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# PeopleSoft HR 9.1 PeopleBook: Monitor Health and Safety

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**March 2012**

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# PeopleSoft HR Monitor Health and Safety Preface

This preface discusses:

- PeopleSoft applications.
- PeopleSoft HCM Application Fundamentals.
- PeopleBook structure.

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## PeopleSoft Applications

This PeopleBook refers to the following PeopleSoft application: PeopleSoft Human Resources (HR) Monitor Health and Safety.

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## PeopleSoft HCM Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft HCM Application Fundamentals PeopleBook*. Each PeopleSoft line of applications has its own version of this documentation.

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**Note.** One or more pages in Monitor Health and Safety operate in deferred processing mode. Deferred processing is described in the preface in the *PeopleSoft HCM Application Fundamentals PeopleBook*.

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### **See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "PeopleSoft HCM Application Fundamentals Preface," Deferred Processing

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## PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.

- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

## Chapter 1

# Getting Started with Monitor Health and Safety

This chapter provides an overview of Monitor Health and Safety and discusses:

- Monitor Health and Safety business processes.
- Monitor Health and Safety integrations.
- Monitor Health and Safety implementation.

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## Monitor Health and Safety Overview

Monitor Health and Safety enables you to record and track incidents, injuries, illnesses, and dangerous occurrences at the workplace. In addition to tracking incidents for employees, you can also record and track non-employees — employees who were witnesses but who were not actually injured. Using Monitor Health and Safety, you can submit and process medical and examination data to the appropriate reporting agencies.

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## Monitor Health and Safety Business Processes

Monitor Health and Safety supports these business processes:

- Define injuries and illnesses.
- Define dangerous occurrences and hazards.
- Define medical services information.
- Define work restrictions.
- Track incident and illness information.
- Report incident and illness information.
- (AUS) Establish claims thresholds.
- (CAN) Report to Workers Compensation Board.
- (DEU) Report to Employers Liability Insurance Association.
- (GBR) Report UK Health and Executive information.

- (MEX) Track Mixed Committee information.

We cover these business processes in the business process chapters in this PeopleBook.

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## Monitor Health and Safety Integrations

Monitor Health and Safety integrates with all the PeopleSoft Human Resource Management Systems (HRMS) applications, with other PeopleSoft applications, and with third-party applications.

HR shared tables are available to many HCM applications. In addition, data in many HR tables is available to any PeopleSoft application that is set up to subscribe to the published messages.

### See Also

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Getting Started with PeopleSoft HCM"

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## Monitor Health and Safety Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Monitor Health and Safety provides component interfaces to help you load data from your existing system into PeopleSoft tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have setup component interfaces:

<b>Component</b>	<b>Component Interface</b>	<b>References</b>
JOBCODE_HAZRDS_TBL	JOBCODE_HAZRDS_TBL	See <a href="#">Chapter 2, "Setting Up Incident, Injury, and Illness Tracking,"</a> <a href="#">Tracking Hazards by Job Code</a> , page <a href="#">14</a> .
LOCATN_HAZRDS_TBL	LOCATN_HAZRDS_TBL	See <a href="#">Chapter 2, "Setting Up Incident, Injury, and Illness Tracking,"</a> <a href="#">Tracking Hazards by Location</a> , page <a href="#">15</a> .
DIAGNOSIS_TABLE	DIAGNOSIS_TABLE	See <a href="#">Chapter 2, "Setting Up Incident, Injury, and Illness Tracking,"</a> <a href="#">Defining Medical Diagnoses</a> , page <a href="#">10</a> .

<b>Component</b>	<b>Component Interface</b>	<b>References</b>
HS_OCC_ILLNESS	HS_OCC_ILLNESS	See <a href="#">Chapter 2, "Setting Up Incident, Injury, and Illness Tracking,"</a> <a href="#">Entering Types of Occupational Illnesses</a> , page 9.
ACCIDN_TYPE_TBL	ACCIDN_TYPE_TBL	See <a href="#">Chapter 2, "Setting Up Incident, Injury, and Illness Tracking,"</a> <a href="#">Defining Injuries and Illnesses</a> , page 6.
INJURY_NATURE_TBL	INJURY_NATURE_TBL	See <a href="#">Chapter 2, "Setting Up Incident, Injury, and Illness Tracking,"</a> <a href="#">Defining Injuries and Illnesses</a> , page 6.
INJURY_SOURCE_TBL	INJURY_SOURCE_TBL	See <a href="#">Chapter 2, "Setting Up Incident, Injury, and Illness Tracking,"</a> <a href="#">Defining Injuries and Illnesses</a> , page 6.
HS_TRANSPORT_TBL	HS_TRANSPORT_TBL	See <a href="#">Chapter 2, "Setting Up Incident, Injury, and Illness Tracking,"</a> <a href="#">Identifying Modes of Transportation</a> , page 18.

### **Other Sources of Information**

In the planning phase of the implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps.

### **See Also**

*PeopleTools 8.52: Setup Manager PeopleBook*

*PeopleTools 8.52: Component Interfaces PeopleBook*



## Chapter 2

# Setting Up Incident, Injury, and Illness Tracking

This chapter provides an overview on incident, injury, and illness tracking and discusses how to:

- Define injuries and illnesses.
- Define dangerous occurrences and hazardous conditions.
- Define work-related incident details.
- (IND) Set up disablement types.
- Define medical service information.
- Define work restrictions and modified work duties.

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## Understanding Incident, Injury, and Illness Tracking

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

Use Monitor Health and Safety to track information specific to health and safety incidents, 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, enter effective dates that are before the effective dates of any incidents that you enter. Otherwise, all the valid codes do not appear in prompt lists on the Monitor Health and Safety pages.

### **See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Getting Started with PeopleSoft HCM"

## Defining Injuries and Illnesses

To define injury, illness, and accident codes, use the Accident Type Table (ACCIDN\_TYPE\_TBL), Body Part Table (BODY\_PART\_TABLE), Injury Nature Table (INJURY\_NATURE\_TBL), Source of Injury Table (INJURY\_SOURCE\_TABLE), Unsafe Act Table (UNSAFE\_ACT\_TBL), Occupational Illness Table (HS\_OCC\_ILLNESS\_TBL), Occupational Illness Table - FRA (OCC\_ILLNESS), Diagnosis Table (DIAGNOSIS\_TABLE), Allergy Table (HS\_ALLERGY\_TBL), Immunization Table (HS\_IMMUN\_TBL), Medication Table (HS\_MEDCATN\_TBL), Medicare Table Australia (HS\_MEDCARE\_TBL\_AUS), and CID Codes BRA (CID\_CODES\_BRA) components.

This section provides guidelines for setting up injury, illness, and accident codes that are required by government reporting agencies and discusses how to:

- Enter types of occupational illnesses.
- Define medical diagnoses.

## Understanding Injury and Illness Setup

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 establish new ones. Use the codes required by local authorities in a 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 DEU Illness Tracking - Medical Details page.

## Pages Used to Define Injuries and Illnesses

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Accident Type Table	ACCIDENT_TYPE_TBL	<ul style="list-style-type: none"> <li>• Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Accident Type Table, Accident Type Table</li> <li>• Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Accident Types, Accident Types</li> </ul>	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 company-specific codes.



<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Body Part Table	BODY_PART_TABLE	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Body Part Table, Body Part Table</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Body Parts, Body Parts</li> </ul>	Identify body parts that are subject to injury and associate each with a class. For example, specify the <i>Jaw</i> as part of the class <i>Face</i> .
Nature Of Injury Table	INJURY_NATURE_TBL	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Nature of Injury Table, Nature of Injury Table</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Nature of Injury, Nature of Injury</li> </ul>	Identify types of physical injuries. These codes are used in the Incident Details component.
Source of Injury Table	INJURY_SOURCE_TBL	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Source of Injury Table, Source of Injury Table</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Source of Injury, Source of Injury</li> </ul>	Identify potential sources or causes of injury. These codes are used on the Injury Details page.
Unsafe Act Table	UNSAFE_ACT_TABLE	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Unsafe Act Table, Unsafe Act Table</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Unsafe Acts, Unsafe Acts</li> </ul>	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.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Occupational Illnesses Table	HS_OCC_ILLNESS	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Occupational Illnesses Table, Occupational Illnesses Table</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Occupational Illnesses, Occupational Illnesses</li> </ul>	Enter standard types of occupational illnesses.
Occupational Illness Tbl - FRA	OCC_ILLNESS_FRA	Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Occupational Illness Tbl - FRA, Occupational Illness Tbl - FRA	Enter standard types of occupational illnesses for France.
Diagnosis Table	DIAGNOSIS_TABLE	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Diagnosis Table, Diagnosis Table</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Diagnosis, Diagnosis</li> </ul>	Define standard medical diagnoses for injuries and illnesses. Track individual injuries and illnesses in the Incident Details and Rehabilitation Plans components.
Allergy	ALLERGY_TBL	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Allergy, Allergy</li> <li>Workforce Monitoring, Health and Safety, Define Medical Data, Allergy, Allergy</li> </ul>	Define allergy types.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Immunization	IMMUN_TBL	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Immunization, Immunization</li> <li>Workforce Monitoring, Health and Safety, Define Medical Data, Immunization, Immunization</li> </ul>	Define immunization types.
Medication	MEDCATN_TBL	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Medication, Medication</li> <li>Workforce Monitoring, Health and Safety, Define Medical Data, Medication, Medication</li> </ul>	Define medication types.
Medicare Item Details AUS	MEDICARE_TBL_AUS	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Medicare Item Details AUS, Medicare Item Details AUS</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Medicare Item Details AUS, Medicare Item Details AUS</li> </ul>	Define Medicare items.
CID Codes BRA	CID_CODES_BRA	Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, CID Codes BRA, CID Codes BRA	Define international diseases codes for Brazil. These codes are entered for an injury incident on the Injury Details BRA - Details BRA page.

## Entering Types of Occupational Illnesses

Access the Occupational Illnesses Table page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Occupational Illnesses Table, Occupational Illnesses Table).

**Occupational Illnesses Table**

Set ID: GBR      Occupational Illness: K37

Occupational Illness Data      Find | View All    First 1 of 1 Last

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

\*Description: Acne

Description: Acne.  
Activity: Work involving exposure to mineral oil, tar, pitch or arsenic.

Germany

Disease Class: KDA Contagious

Occupational Illnesses Table page

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

**(DEU) Germany**

**Disease Class**      Select a class from the Disease Class Table DEU, if appropriate.  
If the disease class that you want to select is not in the list of valid values, then add it into the system using the Disease Class Table DEU page.

**Defining Medical Diagnoses**

Access the Diagnosis Table page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Diagnosis Table, Diagnosis Table).

### Diagnosis Table

Set ID: GBR      Diagnosis Code: K00001

Diagnosis Find | View All First 1 of 1 Last

\*Effective Date:        \*Status:

\*Description:

Short Description:

Diagnosis Table page

If the organization tracks workplace accommodations for employees with disabilities, then you also use the diagnosis codes that you enter here when you work with the Accommodation Data component, that is part of the various Workforce Monitoring menus.

---

**Note.** (GBR) If the organization is implementing the Disability and Discrimination Act of 1995 feature of HR, use the Diagnosis page to enter medical diagnoses for disabilities as well. This page appears in the Meet Regulatory Rqmts UK menu. You can use the page in either menu; it is the same.

(USA) If the organization is implementing the Americans with Disabilities Act (ADA) feature of HR, use the Diagnosis Table to enter medical diagnoses for disabilities as well. This page appears in the Meet Regulatory Rqmts menu. You can use the page in either menu; it is the same.

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**Diagnosis Code**                      Select a value. You can define a different group of diagnosis codes for each setID.

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## Defining Dangerous Occurrences and Hazardous Conditions

To define dangerous occurrences and hazardous conditions, use the Dangerous Occurrences Table (HS\_DANGER\_OCC), Hazardous Conditions/Materials (HAZ\_CON\_MATRL\_TBL), Job Code Hazards Table (JOB\_CODE\_HAZRDS\_TBL), and Location Hazards Table (LOCATN\_HAZRDS\_TBL) components.

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 pages that are listed 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.

This section discusses how to:

- Define dangerous occurrences.
- Define hazardous conditions and materials.
- Track hazards by job code.
- Track hazards by location.

