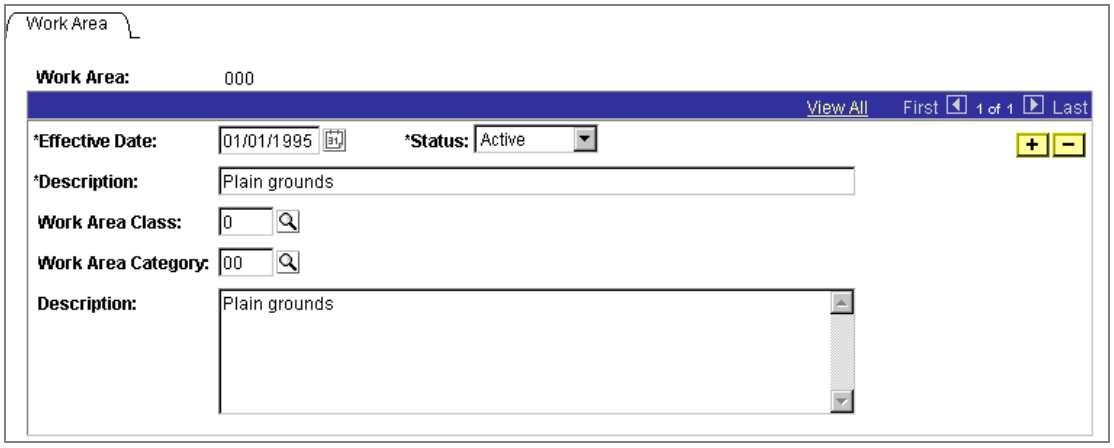
Work Area Category page

Work Area Class To associate this **Work Area Category** with a **Work Area Class,** select the appropriate value.

Work Area Category The system displays the **Work Area Category** code that you entered.

Setting Up Work Areas

Access the Work Area page.



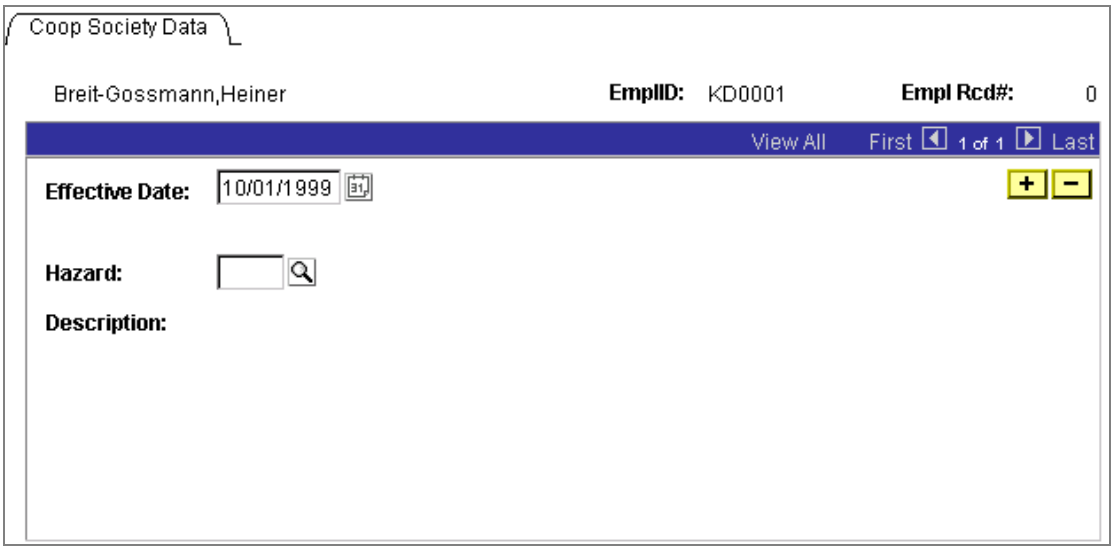
Work Area page

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, which come from the Work Area Category and Work Area Class tables, respectively.

Work Area The system displays the **Work Area** code that you entered. This code is used on the Injury Notification Details - Germany page.

Associating Hazard Codes With an Employee

Access the Coop Society Data page.



Coop Society Data page

Hazard Select a **Hazard.** The valid values provided on this page are those hazards that were previously entered for this employee's setID and department on the Department Table - Profile page**.** When you enter a Hazard code on this page and press TAB to move through the field, a **Description** of the hazard appears in display mode immediately below.

Insert additional data rows if this employee is associated with multiple hazards.

Note. Remember that Hazards are first established in the GER Accident Insurance table. Hazards are then associated with a setID and department on the Department Table - Profile page.

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 comes from the Department Table - Profile page.

(GBR) Setting Up Reporting to the Health and Safety Executive (HSE) in the United Kingdom

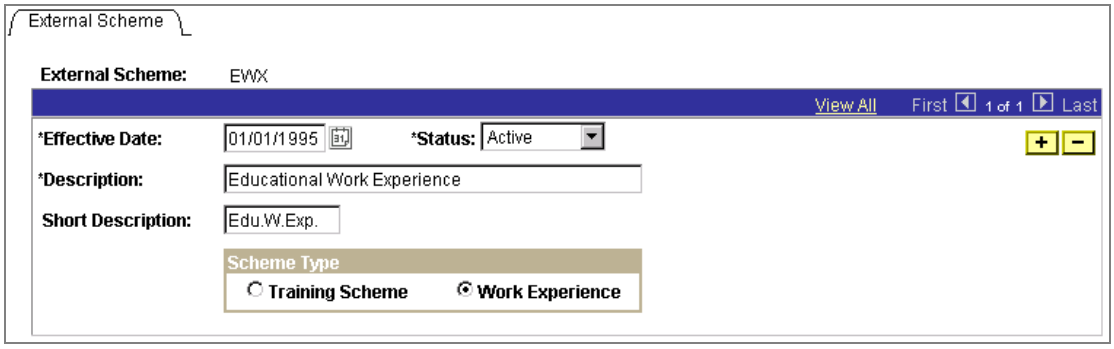
This section describes how to establish the codes that you need to track and report health and safety incidents to the HSE under RIDDOR.

Page Used to Set Up Reporting to the HSE in the United Kingdom

Page Name	*Object Name*	*Navigation*	*Usage*
External Scheme	HS_EXT_SCHEME_UK	Monitor Workplace, Monitor Health/Safety (GBL), Setup Lcl, UK External Scheme Table	Add or update an External Scheme. RIDDOR incident reports must indicate whether the individual 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.

Adding and Updating an External Scheme

Access the External Scheme page.



External Scheme page

External Scheme The system displays the **External Scheme** code that you entered. Use this field on the Employment Details page.

Scheme Type Select the appropriate option to indicate whether the scheme type is a **Training Scheme** or **Work Experience.**

CHAPTER 4

Tracking Personal Data for People Involved in Incidents

This chapter tells you how to:

- Enter non-employee data.
- Enter employee data.
- Maintain and view employee health card information.
- Enter family details.

Note. 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 an incident.

Entering Non-Employee Data

You can enter basic information about non-employees who are involved in health and safety incidents. The system stores the non-employee data that you enter on these pages separately from employee personal data.

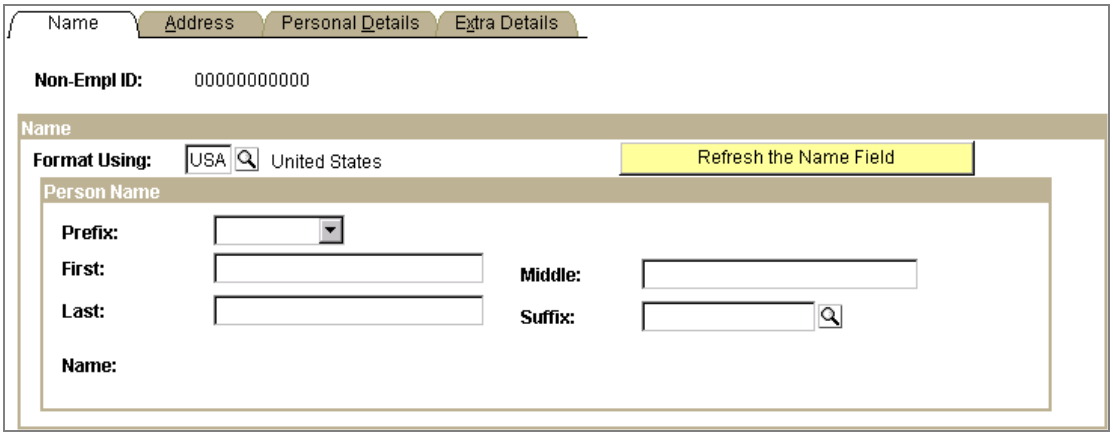
Pages Used to Enter Non-Employee Data

Page Name	*Object Name*	*Navigation*	*Usage*
Non-Employee Details - Name	HS_NON_EMPL1	Monitor Workplace, Monitor Health/Safety (GBL), Use, Non-Employee Details, Name	Add or update name information for non-employees involved in incidents.
Non-Employee Details - Address	HS_NON_EMPL1B	Monitor Workplace, Monitor Health/Safety (GBL), Use, Non-Employee Details, Address	Add or update address information for non-employees involved in incidents.

Page Name	Object Name	Navigation	Usage
Non-Employee Details - Address: Phone	NE_PERS_DTAPH_SEC	Click the Phone link on the Non-Employee Details - Address page. Click the Phone link on the Setup, Physician Table, Address page to enter phone information for the physician.	Enter telephone numbers. **Note**. This is the same page you enter phone numbers on the physician table.
Non-Employee Details - Personal Details	HS_NON_EMPL2	Monitor Workplace, Monitor Health/Safety (GBL), Use, Non-Employee Details, Personal Details	Enter additional details for the individual.
Non-Employee Details - Extra Details	HS_NE_PERS_DATA	Monitor Workplace, Monitor Health/Safety (GBL), Use, Non-Employee Details, Extra Details	Enter extra address information for the individual. This information may be required if the individual doesn't live at a normally recognized address.

Adding Name Information

Access the Non-Employee Details - Name page.



Non-Employee Details - Name page

Non-EmplID (non-employee ID)

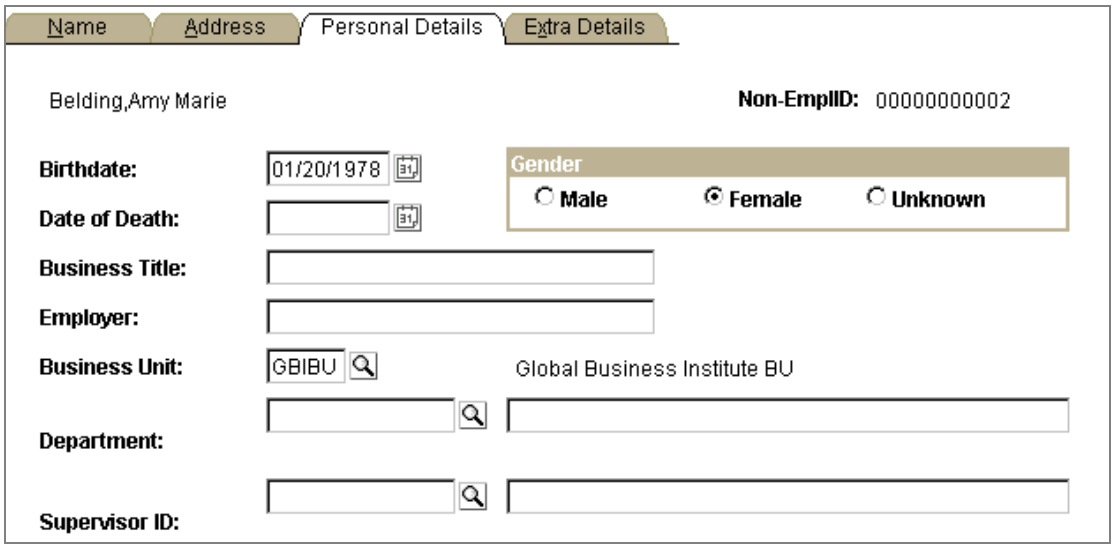
The system displays the non-employee ID that you entered.

The system automatically assigns the non-employee ID as the number immediately following the one displayed in the Last Non-Employee ID Assigned field in the Installation Table. The number first appears as 00000000000**.** The actual number assigned to the person appears after you save the information that you enter. Or, you can enter the number yourself.

Warning! 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 it both ways.

Entering Personal Details

Access the Non-Employee Details - Personal Details page.



Non-Employee Details - Personal Details page

Birthdate For reporting purposes, enter the person's birth date either by typing it directly into the field or by using the prompt calendar.

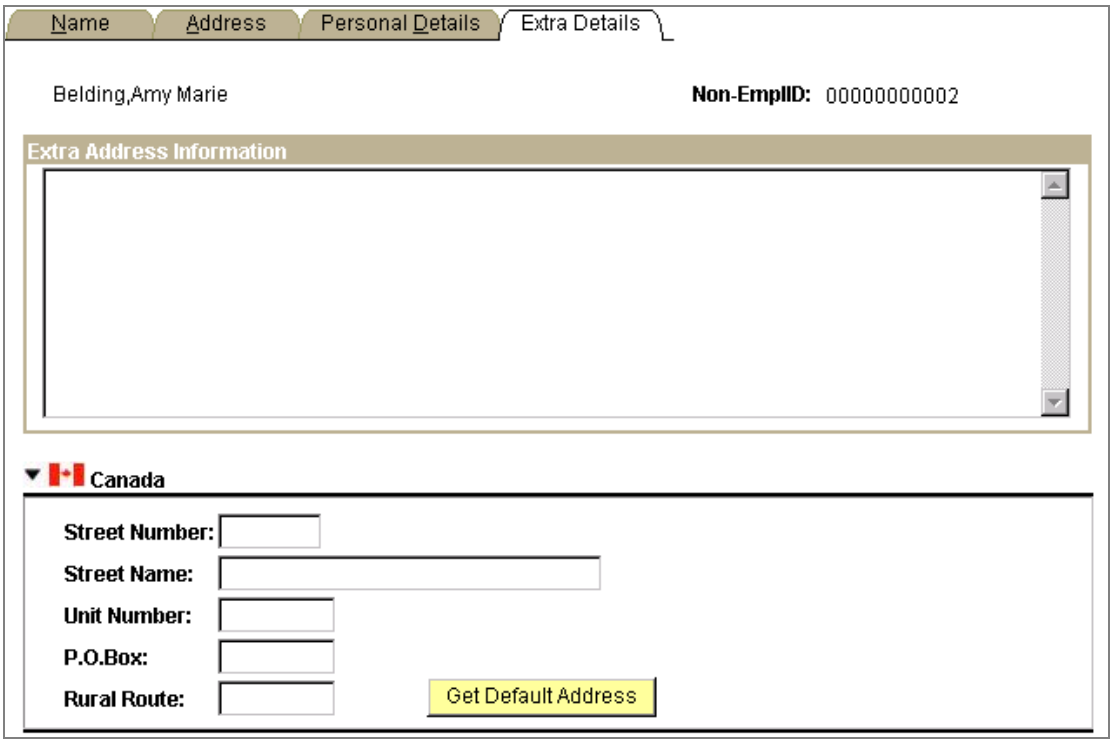
Date of Death If a fatality is involved, enter the date of death either by typing it directly into the field or by using the prompt calendar.

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 come from the Business Unit 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.

Entering Extra Address Information

Access the Non-Employee Details - Extra Details page.



Non-Employee Details - Extra Details page

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

CAN) 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 Workers Compensation Board (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/Street Name Enter the **Street Number** and the **Street Name.** If street number and street name information already exists in the system for this non-employee, then click the **Get Default Address** button, and that information is automatically entered on this page.

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

Note. 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.

Warning! For British Columbia WCB Electronic Data Interchange (EDI) reporting, the entry of information on this additional address page is necessary in order for the appropriate EDI records to be created. The absence of this information will cause the file to fail WCB's mainframe computer editing checks.

Entering Employee Data

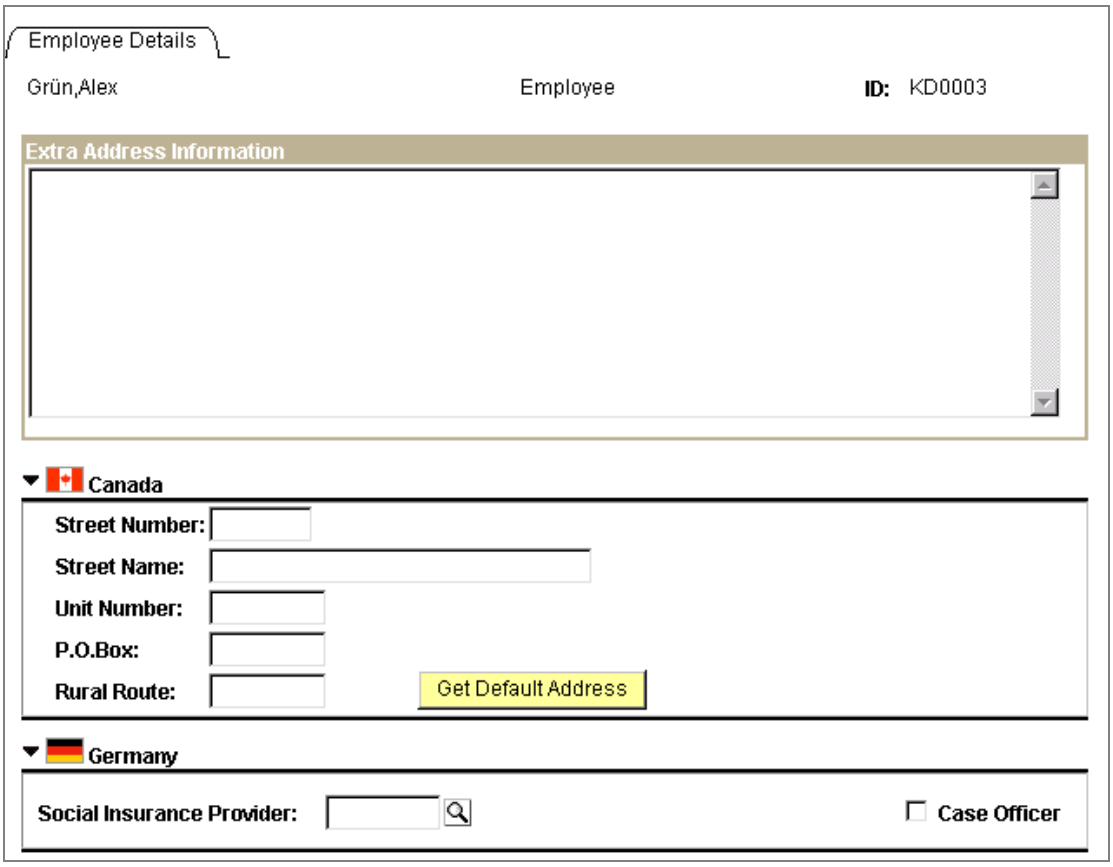
Most of the data that you need for employees was entered into the system during the hiring process. Use the pages here to add additional data.

Pages Used to Enter Employee Data

Page Name	*Object Name*	*Navigation*	*Usage*
Employee Details	HS_PERS_DATA	Monitor Workplace, Monitor Health/Safety (GBL), Use, Employee Details, Employee Details	Enter extra address information for employees who are involved in health and safety incidents. This information may be required if the individual doesn't live at a normally recognized address.
Employment Details	HS_EMPLOYMENT	Monitor Workplace, Monitor Health/Safety (GBL), Use, Employment Details, Employment	Enter additional employment details for employees in your Canadian and United Kingdom operations who are involved in health and safety incidents.

Entering Employee Details

Access the Employee Details page.



Employee Details page

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

(CAN) 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 that 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.

(GER) Germany

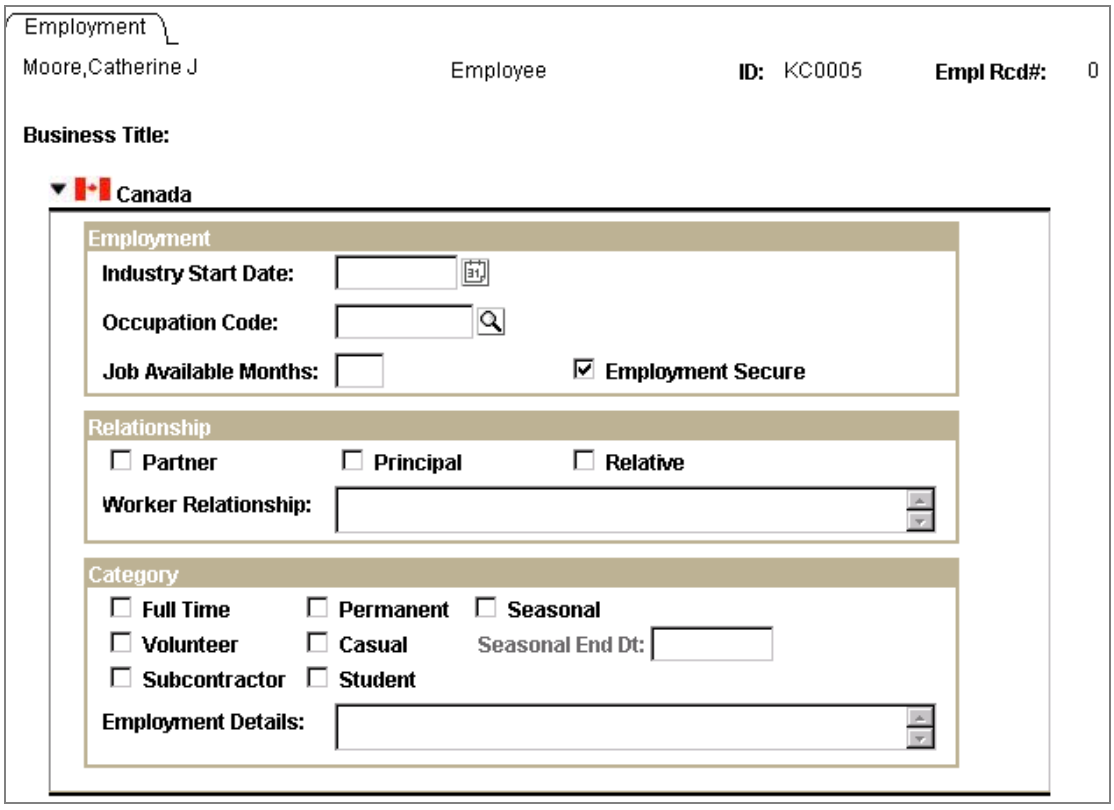
The information in this group box is needed for reporting to the employer's liability insurance association.

Social Insurance Provider Select the name of the employee's social insurance provider. Valid values come from the Social Insurance Table.

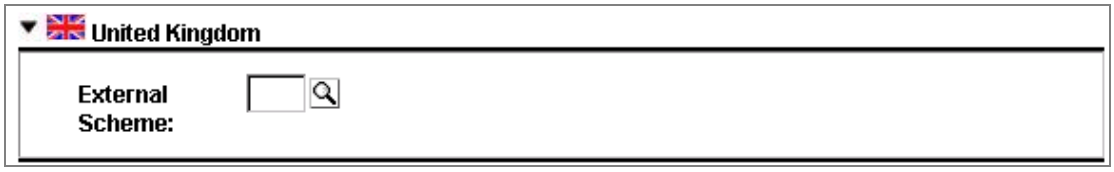
Case Officer Select the check box to indicate whether the employee is a company case officer.

Entering Employment Details

Access the Employment Details page.



Employment Details page (1 of 2)



Employment Details page (2 of 2)

(CAN) 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 Manually enter the industry start date or use the prompt calendar to enter a value.

Occupation Code	Enter the occupation code. The prompt values come from the CAN Occupation Table page.
Job Available Months	If the employee is returning to a job with a time limit, then use the **Job Available Months** field to indicate how many months the job will be available.
Employment Secure	Select to indicate that the employee has a job to return to.

Relationship

Partner	Select if the employee is a partner of another employee.
Principal	Select if the employee is a principal of another employee.
Relative	Select if the employee is a relative of another employee.
Worker Relationship	If any of the **Relationship** boxes are selected, then fully explain those relationships in this free-form field. 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 in the Category group box: If you select any of the check boxes other than **Subcontractor,** the **Employment Details** field is unavailable for entry. If you select **Subcontractor,** the **Employment Details** field remains available so that you can describe the subcontractor role.
Seasonal End Dt (seasonal end date)	If this is a seasonal employee, indicate the end date of their employment.

Note. 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.

(GBR) United Kingdom

Enter information regarding any external scheme in which your United Kingdom employee participates.

External Scheme	Select a scheme code from the available options. The values come from the UK External Scheme Table page.

Maintaining Employee Health Card Information

Using the Employee Health Card component enables you to complete employee annual health and safety profiles. Refer to the data contained on these pages when you create reports

tracking regulatory compliance, reactions to occupational exposures, or exam results, or when you create preventive health-care programs.

Pages Used to Maintain Employee Health Cards

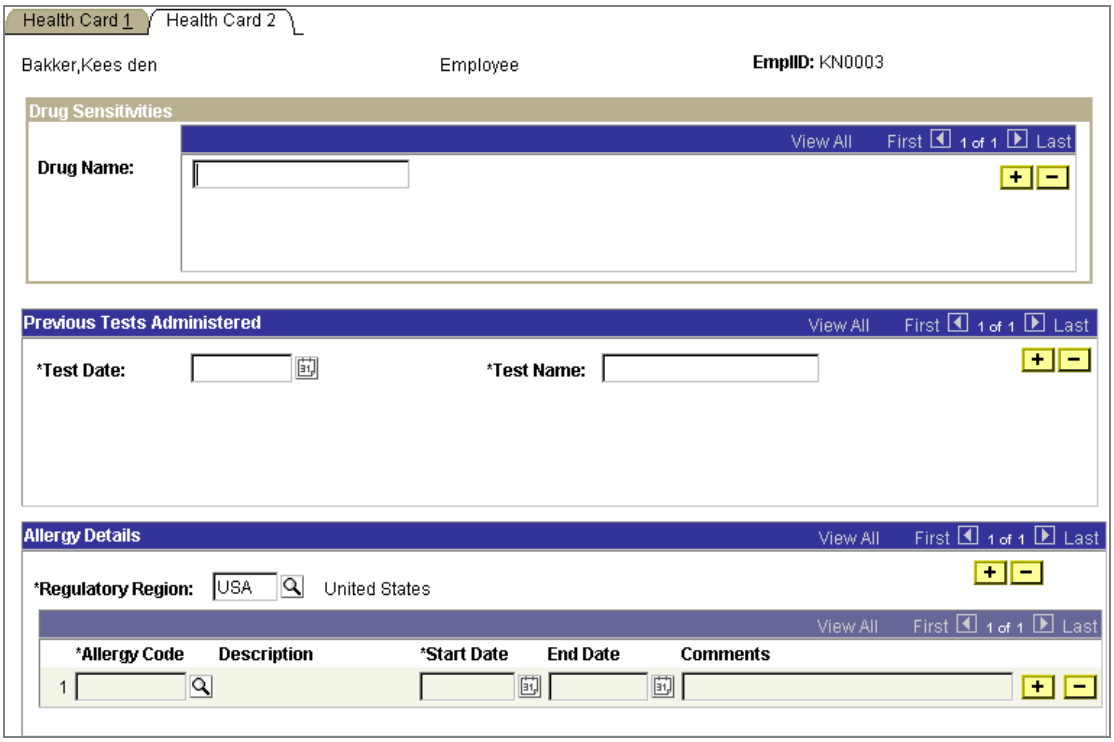
Page Name	*Object Name*	*Navigation*	*Usage*
Employee Health Card - Health Card 1	GVT_HEALTH_CARD_1	Monitor Workplace, Monitor Health/Safety (GBL), Use, Employee Health Card, Health Card 1 Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Health Card Review 3	Record the employee's physician contact information.
Employee Health Card - Health Card 2	GVT_HEALTH_CARD_2	Monitor Workplace, Monitor Health/Safety (GBL), Use, Employee Health Card, Health Card 2 Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Health Card Review 4	Record drug allergies, specific test names, and dates.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS," Administering Country Codes

Recording Employee Health Details

Access the Employee Health Card - Health Card 2 page.



Employee Health Card - Health Card 2 page (1 of 2)



Employee Health Card - Health Card 2 page (2 of 2)

Drug Sensitivities

Drug Name Enter the drug to which the employee is sensitive.

Previous Tests Administered

Test Date Enter the test date.

Test Name Enter the test name.

Allergy Details

Allergy Code Select the appropriate Allergy Code.

Immunization Details

Immunization Code Select the appropriate Immunization Code.

Medication Details

Medication Code Select the appropriate Medication Code.

Disease Details

Disease Code Select the appropriate Disease Code.

Viewing Employee Health Card Information

Once you enter and save employee health card data, view individual employee health card information.

Pages Used to View Employee Health Card Information

Page Name	*Object Name*	*Navigation*	*Usage*
Health Card Review - Health Card Review 1	GVT_HEALTH_RVW_1	Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Health Card Review 1	View employee personal data.
Health Card Review - Health Card Review 2	GVT_HEALTH_RVW_2	Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Health Card Review 2	View employee position information.

Entering Family Details

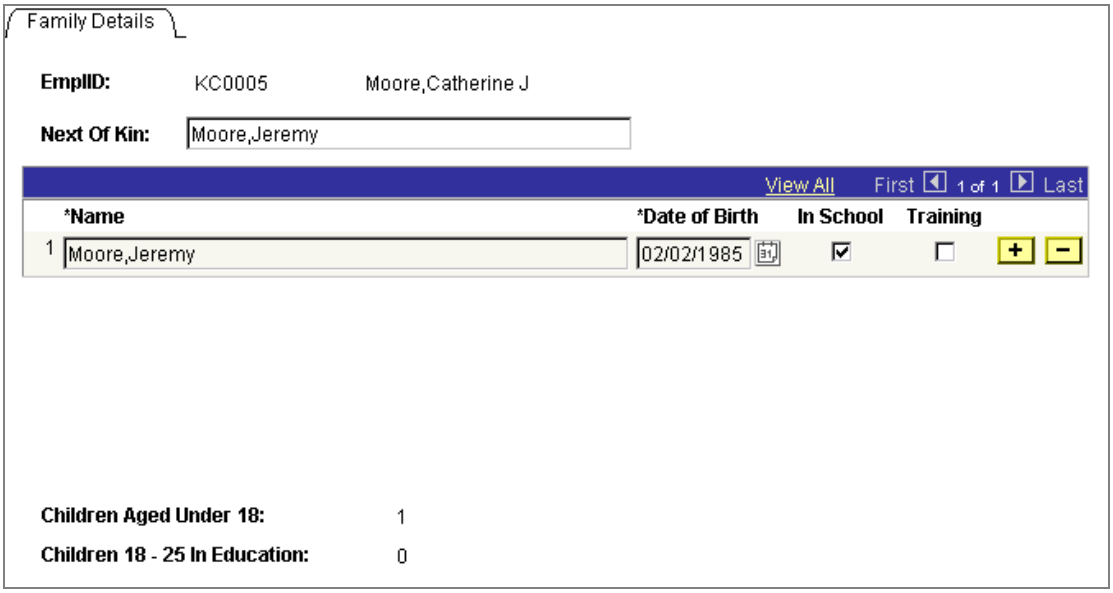
After you set up the detail data for employees and non-employees, use the Family Details page to enter information about their family members.