## Pages Used to Define Dangerous Occurrences and Hazards

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Dangerous Occurrences Table	HS_DANGER_OCC	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Dangerous Occurrences Table, Dangerous Occurrences Table</li> <li>Workforce Monitoring, Health and Safety, Define Hazardous Environments, Dangerous Occurrences, Dangerous Occurrences</li> </ul>	Define types of dangerous occurrences or specify those that are defined by the regulatory authority in the regulatory region. Use the codes that you define when you create a health and safety incident, using the Incident Details - Description page.
Haz Condition/Materials Table (Hazardous Condition/Materials Table)	HAZ_CON_MATRL_TBL	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Haz Condition/Materials Table, Haz Condition/Materials Table</li> <li>Workforce Monitoring, Health and Safety, Define Hazardous Environments, Hazardous Conditions/Materials, Hazardous Conditions/Materials</li> </ul>	Define codes for physical conditions and hazardous materials that might directly contribute to occupational accidents, injuries, or illnesses. The codes that you define are used on the Corrective Actions and Preventive Actions pages.
Job Code Hazards Table	JOBCODE_HAZRDS_TBL	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Job Code Hazards Table, Job Code Hazards Table</li> <li>Workforce Monitoring, Health and Safety, Define Hazardous Environments, Job Code Hazards, Job Code Hazards</li> </ul>	Track exposure to hazards experienced by employees in a particular job code.

Page Name	Definition Name	Navigation	Usage
Location Hazards Table	LOCATN_HAZRDS_TBL	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Location Hazards Table, Location Hazards Table</li> <li>Workforce Monitoring, Health and Safety, Define Hazardous Environments, Location Hazards, Location Hazards</li> </ul>	Identify exposures to hazards that have occurred at specific locations in the organization.

## Defining Dangerous Occurrences

Access the Dangerous Occurrences Table page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Dangerous Occurrences Table, Dangerous Occurrences Table).

### Dangerous Occurrences Table

Set ID: CAN    Dangerous Occurrence: 30

Details Find | View All First 1 of 1 Last

\*Effective Date:      \*Status:

Description:

Short Description:

Comments:

Dangerous Occurrences Table page

---

**Note.** 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).

---

## Defining Hazardous Conditions and Materials

Access the Haz Condition/Materials Table page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Haz Condition/Materials Table, Haz Condition/Materials Table).

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 specify the hazardous class and 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 Job Code

Access the Job Code Hazards Table page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Job Code Hazards Table, Job Code Hazards Table).

Reg Region	*Hazard ID	Short Description	*Date Reported	Date Removed	Hazard Type	Hazardous Class	Hazardous Division
USA			04/17/2006				

Job Code Hazards Table page



- 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 Description, 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

Access the Location Hazards Table page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Location Hazards Table, Location Hazards Table).

Location Hazards Table							
Set ID: SHARE		Table Set shared across Corp					
Location Code: KUKY00		Kentucky Operations					
Hazard Details							
Reg Region	*Hazard ID	Short Description	*Date Reported	Date Removed	Hazard Type	Hazardous Class	Hazardous Division
USA	K205	Noise	08/30/2004		Condition	Poisonous	Immediate and Seriously Toxic

Location Hazards Table page

- Location Code** The location code that you entered appears in this field.
- 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 Work-Related Incident Details

To define related incident details, use the Animal Table (HS\_ANIMAL\_TBL) and the Transport Table (HS\_TRANSPORT\_TBL) components.

This section provides an overview of work-related incident details discusses how to:

- Identify animals.
- Identify modes of transportation.

## Understanding Work-Related Incident Details

Use the pages that are described 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 (COMPANY\_PROP\_TBL) component to track health and safety incidents that involve heavy equipment, machinery, and computer and electronic equipment. To access the Company Property Table, select Set Up HRMS, Product Related, Workforce Administration, Company Property. The pages in the Company Property component are used to manage company assets in addition to tracking issues involving company property.

### **Company Cars**

You can link cars that are set up in Company Cars to incidents. If you add a company-owned vehicle, you can also access the registration and descriptive data that is 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 to avoid maintaining different codes for the same car.

---

### **See Also**

*PeopleSoft HR 9.1 PeopleBook: Administer Workforce*, "Entering Additional Data in Human Resources Records," Handling Company Property

*PeopleSoft HR 9.1 PeopleBook: Administer Company Cars*, "Setting Up Administer Company Cars," Setting Up Company Car Fleet Information

## Pages Used to Define Related Incident Details

Page Name	Definition Name	Navigation	Usage
Animal Table	HS_ANIMAL_TBL	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Animal Table, Animal Table</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Animals Involved, Animals Involved</li> </ul>	Identify the types of animals involved in incidents. This data is used in the Incident Details - Travel page.
Transport Table	HS_TRANSPORT_TBL	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Transport Table, Transport Table</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Transportation, Transportation</li> </ul>	Identify the modes of transportation used by employees during incidents that occur during work-related travel.  You use Mode of Transport codes on the Incident Details - Travel page.

## Identifying Animals

Access the Animal Table page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Animal Table).

Animal Table					
Animal Details					
Customize   Find   View All      First 1-6 of 6 Last					
	*Animal	*Description	Short Description		
1	K00001	Bear	Bear	+	-
2	K00002	Moose	Moose	+	-
3	K00003	Skunk	Skunk	+	-
4	K00004	Dog	Dog	+	-
5	K00005	Cat	Cat	+	-
6	K00006	Bird	Bird	+	-

Animal Table page

Enter a code and corresponding description of each type of animal that you can associate with incidents.

## Identifying Modes of Transportation

Access the Transport Table page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Transport Table, Transport Table).

Transport Table					
Details					
Customize   Find   View All   First 1-7 of 18 Last					
	*Mode Of Transport	Description	Short Description		
1	K00001	Airplane	Airplane	+	-
2	K00002	Automobile-Company Car	Auto-Cmpny	+	-
3	K00003	Automobile-Personal	Auto-Prsnl	+	-
4	K00004	Automobile-Rental	Auto-Rentl	+	-
5	K00005	Bicycle	Bicycle	+	-
6	K00006	Big Rig	Big Rig	+	-
7	K00007	Bus	Bus	+	-

Transport Table page

Enter a code and corresponding descriptions for each mode of transport, such as plane, train, car, bus, or taxi or identify transportation companies or services that you can associate with incidents.

## (IND) Setting Up Disablement Types

To set up disablement types, use the Disablement Type (HS\_DISABL\_TYPE\_IND) component.

This section discusses how to define the disablement types that you can use to record disability information for employees.

### Page Used to Set Up Disablement Types

Page Name	Definition Name	Navigation	Usage
Disablement Type IND	HS_DISABL_TYPE_IND	Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Disablement Type IND, Disablement Type IND	Define disablement types.

## Defining Disablement Types

Access the Disablement Type IND page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Disablement Type IND, Disablement Type IND).

The screenshot shows the 'Disablement Type IND' page. At the top, it displays 'Injury Type: Total' and 'Disablement Code: K09'. Below this is a 'Disablement Details' section with a search bar and '1 of 1' results. The details include:
 

- Effective Date:** 01/01/2000
- \*Status:** Active
- Description:** Double amputation
- Short Description:** Double amp
- Pct Loss of Earnings:** 100
- Long Description:** Double amputation through leg or thigh amputation trough leg or thigh on one side and loss of other foot

Disablement Type IND page

- Injury Type** Select an injury type: *Partial* or *Total* to access this page. The injury type you selected appears in this field.
- Disablement Code** The disablement code that you entered to access this page appears in this field.
- Pct Loss of Earnings**(Percent Loss of Earnings) Enter the percentage of loss of earnings due to the disablement.

---

## Defining Medical Services Information

To define medical services information, use the Medical Facilities Table (HS\_MEDICAL\_FAC) and the Physician Table (HS\_PHYSICIAN\_DATA) components.

This section discusses how to enter physician information.

## Pages Used to Define Medical Services Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Medical Facilities Table	HS_MEDICAL_FAC	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Medical Facilities Table, Medical Facilities Table</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Medical Facilities, Medical Facilities</li> </ul>	Enter hospitals and clinics and their addresses.
Physician Table - Name	HS_PHYSICIAN_DATA1	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Physician Table, Name</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Physicians, Name</li> </ul>	Enter doctors and other medical specialists to the Physician Table.
Physician Table - Edit Name	NAME_DFT_SEC	Click the Edit Name link on the Physician Table - Name page (or Physicians - Address page in Workforce Monitoring).	Enter name details such as prefix, first name, last name, and so on.
Physician Table - Address	HS_PHYSICIAN_DATA2	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Physician Table, Address</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Physicians, Address</li> </ul>	Enter addresses for doctors and other medical specialists.

## Entering Physician Information

Access the Physician Table - Name page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Physician Table, Name).

The screenshot shows a web interface for editing a physician's name. At the top, there are two tabs: 'Name' and 'Address'. Below the tabs, the 'Physician ID' is displayed as 00000000013. The '\*Name Format' is set to 'English' in a dropdown menu. To the right of the dropdown is a blue link labeled 'Edit Name'. Below this, the 'Name' field contains the text 'Philip MCCleary'.

Physician Table - Name page

**Physician ID**

The non-employee ID that is assigned to the physician appears in this field.

If you choose to have the system automatically assign non-employee IDs, it assigns to the physician the number that immediately follows the one in the Last Non-Employee ID Assigned field in the Installation Table. The number first appears as 0000000000. 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, PeopleSoft recommends that you either always assign numbers manually or always let the system do it.

---

**Name Format**

Select the country whose name format you want to use for this person. The appropriate fields for the country that you enter appear on the Edit Name page.

**Edit Name**

Click this link to access the Edit Name page on which you enter name details in the appropriate country format.

**See Also**

[Chapter 4, "Tracking Personal Data for People Involved in Incidents," page 45](#)

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up and Installing PeopleSoft HCM," Setting Up Implementation Defaults*

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## Defining Work Restrictions and Modified Work Duties

To define work restrictions and modified work duties, use the Work Restrictions Table (WORK\_RESTRICT\_TBL) and the Modified Work Table (MODIFIED\_WORK\_TBL) components.

When employees return to work after an injury or illness and are not able to immediately return to their full job duties, you can track rehabilitation plans that are established for them by using the codes that you set up in these tables.

## Pages Used to Define Work Restrictions and Duties

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Work Restrictions Table	WORK_RESTRICT_TBL	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Work Restrictions Table, Work Restrictions Table</li> <li>Workforce Monitoring, Health and Safety, Define Work Restrictions, Codes and Effective Dates, Codes and Effective Dates</li> </ul>	Identify physical limitations or restrictions placed on individuals as a result of injuries or illnesses.
Modified Work	MODIFIED_WORK_TBL	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Modified Work, Modified Work</li> <li>Workforce Monitoring, Health and Safety, Define Work Restrictions, Modified Work, Modified Work</li> </ul>	Identify changes and modifications to processes or methods of doing a job.



## Chapter 3

# Defining Additional Tables for Global Incident Reporting

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

- (AUS) Set up Australian Claims Threshold tables.
- (BRA) Set up parameters for the PPP report for Brazil.
- (CAN) Set up Canadian Workers' Compensation Board reporting.
- (DEU) Set up German Employers' Liability Insurance Association reporting.
- (GBR) Set up Health and Safety Executive reporting in the United Kingdom.

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## (AUS) Setting Up Australian Claims Threshold Tables

To manage claims threshold details, use the Claim Info Aus (CLAIM\_INFO\_CLAIM), Claim Info State (CLAIM\_INFO\_STATE), and Claim Info Union (CLAIM\_INFO\_UNION) components.

This section discusses how to establish claims by state.

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**Note.** Use the Claim Threshold pages to establish claims threshold information by state, union, or claim. This information is used to process reimbursable expenses related to health and safety incidents and worker injuries resulting in treatment and lost work time. The pages that you use to establish claim thresholds by state, union, and by claim are similar.