Pages Used to Set Up Family Information

Page Name	*Object Name*	*Navigation*	*Usage*
Family Details	HS_FAMILY	Monitor Workplace, Monitor Health/Safety (GBL), Use, Family Details, Family Details	Enter additional family information for your employees or for non-employees who are involved in a health and safety incident.

Entering Family Information

Access the Family Details page.



Family Details page

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 birthdates of any children.

In School Select this check box to indicate that the child is a student. **In School** and **Training** information is sometimes needed for reporting purposes.

Training Select this check box to indicate that the child is receiving training. .

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.

CHAPTER 5

Creating and Tracking Incidents

This chapter provides an overview of health and safety incidents tells you how to:

- Enter new health and safety incidents.
- Enter injury details.
- Enter incident data for vehicles and equipment.
- Track consequent actions of incidents.
- Track incident, injury and illness data by individual.
- Define mixed committees for Mexico.

Understanding Health and Safety Incidents

Entering New Incidents

Use the Incident Details component to track your organization's response to health and safety incidents. Track employees and non-employees and associate multiple individuals with a single incident.

If you don't yet know the details of an injury or illness, you can enter this data on the injury and illness pages later. Enter the information here before viewing the injury and illness summary by individual.

Assigning Incident Numbers

When you enter a new incident you assign an ID number to the incident. This number locates the incident record when you review it or add information later. The system automatically assigns the incident number or you enter the number yourself.

If the system assigns the number, it first appears as 00000000. The actual number assigned to the incident appears after you save the information that you enter on 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. Ensure 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, then manually enter the numbers and carefully document your methods.

Warning! 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. Be consistent.

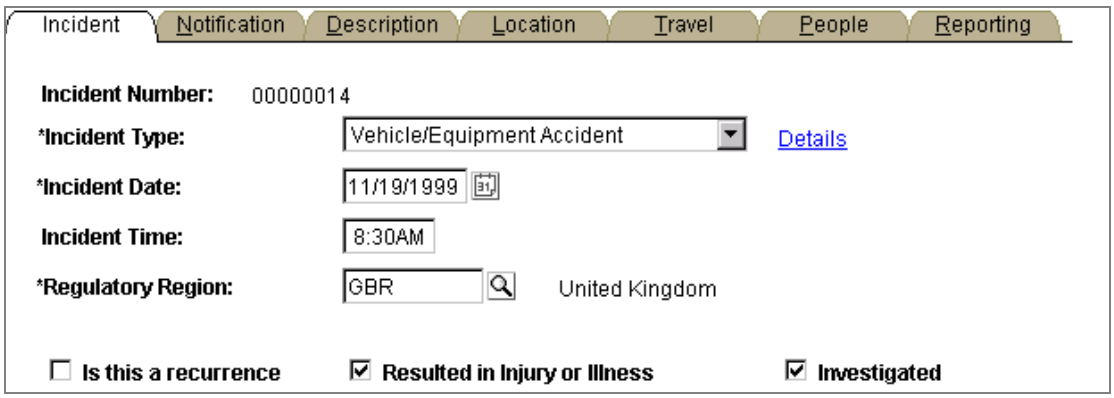
Pages Used to Enter New Health and Safety Incidents

Page Name	*Object Name*	*Navigation*	*Usage*
Incident Details - Incident	HS_INCIDENT	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Data	Add a new incident or update an existing incident.
Incident Details - Incident: Details	HS_INCIDENT_SEC	Click the Details link on the Incident page.	Enter vehicle and equipment accident details.
Incident Notification	HS_INC_NOTIFY	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Notification	Record incident details generated by employees.
Incident Details - Description	HS_INC_DESCRIPTION	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Description	Prepare a description of the health and safety incident and record related data.
Incident Details - Location	HS_INC_LOCATION	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Location	Identify where the incident occurred.
Incident Details - Location: Edit Address	HS_INC_LOCADDR_SEC	Click the Edit Address link on the Location page.	Enter the location and address information for those incidents that occur off your organization's premises.
Incident Details - Travel	HS_INC_TRAVEL	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Travel	Record travel-related incident details.

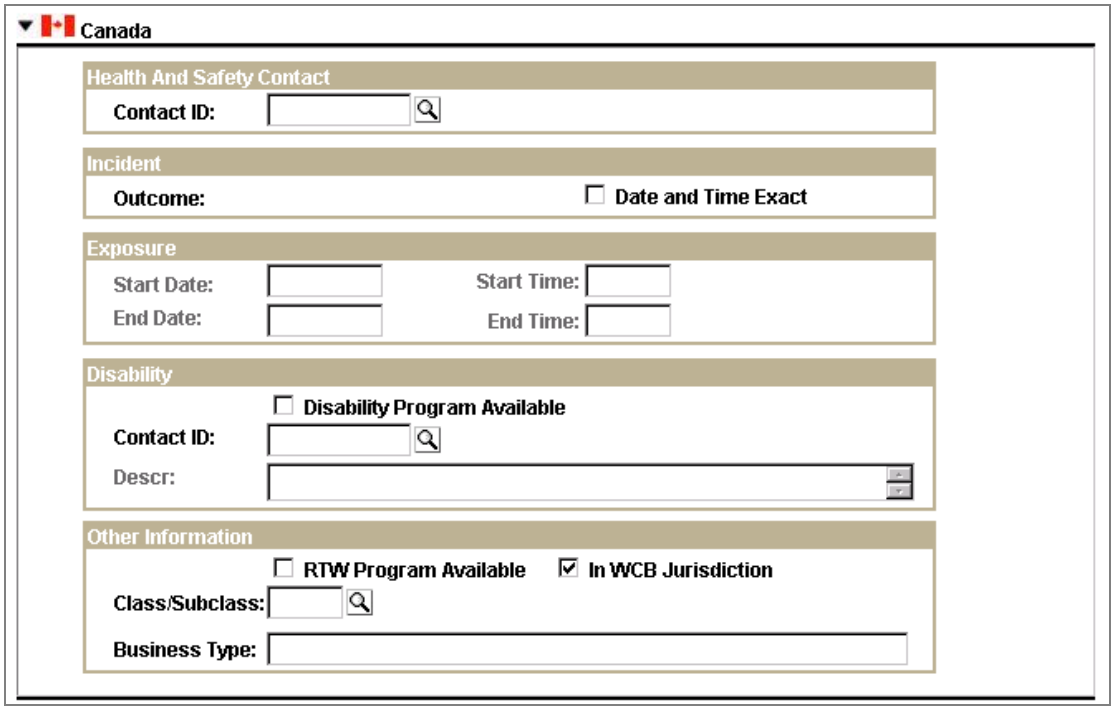
Page Name	*Object Name*	*Navigation*	*Usage*
Incident Details – Travel: Route Details	HS_INC_ROUTE_SEC	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Travel, Route Details	Provide additional travel route details for health and safety incidents.
Incident Details - Travel: Break Details	HS_INC_BREAK_SEC	Click the Break Details link on the Travel page.	Provide details about breaks in travel that are related to a health and safety incident.
Incident Details - Travel: Animal Details	HS_INC_ANIMAL_SEC	Click the Animal Details link on the Travel page.	Enter information about animals involved in a health and safety incident.
Incident Details - People	HS_INC_PEOPLE	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident People	Identify witnesses, investigators, and other people connected to the incident. These are people other than the individuals who are injured or ill in the incident.
Incident Details - People: Contact Address	HS_INC_PPLADDR_SEC	Click the Edit Address link on the Incident Details - People page.	Enter address information for the witnesses, investigators, and other contacts in the Incident Details - People page. **(CAN) Note.** Users in British Columbia who report incidents to the BC WCB electronically must provide address information for all persons connected to the incident.
Incident Details - Reporting	HS_INC_REPORT	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Incident Reporting	Maintain documentation showing that you have notified the proper authorities of the incident.

Adding and Updating Incidents

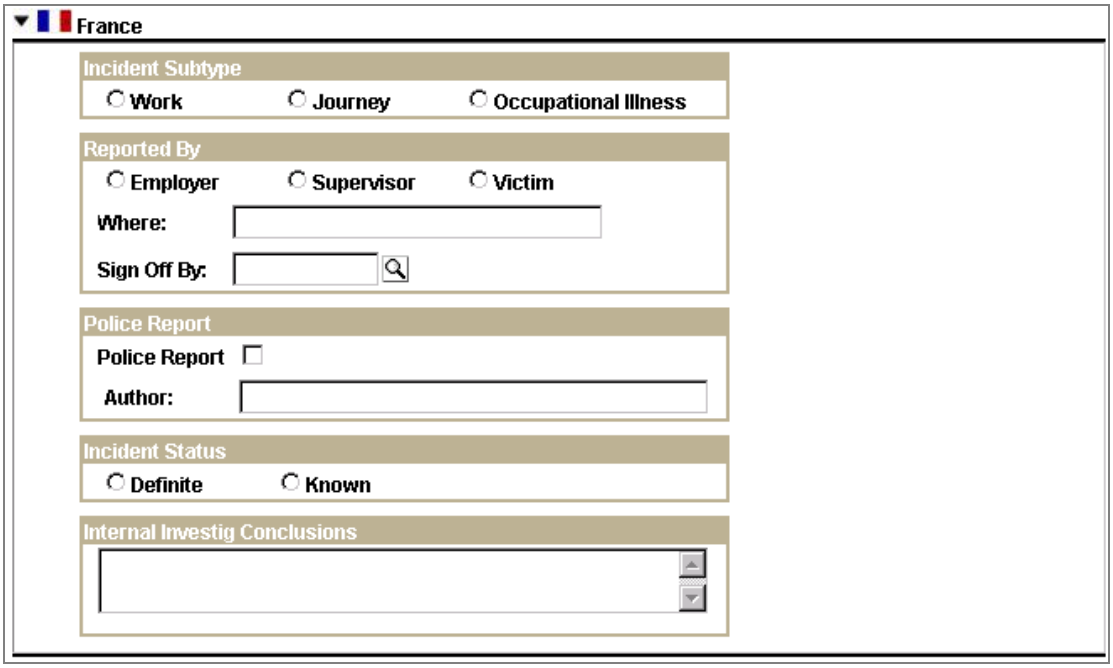
Access the Incident Details - Incident page.



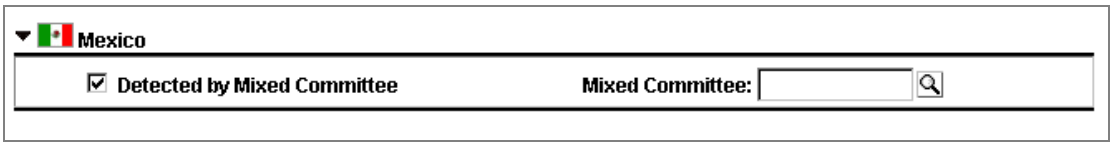
Incident Details - Incident page (1 of 4)



Incident Details - Incident page (2 of 4)



Incident Details - Incident page (3 of 4)



Incident Details – Incident page (4 of 4)

Incident Number The system displays the incident number that you entered.

If you are reporting to the British Columbia Workers' Compensation Board (BC WCB), then enter an incident number.

Incident Type The Incident Type field appears by default to ***Incident,*** which you can change. Select a more specific type in the Translate Table. The value that you select controls the availability of other fields in the component.

For BC WCB reports: If you are filing incident reports electronically with the BC WCB, then leave the default value of ***Incident*** if you report an Outcome of Reported Only, Health Care Only, Short Term Disability, or Fatality. If you report an incident Outcome of Dangerous Occurrences, select ***Dangerous Occurrence.***

Details If you select ***Vehicle/Equipment Accident,*** the Details link appears. Click this link for access to the Entering Vehicle/Equipment Accident Details page.

Incident Date The Incident Date appears by default to today's date, which you can change.

Incident Time	Enter the time that the incident occurred. If you are reporting to the BC WCB, then enter an incident time.
Regulatory Region	Enter the regulatory region for the incident. When you add an incident, the Regulatory Region value initially appears by default from the user's regulatory region that is specified in Operator Preferences. You can override the default value. **Note.** Regulatory Region is a required field. It controls the values returned by all of the Monitoring Health and Safety setup tables that use SetID as their key field. ***Warning!*** If you update an existing incident and you want to change the regulatory region, and if the setID for the new regulatory region differs from the original setID, then all of the relevant linked values from the setup tables are deleted by the system. Before proceeding with the change, the system prompts you to receive confirmation of your actions. Once the original information is deleted, you must re-enter the data for the incident.
Is this a recurrence	Select if this incident has happened before.
Resulted in Injury or Illness	Select if the incident resulted in injury or illness and you want to track injury or illness data on the Injury or Illness pages. When you select this check box, enter an employee ID in the Reported to EmplID field on the Notification page before saving the incident in the system. For BC WCB reports: Select this check box if you are reporting an Outcome of Reported Only, Health Care Only, Short Term Disability, or Fatality. If you are reporting an Outcome of Dangerous Occurrences, ensure that this check box is clear.
Investigated	Indicate if this incident has been investigated.

(GER) Note. German laws and insurers require that employers track and report detailed occupational illness data. The legal procedures for handling and reporting these illnesses differ from those that regulate occupational accidents, so all illnesses involving your German operations are tracked in Tracking Illnesses for German Employees.

(CAN) Canada

The following information is specific to users who want to file incident reports electronically with the BC WCB. Note that the **Contact ID, Class/Subclass,** and **Business Type** fields are required for all incident outcomes.

Warning! 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 on British Columbia incidents only.

Contact ID

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

Outcome

The Outcome field is unavailable for entry and is derived from the most severe Injury Outcome that you enter on the Injury Details page.

For incidents with a CANBC regulatory region, the Outcome field is activated based upon a relationship between the incident outcome here and the injury outcome. If the **Resulted in Injury or Illness** check box is selected, then the system verifies that an injury is entered before you save the incident.

Once you save the incident, the system associates an incident outcome with each injury outcome. For example, if only one person is injured, then the system populates the Outcome field with the same value as the injury outcome. If more than one person is injured, the most severe injury outcome defines the incident outcome.

The translate values for 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 for which the injured party may or may not have received first aid.

Dangerous Occurrence: No injuries or injury outcomes are involved.

Date and Time Exact

Select to indicate that the date and time on the primary page are exact.

Exposure	If you select the ***Exposure*** Incident Type on the primary page, then enter the exposure start date and time and end date and time, if known.
Disability Program Available	Select if there is a disability program available at your organization.
Contact ID	The Contact ID field is not available for entry unless you select the Disability Program Available check box.
Descr (description)	The Descr field is not available for entry unless you select the Disability Program Available check box.
RTW Program Available (return to work available)	Select to indicate if there is return to work program available at your organization.
In WCB Jurisdiction	Select to indicate if the business operation involved is in the WCB jurisdiction.
Class/Subclass	Enter the industry class or subclass code. You define the standard industry classes and subclasses for your Canadian business locations on the CAN Class/Subclass Table page.

(FRA) France

Incident Subtype	Select an option to indicate whether the incident is **Work, Journey,** or **Occupational Illness.**
Employer, Supervisor, Victim	Select an option to indicate whether the incident was reported by the **Employer, Supervisor,** or **Victim.**
Where	Indicate where the incident was reported.
Sign Off By	Enter the employee ID of the person who approved and signed the internal company written report.
Police Report	Select if a police report was prepared.
Author	Identify the author of the police report.
Incident Status	Indicate if the incident status is **Definite** or **Known.**
Internal Investig Conclusions (Internal Investigation Conclusions)	Describe the conclusions of the internal investigation.

(MEX) Mexico

Detected by Mixed Committee	Select if the incident was detected by the Health and Safety mixed committee.
Mixed Committee	Select the name of the mixed committee. The **Mixed Committee** field only appears if you select the **Detected by Mixed Committee** check box.

See Also

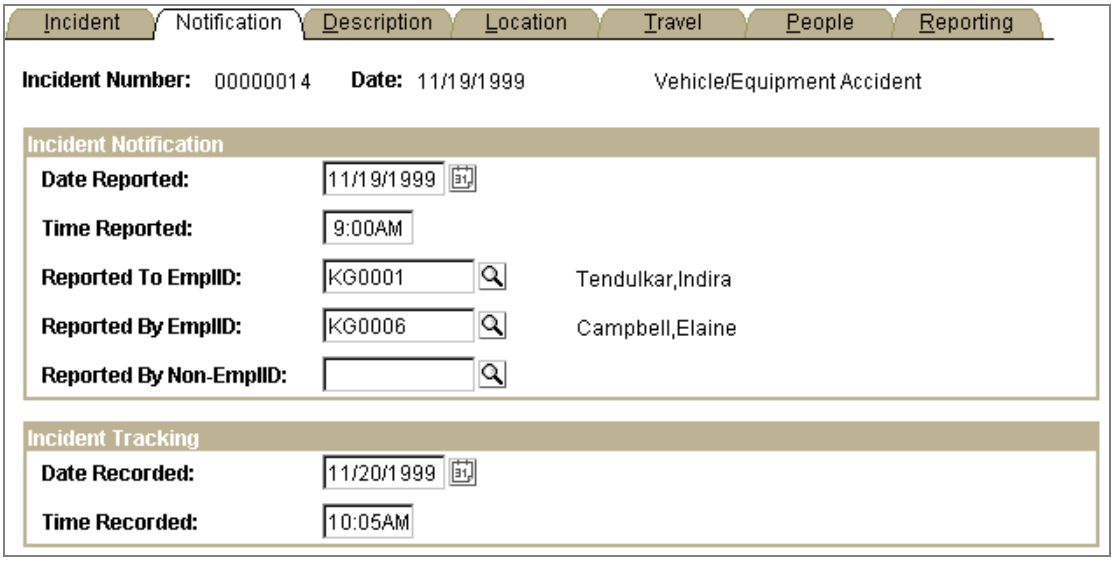
PeopleSoft Application Fundamentals for HRMS PeopleBook," Processing Transactions Using Regulatory Regions"

"(CAN) Preparing to Report to the Workers Compensation Board "

(MEX) Defining Mixed Committees

Recording Employee-Generated Incident Details

Access the Incident Details - Notification page.



Incident Details - Notification page

Date Reported, Time Reported — Enter the date and time reported to a company official or employee.

Reported To EmplID — Enter the employee ID of the organization official or employee who received the report, or select from the list of prompt values which come from Personal Data.

Reported By EmplID or Reported By Non-EmplID — Enter an ID for the person who reported the incident—either an employee or a non-employee.

(CAN) Note. If you are a user in British Columbia and report incidents to the BC WCB electronically, the Date Reported, Time Reported, Reported To EmplID, and Reported By EmplID fields are required

Incident Tracking

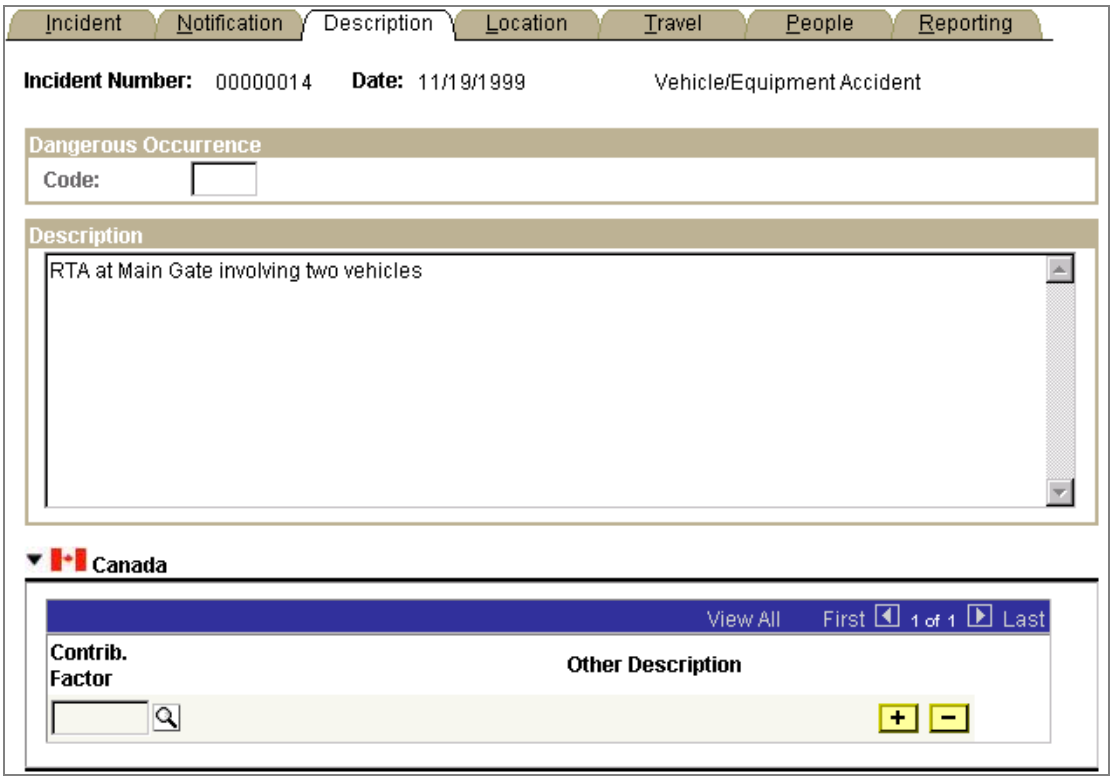
Use this group box for your own recording purposes. For example, track when the incident report or notification was first documented by an organization official in writing. Using this example, you enter a Date Recorded and Time Recorded to track this information internally.

However, the Date Recorded may be used to track another date for internal purposes. For example, track the date that pre-existing conditions began or the date when the employee began missing work. Alternatively, you can track the date an internal report, note, or memorandum is written to document the incident. For users in the United States subject to Occupational Safety and Health Administration (OSHA) regulations, the Date Recorded could be the date the incident is first entered into your PeopleSoft system.

Note. If you use the fields in the Incident Tracking group box, be sure to document your decision, train all of your users accordingly, and use the fields consistently.

Describing Incident Details

Access the Incident Details - Description page.



Incident Details - Description page

Code

For most incident types, this field is unavailable. When the Incident Type selected on the Incident page is ***Dangerous Occurrence,*** the Code field is available. Select a Code from the list of prompt values, which come from the Dangerous Occurrences Table.

(CAN) Canada

Contrib. Factor
(contributing factor)

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

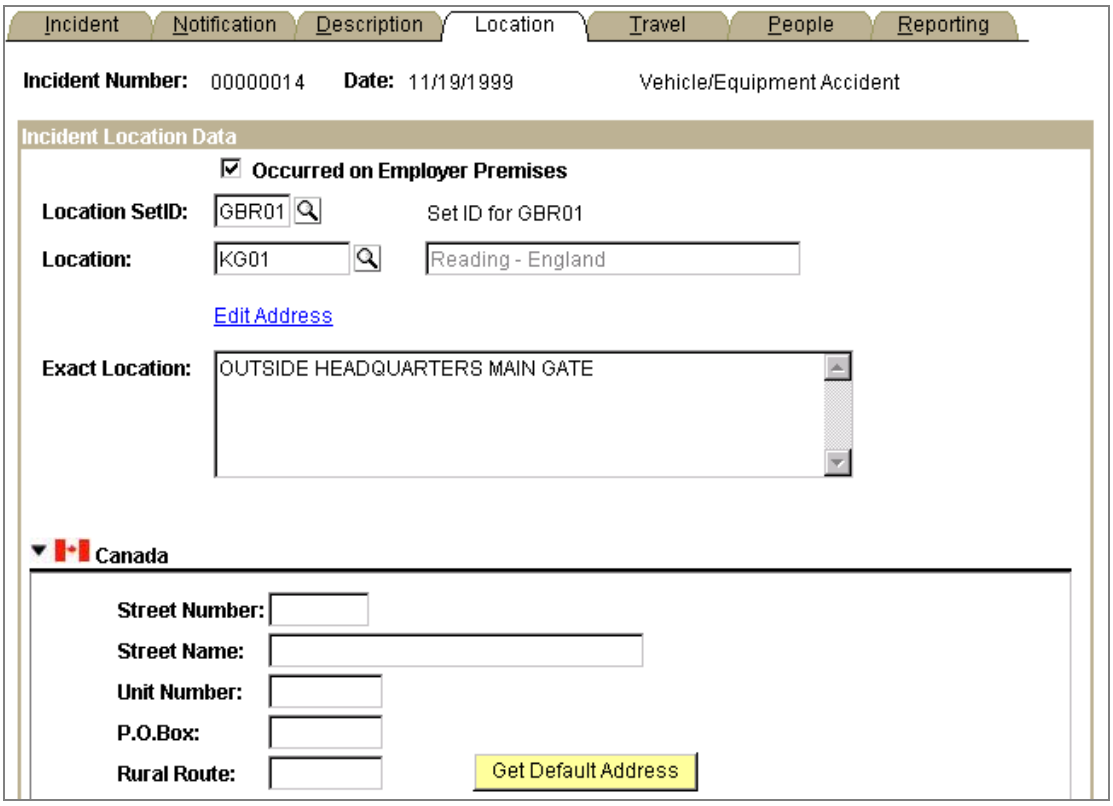
If you are a user in British Columbia and you report to the BC WCB electronically, the contributing factor is required on a final report for all incident outcomes except Reported Only.

Select a contributing factor from the list of prompt values that come from the CAN Contributing Factors Table. When you press TAB to move out of the Contrib. Factor field, the **Other Description** is unavailable for input.

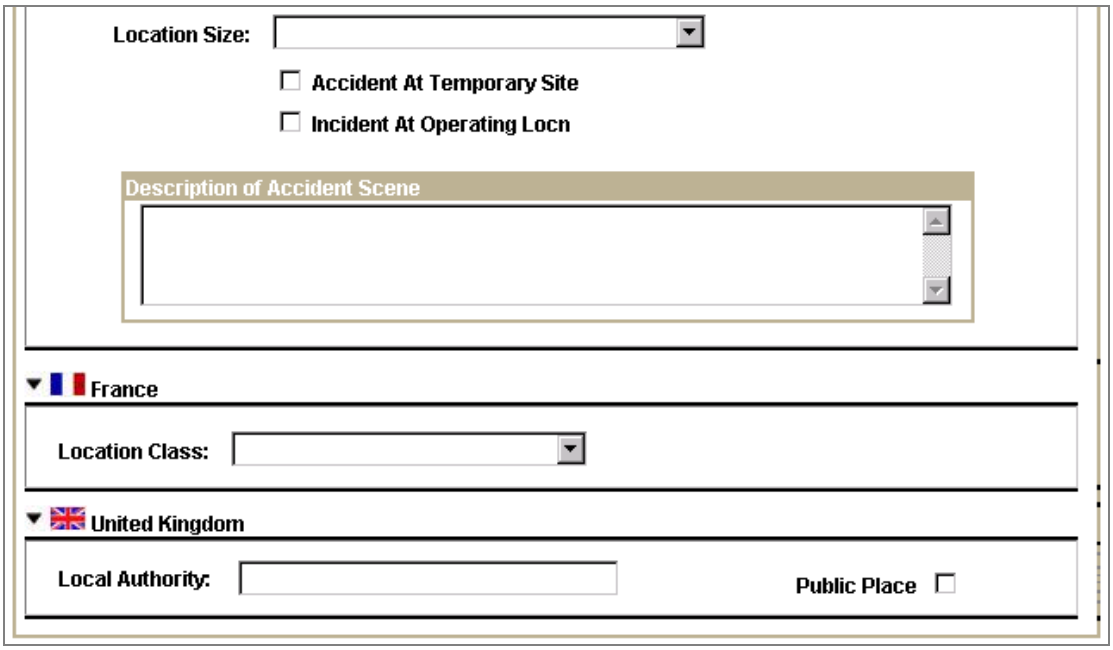
Other Description	This field is generally unavailable for data entry. When the contributing factor code is ***00996 - Other,*** the Other Description field is available for data entry, and you must enter a narrative description of the ***Other*** contributing factor.

Recording Where Incidents Occur

Access the Incident Details - Location page.



Incident Details - Location page (1 of 2)



Incident Details - Location page (2 of 2)

Occurred on Employer Premises Select if the incident occurred on employer premises.

Location SetID — If you select the Occurred on Employer Premises check box, then select a Location SetID from the list of prompt values that come from the Company Table. Use this field to set up 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 — Select from the list of prompt values that come from the Location Table for the Location SetID that you selected.

Exact Location — Record a detailed description of where the incident occurred, using up to 240 characters.

Edit Address — If the incident occurred on the employer's premises, click this link to view the location address data in display mode on another page. The address information is populated from the Location Table.

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

(CAN) Canada

Get Default Address — If Street Number and Street Name information already exists in the system for this employee, then click the **Get Default Address** button to populate the fields on this page.

Street Number, Street Name, Unit Number, P.O. Box, and **Rural Route** — Otherwise, enter additional address details directly into these 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 to indicate whether the incident occurred at a temporary site.

Incident At Operating Lcn (incident at operating location) — Select to indicate whether the incident occurred at an operating location.

(CAN) Note. For users in British Columbia who report incidents electronically to the BC WCB, much of this page is required for all incident types. Separate the Street Number from the Street Name. 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. You must select either the Incident at Temporary Site or the Incident at Operating Location check box if the Occurred on Employer's Premises check box is selected on the Incident Location page. The WCB mainframe computer checks for valid address and postal code combinations so ensure that these are correct to avoid having your electronic report rejected by the BC WCB.

(FRA) France

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

(GBR) United Kingdom

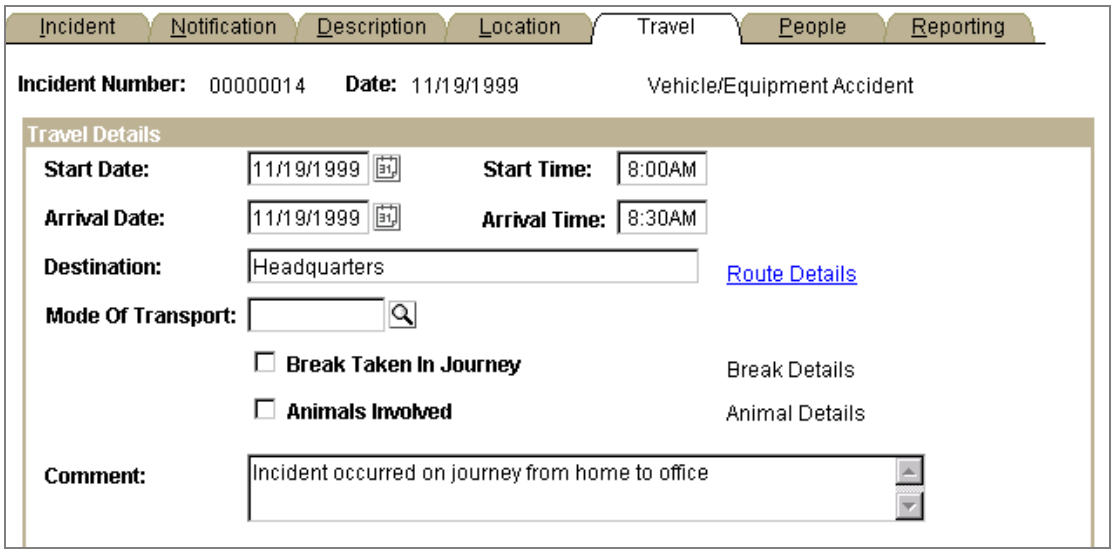
Provide additional location details for incidents that occur in the United Kingdom. This information is needed for reporting under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Local Authority The local authority should be entered 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 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.