---

## Pages Used to Establish Claims Thresholds

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Claim Threshold - State, Claim Threshold - Claims AUS	CLAIM_INFO_AUS	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Claim Threshold - State AUS, Claim Threshold - Claims AUS</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Claim Threshold - State AUS, Claim Threshold - Claims AUS</li> </ul>	Establish claims threshold information by state.
Claim Threshold - Union, Claim Threshold - Claims AU	CLAIM_INFO_AUS	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Claim Threshold - Union AUS, Claim Threshold - Claims AUS</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Claim Threshold - Union AUS, Claim Threshold - Claims AUS</li> </ul>	Establish claims threshold information by union.
Claim Threshold - Claims AUS, Claim Threshold - Claims AUS	CLAIM_INFO_AUS	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Claim Threshold - Claims AUS, Claim Threshold - Claims AUS</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Claim Threshold - Claims AUS, Claim Threshold - Claims AUS</li> </ul>	<p>Establish claims threshold information for a claim with an approved status. You must have a claim number to access this page.</p> <p>See <a href="#">Chapter 6, "Processing Rehabilitation, Claims, and Examination Data," Managing Claims, page 147.</a></p>

## Establishing Claims by State

Access the Claim Threshold - State, Claim Threshold - Claims AUS page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Claim Threshold - State AUS, Claim Threshold - Claims AUS).

### Claim Threshold - Claims AUS

Country: AUS      Australia

State: ACT      Austl. Cap. Terr.

Expense Threshold:       Pre Injury Threshold:        Use Schedule Fee

\*Set ID:       Table Set shared across Corp

Vendor ID:

Makeup Details				Customize   Find   View All	First  1 of 1  Last
	Threshold Days	Claimable Percent	Makeup Pay %		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-

Claim Threshold - State, Claim Threshold - Claims AUS page

- Expense Threshold**      Enter an 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.
- Use the Schedule Fee**      Select to indicate that you use the schedule provided by the insurer.
- Vendor ID**      Indicate the insurer responsible for processing the company's reimbursable expense claims.
- Threshold Days**      Enter the number of days.
- Claimable Percent**      Enter a value. This field represents the insurer's liability.
- Makeup Pay % (makeup pay percent)**      This field represents the organization's liability for the worker's wages.

### Example

Based on 10 Pre Injury Threshold Days before the organization can pass on claims expenses to the insurer, a company pays 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 parameters, you would enter the following values in the Makeup Details group box:

<i>Threshold Days</i>	<i>Claimable Percent</i>	<i>Makeup Pay %</i>
0	0	100
10	95	5

## **(BRA) Setting Up Parameters for the PPP Report for Brazil**

To set up parameters for the PPP report for Brazil use the PPP Parameters BRA (PPP\_PARAM\_BRA) component.

This section discusses how to identify parameters for the PPP report for Brazil.

### **Pages Used to Identify Parameters for the PPP Report for Brazil**

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
PPP Parameters BRA	PPP_PARAM_BRA	Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, PPP Parameters BRA, PPP Parameters BRA	Identify PPP parameters that you will use when running the PPP report for Brazil.

### **Identify Parameters for the PPP Report for Brazil**

Access the PPP Parameters BRA page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, PPP Parameters BRA, PPP Parameters BRA).

**PPP Parameters BRA**

Company: GBI Global Business Institute 9999  
 Parameter ID: 1

PPP Parameters Detail Find | View All | First 1 of 1 Last

Effective Date: 08/04/2009 + -

Action/Reason Selection Criteria <span style="float: right;">Customize   Find   View All   First 1 of 1 Last</span>			
*Action	Action Description	*Reason	Description
1 ADL	Additional Job	ADL	Additional Job <span style="float: right;">+ -</span>

PPP Valid Exams <span style="float: right;">Customize   Find   View All   First 1 of 1 Last</span>	
*Type of Exam	Medical Exam Type
1 Fit for Duty	Physical Exam <span style="float: right;">+ -</span>

PPP Parameters BRA page

- Action and Reason** Enter the actions and reasons that should be included on the PPP report for the company.
- Type of Exam** Select the examination type based on business need that should appear on the PPP report. Create new rows to add all additional examination types required.
- Medical Exam Type** Select the medical examination to perform for this exam type. Valid values are *Audiometric Exam, Eye Exam, Physical Exam, and Respiratory Exam*.

---

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

To set up Canadian Workers' Compensation Board (WCB) reporting, use the Class/Subclass Table - CAN (HS\_CLASS\_CAN), Occupational Table - CAN (HS\_OCCUPATION\_CAN), Contributing Factors - CAN (HS\_CONTFAC\_CAN), and Preventative Actions Table - CAN (HS\_PREVENT\_ACT\_CAN) components.

This section provides an overview of the setup steps for WCB reporting and discusses how to:

- Identify classes and subclasses for business locations.
- Set up standard occupational classifications.
- Define contributing factor types.
- Identify preventative action types.

## Setup Steps for WCB Reporting

Most of the Canadian features that are needed to set up data for tracking and reporting incidents, injuries, and illnesses to the WCB are 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.

The organization's occupation codes (job titles, for example) might 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 events 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. Use the codes that are industry-specific and approved by the provincial WCB office.

---

## Pages Used to Set Up WCB Reporting

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Class/Subclass Table - CAN	HS_CLASS_CAN	<ul style="list-style-type: none"> <li>• Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Class/Subclass Table - CAN, Class/Subclass Table - CAN</li> <li>• Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Class/Subclass CAN, Class/Subclass CAN</li> </ul>	Identify the standard industry classes and subclasses for Canadian business locations, based upon the classifications designated by the WCB.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Occupation Table - CAN	HS_OCCUPATION_CAN	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Occupation Table - CAN, Occupation Table - CAN</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Occupations CAN, Occupations CAN</li> </ul>	Set up the standard occupational classifications used by the WCB.
Contributing Factors CAN	HS_CONTFAC_CAN	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Contributing Factors - CAN, Contributing Factors CAN</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Contributing Factors CAN, Contributing Factors CAN</li> </ul>	Define the types of casual factors associated with a health and safety incident.
Prevent. Actions Table - CAN	HS_PREVENT_ACT_CAN	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Prevent. Actions Table - CAN, Prevent. Actions Table - CAN</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Preventative Actions CAN, Preventative Actions CAN</li> </ul>	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 Table - CAN page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Class/Subclass Table - CAN, Class/Subclass Table - CAN).

Class/Subclass Table - CAN page

**Class/Subclass** The Class/Subclass code that you entered to access this page appears in this field. Use this value on the Incident Details - Incident page and the Injury Details - Work Related page.

## Setting Up Standard Occupational Classifications

Access the Occupation Table - CAN page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Occupation Table - CAN, Occupation Table - CAN).

Occupation Table - CAN page

**Occupation Code** The occupation code that you enter to access this page appears in this field. Use this code on the Employment Details page.

## Defining Contributing Factor Types

Access the Contributing Factors CAN page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Contributing Factors - CAN, Contributing Factors CAN).



Contributing Factors CAN page

**Contrib Factor** (contributing factor) The contributing factor code that you entered to access this page appears in this field. Use this code on the Incident Details - Description page.

## Identifying Preventative Action Types

Access the Prevent. Actions Table - CAN page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Prevent. Actions Table - CAN, Prevent. Actions Table - CAN).

Prevent. Actions Table - CAN page

**Preventative Action** The preventative action code that you entered to access this page appears in this field. Use this code on the Consequent Actions - Preventative page.

---

## (DEU) Setting Up German Employers' Liability Insurance Association Reporting

To set up for employers' liability Insurance Reporting in Germany, use the Case Officer Table DEU (HS\_LOC\_CASEOFF\_GER), Social Insurance Unit (SI\_UNIT\_GER), Correct. Actions Table DEU (HS\_CORRECT\_ACT\_GER), Disease Class Table DEU (HS\_DIS\_CLASS\_GER), Prevent. Actions Table - GER (HS\_PREVENT\_ACT\_GER), Unsafe Item Table DEU (HS\_UNSAFE\_ITEM\_GER), Work Area Class Table DEU (HS\_WA\_CLS\_TBL\_GER), Work Area Table DEU (HS\_WA\_TBL\_GER), Work Area Category Table DEU (HS\_WA\_CTG\_TBL\_GER), and Coop Society Data (HS\_COOP\_SOC\_GER) components.

This section discusses how to:

- Identify health and safety officials.
- Set up a social insurance unit ID.
- Define corrective actions.
- Define disease types.
- Define preventative actions.
- Define unsafe items.
- Set up work area classes.
- Set up work area categories.
- Set up work area associations.
- Associate hazard codes with an employee.

---

**Note.** You establish the codes that are defined by the employer's liability insurance association for use in tracking and reporting health and safety incidents. Be sure to use industry-specific codes that are approved by the employer's liability insurance association.

---

## Pages Used to Set Up German Employers' Liability Insurance Association Reporting

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Case Officer Table DEU	HS_LOC_CASEOFF_GER	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Case Officer Table DEU, Case Officer Table DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Case Officer DEU, Case Officer DEU</li> </ul>	Identify the officials for various areas of industrial health and safety within the organization. This information is used to identify incident case officers on the Employee page, the Injury Details - Reporting page, and the Case Officer Assignment page.
Social Insurance Unit	SI_UNIT_GER	Set Up HRMS, Product Related, Workforce Administration, Workforce Data DEU, Social Insurance Unit, Social Insurance Unit	Set up the organization's Social Insurance Unit ID (Betriebsnummer). Use this number when reporting information to any public office.
Correct. Actions Table DEU	HS_CORRECT_ACT_GER	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Correct. Actions Table DEU, Correct. Actions Table DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Corrective Actions DEU, Corrective Actions DEU</li> </ul>	Define corrective actions that you have implemented and associate the corrective action with a corrective action category.
Disease Class Table DEU	HS_DIS_CLASS_GER	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Disease Class Table DEU, Disease Class Table DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Disease Class DEU, Disease Class DEU</li> </ul>	Define disease classes and associate them with a disease type.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Prevent. Actions Table - DEU	HS_PREVENT_ACT_GER	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Prevent. Actions Table - DEU, Prevent. Actions Table - DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Preventative Actions DEU, Preventative Actions DEU</li> </ul>	Define the actions that you have implemented to prevent workplace incidents or accidents.
Unsafe Item Table DEU	HS_UNSAFE_ITEM_GER	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Unsafe Item Table DEU, Unsafe Item Table DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Unsafe Items DEU, Unsafe Items DEU</li> </ul>	Define unsafe items and associate them with an unsafe item class.
Work Area Class Table DEU	HS_WA_CLS_TBL_GER	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Work Area Class Table DEU, Work Area Class Table DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Work Area Class DEU, Work Area Class DEU</li> </ul>	Set up work area classes as defined by the employer's liability insurance association.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Work Area Category Table DEU	HS_WA_CTG_TBL_GER	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Work Area Category Table DEU, Work Area Category Table DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Work Area Category DEU, Work Area Category DEU</li> </ul>	Set up work area categories as defined by the employer's liability insurance association.
Work Area Table DEU	HS_WA_TBL_GER	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Work Area Table DEU, Work Area Table DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Work Area DEU, Work Area DEU</li> </ul>	Set up work areas as defined by the employer's liability insurance association.
Coop Society Data	HS_COOP_SOC_GER	Workforce Monitoring, Health and Safety, Details DEU, Coop Society Data, Coop Society Data	Associate an insurer's industrial hazard code with an employee.

## Identifying Health and Safety Officials

Access the Case Officer Table DEU page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Case Officer Table DEU, Case Officer Table DEU).

Case Officer Table DEU page

**Officer Type**

Select a type from the list of available options to classify the employee as a particular type of company case officer, such as a *Health and Safety Specialist* or a *Company Physician*.

You can assign multiple officer types to a location.

**Setting Up a Social Insurance Unit ID**

Access the Social Insurance Unit page (Set Up HRMS, Product Related, Workforce Administration, Workforce Data DEU, Social Insurance Unit, Social Insurance Unit).

Social Insurance Unit page

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

## Defining Corrective Actions

Access the Correct. Actions Table DEU page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Correct. Actions Table DEU, Correct. Actions Table DEU).

The screenshot shows the 'Correct. Actions Table DEU' page. At the top, it displays 'Corrective Actions: A12'. Below this is a 'Details' section with a search bar and navigation controls. The main form contains the following fields:

- Effective Date:** 09/06/2006 (with a calendar icon)
- Status:** Active (dropdown menu)
- Description:** Ergonomics Training
- Short Description:** Ergo train
- Action Category:** Corrective Actions (dropdown menu)

Correct. Actions Table DEU page

**Corrective Actions** The corrective action code that you entered appears in this field. This value is used on the Consequent Actions - Corrective page and the DEU Illness Tracking - Corrective Actions page.

**Action Category** Select an option from the list of available options.

## Defining Disease Types

Access the Disease Class Table DEU page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Disease Class Table DEU, Disease Class Table DEU).

The screenshot shows the 'Disease Class Table DEU' page. At the top, it displays 'Disease Class: KDA'. Below this is a 'Details' section with a search bar and navigation controls. The main form contains the following fields:

- Effective Date:** 01/01/1980 (with a calendar icon)
- Status:** Active (dropdown menu)
- Description:** Contagious
- Short Description:** Contagious
- Disease Type:** Infection (dropdown menu)

Disease Class Table DEU page

- Disease Class**                      The disease class code that you entered appears in this field. The disease class is used on the Occupational Illness Details page and the DEU Illness Profile pages.
  
- Disease Type**                      Associate the disease class with an appropriate disease type by selecting from the list of available options.

## Defining Preventative Actions

Access the Prevent. Actions Table - DEU page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Prevent. Actions Table - DEU, Prevent. Actions Table - DEU).

**Prevent. Actions Table - DEU**

Preventative Action: P67

Details Find | View All | First 1 of 1 Last

\*Effective Date: 09/06/2006 [B]      \*Status: Active + -

\*Description: Vocational Training

Short Description: Voc Train

Prevent. Actions Table - DEU page

- Preventative Action**                      The preventative action code that you entered appears in this field. These codes are used on the Preventative Action Details and the DEU Causes/Preventative Actions pages.

## Defining Unsafe Items

Access the Unsafe Item Table DEU page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Unsafe Item Table DEU, Unsafe Item Table DEU).



### Unsafe Item Table DEU

Unsafe Item: U1

Details Find | View All | First 1 of 1 Last

\*Effective Date: 09/06/2006 \*Status: Active

Unsafe Item Class: 3

Short Description: STY

\*Description: Strychnine

Description: Colorless crystalline alkaloid used as a pesticide, particularly for killing small vertebrates such as rodents.

Unsafe Item Table DEU page

**Unsafe Item** The unsafe item code that you entered appears in this field. This code is used on the Injury Details - Details page.

**Unsafe Item Class** Associate the unsafe item with an unsafe item class by selecting from the list of available options.

## Setting Up Work Area Classes

Access the Work Area Class Table DEU page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Work Area Class Table DEU, Work Area Class Table DEU).

### Work Area Class Table DEU

Work Area Class: WC1

Details Find | View All | First 1 of 1 Last

\*Effective Date: 09/06/2006 \*Status: Active

\*Description: Slightly Dangerous

Description: Assembly line

Work Area Class Table DEU page

**Work Area Class** The work area class code that you entered appears in this field. 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 Table DEU page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Work Area Category Table DEU, Work Area Category Table DEU).

The screenshot shows the 'Work Area Category Table DEU' page. At the top, it displays 'Work Area Category: CAT1'. Below this is a 'Details' section with a search bar and navigation controls. The main content area contains the following fields:

- \*Effective Date:** 09/06/2006 (with a calendar icon)
- \*Status:** Active (with a dropdown arrow)
- \*Description:** Facilities
- Work Area Class:** WAC1 (with a magnifying glass icon) and Assembly line
- Description:** Bonn plant facilities (with a magnifying glass icon)

Work Area Category Table DEU page

**Work Area Category** The work area category code that you entered appears in this field.

**Work Area Class** To associate this work area category with a work area class, select the appropriate value.

## Setting Up Work Area Associations

Access the Work Area Table DEU page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, Work Area Table DEU, Work Area Table DEU).

**Work Area Table DEU**

Work Area: BN03

Details Find | View All | First 1 of 1 Last

\*Effective Date: 09/06/2006 B1 \*Status: Active + -

\*Description: Bonn Manufacturing Plant

Work Area Class: WAC1 Assembly line

Work Area Category: CAT1 Facilities

Description: [icon]

Work Area Table DEU page

**Work Area**

The work area code that you entered appears in this field. This code is used on the Injury Notification Details - Germany page.

**Work Area Category and Work Area Class**

To associate this work area with a work area category and a work area class, select the appropriate values. These values come from the Work Area Category and Work Area Class tables, respectively.

## Associating Hazard Codes with an Employee

Access the Coop Society Data page (Workforce Monitoring, Health and Safety, Details DEU, Coop Society Data, Coop Society Data).

## Coop Society Data

Marcus Eli-Ben-Amar-Dea    EMP    ID: KDG015    Empl Record: 0

**Details** Find | View All First 1 of 1 Last

Effective Date:

Hazard:

Description:

Coop Society Data page

**Hazard**

Select a hazard code. You can select from the hazards that were previously entered for this employee's setID and department on the Department Table - Profile page.

---

**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 to the right of the Hazard field. This information comes from the Department Table - Profile page.

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

To set up reporting to the HSE in the United Kingdom, use the External Scheme GBR (HS\_EXT\_SCHEME\_UK) component.

This section describes how to establish the codes that you need to track and report health and safety incidents to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

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

Page Name	Definition Name	Navigation	Usage
External Scheme GBR	HS_EXT_SCHEME_UK	<ul style="list-style-type: none"> <li>Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, External Scheme Table GBR, External Scheme GBR</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, External Scheme GBR, External Scheme GBR</li> </ul>	Maintain 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 the government.

## Adding and Updating an External Scheme

Access the External Scheme GBR page (Set Up HRMS, Product Related, Workforce Monitoring, Health and Safety, External Scheme Table GBR, External Scheme GBR).

**External Scheme GBR**

External Scheme: EWK

Details Find | View All First 1 of 1 Last

\*Effective Date: 10/03/2006 \*Status: Active

\*Description: Educational Work Experience

Short Description: EXPER

Scheme Type

Training Scheme  Work Experience

External Scheme GBR page

### External Scheme

The external scheme code that you entered appears in this field. 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 discusses how to:

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

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**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. You must do this for every person involved in an incident.

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## Entering Non-Employee Data

This section discusses how to:

- Add non-employee names.
- Enter personal details for non-employees.
- Enter extra address information for non-employees.

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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Non-Employee - Name	HS_NON_EMPL1	Workforce Monitoring, Health and Safety, Verify Persnnl Invlvd/Witnessd, Non-Employee, Name	Maintain name information for non-employees involved in incidents.

Page Name	Definition Name	Navigation	Usage
Non-Employee - Address	HS_NON_EMPL1B	Workforce Monitoring, Health and Safety, Verify Persnln Invlvd/Witnessd, Non-Employee, Address	Maintain address information for non-employees involved in incidents.
Non-Employee - Personal Details	HS_NON_EMPL2	Workforce Monitoring, Health and Safety, Verify Persnln Invlvd/Witnessd, Non-Employee, Personal Details	Maintain additional details for the individual.
Non-Employee - Extra Details	HS_NE_PERS_DATA	Workforce Monitoring, Health and Safety, Verify Persnln Invlvd/Witnessd, Non-Employee, Extra Details	Maintain extra address information for the individual. This information is required if the individual does not live at a normally recognized address.

## Adding Non-Employee Names

Access the Non-Employee - Name page (Workforce Monitoring, Health and Safety, Verify Persnln Invlvd/Witnessd, Non-Employee, Name).

Non-Employee - Name page

**Non-Empl ID** (non-employee ID)

The non-employee ID that you entered appears in this field.

The system automatically assigns the non-employee ID as the number immediately following the one that is in the Last Non-Employee ID Assigned field in the Installation Table. The number first appears as 0000000000. The actual number assigned to the person appears after you save the information that you enter. Or, you can enter the number manually.

---

**Warning!** To avoid maintaining two different sets of non-employee IDs, PeopleSoft recommends that you either always assign numbers manually or always let the system do it.

---



## Entering Personal Details for Non-Employees

Access the Non-Employee - Personal Details page (Workforce Monitoring, Health and Safety, Verify Persnnl Invlvd/Witnessd, Non-Employee, Personal Details).

The screenshot shows a web interface for entering personal details for a non-employee. At the top, there are four tabs: 'Name', 'Address', 'Personal Details' (which is active), and 'Extra Details'. Below the tabs, the name 'Gerald, Henry Theodore' is displayed on the left, and 'Non-Empl ID: 00000000001' is on the right. The main form area contains several input fields: 'Birthdate:' and 'Date of Death:' each with a calendar icon; 'Business Title:', 'Employer:', 'Department:', and 'Supervisor ID:' each with a magnifying glass icon; and 'Business Unit:' with a dropdown menu showing 'GBIBU' and 'Global Business Institute BU'. To the right of these fields is a 'Gender' dropdown menu with three radio button options: 'Male', 'Female', and 'Unknown' (which is selected).

Non-Employee - Personal Details page

<b>Birthdate</b>	For reporting purposes, enter the person's birth date.
<b>Date of Death</b>	If a fatality is involved, enter the date of death.
<b>Business Unit</b>	If the person is a temporary or contract worker in the organization, enter a business unit.
<b>Supervisor ID</b>	If the person is a temporary or contract worker in the organization, enter a supervisor ID (employee ID).

## Entering Extra Address Information for Non-Employees

Access the Non-Employee - Extra Details page (Workforce Monitoring, Health and Safety, Verify Persnnl Invlvd/Witnessd, Non-Employee, Extra Details).

The screenshot shows a web interface for entering personal data. At the top, there are four tabs: 'Name', 'Address', 'Personal Details', and 'Extra Details'. The 'Name' tab is active, showing 'Name: Gerald, Henry Theodore' and 'Non-Empl ID: 0000000001'. Below this is a large, empty text area titled 'Extra Address Information'. Underneath is a section for 'Canada' (indicated by a Canadian flag icon) which contains several input fields: 'Street Number', 'Street Name', 'Unit Number', 'P.O.Box', and 'Rural Route'. A 'Get Default Address' button is located below the 'P.O.Box' field.

Non-Employee - 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 are 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 and Street Name** Enter values. 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 populated on this page.

**Unit Number** Enter additional address details.

---

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

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**Warning!** For British Columbia WCB Electronic Data Interchange (EDI) reporting, information on this additional address page is necessary to create the appropriate EDI records. The absence of this information causes the file to fail WCB's mainframe computer editing checks.

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## Entering Employee Data

This section discusses how to:

- Enter extra address information for employees.
- Enter employment details.

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

### Pages Used to Enter Employee Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Employee	HS_PERS_DATA	Workforce Monitoring, Health and Safety, Verify Persnln Involvd/Witnessd, Employee, Employee	Enter extra address information for employees who are involved in health and safety incidents. This information is required if the individual does not live at a normally recognized address.
Employment	HS_EMPLOYMENT	Workforce Monitoring, Health and Safety, Verify Persnln Involvd/Witnessd, Employment, Employment	Enter additional employment details for employees in Canadian and United Kingdom operations who are involved in health and safety incidents.

### Entering Extra Address Information for Employees

Access the Employee page (Workforce Monitoring, Health and Safety, Verify Persnln Involvd/Witnessd, Employee, Employee).

## Employee

Darlene Bergsten Person ID: K0G003

Extra Address Information

**Canada**

Street Number:	<input type="text"/>	Street Name:	<input type="text"/>
Unit Number:	<input type="text"/>	P.O.Box:	<input type="text"/>
Rural Route:	<input type="text"/>	<input type="button" value="Get Default Address"/>	

**Germany**

Social Insurance Provider:

Case Officer

Employee 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 are 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.

### ***(DEU) 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 page (Workforce Monitoring, Health and Safety, Verify Persnnl Involvd/Witnessd, Employment, Employment).

### Employment

**Gary Mathews**
EMP
ID: CFB0752
Empl Record: 0

Business Title:

▼

Canada

---

**Employment**

Regulatory Region:

Industry Start Date:

Occupation Code:

Occupational Category:

Job Available Months:   Employment Secure

**Relationship**

Partner
  Principal
  Relative

Worker Relationship:

**Category**

Worker Category:

Full Time
  Permanent
  Seasonal

Volunteer
  Casual
 Seasonal End Dt:

Subcontractor
  Student

Employment Details:

▼

United Kingdom

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External Scheme:

Employment page

**(CAN) 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 is not necessary to enter employment information for persons involved in dangerous occurrences.

**Employment**

<b>Regulatory Region</b>	Enter a regulatory region for the employee. The Occupational Category and Worker Category fields on this page only if you select a value of <i>CANBC</i> in this field.
<b>Industry Start Date</b>	Enter the date on which the employee started working in the industry.
<b>Occupation Code</b>	Enter the code for the employee's occupation.
<b>Occupational Category</b>	Select an occupational category of <i>NONE OF THE ABOVE</i> .
<b>Job Available Months</b>	If the employee is returning to a job with a time limit, then use this field to indicate how many months the job is available.
<b>Employment Secure</b>	Select this check box to indicate that the employee has a job in which to return.