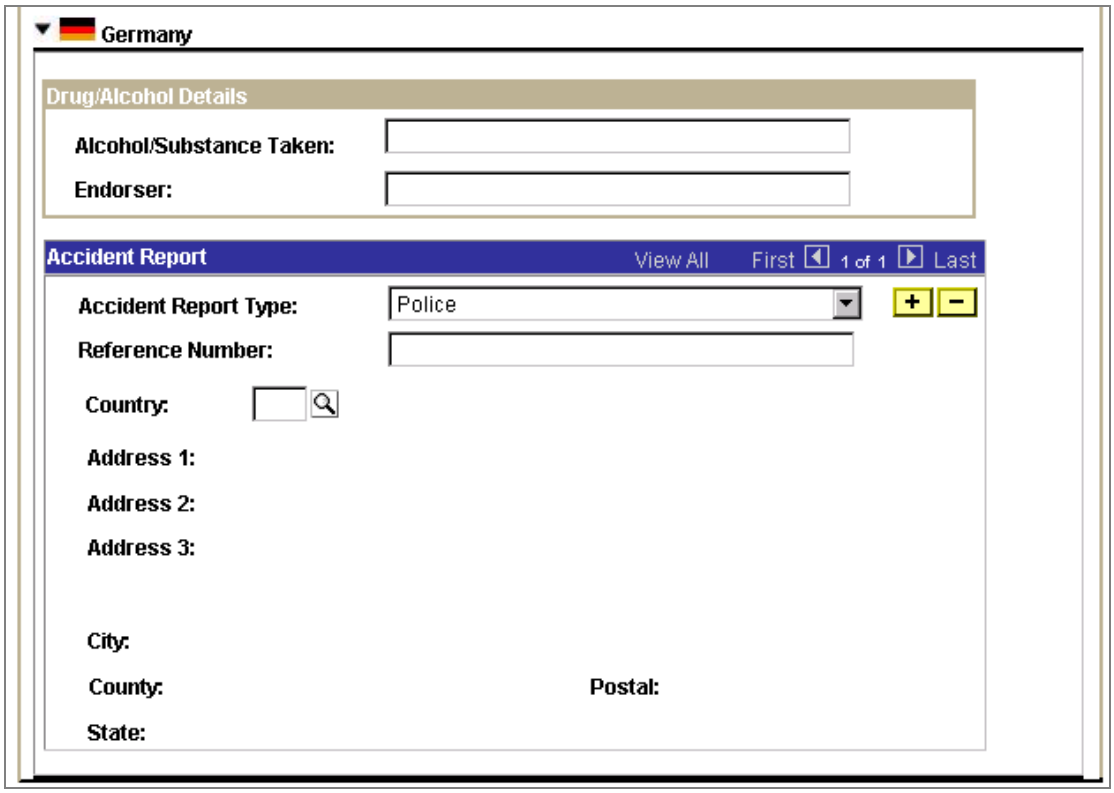
Public Place Select if the incident location is a public place.

Recording Travel-Related Incidents

Access the Incident Details - Travel page.



Incident Details - Travel page (1 of 2)



Incident Details - Travel page (2 of 2)

Start Date, Start Time, Arrival Date, and **Arrival Time** — Enter these fields, if known.

Destination — When you enter a Destination, the Route Details link is available. Click the link to access the Route Details page.

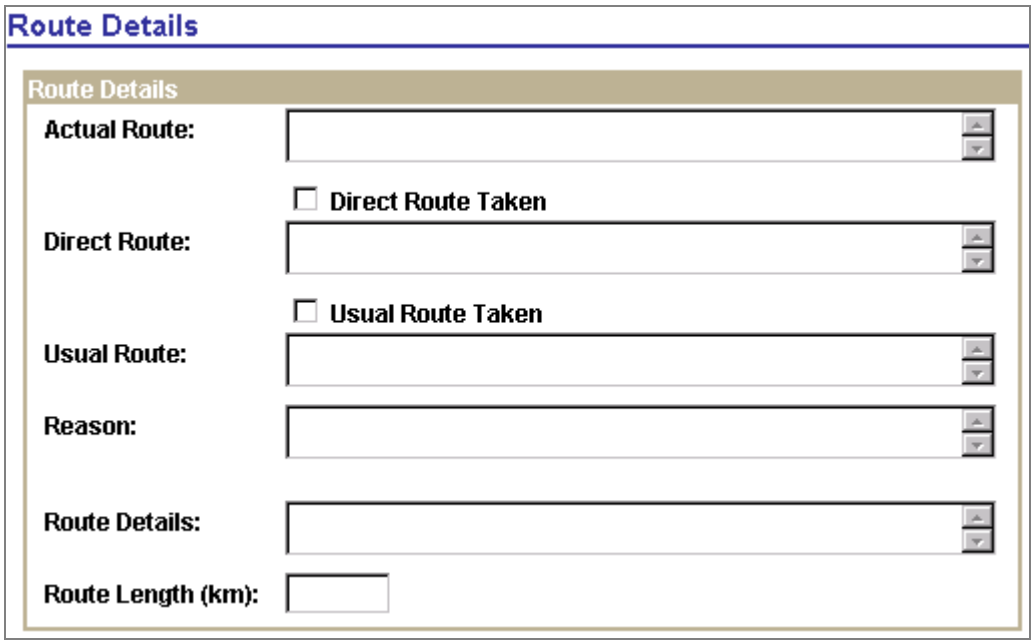
Mode Of Transport	Select the mode of travel from the drop-down list box. The values come from the Transport Table.
Break Taken In Journey	Select this if the travel wasn't continuous. The Break Details link is available. Click the link to access the Break Details page.
Animals Involved	Select if an animal was involved in the incident.
Animal Details	When you select the Animals Involved check box, the Animal Details link is available. Click the link to access the Animal Details page.

(GER) Germany

Alcohol/Substance Taken	If applicable, indicate in this field how drugs or alcohol were involved in the incident.
Endorser	Record the identity of the person or authority who confirms the information in the Alcohol/Substance Taken field.
Accident Report Type	Select from 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.

Entering Additional Travel Route Details

Access the Incident Details - Travel: Route Details page.



Incident Details - Travel: Route Details page

Actual Route Enter a description of the actual route traveled.

Direct Route Taken Select if the actual route was the most direct route available.

Direct Route This field available for entry if you do not select the Direct Route Taken check box. Enter a description of the most direct route.

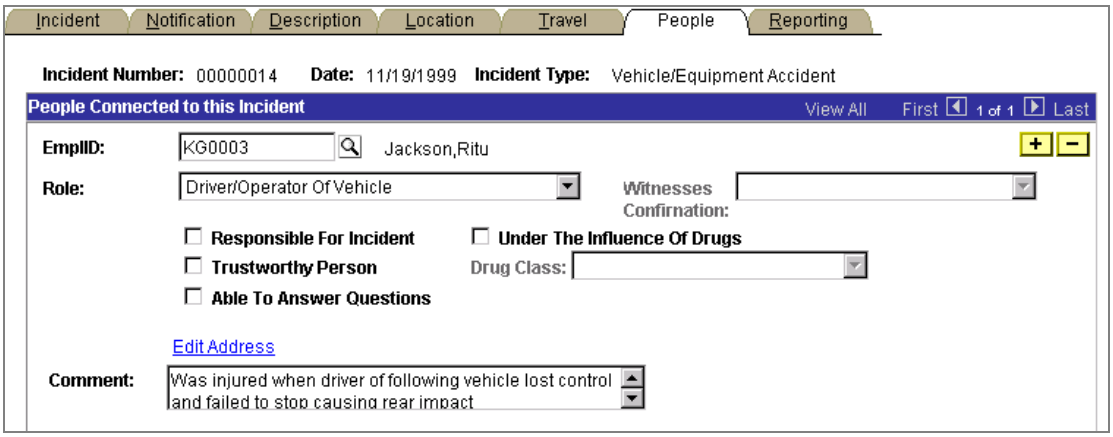
Usual Route Taken Select if the actual route was the usual route.

Usual Route This field is available if you did not select the Usual Route Taken check box. Enter a description of the usual route.

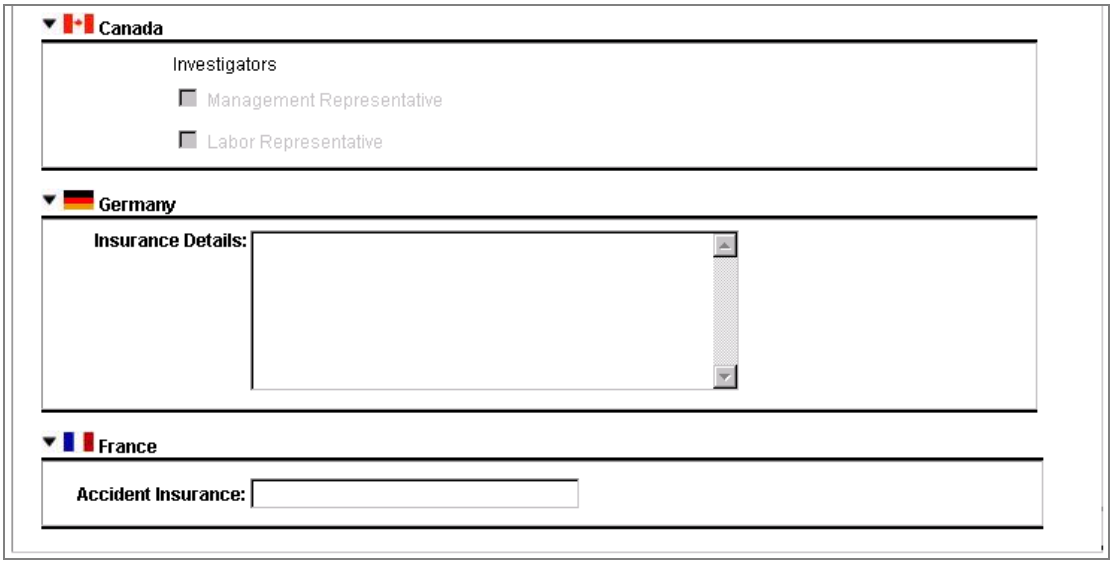
Route Length (km) Enter the kilometers for the actual route taken.

Identifying People Connected to the Incident

Access the Incident Details - People page.



Incident Details - People page (1 of 2)



Incident Details - People page (2 of 2)

People Connected to This Incident

EmplID, Non-Employee ID Enter either an employee ID or a non-employee ID, and press TAB to move out of the field. The field in which you didn't select an ID disappears.

Note. You must have entered the employee into the system using Personal Data, or the non-employee using Non-Employee Details.

Prepare a separate data row for each individual connected to the incident.

Role Indicate the individual's role in the incident by using the list of translate values. The value that you select for this field affects the availability of fields on the remainder of the page.

Responsible For Incident, Trustworthy Person, Able To Answer Questions, and **Under The Influence Of Drugs**	Select the appropriate check boxes. If the individual is in the role of ***Investigator*** or ***Witness,*** then the Responsible For Incident check box is unavailable for data entry. **Note.** A witness isn't involved in the incident but is merely an observer. An eyewitness is involved in the incident.
Drug Class	If you select the Under the Influence of Drugs check box, select the appropriate drug class from the drop-down list box.
Witnesses Confirmation	This field is available when you select the ***Witness*** role. Use the list of translate values to identify whether or not the witness confirms the statement made by the individual involved in the incident.
Edit Address	Click this link to access the Incident Details - People: Contact Address page.

(CAN) Canada

(CAN) Note. For users in British Columbia who 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 other than Reported Only. In addition, the investigator must be identified either as a Management Representative or as a Labor Representative. For Incident Outcomes of the type Reported Only, no investigator information is required. To provide address information for all persons connected to the incident, click the Edit Address link and access the Contact Address page.

Investigators	Select the appropriate check box to indicate whether the investigator is a Management Representative or a Labor Representative.

(GER) Germany

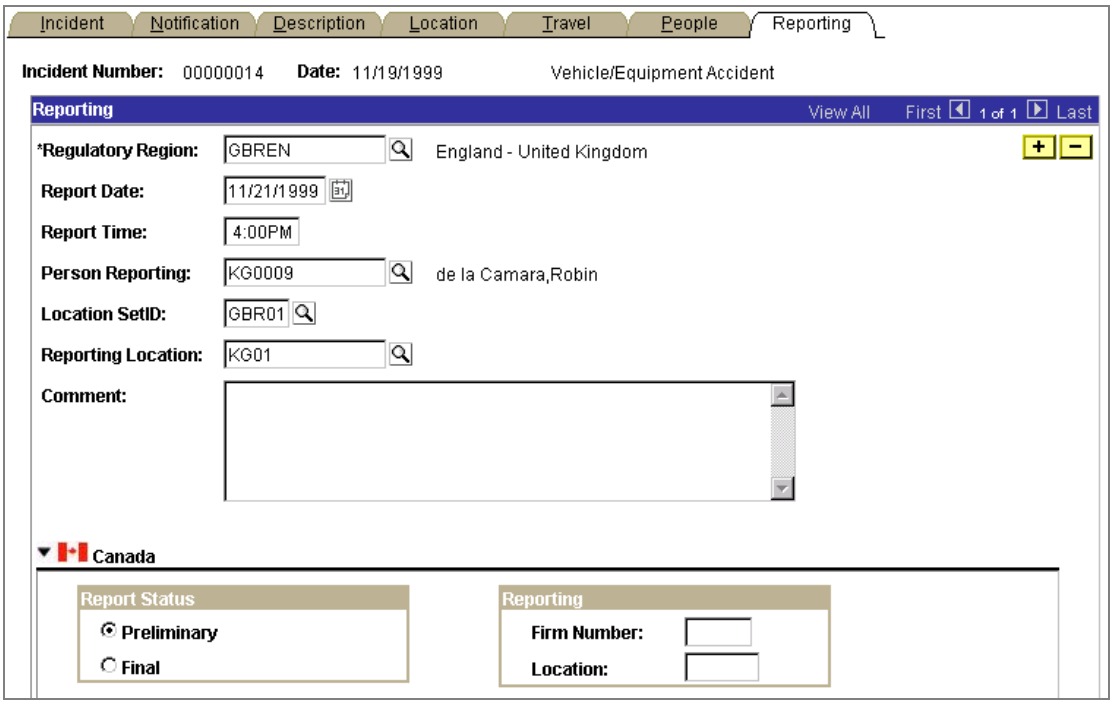
Insurance Details	Enter additional insurance information for people who are involved in German incidents.

(FRA) France

Accident Insurance	Enter additional insurance information for people who are involved in French incidents.

Maintaining Notification Requirements

Access the Incident Details - Reporting page.



Incident Details - Reporting page

Reporting

Add additional data rows if multiple initial incident reports are made such as to more than one authority or agency.

Regulatory Region

Select from the list of prompt values the regulatory region of the person making the initial incident report.

When you add or update an incident and 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. This transaction type includes regulatory regions for the main countries supported in the system and for 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 differs from the original setID, then all of the relevant linked values from the setup tables are deleted by the system. Before proceeding with the change, the system prompts you first to confirm your actions. Once the original information is deleted, you must re-enter the data on the incident.

Person Reporting

Use the list of prompt values to enter the person reporting (employee ID). The values come from Personal Data.

Location SetID	Enter the Location SetID for the location of the person reporting. Prompt values come from the TableSetID Table.
Reporting Location	Use the list of prompt values to enter the reporting location that is officially making the report.

(CAN) Canada

(CAN) Note. For users in British Columbia who 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, indicate that the Regulatory Region is *CANBC*. This is critical because warning messages for the BC WCB EDI file functionality become activated only when this is set.

Report Status	Select an option to indicate whether the report is Preliminary or Final.
Reporting	Enter the Canadian WCB Firm Number and Location code.

(CAN) Note. For users in British Columbia who 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.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook," Processing Transactions Using Regulatory Regions

Entering Injury Details

Use the Injury Details component to record information about injuries sustained in incidents. Before you enter injury and illness information, first create an incident, assign an incident type, and select the Resulted In An Injury Or Illness check box on the Incident Details - Incident page.

(CAN) Note. 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. Proceed to the Consequent Actions pages to enter corrective and preventative actions for the incident.

Pages Used to Enter Injury Details

Page Name	*Object Name*	*Navigation*	*Usage*
Injury Details - Injury	HS_INJ_NOTIFY	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury	Enter information about employees and non-employees who have work-related injuries or illnesses.
Injury Details – Description	HS_INJ_DESCRIPTION	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury Description	Enter detailed information about the injury or illness or both involved in the incident.
Injury Details – Statements	HS_INJ_STATEMENT	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury Statements	Document the statements made by the injured or ill party, the employer, and witnesses.
Injury Details - Details	HS_INJ_DETAIL	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury Details	Provide details of the injury or illness suffered by each person involved in the incident.
Injury Details - Details: Body Parts	HS_INJ_BP_SEC	Click the Body Parts link on the Injury Details - Details page.	Identify body parts affected by the injury or illness.
Injury Details - Details: Nature of Injury	HS_INJ_NOI_SEC	Click the Nature of Injury link on the Injury Details - Details page.	Define the nature of the injury or illness.
Injury Details - Details: Source of Injury	HS_INJ_SOI_SEC	Click the Source of Injury link on the Injury Details - Details page.	Identify the source of the injury.
Injury Details - Details: Accident Type	HS_INJ_ACC_SEC	Click the Accident Type link on the Injury Details - Details page.	Assign accident types to the injury or illness.
Injury Details - Details: Unsafe Act	HS_INJ_ACT_SEC	Click the Unsafe Act link on the Injury Details - Details page.	Indicate if an unsafe act contributed to the injury or illness.
Injury Details - 1st Aid	HS_INJ_AID	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury 1st Aid/Medical	Enter first aid and medical treatment information for all injured or ill individuals involved in the incident.

Page Name	Object Name	Navigation	Usage
Injury Details - 1st Aid: Ambulance Details	HS_INJ_AID_AMB_SEC	Click the Ambulance Details link on the Injury Details - 1st Aid page.	Enter additional details about the time when the individual was transported to a hospital by an ambulance.
Injury Details - 1st Aid: Prior Disability	HS_INJ_PDSCAN_SEC	Select the Prior Disability check box in the Canada group box on the Injury Details - 1st Aid page.	Enter details about any relevant prior disabilities of the injured or ill person.
Injury Details - 1st Aid: Prior Health Condition	HS_INJ_PHCCAN_SEC	Select the Prior Health Condition check box in the Canada group box on the Injury Details - 1st Aid page.	Enter details about any relevant prior health conditions of the injured or ill person.
Injury Details - Diagnoses	HS_INJ_DIAGNOSIS	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury Diagnoses	Record details about the physician, hospital or clinic, and the medical diagnoses involved with your injured and ill employees.
Injury Details - Diagnoses: Medical Facility Address	HS_INJ_MEDFAC_SEC	Click the Edit Address link on the Injury Details - Diagnoses page.	Edit the address of the medical facility.
Injury Details - Work-Related	HS_INJ_WORK	Monitor Workplace, Monitor Health/Safety (GBL), Use, Incident Details, Work-Related	Record if the incident occurred while the person was involved in a work-related activity.
Injury Details - Work-Related: Wage Inclusions	HS_INJ_WICAN_SEC	Click the Wage Inclusions link on the Injury Details - Work-Related page.	Enter additional information about wage inclusions for Canadian employees who have a work-related injury or illness.
Injury Details - Work-Related: Wage Additions	HS_INJ_WACAN_SEC	Click the Wage Additions link on the Injury Details - Work-Related page.	Enter additional information about wage additions for Canadian employees who have a work-related injury or illness.

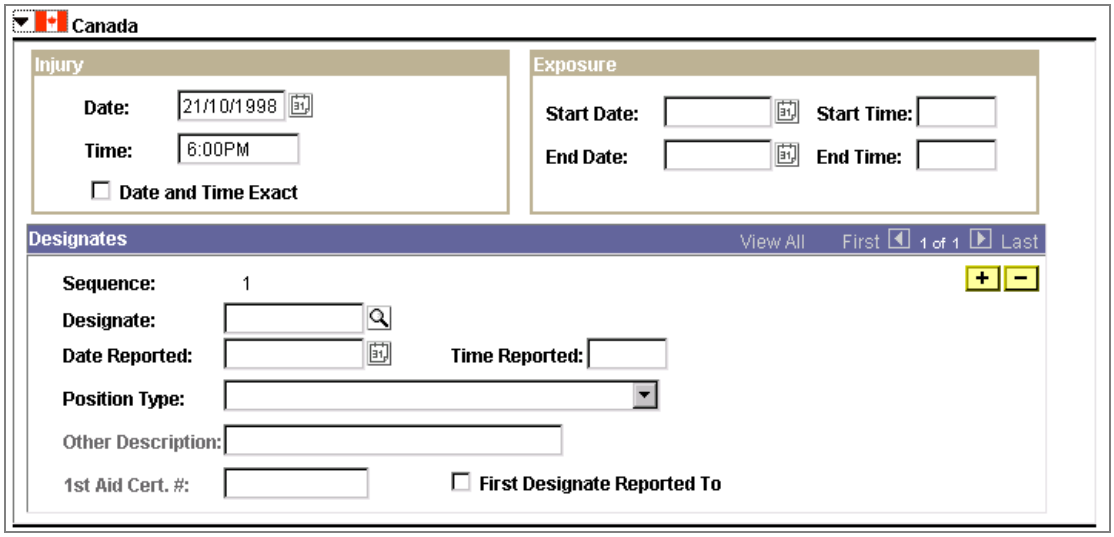
Page Name	*Object Name*	*Navigation*	*Usage*
Injury Details - Work-Related: Actions	HS_INJ_ACTCAN_SEC	Click the Actions link on the Injury Details - Work-Related page.	Enter additional information needed for reporting to the WCB, concerning the employee's actions at the time of the incident.
Injury Details - Work-Related: Return To Work	HS_INJ_RTWCAN_SEC	Click the Return to Work link on the Injury Details - Work-Related page.	Enter additional return to work details for Canadian employees who are injured or ill in a work-related incident.
Injury Details - Work-Related: Long Term Earnings	HS_INJ_LTECAN_SEC	Click the Long Term Earnings link on the Injury Details - Work-Related page.	Enter additional information about long term earnings for Canadian employees who have work-related injuries or illnesses.
Injury Details - Work-Related: WCB Form 7 Details	HS_INJ_WCBCAN_SEC	Click the WCB Form 7 Details link on the Injury Details - Work-Related page.	Enter additional information about Canadian incidents needed for reporting to the WCB.
Injury Details - Reporting	HS_INJ_REPORT	Monitor Workplace, Monitor Health/Safety (GBL), Use, Injury Details, Injury Official Reporting	Track if incidents are reportable under the terms of one or more authorities in one or more regulatory regions.

Entering Work-Related Injuries

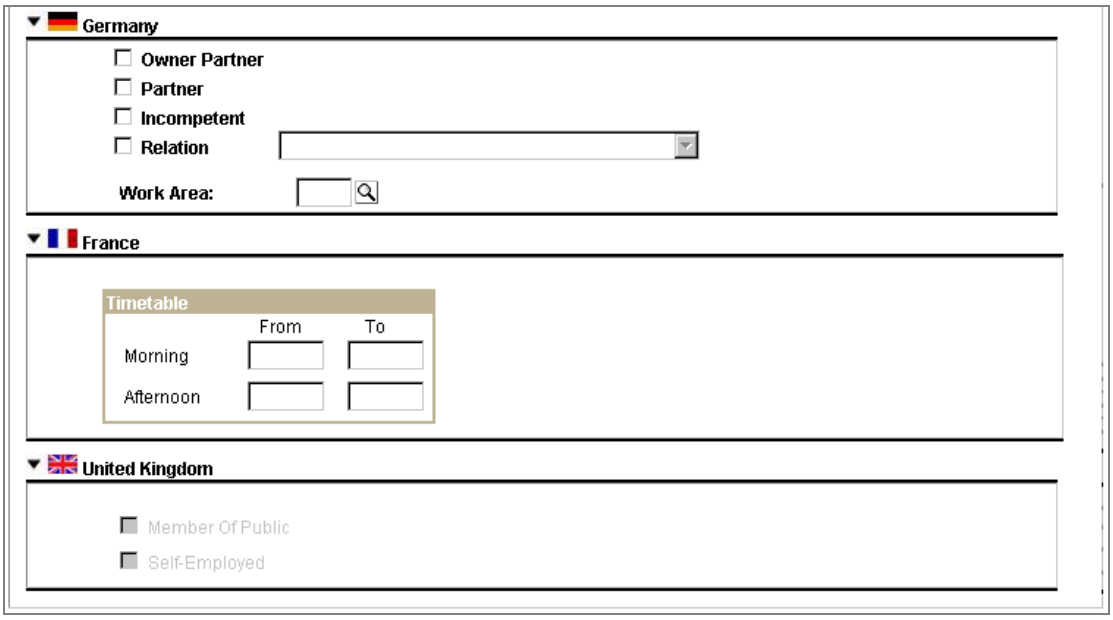
Access the Injury Details - Injury page.



Injury Details - Injury page (1 of 3)



Injury Details - Injury page (2 of 3)



Injury Details - Injury page (3 of 3)

EmplID For each Person Involved in the incident, select either an EmplID or a **Non-Employee ID.** When you press TAB to move out of this field, the unselected field disappears and the system displays the associated **Name, Date of Birth, Gender** and, if applicable, the **Date of Death.**

Note. If a fatality occurs, 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 appears here.

Empl Rcd # (employment record number) 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 employee information displayed here comes from Job Data that is valid as of the incident date.

Notification - This Person Enter the date and time when this person's injury or illness was reported to an organization official.

(CAN) Canada

Injury Enter the date and time of the injury and select the **Date and Time Exact** check box if the date and time are exact.

Exposure Indicate the exposure **Start Date, Start Time, End Date,** and **End Time,** if known.

Sequence

The Sequence number appears at the top of the **Designates** group box. Designates are people to whom injuries and incidents are reported. They are distinguished from Incident People, who are usually people who are involved in the incident and are reporting it.

The Sequence number is a sequential number, assigned automatically by the system, to differentiate between designates. When you save this record, the Sequence number is available as a prompt value in the First Aider Designate field on the 1st Aid page.

Designate

Select the employee ID of the designate.

Date Reported and **Time Reported**

Enter the date and the time that the injury was reported.

Position Type

Select an option from the list of translate values. The type selected determines the availability of the remaining fields on the page. If you select the types ***None*** or ***Worker's Supervisor***, then the **Other Description** and **1st Aid Cert. #** fields are unavailable.

1st Aid Cert. # (first aid certificate number)

If you select ***First Aid Attendant,*** as the Position Type, then enter the first aid certificate number for the designate.

Other Description

If you select ***Other*** as the Position Type, then enter here a description of the designate's position**.**

First Designate Reported To

Select whether the person is the first designate to whom the injury was reported.

(GER) Germany

Owner Partner, Partner, Incompetent, Relation

Indicate the relationship of the person notified to the person involved. If you select Relation, the associated field is available for selection.

Work Area

Select an option from the values that you set up on the Work Area Table.

(FRA) France

Timetable

Enter the time of the notification.

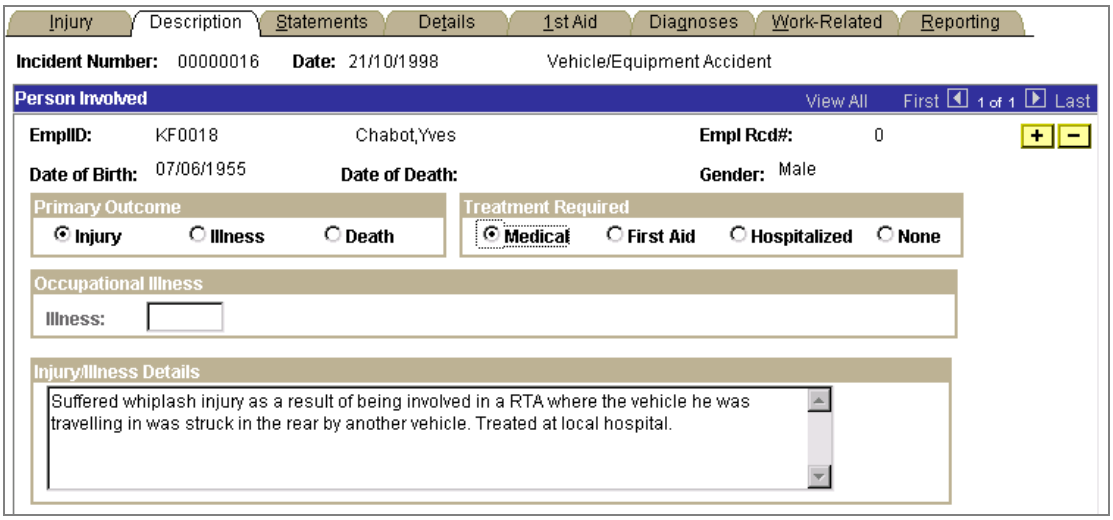
(GBR) United Kingdom

Member Of Public and **Self-Employed**

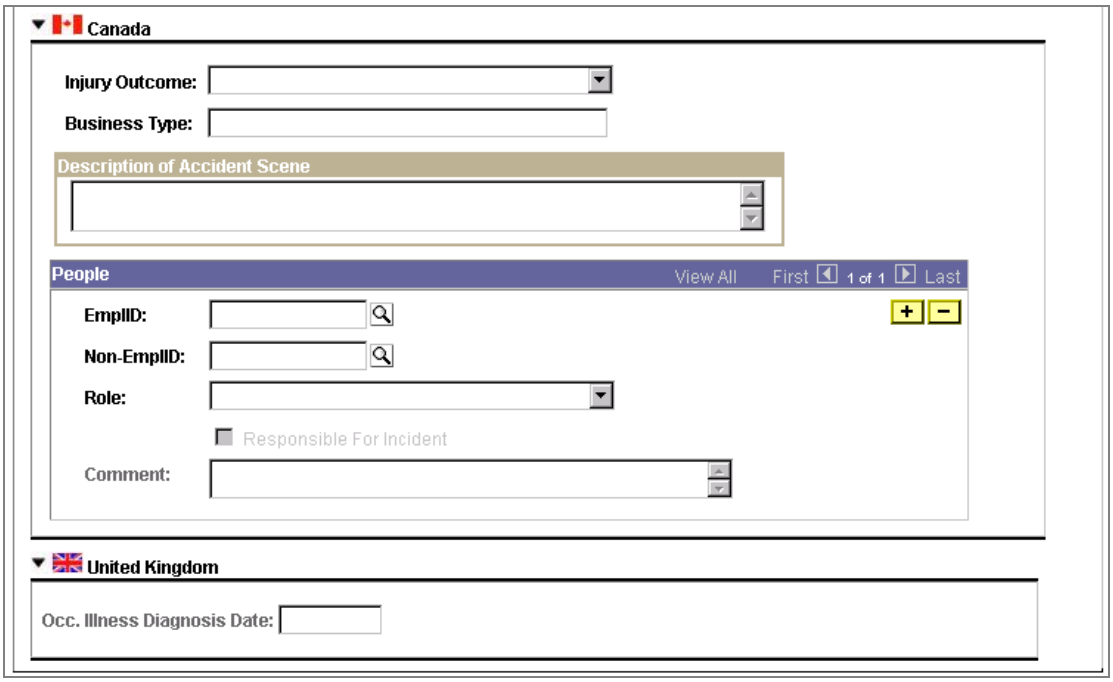
If the individual involved in the incident is a non-employee, then indicate if the person involved in the incident was a Member Of Public or Self-Employed.