**Relationship**

<b>Partner</b>	Select if the employee is a partner of another employee.
<b>Principal</b>	Select if the employee is a principal of another employee.
<b>Relative</b>	Select if the employee is a relative of another employee.
<b>Worker Relationship</b>	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**

<b>Worker Category</b>	Select the worker category for the employee. Values are <i>CASUAL</i> , <i>PERMANENT</i> , <i>PERSONAL OPTIONAL PROTECTION</i> , <i>PRINCIPAL OR RELATIVE OF PRINCIPAL</i> , <i>SELF-EMPLOYED (LABOUR CONTRACTOR W/O POP)</i> , and <i>WORKER CATEGORY NOT APPLICABLE</i> .
<b>Full Time, Permanent, Seasonal, Volunteer, Casual, Subcontractor, and Student</b>	Indicate the employee's employment category by selecting from the appropriate check boxes.

**Employment Details** This field is used with the Subcontractor category only. Describe the role of the subcontractor.

**Seasonal End Dt** (seasonal end date) If this is a seasonal employee, indicate the end date of their employment. This field is not available for entry unless you select the Seasonal check box.

**Note.** For the purposes of electronic reporting to the British Columbia WCB, the mandatory employment profile that is required 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 a 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

This section discusses how to record employee health details.

The Health Card (GVT\_HEALTH\_CARD) component and the Health Card Review (HEALTH\_CARD\_RVW) component enable you to complete employee annual health and safety profiles. Refer to the data contained on these pages when you create reports that track regulatory compliance, reactions to occupational exposures, or exam results, or when you create preventive health-care programs.

**Note.** Health card pages are accessed in both the Health Card and the Health Card Review components. The Health Card Review component also tracks the results of medical exams, such as physicals, eye, and ear exams.

**See Also**

[Chapter 6, "Processing Rehabilitation, Claims, and Examination Data," Tracking Employee Medical Exam Results, page 160](#)

## Pages Used to Maintain Employee Health Cards

Page Name	Definition Name	Navigation	Usage
Health Card 1	GVT_HEALTH_CARD_1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Health Card, Health Card 1	Record the employee's physician contact information.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Health Card 2	GVT_HEALTH_CARD_2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Health Card, Health Card 2	Record drug allergies, specific test names, and dates.
Health Card Review 1	GVT_HEALTH_RVW_1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Health Card Review 1	View employee personal data.
Health Card Review 2	GVT_HEALTH_RVW_2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Health Card Review 2	View employee position information.
Health Card Review 3	GVT_HEALTH_CARD_1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Health Card Review 3	Review physician information for the employee.
Health Card Review 4	GVT_HEALTH_CARD_2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Health Card Review 4	Review any drug allergies, specific test names, and dates.
Drug Test Review	GVT_DRUG_TEST2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Drug Test Review	Review test results, referrals, and comments.
Hs Exam Audio1	HS_EXAM_AUDIO1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Audio1	Review audiometric exam results, referrals, and comments. Indicate the next audiometric exam date, and enter physician information.
Hs Exam Audio2	HS_EXAM_AUDIO2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Audio2	Review audiometric exam details.
Hs Exam Eye1	HS_EXAM_EYE1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Eye1	Review eye exam results, referrals, and comments.



<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Hs Exam Eye2	HS_EXAM_EYE2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Eye2	Review eye exam results, referrals, and comments.
Hs Exam Physical1	HS_EXAM_PHYSICAL1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Physical1	Review the physical exam date and type, indicate the next exam date, and enter physician address information.
Hs Exam Physical2	HS_EXAM_PHYSICAL2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Physical2	Review physical exam results.
Hs Exam Respire1 (Hs exam respiratory 1)	HS_EXAM_RESPIRE1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Respire1	Review respiratory exam results, referrals, restrictions, and comments.
Hs Exam Respire2 (Hs exam respiratory 2)	HS_EXAM_RESPIRE2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Respire2	Review respiratory exam results, referrals, restrictions, and comments.

### **See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Installing PeopleSoft HCM," Administering Country Codes

## **Recording Employee Health Details**

Access the Health Card 2 page (Workforce Monitoring, Health and Safety, Record Medical Exam Results, Health Card, Health Card 2).

Health Card 1 Health Card 2

**Charles Baran** Person ID: KU0002

**Drug Sensitivities**

Data		Customize	Find	Print	Grid	First	1 of 1	Last
*Drug Name								
1	<input type="text"/>							<input type="button" value="+"/> <input type="button" value="-"/>

**Previous Tests Administered**

Data		Customize	Find	Print	Grid	First	1 of 1	Last
*Test Date	*Test Name							
1	<input type="text"/>							<input type="button" value="+"/> <input type="button" value="-"/>

**Allergy Details** Find | View All First 1 of 1 Last

\*Regulatory Region:  United States

Data					Customize	Find	Print	Grid	First	1 of 1	Last
*Allergy Code	Description	*Start Date	End Date	Comments							
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							<input type="button" value="+"/> <input type="button" value="-"/>

Health Card 2 page (1 of 2)

The image shows three stacked data entry forms. Each form has a header with the title and navigation options (Find, View All, First, 1 of 1, Last). Below the header is a search bar for the Regulatory Region, currently set to 'USA' and 'United States'. The main part of each form is a table with the following columns: Code, Description, Start Date, End Date, and Comments. The first row of each table is pre-filled with the number '1' in the Code column and empty fields in the others.

Health Card 2 page (2 of 2)

Record the names of any drugs to which the employee is sensitive and any tests that were previously administered. You can also identify allergies, immunizations as well as medication and disease details.

**Note.** To review health card data, including drug test, audiometric, eye, physical, and respiratory exam data, use the Record Medical Exam Results, Review Health Card Info component.

## Entering Family Details

This section discusses how to set up family information.

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

### Page Used to Set Up Family Information

Page Name	Definition Name	Navigation	Usage
Family	HS_FAMILY	Workforce Monitoring, Health and Safety, Verify Persnnl Involvd/Witnessd, Family, Family	Enter additional family information for employees or for non-employees who are involved in a health and safety incident.

## Entering Family Information

Access the Family page (Workforce Monitoring, Health and Safety, Verify Persnml Involvd/Witnessd, Family, Family).

### Family

Employee ID: KC0005 [Catherine Moore](#)

Next Of Kin:

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

Children Aged Under 18: 0

Children 18 - 25 In Education: 1

Family 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.

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

---

**Note.** In School and Training information is sometimes needed for reporting purposes.

---

**Children Aged Under 18** Based upon the birthdate values and check boxes that you entered and selected, the system automatically calculates and displays the number of children under 18 years of age.

**Children 18 - 25 In Education** Based upon the birth date values and check boxes that you entered and 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 and discusses how to:

- Enter health and safety incident details.
- Enter injury details.
- Enter incident data for vehicles and equipment.
- Track consequent actions of incidents.
- Track incident, injury and illness data by individual.
- (GBR) Collect RIDDOR data for UK reports.
- (MEX) Define mixed committees for Mexico.

---

## Understanding Health and Safety Incidents

This section discusses:

- New incident entry.
- Incident numbers.
- Incident reports.

### New Incident Entry

Use the injury and illness pages to track an organization's response to health and safety incidents. Track employees and non-employees and associate multiple individuals with a single incident.

If you do not 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.

### 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.

If the system assigns the number, it first appears as 00000000. The actual number that is assigned to the incident appears after you save the information that you enter on the Incident Data pages. The system stores the last incident number that is used in the Installation table.

The incident numbers that HR assigns are simple consecutive numbers. They may not correspond to any incident numbering that authorities in a particular regulatory region require. Ensure that you clearly understand and follow any incident numbering system that regulatory authorities prescribe. If the governing authorities in the regulatory region require a particular incident numbering scheme, then manually enter the numbers and carefully document the methods.

---

**Warning!** To avoid maintaining two different sets of incident numbers, either always assign numbers manually or always let the system do it.

---

## Incident Reports

The system generates a number of incident reports, some of which contain information that is reported to government agencies.

### **See Also**

[Chapter 5, "Creating and Tracking Incidents," page 59](#)

---

## Entering Health and Safety Incident Details

This section discusses how to:

- Add and update incidents.
- Record notification details.
- Describe incident details.
- Record the location of an incident.
- Record travel-related information.
- Enter additional travel route details.
- Identify people connected to an incident.
- Maintain notification requirements.
- (BRA) Entering CAT information for Brazil.

## Pages Used to Enter Health and Safety Incidents

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Incident Details - Incident	HS_INCIDENT	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Incident</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Incident</li> </ul>	<p>Add a new incident or update an existing incident.</p> <p><b>Note.</b> (BRA) Brazilian incidents should be entered using the Incident Details BRA component. In order to enter Brazilian injury details in the Injury Details BRA component, the originating incident must be reported using the Incident Details BRA component.</p>
Vehicle/Equipment Accident Details	HS_INCIDENT_SEC	Click the Details link on the Incident Details component. This link is visible for vehicle or equipment-related incidents only.	Enter vehicle and equipment accident details.
Incident Details - Notification	HS_INC_NOTIFY	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Notification</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Notification</li> </ul>	Record incident details that employees generate.
Incident Details - Description	HS_INC_DESCRIPTION	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Description</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Description</li> </ul>	Describe the health and safety incident and record related data.
Incident Details - Location	HS_INC_LOCATION	Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Location	Identify the location where the incident occurred.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Incident Location Address	HS_INC_LOCADDR_SEC	Click the View Address link on the Incident Details - Location page.	Enter the location and address information for those incidents that occur off an organization's premises.
Edit Address	EO_ADDR_USA_SEC	Click the Edit Address link on the Incident Details - Location page.	Edit existing address information that is associated with the incident.
Incident Details - Travel	HS_INC_TRAVEL	<ul style="list-style-type: none"> <li>• Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Travel</li> <li>• Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Travel</li> </ul>	Record travel-related incident details.
Route Details	HS_INC_ROUTE_SEC	Click the Route Details link on the Incident Details - Travel page.	Provide additional travel route details for health and safety incidents.
Break Details	HS_INC_BREAK_SEC	Click the Break Details link on the Incident Details - Travel page.	Provide details about breaks in travel that are related to a health and safety incident.
Animals Involved In The Incident	HS_INC_ANIMAL_SEC	Click the Animal Details link on the Incident Details - Travel page.	Enter information about animals that are involved in a health and safety incident.
Incident Details - People	HS_INC_PEOPLE	<ul style="list-style-type: none"> <li>• Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, People</li> <li>• Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, People</li> </ul>	Identify witnesses, investigators, and other people who are connected to the incident. These are people who are not injured or ill in the incident.



<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Incident Details - People: Contact Address	HS_INC_PPLADDR_SEC	Click the Edit Address link on the People page in the Incident Details - Details page.	Enter address information for the witnesses, investigators, and other contacts from the People page.  <b>Note.</b> (CAN) Users in British Columbia who report incidents to the BC WCB electronically must provide address information for all persons who are connected to the incident.
Incident Details - Reporting,	HS_INC_REPORT	<ul style="list-style-type: none"> <li>• Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Reporting</li> <li>• Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Reporting</li> </ul>	Maintain documentation showing that you notified the proper authorities of the incident.
Incident Details BRA - CAT Information	HS_INCIDENT_BRA	Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, CAT Information	Identify the location where the incident occurred. This information is used in the Work Risk (CAT) report for Brazil

## Adding and Updating Incidents

Access the Incident Details - Incident page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Incident).