Entering Injury and Illness Descriptions

Access the Injury Details - Description page.



Injury Details - Description page (1 of 2)



Injury Details - Description page (2 of 2)

Primary Outcome Indicate whether the incident resulted in **Injury, Illness,** or **Death.**

Treatment Required Indicate if the treatment was **Medical, First Aid, Hospitalized,** or **None.**

(GER) Note. All illnesses that involve your German operations are tracked using the GER Illness Tracking component.

Occupational Illness	If you select Illness in the Primary Outcome group box, then **Illness** is available for data entry in this group box. Values come from the Occupational Illness Table.
Injury/Illness Details	Enter details about the illness.

(CAN) Canada

(CAN) Note. For users in British Columbia who report incidents to the BC WCB electronically, note that injury information isn't required for Incident Outcomes that are Dangerous Occurrences. On the Injury Description page, the only required item is 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 the type of Incident Outcome that you enter into the system.

Injury Outcome	Select an option from the list of translate values .
Business Type	Use the values that are approved by your regional WCB office to describe the business type (required).
Description of Accident Scene	Enter a description.

People

Enter the people involved with or who have knowledge of the injury or illness. People with knowledge of the incident are entered on the Incident People page.

EmplID, Non-Employee ID	Enter either an EmplID or a Non-Employee ID. The field in which you didn't select an ID disappears. **Note.** You must have entered the employee into the system using Personal Data, or the non-employee using Non-Employee Details. Prepare a separate data row for each individual connected to the incident.
Role	For each individual identified, indicate a Role using the list of translate values. The value that you select here affects the availability of fields on the remainder of the page.

Responsible For Incident, Trustworthy Person, Able To Answer Questions, and Under The Influence Of Drugs

Select the appropriate check boxes. If the individual is an ***Investigator*** or ***Witness,*** then the Responsible For Incident check box is unavailable for data entry.

Note. A witness isn't involved in the incident but is merely an observer. An eyewitness is involved in the incident.

(CAN) Note. For users in British Columbia who report incidents to the BC WCB electronically, the information on this page isn't required for Incident Outcomes that are Dangerous Occurrences. 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.

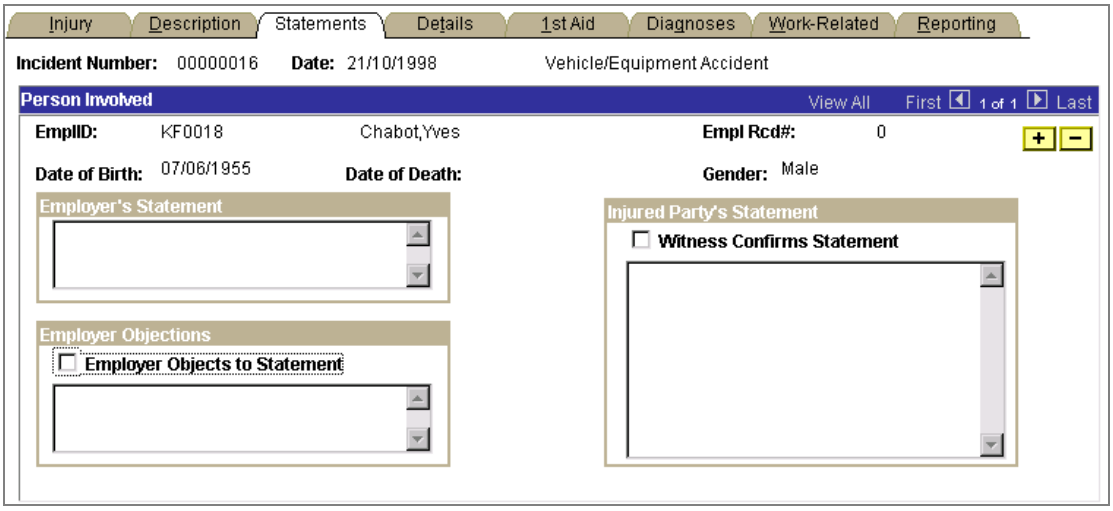
(GBR) United Kingdom

Occ. Illness Diagnosis Date (occupational illness diagnosis date)

When the Injury Outcome selected is ***Illness,*** then the **Occ. Illness Diagnosis Date** field is available for data entry.

Documenting Injury Statements

Access the Injury Details - Statements page.



Injury Details - Statements page

Employer's Statement Enter the employer's statement.

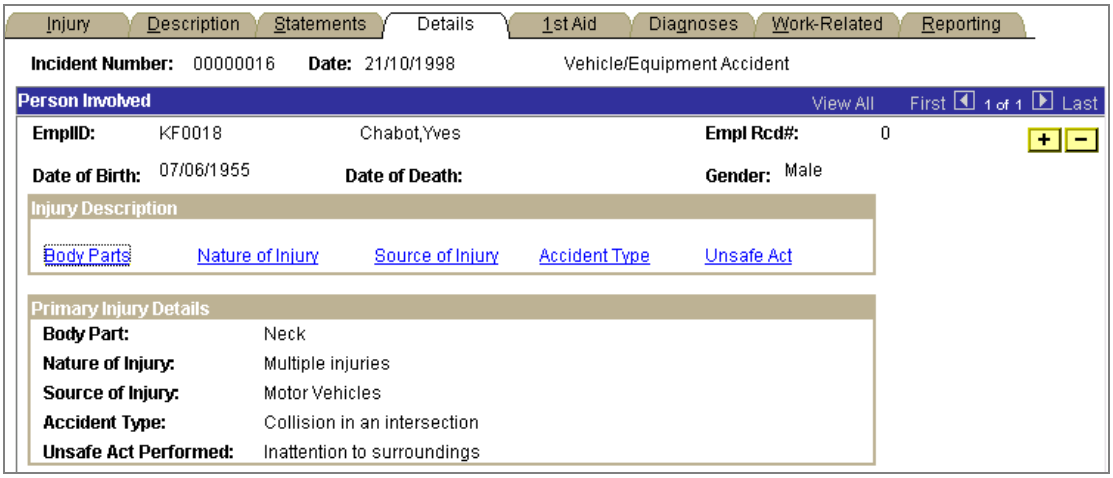
Injured Party's Statement Enter the injured party's statement. Select **Witness Confirms Statement** if a witness confirms the injured person's statement.

Employer Objections	To indicate that there are employer objections to the injured party's statement, select **Employer Objects To Statement** and enter the objections.

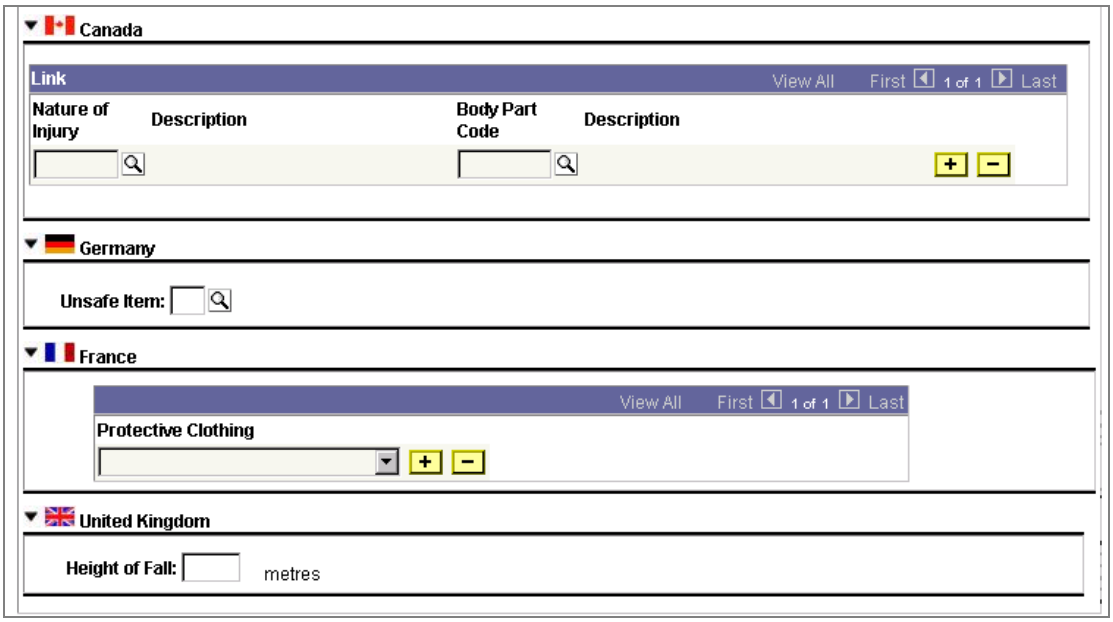
(CAN) Note. For users in British Columbia who report incidents to the BC WCB electronically, the information on this page isn't required for Incident Outcomes of the types Dangerous Occurrences or Reported Only. The Employer's Statement is required for Incident Outcomes of the types Health Care Only,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

Entering Injury and Illness Details

Access the Injury Details - Details page.



Injury Details - Details page (1 of 2)



Injury Details - Details page (2 of 2)

Injury Description Click the links to gain access to the detail pages that describe the attributes of the injury.

Primary Injury Details This group box displays the primary injury details that you specify on the detail pages.

Note. 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

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(CAN) Canada

(CAN) Note. For users in British Columbia who report incidents to the BC WCB electronically, the injury information on this page isn't required for Incident Outcomes that are Dangerous Occurrences.

Nature of Injury — Enter the Nature of Injury code that you want to link to a body part. The reason for creating this link is that the BC WCB, assumes that the nature of injury is directly associated with some body part.

Body Part Code — Enter the code for the body part that you want to link to the nature of the injury.

In order to activate the link, save the information that you enter on the Body Parts and Nature of Injury pages, and save the information here.

(GER) Germany

Unsafe Item — Use the list of prompt values from the GER Unsafe Item Table to select an Unsafe Item code, if applicable.

(FRA) France

Protective Clothing — Identify the employee's protective clothing at the time of the incident. Insert a new data row for more entries.

(GBR) United Kingdom

Height of Fall — If the individual was involved in a fall, enter the height of the fall in meters.

Common Injury Detail Elements

The following fields are common to the Injury Details detail pages: Body Parts, Nature of Injury, Source of Injury, Accident Type, and Unsafe Act.

Accident Type — If the injury resulted from an accident, select the type of accident from the list of prompt values that come from the Accident Type Table.

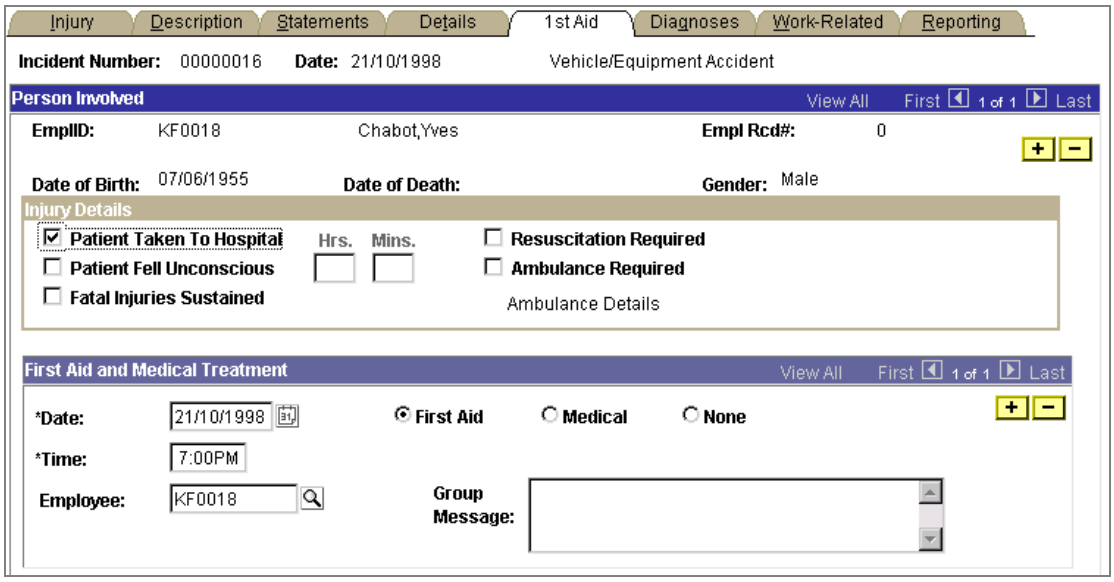
Body Part — Select a Body Part code from the list of prompt values from the Body Parts Table.

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

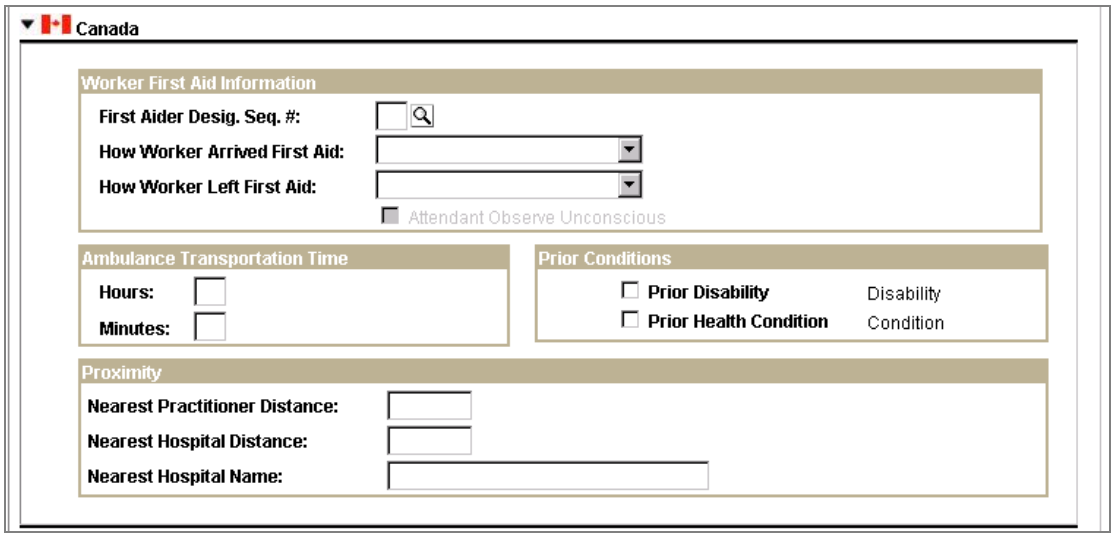
Primary Injury	Select if this injury detail is associated with the primary injury.
Side of Body	Indicate the side of the body for the body part, if appropriate, by selecting from the list of translate values.
Source of Injury	Select a code to identify the object, substance, exposure, or bodily motion that produced or inflicted the injury. Use the list of prompt values that come from the Source of Injury Table.
Unsafe Act Performed	If applicable, select a code to indicate if the accident was caused by an unsafe action.

Entering Medical Treatment Information

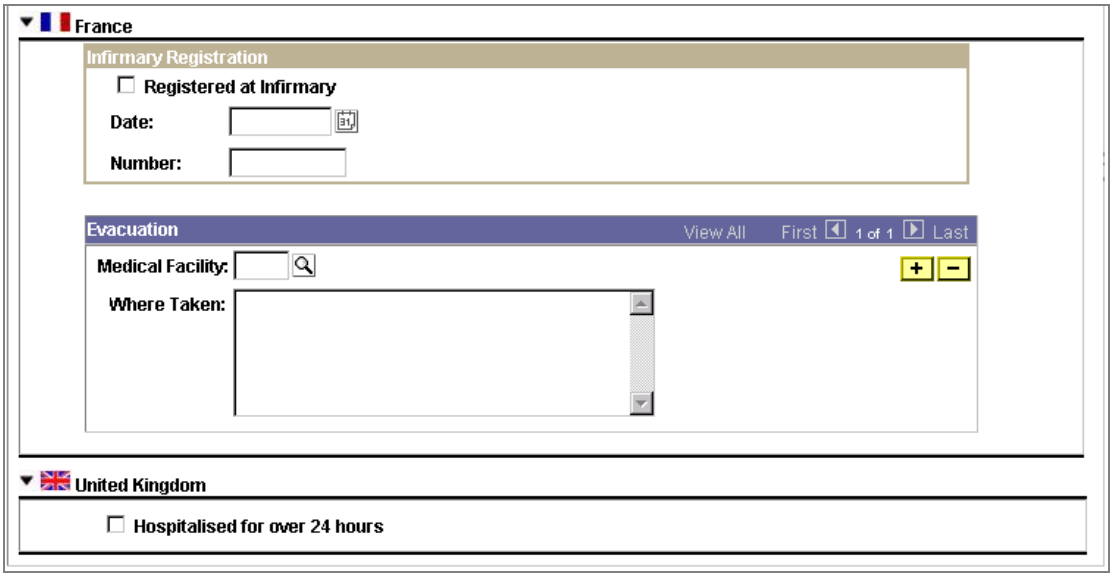
Access the Injury Details - 1st Aid page.



Injury Details - 1st Aid page (1 of 3)



Injury Details - 1st Aid page (2 of 3)



Injury Details - 1st Aid page (3 of 3)

Patient Fell Unconscious — If you select this check box, the **Hrs.** and **Mins.** fields are available. Enter the amount of time, in hours and minutes, that the individual remained unconscious.

Patient Taken To Hospital — Select if the individual was taken to a hospital.

Fatal Injuries Sustained — If you select this, be sure that 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 you select this, the **Ambulance Details** link is available. Click the link to gain access to the Ambulance Details page.

Resuscitation Required — Select if the individual required resuscitation.

Date and **Time** — Enter the date and time when first aid or medical treatment was provided.

Employee — When you add a data row, both of these fields are available. Select either the Employee ID or Non-Employee ID of the person providing first aid or medical treatment. When you do this, the other field disappears from the screen for this data row.

First Aid, Medical, and **None** — Select the appropriate option to indicate the type treatment that was provided.

(CAN) Canada

First Aider Desig Seq # (first aider designate sequence number) — Select a designate (first aider) who treated or assisted the injured or ill person. The available values and sequence numbers come from the Injury Details - Injury page.

How Worker Arrived First Aid — Select the mode of transportation used to bring the injured or ill worker to the designate.

How Worker Left First Aid — Select the mode of transportation used to take the injured or ill person away, if applicable.

Attendant Observe Unconscious — If you select the Patient Fell Unconscious check box on the primary page, then this check box is available for data entry. Indicate that the designate (first aider) observed the injured person to be unconscious at the time treatment was given.

Hours and **Minutes** — Enter the ambulance transportation time in hours or minutes or both. This is the amount of time that the ambulance took to transport the injured or ill person to the hospital.

Note. In the context of operations and incidents that occur within the CANBC regulatory region, ***Ambulance*** specifically means British Columbia Ambulance.

Prior Disability and **Prior Health Condition** — Select the appropriate check boxes to indicate whether the injured or ill person had a relevant prior disability or prior health condition. When you select a check box, the associated **Disability** or **Condition** link is available. Click these links to gain access to the Prior Disability and Prior Health Condition pages.

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

Nearest Hospital Distance and **Nearest Hospital Name** — Name the nearest hospital and enter its distance from the accident site.

(FRA) France

Registered at Infirmary — Select if the injured or ill person was registered at an infirmary.

Date and **Number** — Enter the date of registration in the infirmary and the registration number.

Medical Facility — Use the list of prompt values from the Medical Facilities Table to enter the medical facility to which the injured or ill person was taken. When you press TAB to move through the field, the medical facility name appears in the **Where Taken** field and the field is unavailable for data entry.

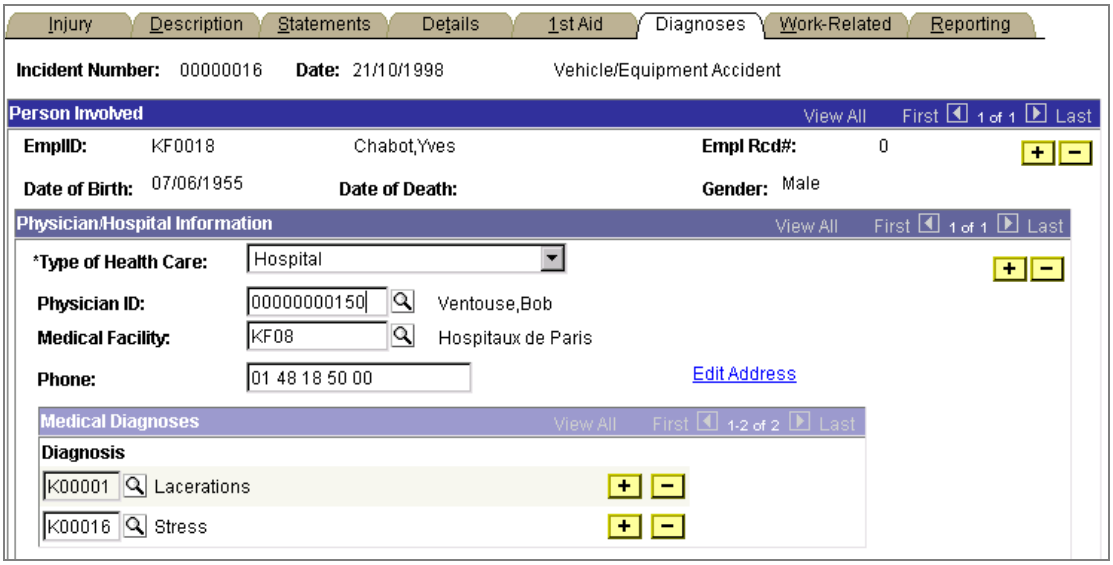
If the injured or ill person was taken to a location that isn't a medical facility in your system, then bypass the Medical Facility field, and describe where the individual was taken in the **Where Taken** field.

(GBR) United Kingdom

Hospitalized for over 24 hours — Indicate if the injured or ill person was hospitalized for over 24 hours.

Recording Diagnoses Details

Access the Injury Details - Diagnoses page.



Injury Details - Diagnoses page

Type of Health Care — From the list of translate values, select the type of health care, such as ***Emergency Care*** or ***Ongoing Health Care,*** that the individual received at the hospital or clinic.

Physician ID — From the list of prompt values from the Physician Table, select a Physician ID for the doctor or other medical specialist who treated the injured or ill person. The associated name appears.

Medical Facility — From the list of prompt values from the Medical Facility Table, select a medical facility where the injured or ill person was treated. The name of the facility appears.

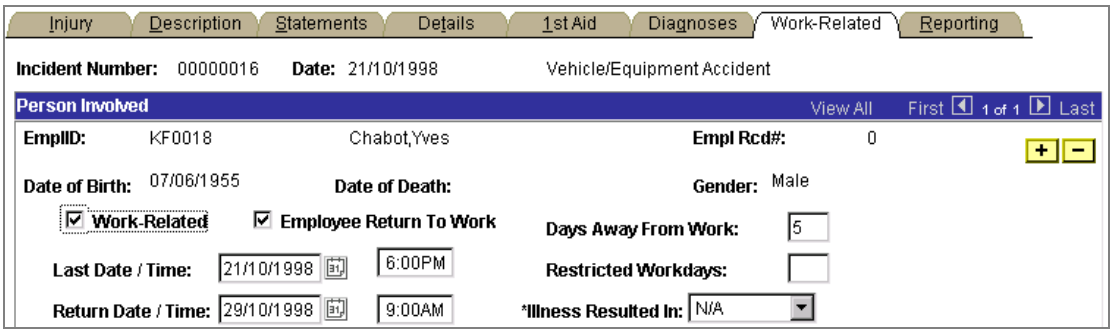
Edit Address — Click this link to gain access to the Injury Details - Diagnoses: Medical Facility Address page. Edit the address of the medical facility, if needed.

Diagnosis — When you know the results of the physician's medical diagnosis, select a diagnosis code. Define these codes in the Diagnosis Table. If you don't know this information now, enter it at a later date.

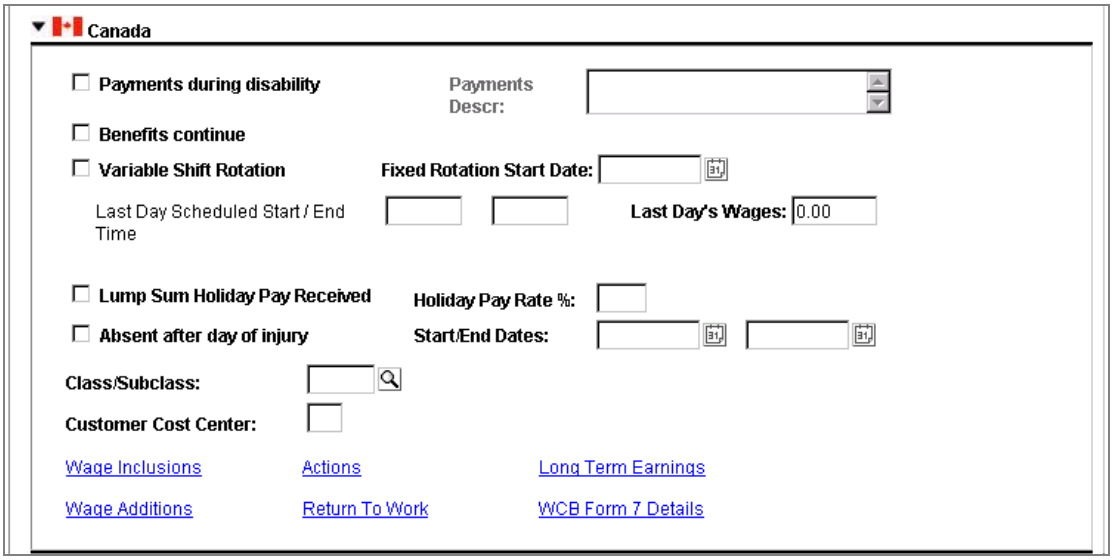
Insert a new data row for each additional Diagnosis code.

Recording Work-Related Incidents

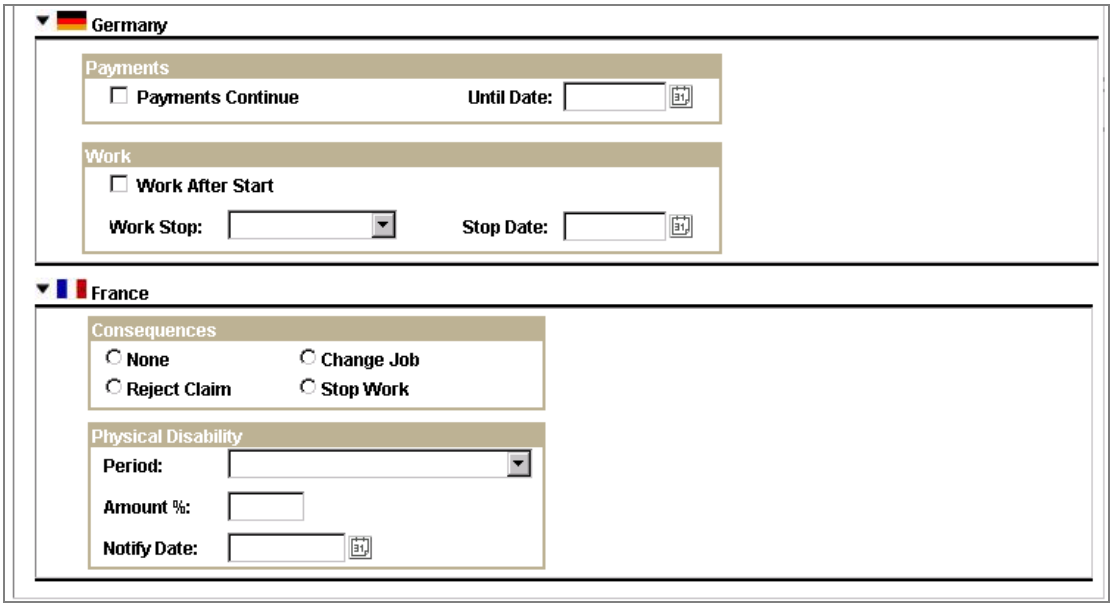
Access the Injury Details - Work-Related page.



Injury Details - Work-Related page (1 of 3)



Injury Details - Work-Related page (2 of 3)



Injury Details - Work-Related page (3 of 3)

Employee Return To Work	Select if the employee returned to work after the incident.
Work-Related	Select 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 that the employee was away from work. **Note.** Some government authorities have very precise definitions of Days Away From Work and Restricted Workdays. Ensure that you 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. **(CAN) Note.** The Last Date/Time field on this page is required for reporting to the BC WCB.
Restricted Workdays	Enter the number of days that 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 from the available options to indicate if the injury or illness resulted in ***Transfer, Termination,*** or is ***N/A*** (not applicable).

(CAN) Canada

Payments during disability	Select if the employee is receiving payments and then describe the payments in the **Payment Descr** field.
Benefits continue	Select if the employee's benefits are continuing.
Variable Shift Rotation	Select if an employee is working a variable shift rotation.
Fixed Rotation Start Date	Enter when the employee will return to a fixed shift rotation.
Last Day Scheduled Start/End Time	Record information about lost work time.
Last Day's Wages	Enter the wages of the employee's last day.
Lump Sum Holiday Pay Received	Select if the employee received lump sum holiday pay.
Holiday Pay Rate %	If the employee received lump sum holiday pay, enter the pay rate percentage.
Absent after day of injury	Select if the employee missed work after the injury and 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 or subclass for the employee's business unit. Use the proper WCB classification for your business.

Customer Cost Center Enter the employer's Customer Cost Center code that represents the cost center that the individual is in. The Customer Cost Center code is assigned by the WBC in conjunction with the employer and helps to track claim costs at a given organizational level.

Note. To enter additional information needed for reporting to the WCB, click any of the six links to open additional Canadian pages.

(CAN) Canada

The following table lists the required fields for British Columbia users.

Incident Outcome	*Required Fields*
Reported Only	Last Day's Wages
	Class/Subclass
Health Care Only	Last Day's Wages
	Last Worked Date/Start Time
	Class/Subclass
Short Term Disability or Fatality	Last Day Scheduled Start/End Time
	Last Day's Wages
	Last Worked Date/Start Time
	Class/Subclass

(GER) Germany

Payments Continue If the employee has the right to collect compensation payments, select this check box and enter the **Until Date** when the payments will stop.

Work After Start Select this check box if the employee has resumed working after an illness.

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

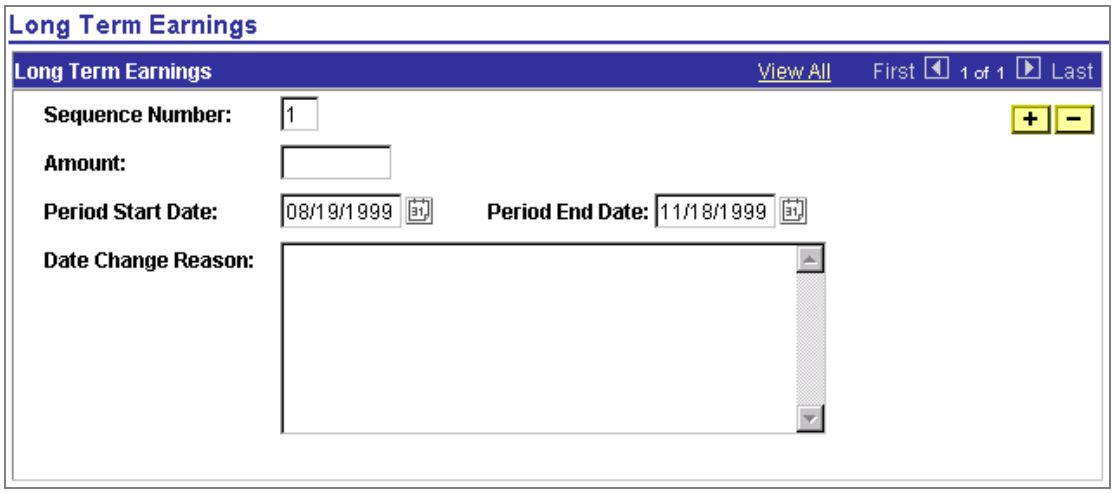
Stop Date Enter the date when the employee stopped working.

(FRA) France

Consequences	Indicate the actions taken by the employer in response to the injury or illness.
Period	Select 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, which is determined by a doctor or medical specialist.
Notify Date	Enter the date the employer was notified regarding the employee's disability.

(CAN) Entering Long Term Earnings

Access the Injury Details - Work-Related: Long Term Earnings page.



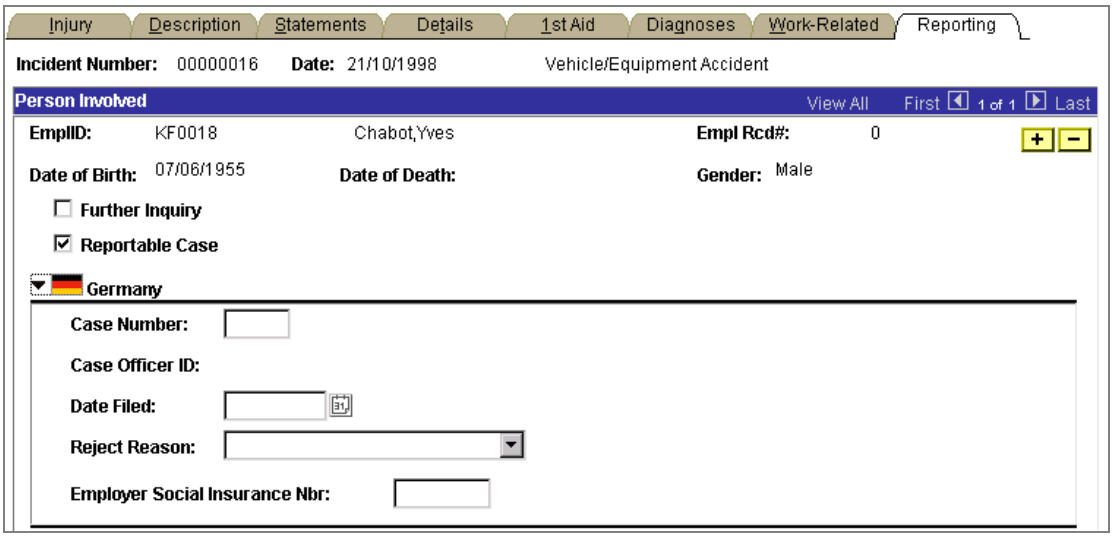
Injury Details - Work-Related: Long Term Earnings page

The WCB is interested in two different long term earnings periods—the three months prior to the injury, and the 12 months prior to the injury.

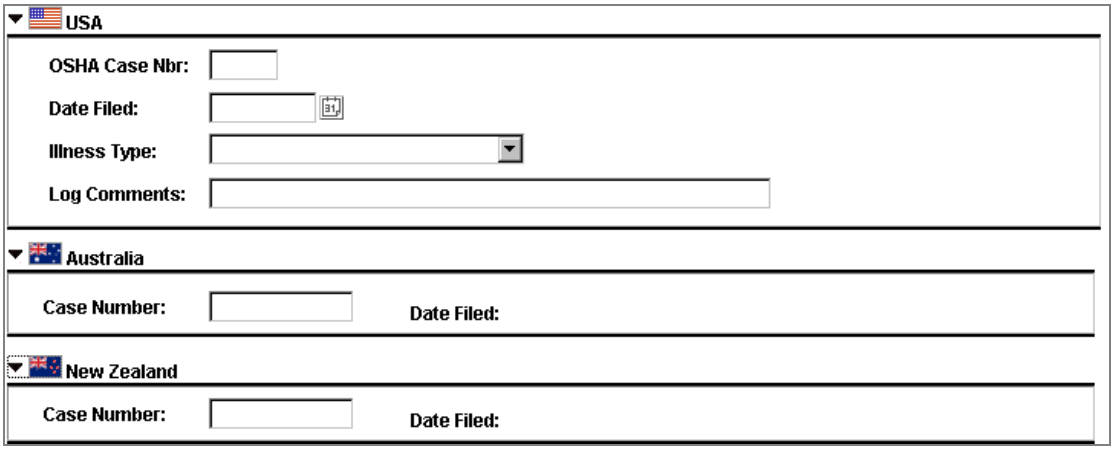
Sequence Number	In the records on this page, the dates appear by default to three months prior to the injury for sequence number ***1*** and 12 months prior to the injury for sequence number ***2.***
Amount	Enter the amount of earnings for the periods in each sequence.
Period Start Date and **Period End Date**	If the person hasn't been with your organization for either the entire three-month period or the entire 12-month period, enter the Period Start Date and the Period End Date.
Date Change Reason	When you enter period start and end dates, you are required to provide a reason for the date changes.

Tracking Reporting Details

Access the Injury Details - Reporting page.



Injury Details - Reporting page (1 of 2)



Injury Details - Reporting page (2 of 2)

Further Inquiry Select if additional inquiry is required to determine if this is a reportable case.

Reportable Case Select if the incident 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 can track whether the case is reportable based upon insurer requirements or the requirements of your own organization.

If you don't need to report this particular case based upon the requirements for your regulatory region, your insurer, or your organization, then clear the Reportable Case check box.

Warning! You must follow the reporting requirements of any particular regulatory regions where you have operations. Clearly document the reasons and methods for how you use the system for identifying Reportable Cases, and train all of your users to do it the same way.

Note. If your U.S. operations follow the requirements of the Occupational Safety and Health Administration (OSHA), select the Reportable Case check box for cases that are required for recording on the OSHA Form 200 Injury and Illness Recordkeeping Log.

(GER) Germany

Case Number — Enter the official report case number.

Note. If your government, insurer, or organization uses a standard system for numbering cases, you can set up PeopleSoft Human Resources so that it assigns the numbers automatically.

Case Officer ID — The system displays the Case Officer ID 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 on the Employee Details - Germany page. Case officers are assigned to individuals involved in incidents using the GER Job Data page.

Date Filed — Enter the date the report was filed with the insurer. This information is used in the GER Accident Report.

Reject Reason — Select any reason given by the insurer for rejecting the claim, if applicable.

Employer Social Insurance Nbr — Enter the employer's Social Insurance Number.

(USA) United States

OSHA Case Nbr (occupational safety and health case number) — The case number that you enter here is used by the system in the OSHA 200 Occupational Injury and Illness report (OHS001).

Date Filed — Enter the date that the reportable case was entered into the OSHA Form 200 Injury and Illness Recordkeeping Log.

Illness Type If the person has a work-related illness, select an appropriate type of illness. OSHA defines these illness types.

Log Comments You can enter comments exactly the length of the field as it appears on the page—this length matches the space allowed for comments on the OSHA Form 200 Injury and Illness Recordkeeping Log.

(AUS) Australia

Case Number Enter the Case Number.

Date Filed System displays the date the incident was filed with the government.

(NZL) New Zealand

Case Number Enter the Case Number.

Date Filed System displays the date the incident was filed with the government.

Entering Additional Incident Data for Vehicles and Equipment

If you manage vehicles or heavy equipment owned by your organization, then use the following pages.

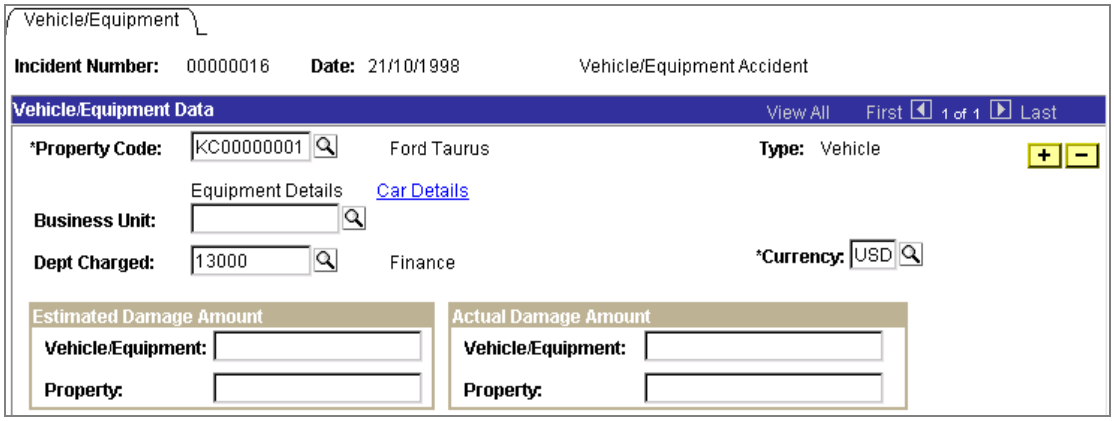
Pages Used to Enter Data for Vehicles and Equipment

Page Name	*Object Name*	*Navigation*	*Usage*
Vehicle/Equipment	HS_INC_VEHICLE	Monitor Workplace, Monitor Health/Safety (GBL), Use, Veh./Equip. Incident Details, Vehicle/Equipment	Enter the specifics of incidents involving vehicle or equipment accidents. You must have created the incident and assigned it an incident type of Vehicle/Equipment Accident.
Vehicle/Equipment: Incident Details: Equipment Details	EQUIP_SUM_SEC	Click the Equipment link on the Veh./Equip. Incident Details page.	View additional information about equipment which comes from the Company Property Table

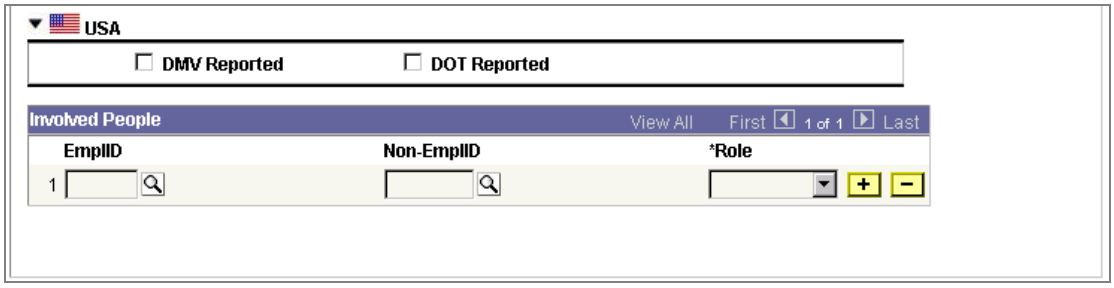
Page Name	Object Name	Navigation	Usage
Vehicle/Equipment Incident Details: Car Details	CAR_DATA_SUM_SEC	Click the Car Details link on the Veh./Equip. Incident Details page.	View additional information about vehicles that are defined as company cars in Car Data.

Entering Vehicle and Equipment Incident Details

Access the Vehicle/Equipment page.



Vehicle/Equipment page (1 of 2)



Vehicle/Equipment page (2 of 2)

Property Code Select a Property Code from the valid values that you classified as Vehicles or Heavy Equipment in the Company Property Table. When you press TAB to move out of this field, the system displays related information on the page.

If the property code **Type** is a Vehicle, the **Car Details** link is available. If the property code Type is Heavy Equipment, the **Equipment Details** link is available. Click the links for the associated pages.

Business Unit and **Dept Charged** (department charged)	If, in the Company Property Table, you assigned this company property to a business unit and department, the business unit and department charged for the incident appears here. Otherwise, select the Business Unit, if needed. The prompt values come from the Business Unit Table. Use the list of prompt values to enter the Dept Charged, if needed. The prompt values come from the Department Table.
Estimated Damage Amount	Enter an estimated damage amount for the **Vehicle/Equipment** and any other **Property** damaged in the incident, if an estimate is provided.
Actual Damage Amount	Enter an actual damage amount for the **Vehicle/Equipment** and any other **Property** damaged in the incident, when that information is known.

(USA) USA

DMV Reported	Select if the incident was reported to the state Department of Motor Vehicles.
DOT Reported	Select if the incident was reported to the federal Department of Transportation.
EmplID and **Non-EmplID** (employee ID and non-employee ID)	To track the people associated with the vehicle or heavy equipment involved in the incident, select an **EmplID** (employee ID) or a **Non-EmplID** (non-employee ID). When you press TAB to move out of the field that you used, the other field disappears and the system displays the associated name.
Role	Indicate the role of each involved person in the accident; valid values come from the Translate Table.

Tracking Incident Consequent Actions

There are three ways that you can use the Consequent Actions component to manage your health and safety program.

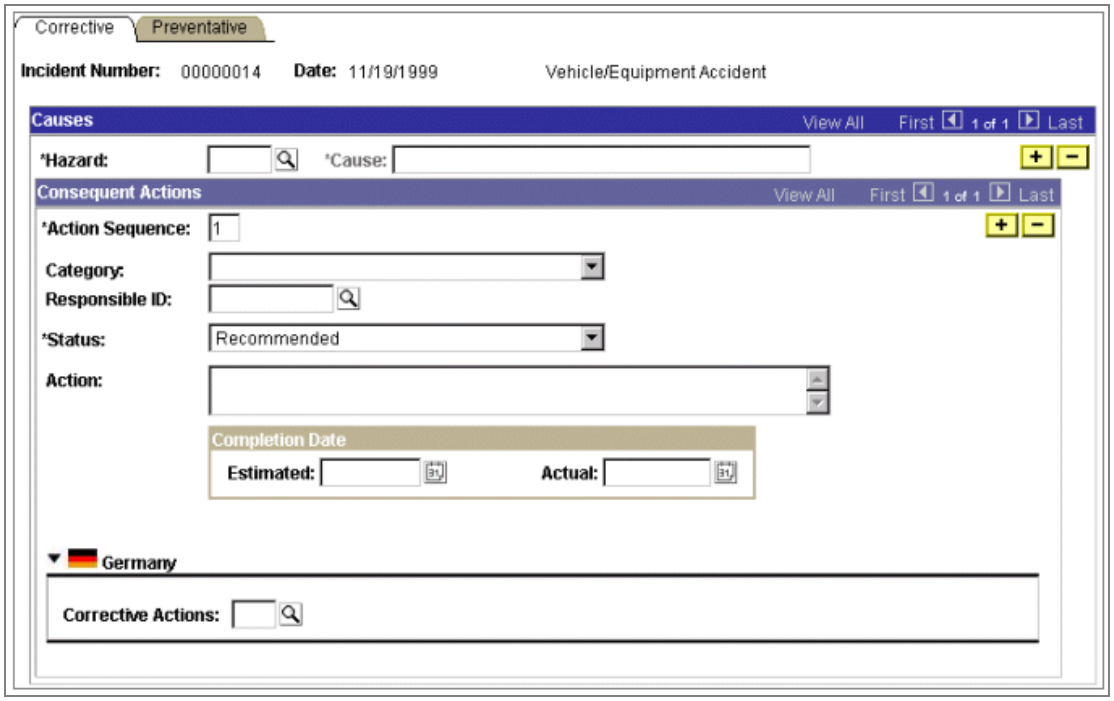
- Document the causes, corrective actions, and preventative actions associated with a health and safety incident.
- Document your efforts at preventative hazard control.
- Document the corrective and preventative actions that you've implemented as a result of your analysis of hazards associated with a particular job or location.

Pages Used to Track Incident Consequent Actions

Page Name	*Object Name*	*Navigation*	*Usage*
Consequent Actions - Corrective	HS_INC_ACTION_CRCT	Monitor Workplace, Monitor Health/Safety (GBL), Use, Consequent Actions, Corrective Actions	Enter corrective and preventative actions.
Consequent Actions - Preventative	HS_INC_ACTION_PREV	Monitor Workplace, Monitor Health/Safety (GBL), Use, Consequent Actions, Preventative Actions	Enter preventative actions taken to prevent workplace incidents.

Entering Corrective Actions

Access the Consequent Actions - Corrective page.



Consequent Actions - Corrective page

Hazard Select a Hazard code from the available values that come from the Hazardous Materials/Conditions Table (required).

Cause When you select a Hazard code and press TAB to move out of the field, the system enters the Cause that you associated with the code from the Hazardous Conditions/Materials Table.

Action Sequence	The system automatically assigns the Action Sequence in numerical order for each data row that you insert.
Category	Select a category for the action (optional); valid values are in the Translate Table.
Responsible ID	Select or enter the ID of the employee who is responsible for following through on the action.
Status	Enter the status of the action.
Action	For each action sequence, you can enter a description longer than the two lines shown.
Estimated and **Actual**	When you know them, enter the estimated or actual (or both) completion dates for carrying out the action.

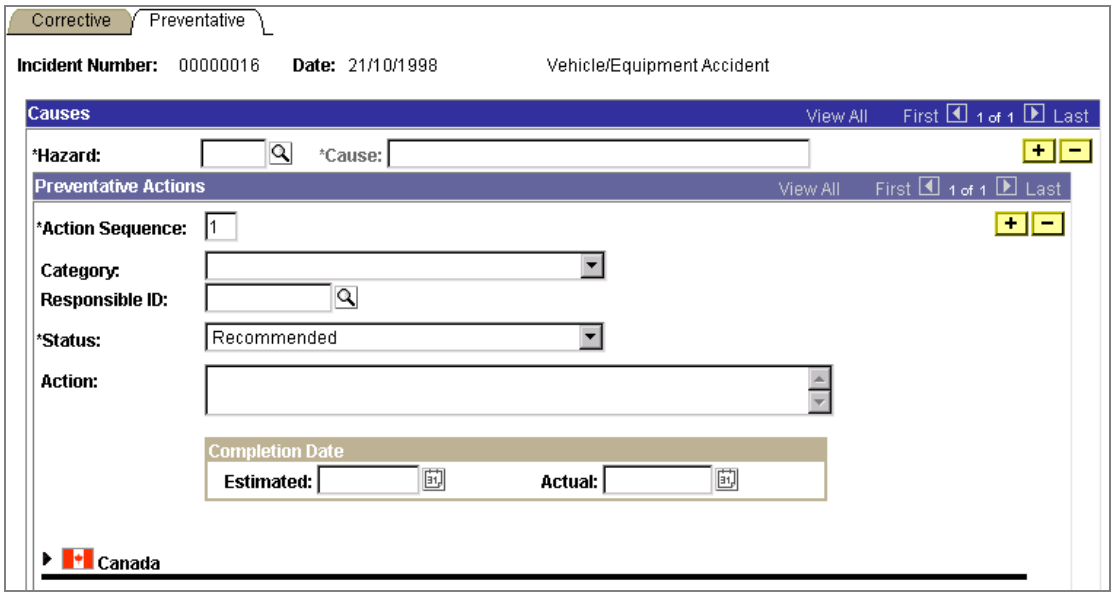
(CAN) Note. For users in British Columbia who report incidents to the BC WCB electronically, the required fields for the Corrective Actions page are the Hazard Code and the written statement of the Action.

(GER) Germany

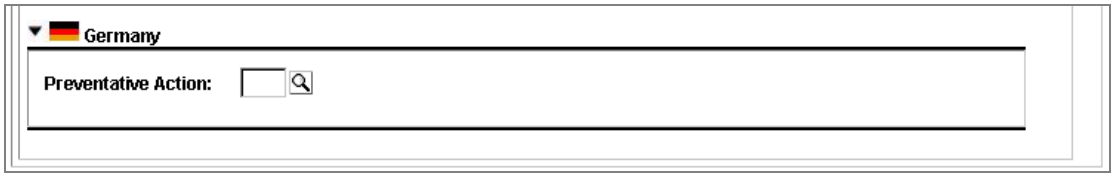
Corrective Actions	For each Action, select the appropriate Corrective Actions code from the available values established in the GER Corrective Actions Table.

Entering Preventative Actions

Access the Consequent Actions - Preventative page.



Consequent Actions - Preventative page (1 of 2)



Consequent Actions - Preventative page (2 of 2)

Causes

The fields in the causes group box are identical to those on the Consequent Actions - Corrective page.

(CAN) Canada

Preventative Action For each Action, select the appropriate Preventative Action code from the available values, which come from the CAN Preventative Actions Table.

'Other' Description This field is available only to users in British Columbia when they enter the Preventative Action code ***00996.*** Users in British Columbia may enter descriptions of nonstandard preventative actions, which are then used in reports to the British Columbia Workers Compensation Board (BC WCB).

Users in British Columbia must first ensure that the Preventative Action codes entered in the CAN Preventative Actions Table are the approved codes that are used by the BC WCB, including the code ***00996 - Other.***

If you are a user in British Columbia, and if 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 ***00996 - Other*** in the Preventative Action field on this page, the 'Other' Description field becomes available for data entry. Enter a description of the nonstandard preventative action.

(CAN) Note. For users in British Columbia who report incidents to the BC WCB electronically, the Hazard code and the Preventative Action code are required fields.

(GER) Germany

Preventative Action For each Action, select the appropriate Preventative Action from the available values, which come from the GER Preventative Actions Table.

Tracking Incident, Injury, and Illness Data by Individual

The summary information in this section can help you to pinpoint recurring problems certain employees have experienced. Use this page to review or enter information on one individual, to update information when you don't have the incident number at hand, and to view and update information about the incident

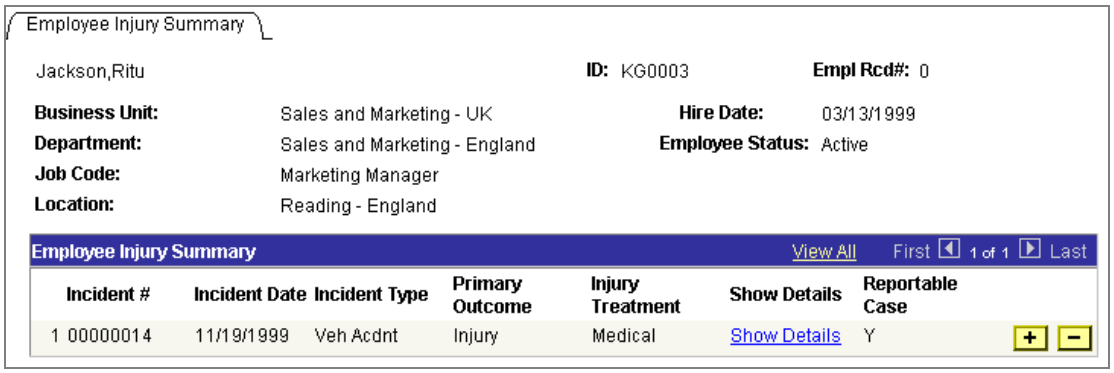
Note. Before you can access injury and illness data by individual, you must first create incident data and associate individuals with the incident using the Incident Details component.

Pages Used to Summarize Employee Injuries

Page Name	*Object Name*	*Navigation*	*Usage*
Employee Injury Summary	INJURY_SUMMARY	Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Employee Injury Summary	View a summary of all the injuries an employee has experienced and related incident data.

Viewing Employee Injury Summaries

Access the Employee Injury Summary page.



Employee Injury Summary page

Show Details Once you've reviewed the summary of the employee's injuries and illnesses, click the Show Details link associated with an incident to open the Incident Details component for that incident. The system places you on the Injury Details page in update and display mode. Review and update injury or illness information and the pages in the Incident Details component.

Be sure to save your changes before you close the pages.

(MEX) Defining Mixed Committees

In Mexican companies, a mixed committee *(Comision Mixta de Seguridad e Higiene)* is formed to oversee health and safety processes and investigate work-related accidents. A similar mixed committee *(Comision Mixta de Capacitacion)* is formed to oversee the training and development process for employees.

The mixed committee is made up of an equal number of employee and employer representatives and is selected annually. Once the committee is formed, the group defines its working objectives, functions, and mechanisms.

You can now define the details for both types of mixed committees on the Mixed Committee page.

See Also

PeopleSoft Human Resources PeopleBook: Administer Training, "Defining Training Courses and Programs," Creating a Training Program

Understanding Mixed Committees for Health and Safety

In Mexico, the mixed committee for health and safety investigates the causes of work related accidents, reviews legal decisions, registers violations of the legal decisions, and recommends health and safety preventative measures.

You can enter the information for a health and safety mixed committee on the Mixed Committee page.

Once you've defined the details for a health and safety mixed committee, there is an additional step. If a safety incident occurs on the job, you will record it on the Incident Details page.

See Also

Adding and Updating Incidents

Defining Training Legal Requirements

There are specific legal forms for the formation of the mixed committee. The Department of Labor (*STPS)* can audit all the information related to the mixed committee and its formation (STPS Form DC-1).

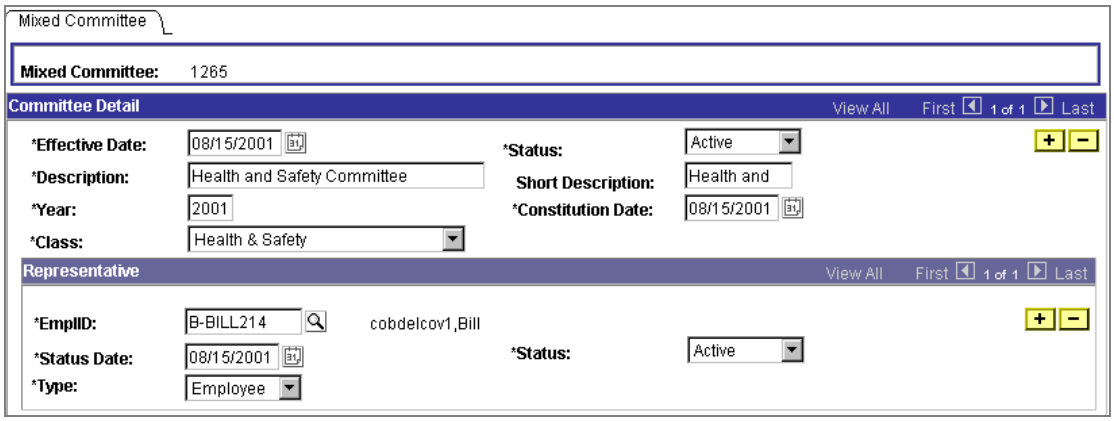
The formation of the committee and definition of the training plan should be submitted to the STPS through Form DC-2.

Once training is complete, your company can issue labor ability certificates to employees. Each employee who completes a course or event receives a certificate (STPS Form DC-3). A copy must be sent to the STPS.

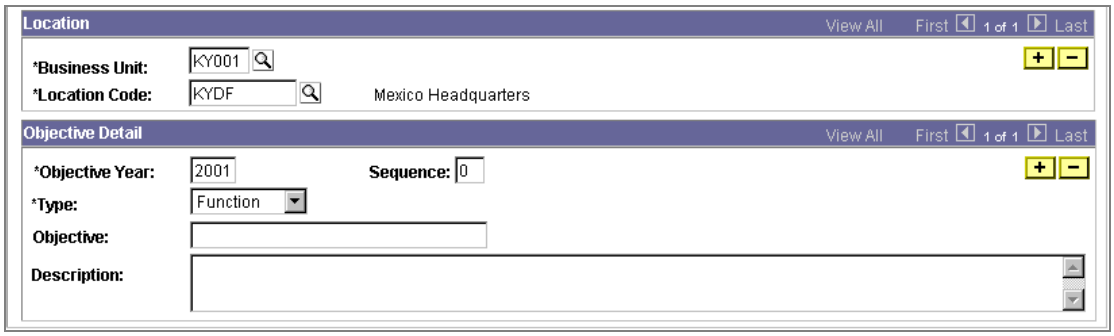
You can now generate all the STPS reports that are used to track employee training.

Pages Used to Define Mixed Committees

Page Name	*Object Name*	*Navigation*	*Usage*
Mixed Committee	MIX_COM_TBL_MEX	Monitor Workplace, Monitor Health/Safety (GBL), Use (Lcl), MEX Mixed Committee Develop Workforce, Administer Training, Use (Lcl), MEX Mixed Committee	Define details for the mixed committee, including class, representatives, location, and objectives.



Mixed Committee page (1 of 2)



Mixed Committee page (2 of 2)

Committee Detail

Enter the details about the mixed committee, such as a description of the committee.

Year Enter the year for which the mixed committee is effective.

Constitution Date Enter the date when the mixed committee was formed.

Class Select the committee class. Valid values are ***Health & Safety*** and ***Training.***

Representative

Define details for mixed committee representatives.

EmplID Select the employee ID of the representative for the mixed committee.

Type Identify the type of representative. Valid values are ***Employee*** and ***Employer.***

Location

Business Unit Select the business unit that the mixed committee serves.

Location Code Identify the location where the mixed committee is available.

Objective Detail

Define the objectives, functions, and mechanisms for the mixed committee.

Objective Year Enter the year in which the mixed committee's objectives are effective.

Sequence If you have more than one objective, you can identify each objective by assigning them a sequence number.

Type Select the objective type. Valid values are ***Function, Mechanism, Objective,*** and ***Other.*** A ***Function*** is an activity that a mixed committee needs to do. A ***Mechanism*** is the way to achieve the functions or goals of a mixed committee. An ***Objective*** is the goals of the period in which the committee is valid. Select ***Other*** for any other information that you need to enter about the mixed committee.

Objective Enter the objective of the mixed committee.

Description Enter a description for the ***Function, Mechanism, Objective,*** or ***Other.***

CHAPTER 6

Processing Rehabilitation, Claims, and Examination Data

This chapter tells you how to:

- Manage claims.
- Manage Australian claims threshold information.
- Track rehabilitation plans.
- Track employee medical exam results.

Managing Claims

Use the Claims Management page group to enter the details of an individual's status and assessments of the individual's ability to return to work and to track direct and indirect costs of the claims while they are open. File this information with the government or with an insurance company.

You might need to create claims before you create incidents. For example, if someone files a claim against your organization, 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 on the Claims Management pages.