Incident	Notification	Description	Location	Travel	People	Reporting
<b>Incident Number:</b> 19240003						
<b>Incident Type</b>						
<b>*Incident Date:</b>		<input type="text" value="05/18/2002"/>				
<b>Incident Time:</b>		<input type="text"/>	<b>Time Zone:</b>	<input type="text" value="PST"/>	<input checked="" type="checkbox"/> Time Undetermined	
<b>*Regulatory Region:</b>		<input type="text" value="IND"/> India				
<b>*Incident Type:</b>		<input type="text" value="Vehicle/Equipment Accident"/>	<a href="#">Details</a>			
<input type="checkbox"/> Is This a Recurrence						
<input checked="" type="checkbox"/> Resulted in Injury or Illness						
<input type="checkbox"/> Investigated						

Incident Details - Incident page (1 of 3)

<b>Canada</b>	
<b>Health And Safety Contact</b>	
<b>Contact ID:</b>	<input type="text" value="KC0010"/> Anthony Howe
<b>Incident</b>	
<b>Outcome:</b>	<input type="checkbox"/> Date and Time Exact
<b>Exposure</b>	
<b>Start Date:</b>	<input type="text"/>
<b>End Date:</b>	<input type="text"/>
<b>Start Time:</b>	<input type="text"/>
<b>End Time:</b>	<input type="text"/>
<b>Disability</b>	
<input type="checkbox"/> Disability Program Available	
<b>Contact ID:</b>	<input type="text"/>
<b>Description:</b>	<input type="text"/>
<b>Payroll Contact</b>	
<b>Payroll Contact ID</b>	<input type="text" value="KC0011"/> Patrick Lau
<b>Other Information</b>	
<input type="checkbox"/> RTW Program Available	
<input checked="" type="checkbox"/> In WCB Jurisdiction	
<b>Class/Subclass:</b>	<input type="text" value="10400"/> Pulp & Paper
<b>Business Type:</b>	<input type="text" value="Forestry/Paper"/>

Incident Details - Incident page (2 of 3)

▼

France

Incident Subtype

Work

Journey

Occupational Illness

Reported By

Employer    Where:

Supervisor    Sign Off By:

Victim

Police Report

Police Report

Author:

Incident Status

Definite

Known

Internal Investig Conclusions

▼

Mexico

Detected by Mixed Committee

▼

India

Incident Subtype

Work       Journey       Occupational Disease/Illness       Other

Incident Details - Incident page (3 of 3)

### Incident Number

The incident number that you entered appears here.

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

### Incident Time and Time Zone

Enter the time that the incident occurred, and the time zone for that time.

If you are reporting to the BC WCB, ensure that you enter the time.

### Incident Type

The default value is *Incident*, which you can change. The selected value controls the availability of other fields that are in the component.

If you file incident reports electronically with the BC WCB, 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 to access the Vehicle/Equipment Accident Details page.

### Incident Date

The default value is today's date, which you can change.

### Time Undetermined

Select if you cannot determine the time the incident occurred.

**Regulatory Region**

Enter the regulatory region for the incident. When you add an incident, the user's regulatory region that is specified in user preferences appears by default. You can override this value.

---

**Note.** This field controls the values that are returned by all of the Monitoring Health and Safety setup tables that use setID as their key field.

---



---

**Warning!** If you change the regulatory region for an existing incident, and the setID for the previous and current regulatory regions differ, the system deletes all of the relevant linked values from the setup tables. Before proceeding with the change, the system prompts you to confirm the action. When the original information is deleted, you must reenter 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 (reported to employee ID) 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 deselected.

**Investigated**

Select this check box if this incident is investigated.

---

**Note.** (DEU) 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 the German operations are tracked using the Illness Tracking (HS\_ILLNESS\_GER) component.

---

**(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 warnings, you must set the Regulatory Region for the incident to *CANBC*. Even the creation of the extract file does not work without this because it is designed to focus on British Columbia incidents only.

---

<b>Outcome</b>	<p>The value that appears in this field is derived from the most severe injury outcome that you enter on the Injury Details page.</p> <p>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, the system verifies that an injury is entered before you save the incident.</p> <p>When you save the incident, the system associates an incident outcome with each injury outcome. For example, if only one person is injured, 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.</p> <p>Possible values for the Outcome field are:</p> <p><i>Reported Only:</i> An injury occurred but no medical attention is sought nor is time lost.</p> <p><i>Healthcare Only:</i> The injured person visited a health-care practitioner, but no time loss beyond the day of injury occurred. In some WCB jurisdictions, this is also known as medical aid.</p> <p><i>Short Term Disability:</i> The injured worker is off work beyond the day of the injury. In some WCB jurisdictions, this is also known as wage loss.</p> <p><i>Fatal:</i> A fatal injury.</p> <p><i>Dangerous Occurrence:</i> No injuries or injury outcomes are involved.</p>
<b>Date and Time Exact</b>	Select to indicate that the date and time on the primary page are exact.
<b>Exposure</b>	If you select the exposure incident type on the primary page, enter the exposure start date and time and end date and time, if they're known.
<b>Disability Program Available</b>	Select if there is a disability program available at the organization.
<b>Contact ID (Disability)</b>	You must select the Disability Program Available check box to use this field.
<b>Description (description)</b>	You must select the Disability Program Available check box to use this field.
<b>Payroll Contact ID</b>	Enter the payroll contact ID for the incident.
<b>RTW Program Available (return to work program available)</b>	Select to indicate if there is a return-to-work program available at the organization.
<b>In WCB Jurisdiction</b>	Select to indicate if the business operation that is involved is in the WCB jurisdiction.
<b>Class/Subclass</b>	<p>Enter the industry class or subclass code.</p> <p>Define the standard industry classes and subclasses for the Canadian business locations on the Class/Subclass Table - CAN page.</p>

**(FRA) France**

<b>Where</b>	Indicate where the incident is reported.
<b>Sign Off By</b>	Enter the employee ID of the person who approved and signed the internal company written report.
<b>Police Report</b>	Select if a police report is prepared.
<b>Author</b>	Identify the author of the police report.
<b>Internal Investig Conclusions</b> (internal investigation conclusions)	Describe the conclusions of the internal investigation.

**(MEX) Mexico**

<b>Detected by Mixed Committee</b>	Select if the incident is detected by the Health and Safety mixed committee.
<b>Mixed Committee</b>	Select the name of the mixed committee. This field appears only if you select the Detected by Mixed Committee check box. Define mixed committees on the Mixed Committee page.

**(IND) India**

Indicate the incident subtype.

**See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Working with Regulatory Regions"*

**Recording Notification Details**

Access the Incident Details - Notification page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Notification).

Incident	Notification	Description	Location	Travel	People	Reporting
Incident Number:	19240003	Date:	05/18/2002	Incident Type:	Vehicle/Equipment Accident	
<b>Incident Notification</b>						
Date Reported:	<input type="text" value="05/18/2002"/>					
Time Reported:	<input type="text" value="12:00PM"/>					
Reported To Empl ID:	<input type="text" value="KP0005"/>				Diya M	
Reported By Empl ID:	<input type="text" value="GP0006"/>				Harjeet Singh	
Reported By Non-Empl ID:	<input type="text"/>					
<b>Incident Tracking</b>						
Date Recorded:	<input type="text" value="05/20/2002"/>					
Time Recorded:	<input type="text"/>					

## Incident Details - Notification page

**Date Reported and Time Reported**

Enter the date and time that the incident is reported to a company official or employee.

**Reported To Empl ID**  
(reported to employee ID)

Enter the employee ID of the organization official or employee who received the report, or select from the list of values that come from personal data.

**Reported By Empl ID**  
(reported by employee ID) and  
**Reported By Non-Empl ID**  
(reported by non-employee ID)

Enter an ID for the employee or non-employee who reported the incident.

---

**Note.** (CAN) 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 recording purposes. For example, track when the incident report or notification is first documented by an organization official in writing. In this example, you enter the date recorded and time recorded to track this information internally.

You can also use this field to track another date, for example, the date that preexisting conditions began or the date when the employee began missing work. Alternatively, you can track the date that an internal report, note, or memorandum is written to document the incident. For users who are in the United States subject to Occupational Safety and Health Administration (OSHA) regulations, the date recorded might represent the date that the incident is first entered into the PeopleSoft system.

---

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

---

## Describing Incident Details

Access the Incident Details - Description page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Description).

Incident
Notification
Description
Location
Travel
People
Reporting

**Incident Number:** 19240003      **Date:** 05/18/2002      **Incident Type:** Vehicle/Equipment Accident

**Dangerous Occurrence**

Code:

**Description**

This incident Occured at Workplce which is at Temporary Worksite

---

**Canada**

**Near Miss Type:**        **Worker Involved?**

Data <span style="float: right;">Customize   Find   View All   First 1 of 1 Last</span>			
Contrib Factor	Description	Other Description	
<input type="text"/>			+ -

---

**India**

**Alcohol/Substance Taken**

Incident Details - Description page

**Code** For most incident types, this field is unavailable. When the incident type that you selected on the Incident page is *dangerous occurrence*, the system makes the Code field available for entry. The codes from which you can select a value come from the Dangerous Occurrences table.

**(CAN) Canada**

**Near Miss Type** Specify the type of near miss that occurred during the incident.

**Worker Involved?** Select to indicate that a worker was involved in the incident.



**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 Contributing Factors CAN table. The system makes the Other Description field 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.

**(IND) India**

**Alcohol/Substance Taken**

Select if alcohol or a substance is taken during the time of the incident.

## Recording the Location of an Incident

Access the Incident Details - Location page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Location).

The screenshot displays the 'Location' tab of an incident details page. At the top, there are navigation tabs: Incident, Notification, Description, Location (selected), Travel, People, and Reporting. Below the tabs, the following information is displayed:

- Incident Number:** 19240003
- Date:** 05/18/2002
- Incident Type:** Vehicle/Equipment Accident

The main section is titled 'Incident Location Data' and contains the following fields:

- Occurred on Employer Premises
- Location Set ID:** KPIND (with a search icon) and India SetID
- Location:** KPBLR01 (with a search icon) and M G Road, Branch
- Establishment ID:** (with a search icon) and [View Address](#)
- Exact Location:** (with a search icon)

Incident Details - Location page (1 of 3)

Incident Details - Location page (2 of 3)

Incident Details - Location page (3 of 3)

**Occurred on Employer Premises**

Select if the incident occurred on employer premises.

**Location Set ID**

If you select the Occurred on Employer Premises check box, 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 can 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 select.

**View Address** or **Edit Address** Click this link to view or edit the address where the incident occurred.

- If the incident occurred on the employer's premises you can only view the address. The address information is populated from the Location table.
- If the incident occurred off the employer's premises, this link accesses the Address Data page where you can enter the address data for the off-site location where the incident occurred.

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

### **(CAN) Canada**

**Street Number, Street Name, Unit Number, P.O. Box, and Rural Route** If the system does not have street number and street name information for this employee, enter additional address details directly into these fields. Some of this information is needed if the incident location is at a nonstandard address, such as in a remote or rural location.

**Get Default Address** If street number and street name information already exists in the system for this employee, click the Get Default Address button to populate the fields that are on this page.

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

**Accident At Temporary Site and Incident At Operating Locn** (incident at operating location) Select the location at which the incident occurred.

---

**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 are only required if the location is a nonstandard address. The Location Size field is required. You must select either the Accident at Temporary Site or the Incident at Operating Locn check box if the Occurred on Employer Premises check box is selected on the Incident Location page. The WCB mainframe computer checks for valid address and postal code combinations, to ensure that these are correct to avoid having the electronic report rejected by the BC WCB.

---

### **(FRA) France**

**Location Class** Select the appropriate item from the list of available options 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).

<b>Local Authority</b>	Identify the local authority if the incident did not occur at a specific postal code location. For example, if an accident occurs while an employee is traveling in a vehicle, you might enter the location of the accident as <i>5 miles outside Reading on the A33 route</i> . Depending upon the circumstances of an accident, you might want to contact the HSE office in the area for clarification.
<b>Public Place</b>	Select if the incident location is a public place.

**(IND) India**

<b>Establishment ID</b>	Enter the ID of the establishment where the incident occurred.
<b>Empl State Ins/Workmen Comp</b> (employee state insurance/workmen compensation)	The type of registration under which the establishment is covered appears here.

**(ESP) Spain**

<b>Car Incident</b>	Select this check box to indicate that this incident was a car accident. If this is the case, deselect the Occurred on Employer Premises check box. Then click the Edit Address link to enter as much detail as possible about the exact location of the accident. Use the Exact Location field to provide a more specific description of the car accident location.
---------------------	--

See *PeopleSoft HR 9.1 PeopleBook: Administer Workforce*, "(ESP) Managing Spanish Reporting," Managing Delta Communications.

**Recording Travel-Related Incidents**

Access the Incident Details - Travel page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Travel).