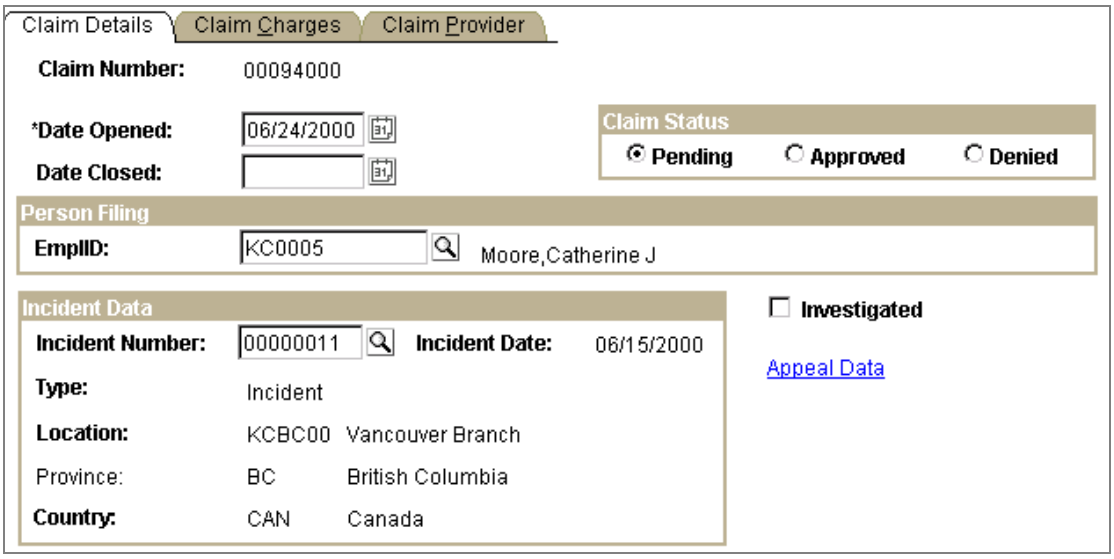
Note. For users in British Columbia who report incidents to the British Columbia Workers' Compensation Board (BC WCB) electronically, claims information must be entered on the Claims Management pages for all Incident Outcome types except *Dangerous Occurrence.*

Pages Used to Manage Claims

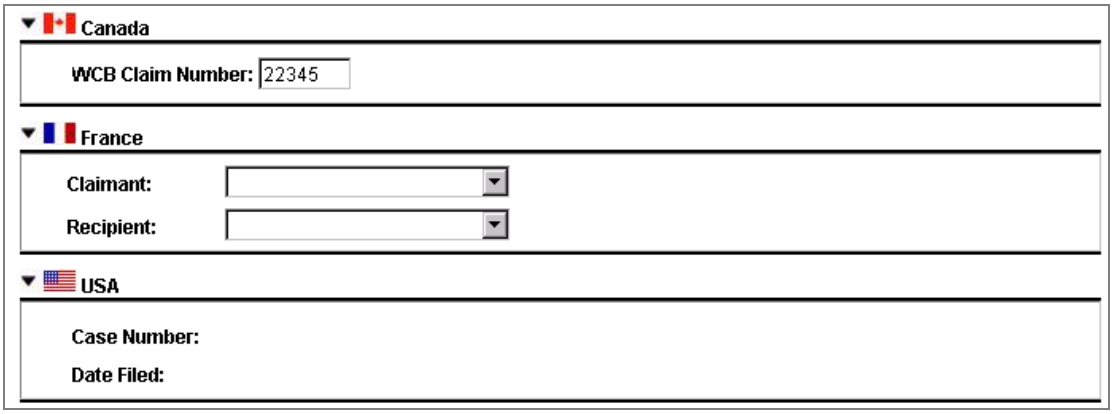
Page Name	*Object Name*	*Navigation*	*Usage*
Claims Management - Claim Details	HS_CLAIM_MGMT1	Monitor Workplace, Monitor Health/Safety (GBL), Use, Claims Management, Claim Details	Open claims.
Claims Management - Claim Details: Appeal Details	HS_CLAIM_APPL_SEC	Click the Appeal Data link on the Claims Management - Claim Details page.	Enter details about the claim appeal.
Claims Management - Claim Charges	HS_CLAIM_MGMT2	Monitor Workplace, Monitor Health/Safety (GBL), Use, Claims Management, Claim Charges	Track charges related to injury claims, including one-time medical treatments and lengthy, multiple claim-incurred costs.
Claims Management - Claim Provider	HS_CLAIM_MGMT3	Monitor Workplace, Monitor Health/Safety (GBL), Use, Claims Management, Claim Provider	Enter provider reference data, the claim assessment date, and its disposition.
Claims Management - Claim Provider: Contact's Work Address	HS_CM3CAN_SEC	Click the Contact Address link on the Claims Management - Claim Provider page.	Enter additional address details for the claim contact in Canadian claims.

Opening Claims

Access the Claims Management - Claim Details page.



Claims Management - Claim Details page (1 of 2)



Claims Management - Claim Details page (2 of 2)

Warning! 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 appears after you save the information on the Claims Management pages. The last claim number assigned is stored in the Installation Table.

Claim Status Select whether the claim status is ***Pending, Approved,*** or ***Denied.***

Date Opened The date the claim was opened appears by default to usually today's date, which you can change.

Date Closed Enter the date that the claim is resolved.

Person Filing — Select either an **EmplID** or a **Non-EmplID** for the person filing. When you press TAB to move out of the field, the other field disappears and the associated name appears.

Investigated — Select if the claim will be investigated.

Incident Data

Incident Number — Select an **Incident Number** with which to associate the claim. The system prompts you only with incidents associated with this individual. When you press TAB to move out of the field, the system displays related information: **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.**

Appeal Data — If the claim has been appealed, click this link to access the Appeal Details page

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Note. For users in British Columbia who 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***.**

(CAN) Canada

(WCB) Claim Number — Enter the Workers' Compensation Board (WCB) **Claim Number.**

(FRA) France

Claimant — Select the claimant type from the list of translate values.

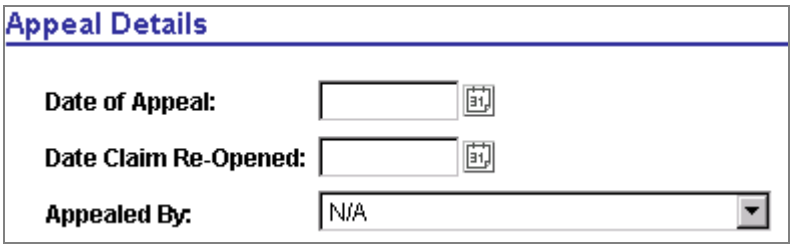
Recipient — Either select the recipient type from the list of translate values or enter it into the field.

(USA) USA

Case Number — If the claim concerns an incident to which you previously assigned an OSHA Case Number and Date Filed on the Official Report Details - USA page, then the **Case Number** and **Date Filed** appear on this page in display mode.

Entering Claim Details

Access the Claims Management - Claim Details: Appeal Details page.



Claims Management - Claim Details: Appeal Details page

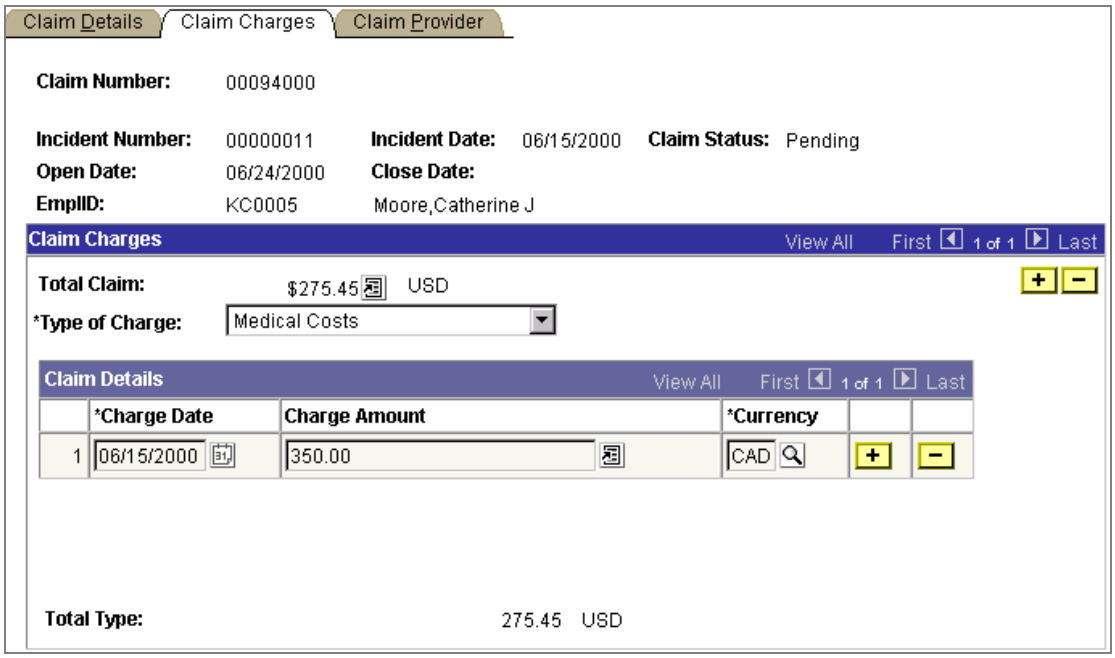
Date of Appeal Enter the date on which the appeal was filed.

Date Claim Re-Opened Enter the date on which the claim was re-opened.

Appealed By Select from the available values to indicate who filed the appeal.

Tracking Claim Charges

Access the Claims Management - Claim Charges page.



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 in the Operator Preferences Table. If there is no To Currency for your User ID in the Operator Preferences Table, then the system uses the base currency that you specified for your implementation in the Installation Table. (This is also true for the **Currency** and **Total Type** fields).

Type of Charge Select one: ***Medical Costs, Other Costs,*** and ***Wage Loss.***

To add more charge types, insert additional data rows.

Claim Details

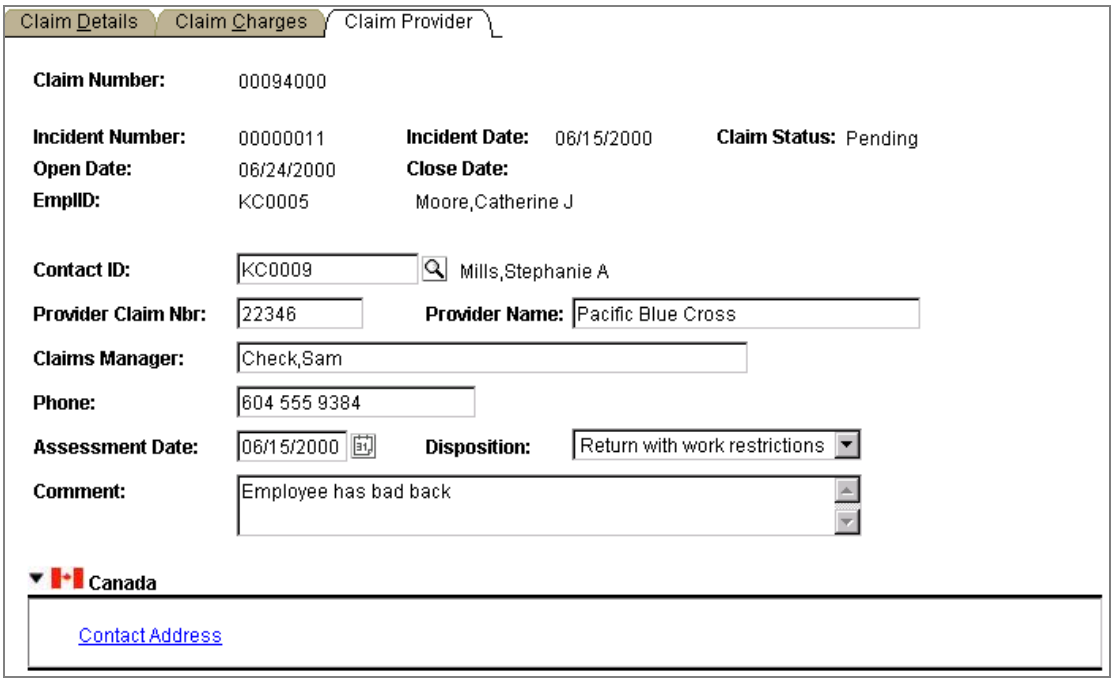
Charge Date Enter the charge date for the claim.

Charge Amount Enter a charge amount. Enter multiple charges for each type by adding new data rows.

Total Type The system displays the total charges for this claim type in the currency specified for your User ID in the Operator Preferences Table.

Entering Provider Reference Data

Access the Claims Management - Claim Provider page.



Claims Management - Claim Provider page

Contact ID — Select a **Contact ID** (Employee ID Number), if one exists within your organization. Available values come from Personal Data.

Provider Claim Nbr (provider claim number) — Enter this, if you know it.

The provider might be a government agency, such as the Workers' Compensation Board of Canada or an insurance company.

Provider Name — Enter the provider name.

Claims Manager — Enter the name of the claims manager.

Assessment Date — Enter an assessment date.

Disposition — Select the claim disposition from the available values in the drop-down list box.

(CAN) Note. For users in British Columbia who report incidents to the BC WCB electronically, the **Contact ID** field is required for all Incident Outcomes other than *Dangerous Occurrence*. Click the **Contact Address** link to access the Claims Management - Claim Provider: Contact's Work Address page.

Tracking Rehabilitation Plans

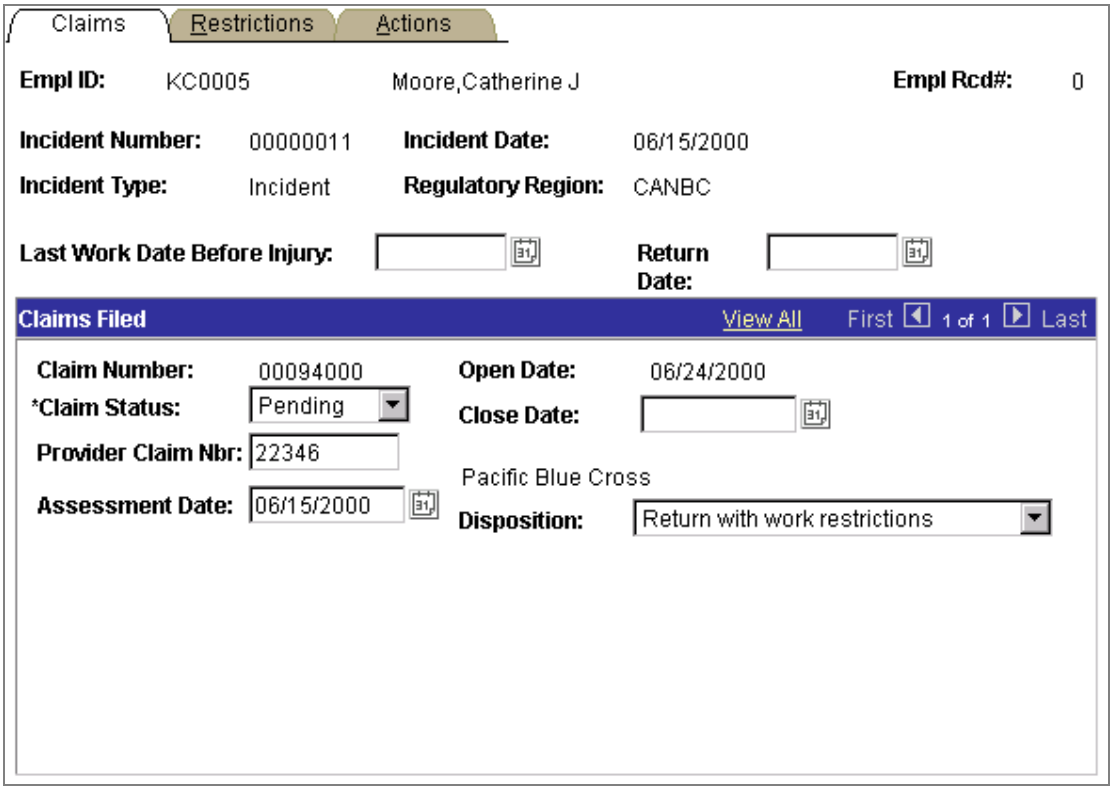
You develop employee rehabilitation plans when an employees is injured, and a compensation claim is filed. Rehabilitation plan information is helpful for government reporting and claims management.

Pages Used to Track Rehabilitation Plans

Page Name	*Object Name*	*Navigation*	*Usage*
Rehabilitation Plans - Claims	HS_INJ_REHAB1	Monitor Workplace, Monitor Health/Safety (GBL), Use, Rehabilitation Plans, Claims	Associate an incident and essential claims data to rehabilitation plan details.
Rehabilitation Plans - Restrictions	HS_INJ_REHAB2	Monitor Workplace, Monitor Health/Safety (GBL), Use, Rehabilitation Plans, Restrictions	Monitor an employee's Work Restrictions and Modified Duties included in the rehabilitation plan.
Rehabilitation Plans - Actions	HS_INJ_REHAB3	Monitor Workplace, Monitor Health/Safety (GBL), Use, Rehabilitation Plans, Actions	Track the details of actions taken in the rehabilitation plan.

Associating an Incident

Access the Rehabilitation Plans - Claims page.



Rehabilitation Plans - Claims page

You can enter the **Last Date Worked Before Injury** and **Claims Filed** information for each incident in which the individual was involved.

Last Work Date Before Injury — Enter the date for the last day the employee worked before the injury.

Return Date — Enter the date when the employee returned to work.

Claims Filed

If the individual has filed any claims, the information that you entered on the Claims Management pages appears here. If this information isn't in the system, enter it here for each claim associated with this incident. The most important data is in the **Assessment Date** and **Disposition** fields—the governing agency or insurance company that you report the claim to uses the information in conjunction with the rehabilitation plan details.

Close Date — Enter the claim close date.

Claim Status — Select from the drop-down list box.

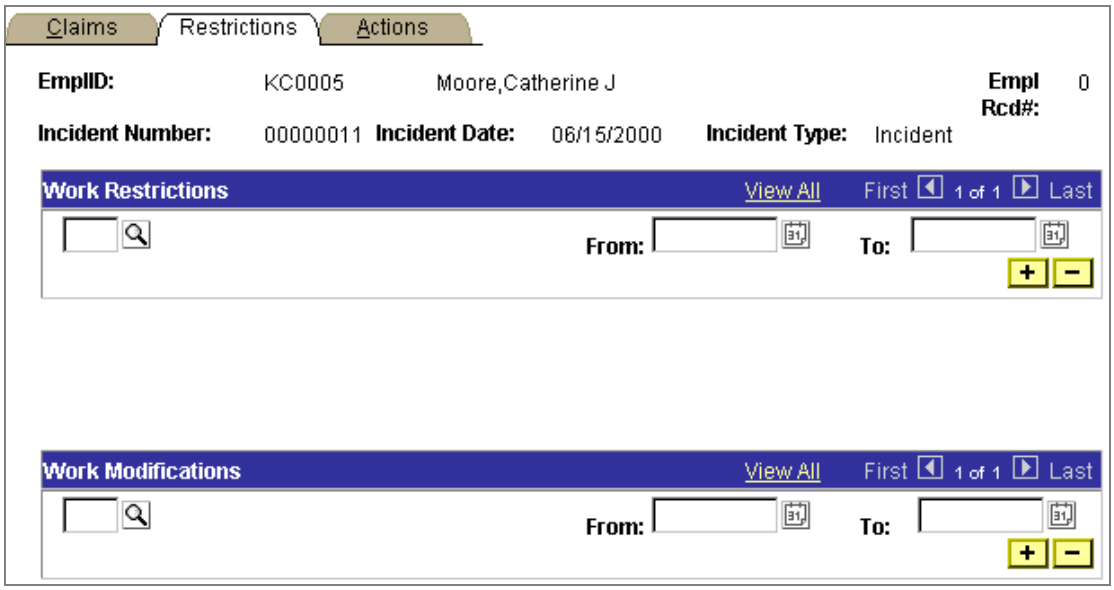
Provider Claim Nbr (provider claim number) — Enter the provider claim number

Assessment Date — Enter the assessment date.

Disposition — Select from the drop-down list box.

Monitoring Work Restrictions and Duties

Access the Rehabilitation Plans - Restrictions page.



Rehabilitation Plans - Restrictions page

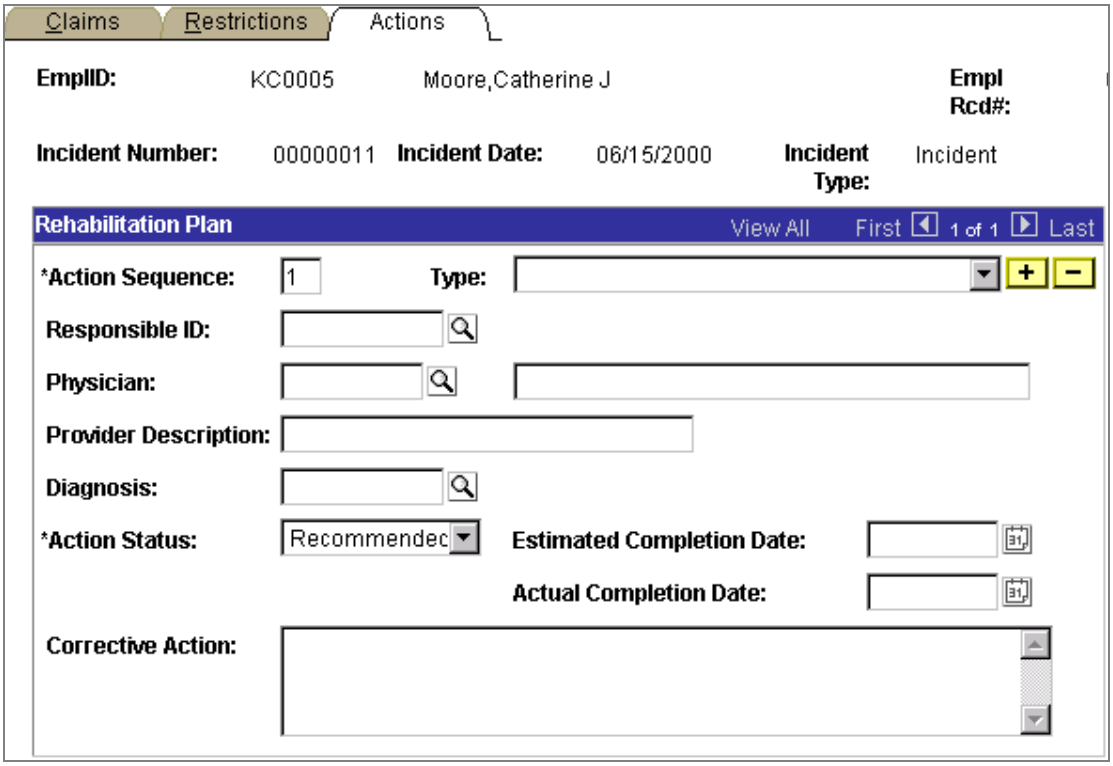
Work Restrictions Select a code for any work restrictions that the employee has as a result of the injury or illness. Create these codes in the Work Restriction Table.

Work Modifications Select a code for any work modifications the employee has as a result of the injury or illness. Create these codes in the Work Restriction Table.

From/To Enter the dates for the period that each modified work duty must apply.

Tracking Rehabilitation Action Details

Access the Rehabilitation Plans - Actions page



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 drop-down list box.

Responsible ID If a person within your organization is coordinating the rehabilitation plan, enter or select a responsible ID (employee ID number). The available values come from Personal Data.

Physician Select an option from the drop-down list box; values come from the Physician Table. Or, if you choose not to enter physicians in the Physician Table, enter the physician's name into the name field.

Provider Description Enter a description of the provider.

Diagnosis Select the type of diagnosis in this action; create these values in the Diagnosis Table.

Estimated Completion Date Enter the estimated completion date of the action.

Actual Completion Date When the action is complete, enter the actual completion date.

Action Status Once you enter an actual completion date, change the action status.

Tracking Employee Medical Exam Results

Your organization probably requires employees to have medical examinations for a number of different reasons.

Tracking medical exam results is useful for observing and protecting the health of employees who could be at occupational risk due to their work location or job group. 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 about work-related health issues.

Track this information for employees only.

Pages Used to Track Medical Exam Results

Page Name	*Object Name*	*Navigation*	*Usage*
Physical Exam - Physical Exam Address/Phone	HS_EXAM_PHYSICAL1	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	Enter the exam date and type, indicate the next exam date, and enter physician address information.
Physical Exam - Exam Details	HS_EXAM_PHYSICAL2	Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Hs Exam Physical2 Monitor Workplace, Monitor Health/Safety (GBL), Use, Physical Exam, Exam Details	Enter physical exam results.
Audiometric Exam - Address/Phone	HS_EXAM_AUDIO2	Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Hs Exam Audio2 Monitor Workplace, Monitor Health/Safety (GBL), Use, Audiometric Exam, Exam Details	Enter exam results, referrals, and comments.

Page Name	Object Name	Navigation	Usage
Eye Exam - Exam Details	HS_EXAM_EYE2	Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Hs Exam Eye2 Monitor Workplace, Monitor Health/Safety (GBL), Use, Eye Exam, Exam Details	Enter exam results, referrals, and comments.
Respiratory Exam - Exam Results	HS_EXAM_RESPIRE 2	Monitor Workplace, Monitor Health/Safety (GBL), Inquire, Health Card Review, Hs Exam Respire2 Monitor Workplace, Monitor Health/Safety (GBL), Use, Respiratory Exam, Exam Details	Enter exam results, referrals, restrictions, and comments.
Drug Test Data - Drug Test Data 1	GVT_DRUG_TEST1	Monitor Workplace, Monitor Health/Safety (GBL), Use, Drug Test Data, Drug Test Data 1	Set up physician and test information for a drug test.
Drug Test Data - Drug Test Data 2	GVT_DRUG_TEST2	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	Enter test results, referrals, and comments.

Common Elements

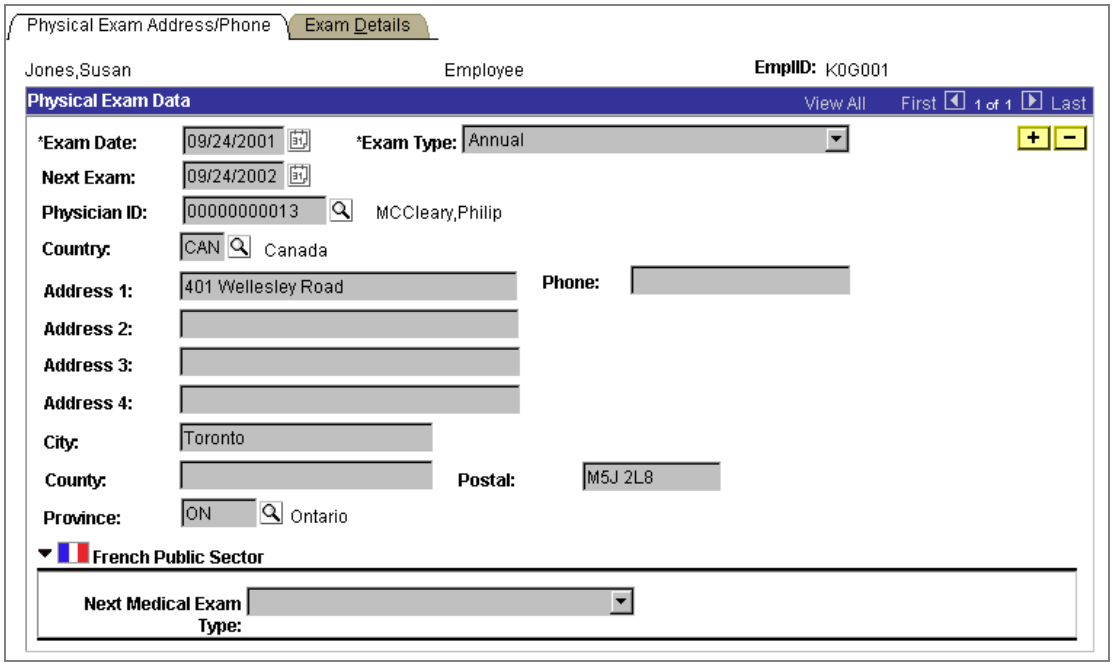
The following terms are common to multiple pages in this process.

Baseline Select if this is a baseline exam.

Referral Select a physician referral code from the drop-down list box, or enter a referral directly.

Entering Physical Examination Information

Access the Physical Exam - Physical Exam Address/Phone page.



Physical Exam - Physical Exam Address/Phone page

Exam Date Today's date appears by change, if appropriate. The system sorts exam result data rows by exam date.

Exam Type Select an option from the available values.

Next Exam The next exam date appears by default for these exam types.

You can override the defaults if the actual dates are different.

Annual: Next exam is one year later.

Exposure: Next exam is six weeks later.

Periodic Surveillance: Next exam is six months later.

Physician ID Select from the available values, which come from the Physician Table.

If you have selected a physician ID, the physician's address information from the Physician Table automatically fills in the address block. You can edit this address.

To fill in the address directly, select a value in the Country field. The system automatically displays the appropriate address fields by using the standardized address formats previously set up in the Country Table. Enter the appropriate address data.

(FPS) French Public Sector

Next Medical Exam Type Select the next type of exam.

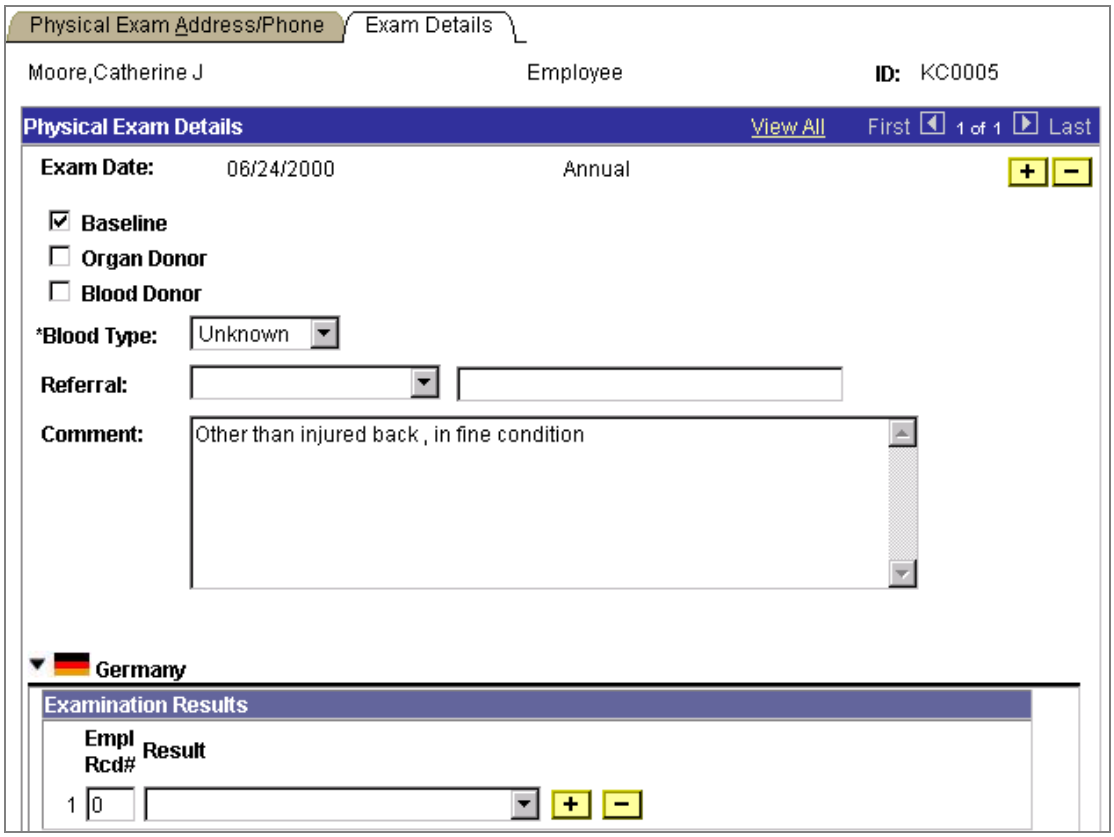
Note. The only thing that is different on the first page of each exam group is its name: depending on the component that you open, the page name will be Physical, Audiometric, Eye, Respiratory, or Drug Exam. Each of the exam 1 pages is identical, so instructions are given here only once for Physical Exam 1. This information applies to all of the exam 1 pages.

See Also

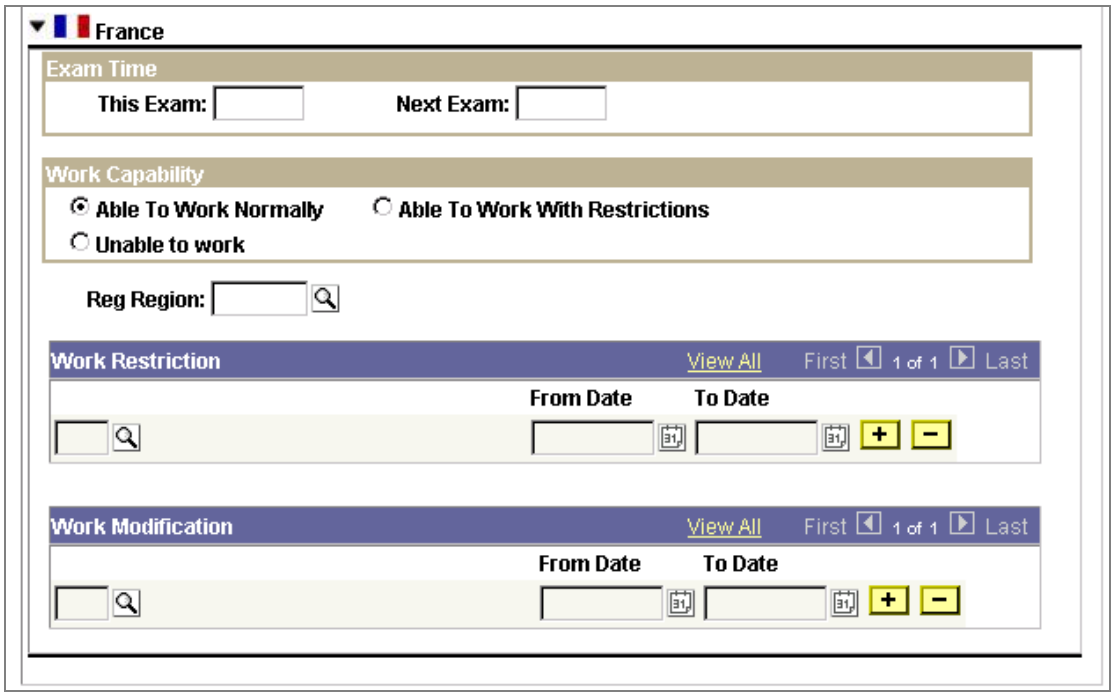
PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS," Administering Country Codes

Entering Physical Exam Results

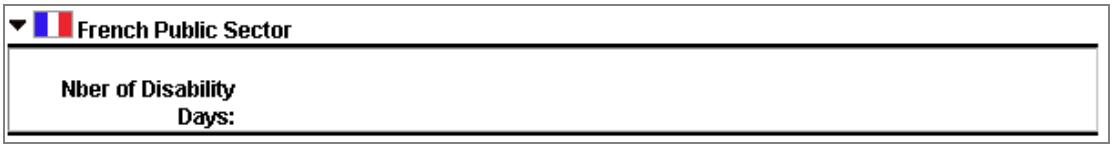
Access the Physical Exam - Exam Details page.



Physical Exam - Exam Details page (1 of 3)



Physical Exam - Exam Details page (2 of 3)



Physical Exam – Exam Details page (3 of 3)

The system displays the employee's name and employee ID at the top of the page.

Organ Donor Select if the employee is an organ donor.

Blood Donor Select if the employee is a blood donor.

Blood Type Select an option from the drop-down list box.

(FRA) France

This Exam Enter the time for this exam.

Next Exam Enter the time for the next exam.

Work Capability To enter information about the employee's ability to work, select the appropriate option: **Able to Work Normally, Able to Work With Restrictions, Unable to Work.**

Reg Region (regulatory region) Enter the regulatory region in which the employee works. Select from the available values, which come from the Regulatory Region Table.

Work Modification Enter this by selecting from the available values, which come from the Modified Work Table. Then enter the To and From Date for which the modification applies.

Work Restriction Enter this 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.

(GER) Germany

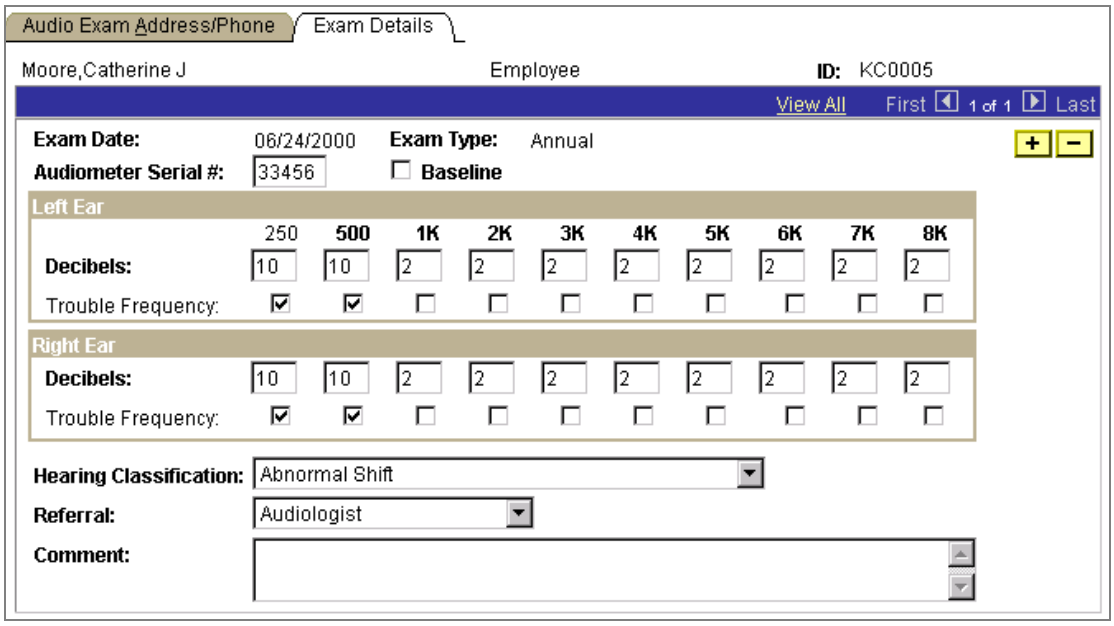
Result /Empl Rcd# (employee record number) For each employee record number that you enter, enter the result of the examination by selecting an option from the drop-down list box.

(FPS) French Public Sector

Number of Disability Days Displays the number of disability days.

Entering Hearing Exam Details

Access the Audiometric Exam - Exam Details page.



Audiometric Exam - Exam Details page

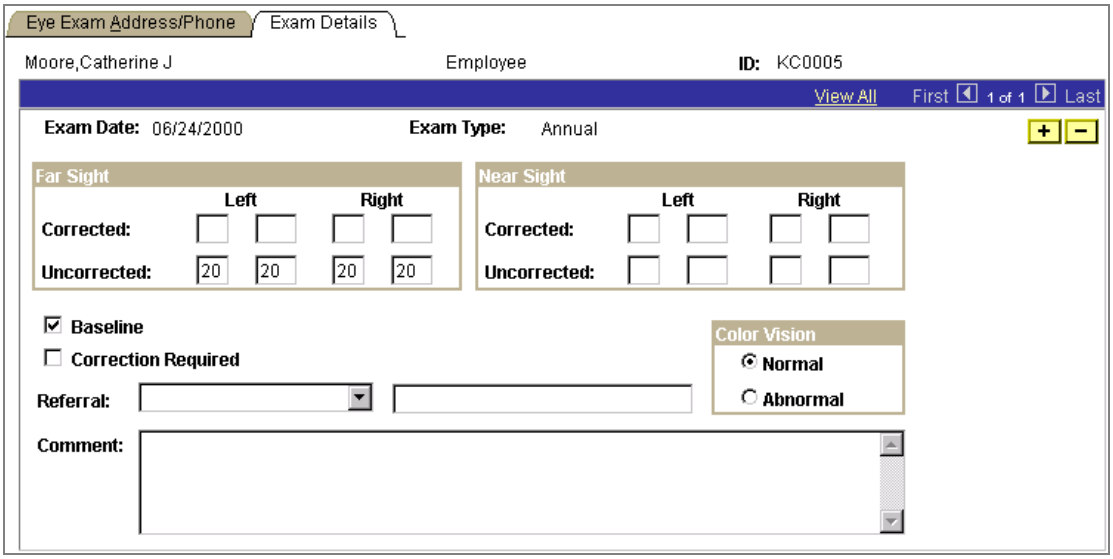
Decibels For each ear, enter the decibels the employee can't hear.

Trouble Frequency For each decibel selection, select each trouble frequency.

Hearing Classification Select a hearing classification.

Entering Eye Exam Details

Access the Eye Exam - Exam Details page.



Eye Exam - Exam Details page

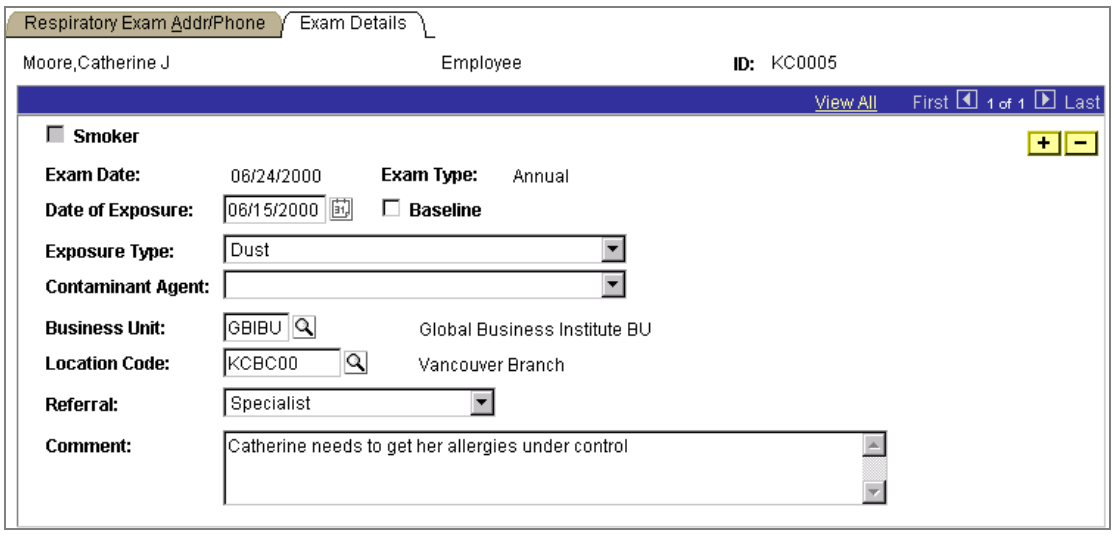
Color Vision Indicate if the patient's color vision is normal or abnormal.

Correction Required Select this check box if the exam results indicate that this employee needs lenses or other corrective treatment.

Far Sight/Near Sight Enter the specific exam results for the **Left** and **Right** eyes, both **Corrected** and **Uncorrected.**

Entering Respiratory Exam Details

Access the Respiratory Exam - Exam Details page.



Respiratory Exam - Exam Details page

Smoker Information about the employee's history as a smoker comes from Personal Data. If the check box is unavailable, the employee isn't a smoker. Selecting an available **Smoker** check box indicates that the employee is a smoker.

Date of Exposure If it applies, enter the exposure date.

Exposure Type If it applies, select an option from the drop-down list box.

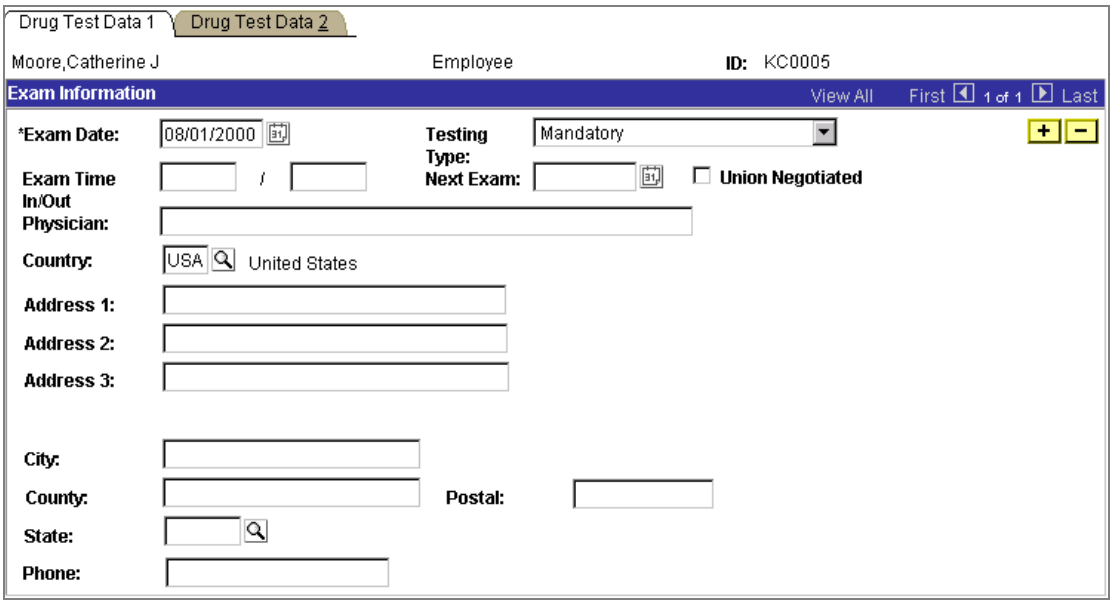
Contaminant Agent If it applies, select an option from the drop-down list box.

Business Unit Select a business unit for the employee's work location. Define business units in the Business Unit Table. The system automatically enters the associated description.

Location Code Select a location code for the employee's work location. You define location codes in the Location Code Table. The system automatically enters the associated description.

Setting Up Drug Testing Information

Access the Drug Test Data - Drug Test Data 1 page.



Drug Test Data - Drug Test Data 1 page

Exam Date Today's date appears by default; change appropriately. The system sorts exam result data rows by exam date.

Exam Time In/Out Self-explanatory.

Physician Enter the name of the employee's physician.

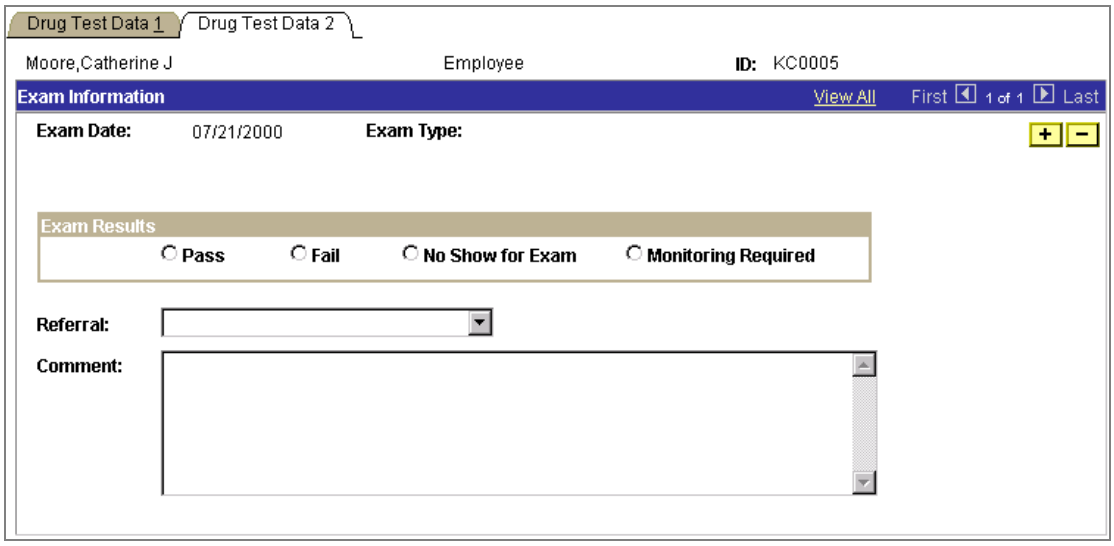
Testing Type Select one: ***For Cause, Mandatory,*** or ***Random***.

Next Exam Indicate when the next exam is scheduled.

Union Negotiated Select to indicate that the test is mandated by a union agreement.

Entering Test Results and Referrals

Access the Drug Test Data - Drug Test Data 2 page.



Drug Test Data - Drug Test Data 2 page

Exam Results Select an option to indicate the exam results: **Pass, Fail, No Show for Exam,** or **Monitoring Required.**

CHAPTER 7

(CAN) Preparing to Report to the Workers Compensation Board

This chapter provides an overview of electronic reporting to the British Columbia Workers' Compensation Board (BC WCB) and tells you how to process data for BC WCB electronic data interface (EDI) reporting.

Understanding the British Columbia Workers' Compensation Board Electronic Reporting System

The British Columbia Workers' Compensation Board (BC WCB) accepts accident and injury reports electronically. Use the PeopleSoft Human Resources system to prepare these reports for your British Columbia operations. In this chapter, we discuss how to use the Electronic Data Interface (EDI) feature in PeopleSoft Human Resources to produce accident and injury report files for submission to the BC WCB by email.

Getting Approval for Electronic Reporting

You need advance approval from your local WCB office:

- To submit reports electronically.
- To use a particular type of email system for reporting.
- To use the feature in your PeopleSoft Human Resources system for BC WCB reports.
- To 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 submitted reports are complete, accurate, and compatible with the WCB mainframe system. The WCB returns incomplete files for more information.

For this reason, PeopleSoft Human Resources contains several edit checks and warnings. By following the warnings during data entry, you significantly increase the likelihood that the BC WCB will accept your report file the first time that you send it.

However, the BC WCB's mainframe computer checks for some things that PeopleSoft Human Resources cannot. For example, the BC WCB system knows whether a postal code and an address associated with it are correct or incorrect. If you send address information for which

the address is correct, but the postal code is wrong, their system will detect the error and reject the file. In most cases, you solve the problem by correcting and resubmitting the report file to the BC WCB.

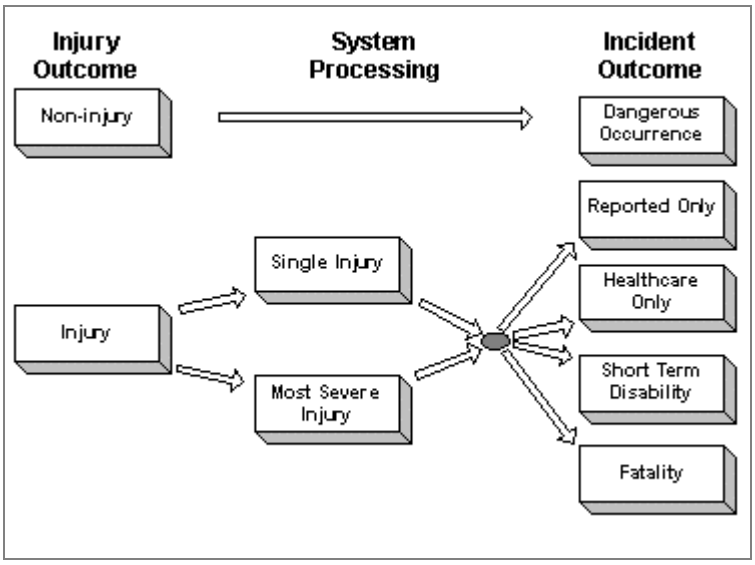
Understanding BC WCB Reporting Based Upon Incident Outcomes

The BC WCB recognizes five types of incident outcomes for health and safety incidents. The following table lists these outcomes in increasing order of severity.

Incident Outcome	*Definition*
1. Dangerous Occurrence	The least severe outcome. An event is a dangerous occurrence when no workers are injured but there is a potential for serious injuries. You complete the pages in the report about incident-related information rather than injury-related information.
2. Reported Only	An event in which one or more workers are injured, but the workers don't require health care treatment or lose time away from work. The workers may or may not receive first aid treatment. You report this type of event at the discretion of the employer or at the worker's request.
3. Health Care Only	An event in which 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 away from work. The workers may or may not receive first aid treatment.
4. Short Term Disability	An event in which 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 away from work. The workers may or may not receive first aid treatment.
5. Fatality	An event in which 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 that you report to the BC WCB. As the amount of information required for an incident increases, the number of checks carried out by the WCB 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 cause 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 are *injury-related* incident outcomes that have a corresponding injury outcome. Whenever you enter WCB incidents in which 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 British Columbia Workers' Compensation Board Electronic Data Interface Reporting

The Electronic Data Interface (EDI) report that you prepare using PeopleSoft Human Resources meets the British Columbia Workers' Compensation Board (BC 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, send it by email to the designated WCB office.

Here's how to prepare a report for electronic transmission:

1. Enter the required data.
2. Collect the data using the CAN Collect BC WCB EDI Data process (OHS501BC).
3. Create the EDI file using the CAN Create BC WCB EDI File process (OHS701BC).

Pages Used to Process Data for BC WCB EDI Reporting

Page Name	*Object Name*	*Navigation*	*Usage*
Collect WCB EDI Data	RUNCTL_OHS501BC	Monitor Workplace, Monitor Health/Safety (GBL), Proc Lcl, CAN Collect WCB EDI Data (BC), Collect WCB EDI Data	Collect the data required for British Columbia WCB electronic data reporting.

Page Name	Object Name	Navigation	Usage
Create WCB EDI File		Monitor Workplace, Monitor Health/Safety (GBL), Proc Lcl, CAN Create WCB EDI File (BC)	Create the electronic data file for submission to the local BC WCB office.

Entering Data for BC WCB Reporting

Generating usable EDI files requires careful and complete data entry. You normally complete the following categories of information:

- Incident/injury data.
- Corrective preventative actions.
- Non-employee information.
- Employee information.
- Employment information.
- Claims information.

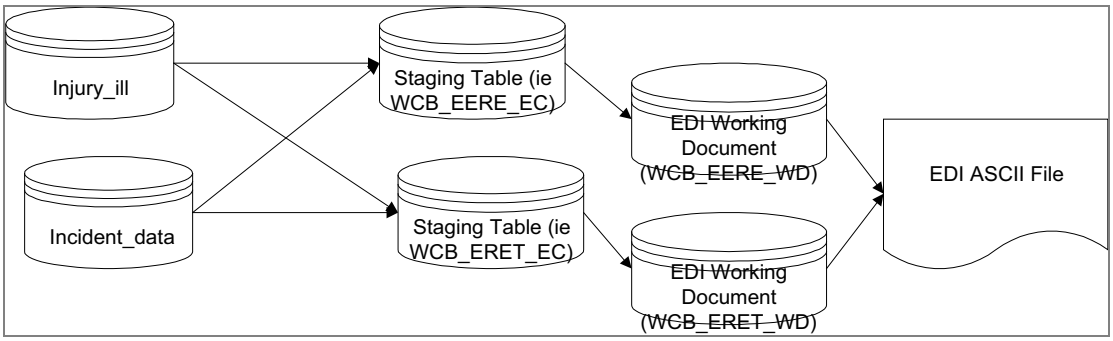
Much of the information captured in the EDI file concerns people associated with the incident. Identify them by employee or non-employee identification number(s). The WCB is concerned primarily about your employees' injuries. Non-employees' injuries are reported because they may be witnesses or investigators.

The WCB also requires contact information, such as phone numbers and addresses. For instance, note that there are a number of Canadian-specific "extra address information" pages throughout the Monitor Health and Safety module. Fill out these pages for everyone involved in the incident; this information is used to generate records in the EDI file that are required by the WCB.

Warning! 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.

Creating an EDI File for BC WCB Reporting

Once you collect the data necessary 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 generates the ASCII file. The following chart shows how the process works:



Representational generation of the ASCII EDI file

You enter and change the data on 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 or encryption has been used. The file should be compressed in ZIP format for email submission to WCB.

PeopleSoft Process Scheduler runs the Create WCB EDI File (BC) process at user-defined intervals. 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, then change the data on the original pages and rerun the EDI SQR to produce another ASCII file.

CHAPTER 8

(GER) Monitoring Additional Health and Safety Incident, Injury, and Illness Data For German Employers

This chapter provides an overview of monitoring incident, injury and illness data for German employers and tells you how to:

- Review employee checklist data.
- Track illnesses.
- Assign case officers to incidents.

Understanding 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 enables you to track information specific to incidents that involve your German operations.

Most of the German features needed to track and report incidents, injuries, and illnesses to the liability insurance association are included within the core global pages.

Once you finish entering additional data in the pages here, you can prepare reports for your German workforce.

Reviewing German Employee Checklist Data

We have placed the German Employee Checklist page in Monitor Health and Safety so that your organization's physician can use this page to view and enter the medical examination dates and exam status for your employees in a medical checklist.

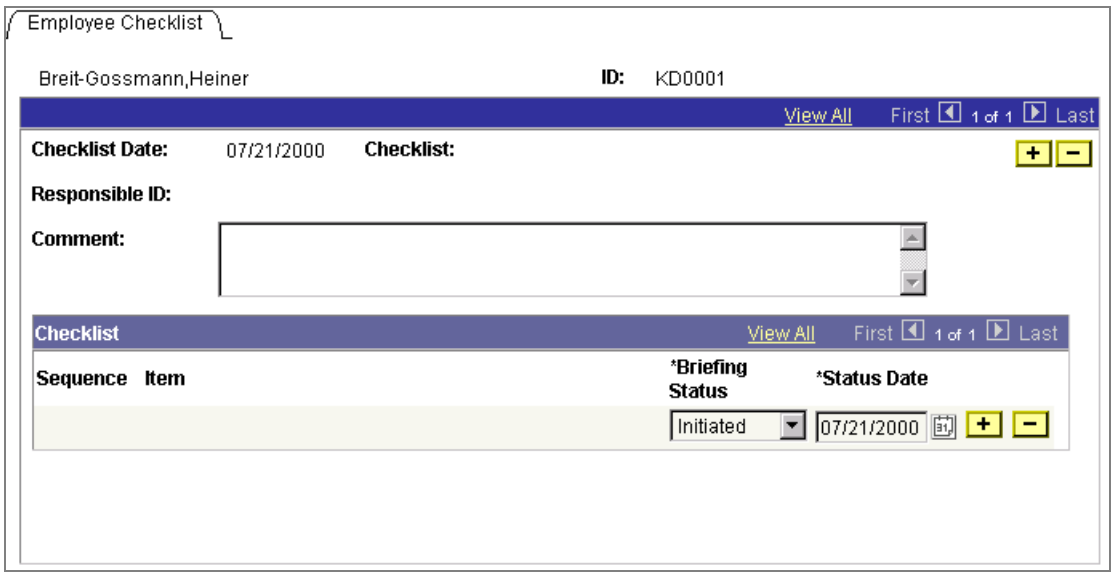
Note. Before your organization's physician views and updates the status and date of medical examinations using the Employee Checklist page, create medical checklists for your employees using the Checklist Table, Checklist Item Table, and Employee Checklist pages. In Administer Workforce, the Employee Checklist page appears with the Checklist Date, Checklist, Responsible ID, Comments, Checklist Sequence, and Checklist Item fields available so that you can assign customized checklists to your employees.

Pages Used to Update Medical Exam Information

Page Name	*Object Name*	*Navigation*	*Usage*
GER Employee Checklist	HS_EMPL_MEDCHK_GER	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Employee Checklist	View and update medical examination dates and status.

Updating Medical Exam Information

Access the GER Employee Checklist page.



Employee Checklist page

ID The employee's name and employee ID appear at the top of the page.

Use the outside scroll bar to navigate through the checklists for this employee until you find the correct medical checklist.

Sequence	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,** by selecting from the drop-down list box.

Tracking Illnesses for German Employees

German laws and insurers require employers to track and report detailed occupational illness data. In Germany, all illnesses are tracked using the GER Illness Tracking component. The information that you enter on these pages is used in the GER Illness Report.

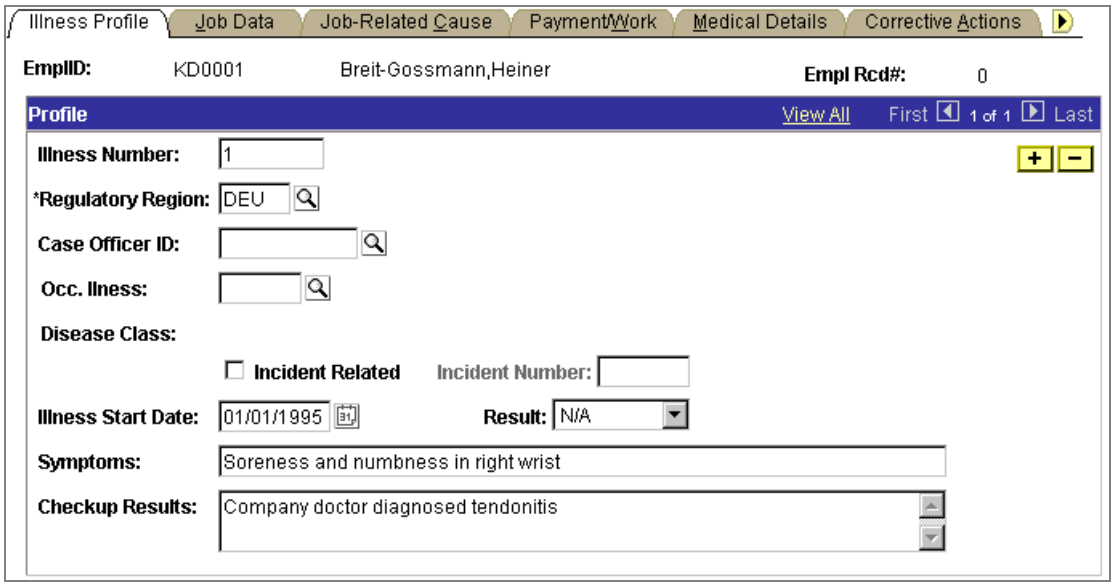
Pages Used to Track Illnesses

Page Name	*Object Name*	*Navigation*	*Usage*
GER Illness Tracking - Illness Profile	HS_ILLNESS1_GER	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Illness Profile	Establish an illness number and track details about illnesses.
GER Illness Tracking - Job Data	HS_ILLNESS2_GER	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Job Data	Describe employee circumstances.
GER Illness Tracking - Job-Related Cause	HS_ILLNESS3_GER	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Job-Related Cause	Enter information about the job-related cause for each of the individual's illnesses.
GER Illness Tracking - Payment/Work	HS_ILLNESS4_GER	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Payment/Work	Enter data about employee compensation and insurance related to an illness.
GER Illness Tracking - Medical Details	HS_ILLNESS5_GER	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Medical Details	Enter information about the attending doctor, hospital, medical diagnoses, and autopsy.
GER Illness Tracking - Corrective Actions	HS_ILLNESS6_GER	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Corrective Actions	Enter the causes and corrective actions for occupational illnesses.