Incident	Notification	Description	Location	Travel	People	Reporting
<b>Incident Number:</b>	19240003	<b>Date:</b>	05/18/2002	<b>Incident Type:</b>	Vehicle/Equipment Accident	
<b>Travel Details</b>						
<b>Start Date:</b>	05/17/2002	<b>Start Time:</b>	8:00AM	GMT		
<b>Arrival Date:</b>	05/19/2002	<b>Arrival Time:</b>	12:00PM	GMT		
<b>Destination:</b>	London				<a href="#">Route Details</a>	
<b>Mode Of Transport:</b>	K00002 Automobile-Company Car					
	<input checked="" type="checkbox"/> Break Taken In Journey				<a href="#">Break Details</a>	
	<input type="checkbox"/> Animals Involved				<a href="#">Animal Details</a>	
<b>Comment:</b>	<input type="text"/>					

Incident Details - Travel page (1 of 2)

Germany	
<b>Drug/Alcohol Details</b>	
<b>Alcohol/Substance Taken:</b>	<input type="text"/>
<b>Endorser:</b>	<input type="text"/>
<b>Accident Report</b>	
Find   View All First 1 of 1 Last	
<b>Accident Report Type:</b>	Police <input type="button" value="+"/> <input type="button" value="-"/>
<b>Reference Number:</b>	<input type="text"/>
<b>Country:</b>	USA United States <input type="button" value="Edit Address"/>
<b>Address:</b>	<input type="text"/>

Incident Details - Travel page (2 of 2)

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

<b>Destination</b>	When you enter a destination, the system makes the Route Details link available for entry when you move your cursor out of the field. Click this link to access the Route Details page.
<b>Mode Of Transport</b>	Select the mode of travel from the list of available options. The values come from the Transport Table page.
<b>Break Taken In Journey</b>	Select if the travel is not continuous. The system makes the Break Details link available when you move your cursor out of the field. Click the link to access the Break Details page.
<b>Animals Involved</b>	Select if an animal is involved in the incident.
<b>Animal Details</b>	When you select the Animals Involved check box, the system makes the Animal Details link available. Click the link to access the Animal Details page.
<b><i>(DEU) Germany</i></b>	
<b>Alcohol/Substance Taken</b>	If applicable, specify how drugs or alcohol are involved in the incident.
<b>Endorser</b>	Record the identity of the person or authority who confirmed the information in the Alcohol/Substance Taken field.
<b>Accident Report Type</b>	Select from the list of German authorities to indicate the accident report type, if needed.
<b>Reference Number</b>	Enter the reference number that this public office is using to store the report.

## Entering Additional Travel Route Details

Access the Route Details page (click the Route Details link on the Incident Details - Travel page).

Route Details page

<b>Actual Route</b>	Enter a description of the actual route that is traveled.
<b>Direct Route Taken</b>	Select if the actual route is the most direct route that is available.
<b>Direct Route</b>	This field is available for entry if you do not select the Direct Route Taken check box. Enter a description of the most direct route.
<b>Usual Route Taken</b>	Select if the actual route is the usual route.
<b>Usual Route</b>	This field is available if you do not select the Usual Route Taken check box. Enter a description of the usual route.
<b>Route Length (km)</b>	Enter the kilometers for the actual travel route.

## Identifying People Connected to an Incident

Access the Incident Details - People page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, People).

Incident | Notification | Description | Location | Travel | **People** | Reporting

Incident Number: 19240003      Date: 05/18/2002      Incident Type: Vehicle/Equipment Accident

**People Connected to this Incident**      Find | View All    First 1 of 1 Last

EmpID:            Craig Davies     

Role:

Witnesses Confirmation:

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

Drug Class:

[Edit Address](#)

Comment:

Canada

---

**Investigators**

Management Representative  
 Labor Representative

Incident Details - People page (1 of 2)

Germany

---

Insurance Details:

France

---

Accident Insurance:

Incident Details - People page (2 of 2)



### **People Connected to this Incident**

<b>EmplID (employee ID) and Non-Employee ID</b>	<p>Enter either an employee ID or a non-employee ID. The field that you do not use disappears.</p> <hr/> <p><b>Note.</b> Enter employees into the system by using the Administer Workforce business process. Enter non-employees into the system by using the Non-Employee component (HS_NE_PERS_DATA) component.</p> <hr/> <p>See <i>PeopleSoft HR 9.1 PeopleBook: Administer Workforce</i>, "Adding a Person in PeopleSoft Human Resources."</p> <p>Add a row for each individual who is connected to the incident.</p>
<b>Role</b>	<p>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.</p>
<b>Witnesses Confirmation</b>	<p>This field is available when you select the Witness check box. Use the list of translate values to identify whether or not the witness confirms the statement made by the individual who is involved in the incident.</p>
<b>Responsible For Incident, Trustworthy Person, Able To Answer Questions, and Under The Influence Of Drugs</b>	<p>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.</p> <p>A witness is not involved in the incident but is merely an observer. An eyewitness is involved in the incident.</p>
<b>Drug Class</b>	<p>If you select the Under the Influence of Drugs check box, select the appropriate drug class from the list of available options.</p>
<b>Edit Address</b>	<p>Click this link to access the Incident Details - Contact Address page.</p>

### **(CAN) Canada**

Users in British Columbia who report incidents to the BC WCB electronically must identify an Investigator in the Role field when the report is a final report. This is true for all incident outcomes other than reported only. In addition, you must select either the Management Representative or the Labor Representative check box. For incident outcomes of the type *Reported Only*, no investigator information is required.

To provide address information for all persons who are connected to the incident, click the Edit Address link and access the Contact Address page.

**Management Representative and Labor Representative** Select the type of investigator assigned to the incident.

***(DEU) 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 (Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Reporting).

Incident	Notification	Description	Location	Travel	People	Reporting
Incident Number: 19240003		Date: 05/18/2002		Incident Type: Vehicle/Equipment Accident		
<div style="text-align: right;"> <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   <b>1 of 1</b>   <a href="#">Last</a> </div>						
*Regulatory Region:		IND	India		+ -	
Report Date:		05/18/2002	Report Time:		10:00AM	GMT
*Reported to:		KP0004				
Person Reporting:						
Location Set ID:		KPIND				
Reporting Location:						
Comment:		<div style="border: 1px solid gray; height: 40px;"></div>				
<div style="border-top: 1px solid black; padding-top: 5px;"> <span style="font-size: small;">Canada</span> </div>						
<div style="border: 1px solid gray; padding: 2px;"> <b>Report Status</b>  <input checked="" type="radio"/> Preliminary  <input type="radio"/> Final                 </div>			<div style="border: 1px solid gray; padding: 2px;"> <b>Reporting</b>                      Firm Number: <input type="text"/>                      Oper. Location Reporting: <input type="text"/> </div>			
<div style="border-top: 1px solid black; padding-top: 5px;"> <span style="font-size: small;">India</span> </div>						
<div style="border: 1px solid gray; padding: 2px;"> <b>Reporting Information</b>                      Reported By: <span style="border: 1px solid gray; padding: 2px;">Police Report</span> </div>						

Incident Details - Reporting page

**Reporting**

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

**Regulatory Region** Select the region where the initial incident occurred.

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 that are supported in the system and for the Canadian provinces.

---

**Warning!** If you change the regulatory region for an existing incident, and the setID for the previous and current regulatory regions differ, the system deletes all of the relevant linked values from the setup tables. Before proceeding with the change, the system prompts you to confirm the action. When the original information is deleted, you must reenter the data for the incident.

---

**Person Reporting** Select the person who is reporting (employee ID). The values come from the Workforce Administration business process.

**Location SetID** Select the location setID for the location of the person who is reporting. Prompt values come from the TableSetID table.

**Reporting Location** Select the reporting location that is officially making the report.

**(CAN) Canada**

For users in British Columbia who report incidents to the BC WCB electronically, the Regulatory Region, Report Date, and Report Time fields on the Incident Reporting page are mandatory for all incident outcomes. Also, select *CANBC* in the Regulatory Region field. This is critical because warning messages for the BC WCB EDI file functionality is 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.

**Review Submission Status** Click to access the Incident Submission Status page for the incident.

---

**Note.** (CAN) For users in British Columbia who report incidents to the BC WCB electronically, the Report Status, Firm Number, and Location fields are required. When the report status is final, you must identify an investigator on the Incident - People page.

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**(IND) India**

**Reported By** Select if the incident is reported by *Airlines, Police Report, Railways, State Transport Administration, or Others.*

**See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Working with Regulatory Regions"*

**(BRA) Entering CAT Information for Brazil**

Access the CAT Information page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, CAT Information).

The screenshot displays the 'CAT Information' page for an incident. At the top, there are tabs for Incident, Notification, Description, Travel, People, Reporting, and CAT Information. Below the tabs, the incident details are shown: Incident Number: 00001234, Date: 01/15/2009, and Incident Type: Incident. The main section is titled 'CAT Details' and contains several fields:
 

- \*CAT Incident Type: A dropdown menu.
- Police Register: A checkbox.
- \*Location Type: A dropdown menu with 'Employer Establishment' selected.
- Location Set ID: A text input field with a search icon.
- Location Code: A text input field with a search icon.
- Establishment ID: A text input field with a search icon.

 Below these fields is an 'Address' section with:
 

- Country: A dropdown menu showing 'BRA' and 'Brazil' with a search icon.
- Address: A text input field.
- Edit Address: A button.

 At the bottom, there is a 'CAT Specific Location' field, which is currently empty.

CAT Information page

**CAT Incident Type** Select the work incident type. Valid values are *Illness*, *Route*, and *Typical*.

**Police Register** Select to indicate that a police report has been filed.

<b>Location Type</b>	Indicate where the incident occurred. Valid values include <i>Employee Service Taker</i> , <i>Employer Establishment</i> , <i>Other</i> , <i>Public Thoroughfare</i> , and <i>Rural Area</i> .  When you select <i>Employee Service Taker</i> , the National ID and Description fields display. When you select <i>Employer Establishment</i> , the location and establishment fields display.
<b>Location SetID</b>	If you select <i>Employer Premises</i> in the Location Type field, select a location setID from the list of prompt values. Use this field to set up the location list of prompt values. For instance, if the location where the employee normally works is in one location, but the location where the incident occurred is in another, use the Location SetID field to specify the other setID, and you can select the location where the incident occurred.
<b>Location Code</b>	Select from the list of prompt values that come from the Location table for the location setID that you select.
<b>Establishment ID</b>	Enter the establish ID where the incident took place.
<b>National ID and Description</b>	If you select <i>Employee Service Taker</i> in the Location Type field, enter the national ID and description.
<b>Country and Edit Address</b>	Enter the country code where the incident occurred. Then click the Edit Address button to view or edit the address where the incident occurred.
<b>CAT Specific Location</b>	Record a detailed description of where the incident occurred.

---

## Entering Injury Details

Use the Injury Details (HS\_INJURY\_ILL) and Injury Details BRA (HS\_INJURY\_ILL\_BRA) components to record information about injuries that are sustained in incidents.

This section lists prerequisites and common elements and discusses how to:

- Record work-related injuries.
- (ESP) Enter general PAT information
- (ESP) Enter RAF details.
- Enter injury and illness descriptions.
- Document injury statements.
- Enter injury and illness details.
- (ESP) Enter detailed PAT information.
- (ESP) Enter Detail RATSB data.
- Enter medical treatment information.

- Record diagnoses details.
- (ESP) Specifying medical and economic PAT data.
- Record work-related incidents.
- (CAN) Enter long-term earnings.
- Track reporting details.
- (BRA) Enter injury details for Brazil.

---

**Note.** (CAN) For incidents in which the incident outcome is a 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.

---

## Prerequisites

Before you enter injury and illness information, you create an incident, assign an incident type, and select the Resulted In An Injury Or Illness check box on the Incident Details - Incident page.

## Common Elements Used in this Section

<b>Accident Type</b>	If the injury resulted from an accident, select the type of accident from the Accident Type table.
<b>Body Part</b>	Select a code from the list of values from the Body Parts table.
<b>Nature of Injury</b>	Select a code to identify the injury in terms of its principal physical characteristics (for example, what happened to the employee). The values come from the Nature of Injury tables.
<b>PAT (ESP)</b>	<i>Partes de Accidentes de Trabajo.</i>
<b>Primary Injury</b>	Select if this injury detail is associated with the primary injury.
<b>RATSB (ESP)</b>	<i>Relación de Accidentes de Trabajo Sin Baja médica.</i>
<b>Side of Body</b>	Indicate the side of the body for the body part, if appropriate, by selecting from the list of translate values.
<b>Source of Injury</b>	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.
<b>Unsafe Act Performed</b>	If applicable, select a code to indicate if the accident was caused by an unsafe action.