Page Name	*Object Name*	*Navigation*	*Usage*
GER Illness Tracking - Preventative Actions	HS_ILLNESS7_GER	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Illness Tracking, Preventative Actions	Enter the causes and preventative actions for occupational illnesses. This page is nearly identical to the Corrective Actions page.

Establishing an Illness Profile

Access the GER Illness Tracking - Illness Profile page.



GER Illness Tracking - Illness Profile page

Illness Number

You may either enter an **Illness Number** or let the system assign one, which it will do when you save your work.

Note. In order to prevent having two sets of numbers and to avoid confusion, we recommend that 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.

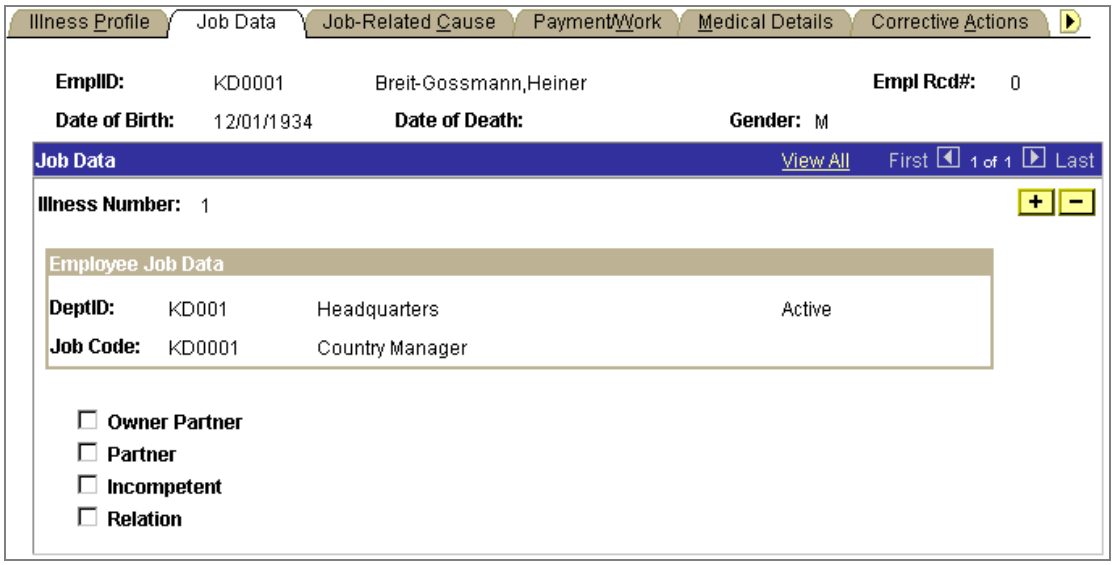
Regulatory Region

Enter the regulatory region.

Case Officer ID	Select a **Case Officer ID,** which is the employee identification number of a person assigned to be a case officer of the type ***Company Physician*** for this individual's setID and location. Case officer information is set up on the GER Case Officer Table and the Employee Details - Germany page. Case officers are assigned to employees on the GER Job Data page.
Occ. Illness (occupational illness)	Select an occupational illness code; these values come from the Occupational Illnesses Table.
Disease Class	The system displays the disease class that is associated with the occupational illness that you selected. Disease class values come from the GER Disease Class Table. Use the values for occupational illnesses and disease classes that are defined by your employer's liability insurance association.
Incident Related	Select this check box to indicate that the illness is incident related.
Incident Number	If you select the **Incident Related** check box, the **Incident Number** field becomes available for data entry. Select a value from Incident Details.
Illness Start Date	Enter the illness start date.
Result	Select an option from the drop-down list box.
Symptoms	Enter a brief description.
Checkup Results	Enter exam results.

Describing Employee Circumstances

Access the GER Illness Tracking - Job Data page.



GER Illness Tracking - Job Data page

The system displays the employee's data from Personal Data if the individual is an employee, and from Non-Employee Details if not.

Illness Number If the system stores data on multiple illnesses for the individual, then use the scroll bar to navigate between them to view and update information.

Current Job If the individual is a non-employee, enter a brief description of the current job.

Owner Partner Select this check box, if appropriate; **Partner** and **Relation** check boxes are unavailable for data entry.

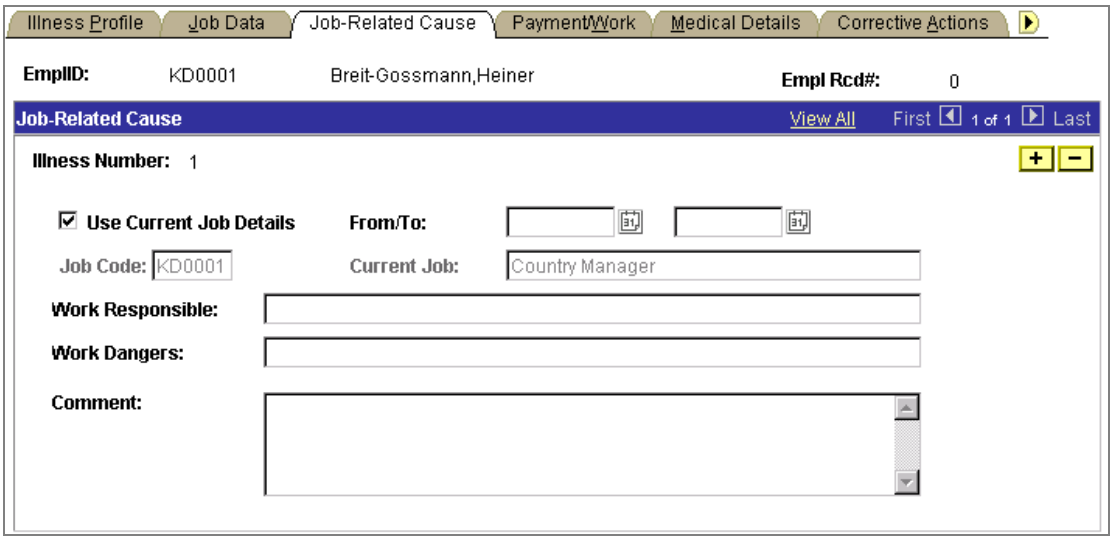
Partner Select this check box, if appropriate; **Owner Partner** and **Relation** check boxes are unavailable for data entry.

Incompetent Select the **Incompetent** check box, if appropriate.

Relation When you select the **Relation** check box, the associated relationship field appears. Specify the person's family relationship by selecting an option.

Entering Information About Job-Related Illnesses

Access the GER Illness Tracking - Job-Related Cause page.



GER Illness Tracking - Job-Related Cause page

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.

From/To

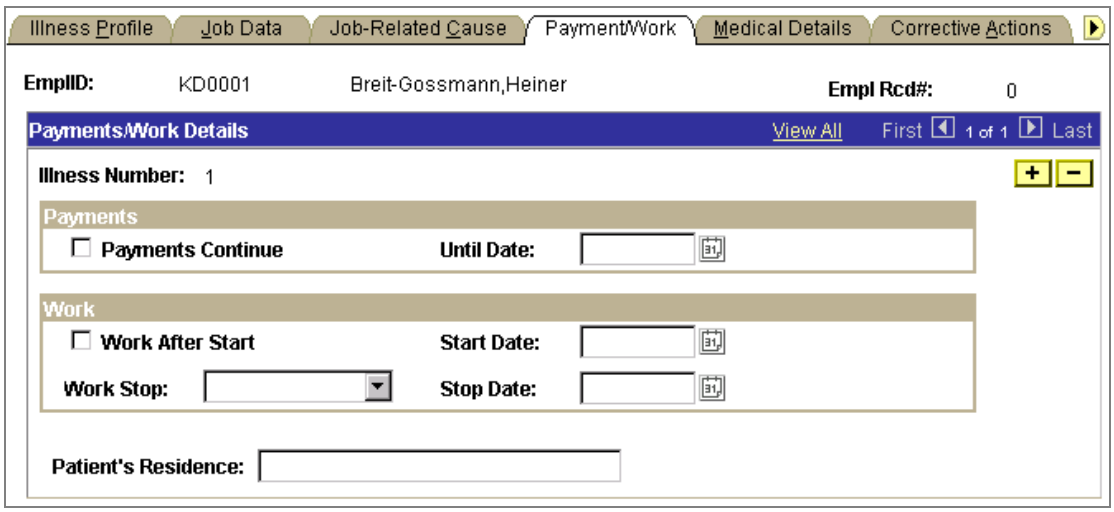
Enter the dates for the individual's job.

Work Responsible, Work Dangers

In the **Work Responsible** and **Work Dangers** fields, provide more information about the activity and associated hazards that caused the illness.

Entering Compensation and Insurance Information

Access the GER Illness Tracking - Payment/Work page



GER Illness Tracking - Payment/Work page

Patient's Residence Identify the residence where the individual is convalescing.

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

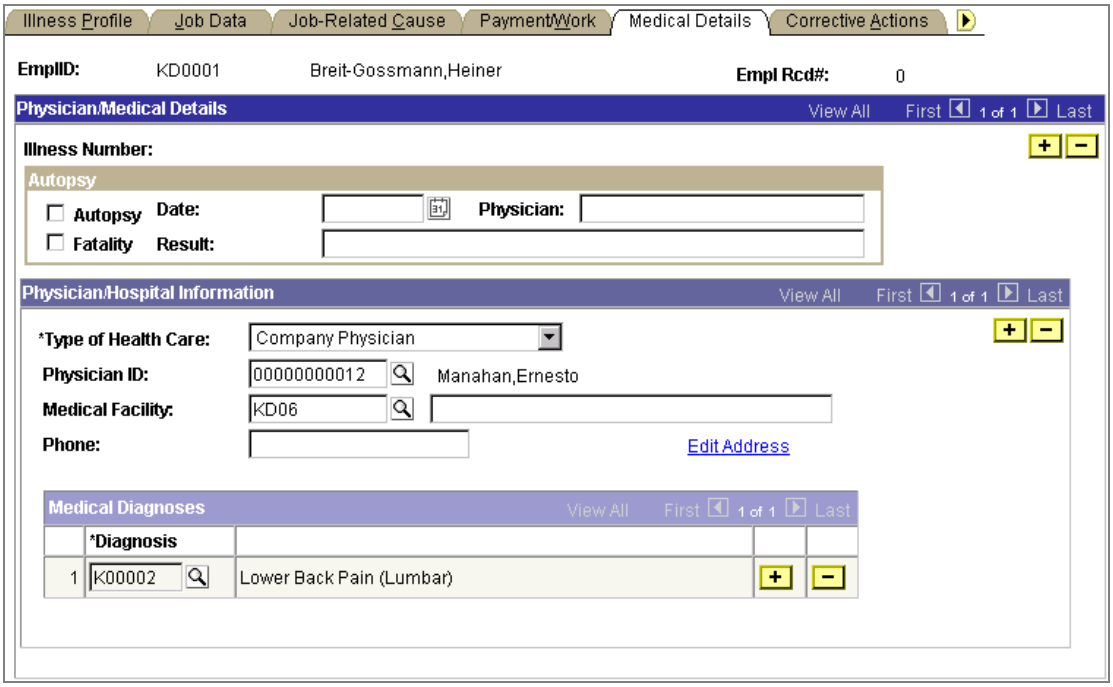
Work After Start Select this check box if the employee has resumed working after an illness.

Start Date If you selected the Work After Start check box, enter the date when the employee resumed work.

Work Stop, Stop Date Indicate when the employee stopped work by selecting from the drop-down list box, and enter the corresponding date.

Entering Medical Details

Access the GER Illness Tracking - Medical Details page.



GER Illness Tracking - Medical Details page

Autopsy

Fatality If the individual died as a result of the occupational illness, select this check box.

Autopsy If an autopsy was performed, select the this check box.

Date Enter the autopsy date.

Physician Enter the name of the physician who performed the autopsy.

Result Enter the autopsy result.

Physician/Hospital Information

Type of Health Care If the individual received health care, enter the type of health care from the drop-down list box.

Physician ID Select a physician ID (non-employee ID). This data comes from the Physician Table. When you select a physician, the physician's name appears. If the physician ID that you need to select isn't on the list, then add that physician by using the Physician Table.

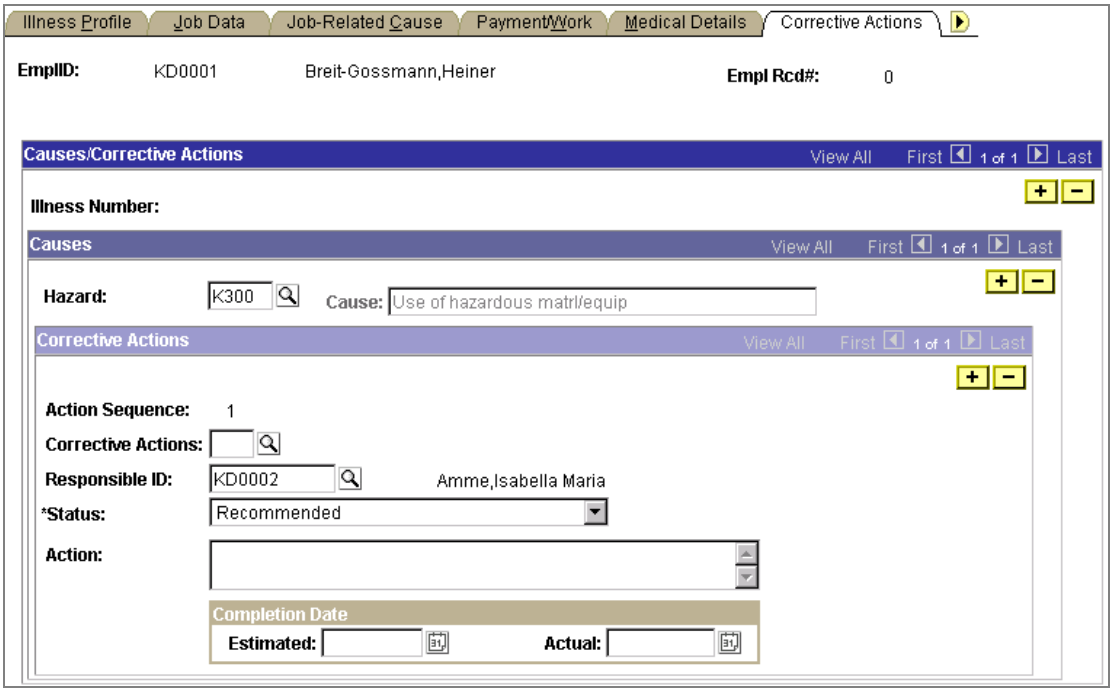
Medical Facility	Select a Medical Facility code from the drop-down list box. This data comes from the Medical Facilities Table. When you select a medical facility, the facility name appears. If the medical facility that you need to select isn't on the list, then add that facility by using the Medical Facilities Table.
Edit Address	Click this button to view and edit the medical facility's address on another page.

Medical Diagnose

Diagnosis	For each medical diagnosis provided by a physician, select a Diagnosis code from the drop-down list box. These values come from the Diagnosis Table. If there are multiple medical diagnoses, insert a data row to add a Diagnosis code for each.

Entering Corrective Actions

Access the GER Illness Tracking - Corrective Actions page.



GER Illness Tracking - Corrective Actions page

Causes

Hazard, Cause — You must select a Hazard code from the drop-down list box; values come from the Hazardous Materials/Conditions Table. When you select a Hazard code, the system enters the cause that you associated with the code from the Hazardous Conditions/Materials Table, and the **Cause** field is unavailable for data entry.

Corrective Actions

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

Corrective Actions — Select a Corrective Actions code from the drop-down list box; values come from the GER Corrective Actions Table.

Note. See note following table.

Responsible ID — Select or enter the ID of the employee who is responsible for following through on the action.

Action — Enter a description.

Completion Date

Estimated, Actual — When you know them, enter the estimated or actual completion date for the corrective action.

Note. The Preventative Actions page is identical to the Corrective Actions page except that Corrective Actions field becomes Prevent Act.

Entering Case Officer Information for German Employees

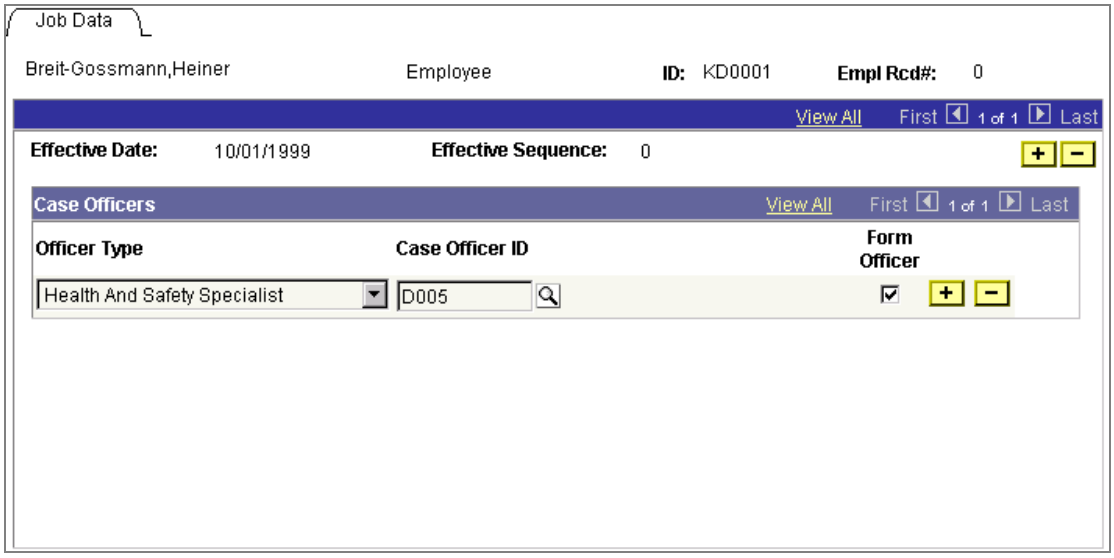
Enter information about the case officer assigned to an incident that involves one of your German employees.

Pages Used to Assign Case Officers

Page Name	*Object Name*	*Navigation*	*Usage*
GER Job Data	HS_JOB_DATA_GER	Monitor Workplace, Monitor Health/Safety (GBL), Use Lcl, GER Job Data, Job Data	Assign case officers from a particular setID and location to be responsible for an injured or ill employee's case.

Assigning Case Officers

Access the GER Job Data page.



GER Job Data page

Case Officers

Officer Type Select a type for the case officer from the drop-down list box.

Case Officer ID

Select an option from drop-down list box. The case officers whose names appear are those assigned to this employee's setID and location in the GER Case Officer Table.

Note. Employees in your organization 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 you select the **Form Officer** check box, then this case officer is used in the GER Illness Report for illnesses.

If the **Officer Type** is ***Health and Safety Specialist*** and you select the **Form Officer** check box, then this case officer is used in the GER Accident Report for incidents that are injuries and fatalities.

Index

A

Animal page 2-10
Audiometric Exam - Exam Details page 6-17

B

BC WCB 7-1. *See also* Canada, Workers Compensation Board, preparing to report

C

CAN Class/Subclass page 3-4
CAN Contributing Factors page 3-5
CAN Injury Details - Work-Related Long Term Earnings page 5-44
CAN Occupation page 3-5
CAN Preventative Actions page 3-5
Canada
  BC WCB, EDI file, creating 7-4
  BC WCB, entering reporting data 7-4
  BC WCB, processing data 7-3
  BC WCB, understanding reporting 7-1
  CAN Class/Subclass page 3-4
  CAN Contributing Factors page 3-5
  CAN Injury Details - Work-Related Long Term Earnings page 5-44
  CAN Occupation page 3-5
  CAN Preventative Actions page 3-5
  casual factor types, defining 3-5
  classes, identifying 3-4
  long term earnings, entering 5-44
  occupational classifications, setting up 3-5
  preventative action types, identifying 3-5
  subclasses, identifying 3-4
  WCB reporting, setting up 3-3
  Workers Compensation Board, preparing to report 7-1
CD-ROM
  ordering ii
Claim Info Aus (AUS Claim Threshold – Claim) 3-1
Claim Info Aus (AUS Claim Threshold – State) 3-1
Claim Info Aus (AUS Claim Threshold – Union) 3-1
claims
  charges, tracking 6-5
  Claims Management - Claim Charges page 6-5
  Claims Management - Claim Details Appeal Details page 6-4
  Claims Management - Claim Details page 6-2
  Claims Management - Claim Provider page 6-7
  details, entering 6-4
  managing, overview 6-1
  opening 6-2
  processing 6-1
  provider details, entering 6-7
  threshold details, managing 3-1
Claims Management - Claim Charges page 6-5
Claims Management - Claim Details Appeal Details page 6-4
Claims Management - Claim Details page 6-2
Claims Management - Claim Provider page 6-7
Consequent Actions - Corrective page 5-50
Consequent Actions - Preventative page 5-51

D

dangerous occurrences
  Dangerous Occurrences page 2-6
  defining 2-5, 2-6
Dangerous Occurrences page 2-6
diagnoses
  entering 5-39
Diagnosis Table page 2-4
Drug Test Data - Drug Test Data 1 page 6-20
Drug Test Data - Drug Test Data 2 page 6-21

E

Employee Details page 4-6
Employee Health Card - Health Card 2 page 4-10
Employee Injury Summary page 5-54
Employment Details page 4-8
Eye Exam - Exam Details page 6-18

F

Family Details page 4-13

G

GBR External Scheme page 3-14
GER Case Officers Table page 3-8
GER Coop Society Data page 3-13

GER Corrective Action page 3-9
GER Disease Class page 3-9
GER Employee Checklist page 8-2
GER Illness Tracking - Corrective Actions page 8-10
GER Illness Tracking - Illness Profile page 8-4
GER Illness Tracking - Job Data page 8-5
GER Illness Tracking - Job-Related Cause page 8-6
GER Illness Tracking - Medical Details page 8-8
GER Illness Tracking - Payment/Work page 8-7
GER Job Data page 8-12
GER Preventative Actions page 3-10
GER SI Unit page 3-8
GER Unsafe Item page 3-10
GER Work Area Category page 3-11
GER Work Area Class page 3-11
GER Work Area page 3-12
Germany
  case officer details, entering 8-12
  checklist data, reviewing 8-1
  compensation details, entering 8-7
  corrective actions, defining 3-9
  corrective actions, entering 8-10
  disease types, defining 3-9
  employee circumstances, describing 8-5
  GER Case Officers Table page 3-8
  GER Coop Society Data page 3-13
  GER Corrective Action page 3-9
  GER Disease Class page 3-9
  GER Employee Checklist page 8-2
  GER Illness Tracking - Corrective Actions page 8-10
  GER Illness Tracking - Illness Profile page 8-4
  GER Illness Tracking - Job Data page 8-5
  GER Illness Tracking - Job-Related Cause page 8-6
  GER Illness Tracking - Medical Details page 8-8
  GER Illness Tracking - Payment/Work page 8-7
  GER Job Data page 8-12
  GER Preventative Actions page 3-10
  GER SI Unit page 3-8
  GER Unsafe Item page 3-10
  GER Work Area Category page 3-11
  GER Work Area Class page 3-11
  GER Work Area page 3-12
  hazard codes, employees 3-13
  health and safety officials, identifying 3-8
  illness data, monitoring 8-1
  illness profile, establishing 8-4
  illnesses, job related, entering 8-6
  illnesses, tracking 8-3
  incident data, monitoring 8-1
  injury data, monitoring 8-1
  insurance details, entering 8-7
  liability insurance association reporting, setting up 3-6
  medical details, entering 8-8
  medical exam information, updating 8-2
  preventative actions, defining 3-10
  social insurance, unit ID, setting up 3-8
  unsafe items, defining 3-10
  work area categories, setting up 3-11
  work area classes, setting up 3-11
  work areas, setting up 3-12

H

Haz Condition/Materials Table page 2-7
hazardous conditions
  defining 2-5, 2-7
  Haz Condition/Materials Table page 2-7
  Job Code Hazards Table page 2-7
  Location Hazards Table page 2-8
  materials, defining 2-7
  tracking, by location and job 2-7, 2-8
health cards
  details, recording employee 4-10
  Employee Health Card - Health Card 2 page 4-10
  information, maintaining 4-9
  information, viewing 4-12

I

illness
  data, tracking by individual 5-53
  defining 2-2
  descriptions, entering 5-29
  Diagnosis Table page 2-4
  entering 5-32
  Injury Details - Description page 5-29
  medical diagnoses, defining 2-4
  modified duties, defining 2-13
  Occupational Illness page 2-4
  occupational, entering types 2-4
  tracking, setting up 2-1
  Work Restrictions Table 2-13
  work restrictions, defining 2-13
Incident Details - Description page 5-10
Incident Details - Incident page 5-3
Incident Details - Location page 5-12
Incident Details - Notification page 5-9
Incident Details - People page 5-18
Incident Details - Reporting page 5-20
Incident Details - Travel
  Route Details page 5-17
Incident Details - Travel page 5-15
incidents
  adding 5-3
  additional data, entering 5-47

additional tables, setting up 3-1
address information, entering 4-4
Animal page 2-10
animals, identifying 2-10
claims threshold details, managing 3-1
Consequent Actions - Corrective page 5-50
Consequent Actions - Preventative page 5-51
consequent actions, tracking 5-49
corrective actions, entering 5-50
creating, overview 5-1
data, tracking by individual 5-53
details, describing 5-10
diagnoses, entering 5-39
employee data, entering 4-6
Employee Details page 4-6
employee generated, recording details 5-9
Employment Details page 4-8
employment details, entering 4-8
equipment, entering 5-48
Family Details page 4-13
family details, entering 4-12, 4-13
health card information, maintaining 4-9
illness, entering 5-32
illness, entering descriptions 5-29
Incident Details - Description page 5-10
Incident Details - Incident page 5-3
Incident Details - Location page 5-12
Incident Details - Notification page 5-9
Incident Details - People page 5-18
Incident Details - Reporting page 5-20
Incident Details - Travel Route Details page 5-17
Incident Details - Travel page 5-15
Injury Details - Details page 5-32
Injury Details - Injury page 5-25
Injury Details - Reporting page 5-45
Injury Details - Statements page 5-31
Injury Details - Work-Related page 5-40
injury, documenting statements 5-31
injury, entering 5-22
Injury, entering 5-32
injury, entering descriptions 5-29
injury, entering, work related 5-25
location, recording 5-12
medical services, defining 2-11, 2-12
medical specialists, entering 2-12
medical treatment, entering 5-35
name information adding 4-2
new, entering 5-1, 5-3
non-employee data, entering 4-1
Non-Employee Details - Extra Details page 4-4
Non-Employee Details - Name page 4-2
Non-Employee Details - Personal Details page 4-3
notification requirements, maintaining 5-20
numbering, regulatory authorities 5-1
numbers, assigning 5-1
people, identifying 5-18
personal data, tracking 4-1
personal details, entering 4-3
Physician Table - Name page 2-12
preventative actions, entering 5-51
related, defining 2-9
reporting details, tracking 5-45
tracking, overview 5-1
tracking, setting up 2-1
Transport page 2-10
transportation, identifying 2-10
travel related, recording 5-15
travel routes, entering 5-17
Vehicle/Equipment page 5-48
vehicles, entering 5-47, 5-48
work related 5-40
injury
data, tracking by individual 5-53
defining 2-2
descriptions, entering 5-29
details, entering 5-22
diagnoses, entering 5-39
Employee Injury Summary page 5-54
entering 5-32
Injury Details - 1st Aid page 5-35
Injury Details - Description page 5-29
Injury Details - Details page 5-32
Injury Details - Diagnoses page 5-39
Injury Details - Injury page 5-25
Injury Details - Reporting page 5-45
Injury Details - Statements page 5-31
Injury Details - Work-Related page 5-40
medical treatment, entering 5-35
modified duties, defining 2-13
Modified Work Table 2-13
reporting details, tracking 5-45
statements, documenting 5-31
summaries, viewing 5-54
tracking, setting up 2-1
work related, entering 5-25, 5-40
Work Restrictions Table 2-13
work restrictions, defining 2-13
Injury Details - 1st Aid page 5-35
Injury Details - Description page 5-29
Injury Details - Details page 5-32
Injury Details - Diagnoses page 5-39
Injury Details - Injury page 5-25
Injury Details - Reporting page 5-45
Injury Details - Statements page 5-31
Injury Details - Work-Related page 5-40

J

Job Code Hazards Table page 2-7

L

Location Hazards Table page 2-8

M

medical examinations
Audiometric Exam - Exam Details page 6-17
Drug Test Data - Drug Test Data 1 page 6-20
Drug Test Data - Drug Test Data 2 page 6-21
drug, referrrals, entering 6-21
drug, results, entering 6-21
drug, setting up 6-20
Eye Exam - Exam Details page 6-18
eye, entering 6-18
hearing, entering 6-17
Physical Exam - Exam Details page 6-15
Physical Exam - Physical Exam Address/Phone page 6-13
Respiratory Exam - Exam Details page 6-19
respiratory, entering 6-19
results, entering 6-15
results, tracking 6-12
medical treatment
diagnoses, entering 5-39
entering 5-35
Injury Details - 1st Aid page 5-35
MEX Mixed Committee page 5-55
Mexico
mixed committees, defining 5-54
mixed committees, understanding 5-55
training leagal requirements, defining 5-55
Modified Work Table 2-13

N

Non-Employee Details - Extra Details page 4-4
Non-Employee Details - Name page 4-2
Non-Employee Details - Personal Details page 4-3

O

Occupational Illness page 2-4

P

PeopleBooks
CD-ROM, ordering ii
printed, ordering ii
Physical Exam - Exam Details page 6-15
Physical Exam - Physical Exam Address/Phone page 6-13
Physician Table - Name page 2-12

R

rehabilitation
action details, tracking 6-10
incident, associating 6-8
plans, tracking 6-8
processing 6-1
Rehabilitation Plans - Actions page 6-10
Rehabilitation Plans - Claims page 6-8
Rehabilitation Plans - Restrictions page 6-10
work duties, monitoring 6-10
work restrictions, monitoring 6-10
Rehabilitation Plans - Actions page 6-10
Rehabilitation Plans - Claims page 6-8
Rehabilitation Plans - Restrictions page 6-10
Respiratory Exam - Exam Details page 6-19

T

Transport page 2-10

U

United Kingdom
external scheme, adding 3-14
external scheme, updating 3-14
GBR External Scheme page 3-14
HSE, setting up reporting 3-13

V

Vehicle/Equipment page 5-48

W

Work Restrictions Table 2-13