## Pages Used to Enter Injury Details

Page Name	Definition Name	Navigation	Usage
Injury Details - Injury	HS_INJ_NOTIFY	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Injury</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Injury</li> </ul>	<p>Enter information about employees and non-employees who have work-related injuries or illnesses.</p> <p><b>Note.</b> (BRA) To report a Brazilian injury using the Injury Details BRA component, the originating incident must be reported using the Incident Details BRA component.</p>
Injury Details - Detailed RAF Data	HS_RAF1_ESP_SEC	Click the Medical Discharge or Death link in the Spain section of the Injury Details - Injury page in the Injury Details BRA component.	(ESP) Enter the reason for discharge, the injury grade, and the diagnosis code for the RAF incident.
Injury Details, Injury - Detailed PAT Data	HS_PAT1_ESP_SEC	Click the Accident with sick note link in the Spain section of the Injury Details - Injury page.	<p>(ESP) Enter detailed information about the accident that caused the injury for PAT reporting.</p> <p><b>Note.</b> The link appears only when <i>PAT</i> is the value in the Incident Type field in the Spain section of the Injury Details - Injury page.</p>
Injury Details - Description	HS_INJ_DESCRIPTION	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Description</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Description</li> </ul>	Enter detailed information about the injury or illness or both that are involved in the incident.



<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Injury Details - Statements	HS_INJ_STATEMENT	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Statements</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Statements</li> </ul>	Document the statements that are made by the injured or ill party, the employer, and witnesses.
Injury Details - Details Injury Details BRA - Details	HS_INJ_DETAIL	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Details</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Details</li> </ul>	Provide details of the injury or illness that is suffered by each person who is involved in the incident.
Injury Details - Injury - Body Parts	HS_INJ_BP_SEC	Click the <a href="#">Body Parts</a> link on the Injury Details - Details page.	Identify body parts that are affected by the injury or illness.
Injury Details - Injury - Nature of Injury	HS_INJ_NOI_SEC	Click the <a href="#">Nature of Injury</a> link on the Injury Details - Details page.	Define the nature of the injury or illness.
Injury Details - Injury - Source of Injury	HS_INJ_SOI_SEC	Click the <a href="#">Source of Injury</a> link on the Injury Details - Details page.	Identify the source of the injury.
Injury Details - Injury - Accident Type	HS_INJ_ACC_SEC	Click the <a href="#">Accident Type</a> link on the Injury Details - Details page.	Assign accident types to the injury or illness.
Injury Details - Injury - Unsafe Act	HS_INJ_ACT_SEC	Click the <a href="#">Unsafe Act</a> link on the Injury Details - Details page.	Indicate if an unsafe act contributed to the injury or illness.
Injury Details - Detailed PAT Data	HS_PAT2_ESP_SEC	Click the <a href="#">Accident with sick note</a> link in the Spain section of the Injury Details - Details page.	(ESP) Enter detailed information about the accident that caused the injury.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Injury Details - Detailed RATSBS Data	HS_RATSB_ESP_SEC	Click the Accident without sick note link in the Spain section of the Injury Details - Details page.	(ESP) Enter detailed data for RATSBS reporting.  <b>Note.</b> The link appears only when <i>RATSBS</i> is the Incident Type field value in the Spain section of the Injury Details - Injury page.
Injury Details - 1st Aid	HS_INJ_AID	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, 1st Aid</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, 1st Aid</li> </ul>	Enter first aid and medical treatment information for all injured or ill individuals who are involved in the incident.
Injury Details - Ambulance Details	HS_INJ_AID_AMB_SEC	Click the Ambulance Details link on the Injury Details - 1st Aid page or Injury Details BRA - 1st Aid page.	Enter additional details about the time when the individual was transported to a hospital by an ambulance.  <b>Note.</b> The Ambulance Required check box on the Injury Details - 1st Aid page must be selected for the Ambulance Details link to appear.
Injury Details - Prior Disability	HS_INJ_PDSCAN_SEC	On the Injury Details - 1st Aid page, select the Prior Disability check box in the Canada section of the page. Then click the Disability link.	Enter details about any relevant prior disabilities of the injured or ill person.  <b>Note.</b> The Prior Disability check box on the Injury Details - 1st Aid page must be selected for the Disability link to appear.
Injury Details - Prior Health Condition	HS_INJ_PHCCAN_SEC	On the Injury Details - 1st Aid page, select the Prior Health Condition check box in the Canada section of the page. Then lick the Condition link.	Enter details about any relevant prior health conditions of the injured or ill person.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Injury Details - Diagnoses	HS_INJ_DIAGNOSIS	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Diagnoses</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Diagnoses</li> </ul>	Record details about the physician, hospital or clinic, and the medical diagnoses that are involved with the injured and ill employees.
Injury Details, Diagnoses - Detailed PAT Data	HS_PAT3_ESP_SEC	Click the Accident with sick note link in the Spain section of the Injury Details - Diagnoses page of the Injury Details BRA component.	(ESP) Specify medical assistance and economic data for PAT incidents.
Injury Details - Medical Facility Address	HS_INJ_MEDFAC_SEC	Click the View Address link on the Injury Details - Diagnoses page.	View the address of the medical facility.
Injury Details - Work-Related	HS_INJ_WORK	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Work-Related</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Work-Related</li> </ul>	Record if the incident occurred while the person was involved in a work-related activity.
Injury Details - Wage Inclusions	HS_INJ_WICAN_SEC	Click the Wage Inclusions link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional information about wage inclusions for Canadian employees who have a work-related injury or illness.
Injury Details - Wage Additions	HS_INJ_WACAN_SEC	Click the Wage Additions link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional information about wage additions for Canadian employees who have a work-related injury or illness.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Injury Details - Actions	HS_INJ_ACTCAN_SEC	Click the Actions link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional information that is needed for reporting to the WCB, concerning the employee's actions at the time of the incident.
Injury Details - Return To Work	HS_INJ_RTWCAN_SEC	Click the Return to Work link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional return-to-work details for Canadian employees who are injured or ill in work-related incidents.
Injury Details - Work-Related: Long Term Earnings	HS_INJ_LTECAN_SEC	Click the Long Term Earnings link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional information about long term earnings for Canadian employees who have work-related injuries or illnesses.
Injury Details - WCB Form 7 Details	HS_INJ_WCBCAN_SEC	Click the WCB Form 7 Details link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional information about Canadian incidents that is needed for reporting to the WCB.
Injury Details - Work Information	WCB_WORK_INFO_SEC	Click the Work Information link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional work information for employees who are injured or ill in work-related incidents.
Injury Details - Reporting	HS_INJ_REPORT	<ul style="list-style-type: none"> <li>• Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Reporting</li> <li>• Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Reporting</li> </ul>	Track if incidents are reportable under the terms of an authority of a regulatory region.
Injury Details - Details BRA	HS_INJURY_BRA	Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Details BRA	Enter injury details for Brazil. This information is used on the Work Risk report for Brazil.

## Recording Work-Related Injuries

Access the Injury Details - Injury page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Injury).

Injury	Description	Statements	Details	1st Aid	Diagnoses	Work-Related	Reporting
<b>Incident Number:</b> 19240003		<b>Date:</b> 05/18/2002		<b>Incident Type:</b> Vehicle/Equipment Accident			
<b>Person Involved</b> <span style="float:right">Find   View All First 1 of 1 Last</span>							
<b>EmplID:</b>	KP0003	Rajkumar Goenka		<b>Empl Record:</b>		0 <span>+</span> <span>-</span>	
<b>Date of Birth:</b>	01/06/1965	<b>Date of Death:</b>		<b>Gender:</b> Male			
<b>Employee Data at Incident Date</b>							
<b>Business Unit:</b>	KP01	India Business Unit					
<b>Department:</b>	KP0001	Human Resources					
<b>Job Code:</b>	910010	Trainee - Management					
<b>Location:</b>	KPBLR01	M G Road, Branch				Active	
<b>Notification - This Person</b>							
<b>Date Reported:</b>	05/18/2002 <span>31</span>						
<b>Time Reported:</b>	12:00AM	PST <span>▼</span>					
<b>Canada</b>							
<b>Injury</b>				<b>Exposure</b>			
<b>Date:</b>	05/18/2002 <span>31</span>			<b>Start Date:</b>			<b>Start Time:</b>
<b>Time:</b>				<b>End Date:</b>			<b>End Time:</b>
<input type="checkbox"/> <b>Date and Time Exact</b>							
<b>Designates</b> <span style="float:right">Find   View All First 1 of 1 Last</span>							
<b>Sequence:</b>							<span>+</span> <span>-</span>
<b>Designate:</b>							
<b>Date Reported:</b>				<b>Time Reported:</b>			
<b>Position Type:</b>	<span>▼</span>						
<b>Other Description:</b>							
<b>1st Aid Cert Nbr:</b>				<input type="checkbox"/> <b>First Designate Reported To</b>			

Injury Details - Injury page (1 of 2)

**Germany**

Owner Partner

Partner

Incompetent

Relation

Work Area:

**France**

**Timetable**

	From	To
Morning	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Afternoon	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

**United Kingdom**

Member Of Public

Self-Employed

**Spain**

Incident Type:   Relapse [Accident with sick note](#)

Absence Begin Date:  End Date:

Injury Details - Injury page (2 of 2)

**EmplID** For each person who is involved in the incident, select either an employee ID or a non-employee ID. The person's name, date of birth, gender and, if applicable, the date of death appear next to this field.

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**Note.** If a fatality occurs, enter the date of death in the Workforce Administration business process or the Non-Employee - Personal Details page, as appropriate.

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**Empl Record**(employment record) If you enter information for an employee who has more than one job, select the employment record number for the job that the employee was performing when the incident occurred.

**Employee Data At Incident Date** The information that appears 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**

In the Injury group box, enter the date and time of the injury. Select the Date and Time Exact check box if the date and time are exact.

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In the Exposure group box, enter the exposure start date, start time, end date, and end time, if known

Use the Designates group box to record details about incident designates to whom injuries and incidents are reported. They are distinguished from incident people, who are usually the people that are involved in the incident and are reporting it.

<b>Sequence</b>	This is a sequential number that the system assigns automatically to differentiate between designates. When you save this record, the sequence number is available in the First Aider Designate field on the 1st Aid page.
<b>Designate</b>	Select the employee ID of the designate.
<b>Date Reported and Time Reported</b>	Enter the date and the time that the injury was reported.
<b>Position Type</b>	The value that you select determines the availability of the remaining fields that are on the page. If you select the types <i>None</i> or <i>Worker's Supervisor</i> , the system makes the Other Description and 1st Aid Cert. # fields available for entry.
<b>1st Aid Cert Nbr</b> (first aid certificate number)	If you select <i>First Aid Attendant</i> as the position type, enter the first aid certificate number for the designate.
<b>Other Description</b>	If you select <i>Other</i> in the Position Type field, then enter a description of the designate's position.
<b>First Designate Reported To</b>	Select whether the person is the first designate to whom the injury was reported.

### **(DEU) Germany**

<b>Owner Partner, Partner, Incompetent, and Relation</b>	Indicate the relationship of the person who was notified to the person who was involved. If you select <i>Relation</i> , the associated field is available for selection.
<b>Work Area</b>	Select an option from the values that you set up in the Work Area table.

### **(FRA) France**

<b>Timetable</b>	Enter the time of the notification.
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### **(GBR) United Kingdom**

<b>Member Of Public and Self-Employed</b>	If the individual who is involved in the incident is a non-employee, indicate if that person is a member of the public or is self-employed.
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**(ESP) Spain**

<b>Incident Type</b>	<p>Select the incident type of the industrial accident:</p> <ul style="list-style-type: none"> <li>• <i>PAT</i>: Select to indicate that this is an industrial accident where the person provides the company with a sick note.</li> <li>• <i>RATSB</i>: Select to indicate that this is an industrial accident where the person does not provide the company with a sick note.</li> </ul> <hr/> <p><b>Note.</b> The fields described here appear when you enter <i>RATSB</i> on the Injury page in the Injury Details BRA component only.</p> <hr/>
<b>Absence Begin Date</b>	Enter the date that the employee begins to be absent from work due to the industrial accident. If this is a relapse occurrence, enter the begin date of the original occurrence. The system displays this field only for PAT incident types.
<b>Relapse</b>	Select this check box if the industrial accident is a relapse occurrence caused by a previous temporary disability. The system displays this field only for PAT incident types.
<b>End Date</b>	Enter the date that the employee's absence from work ends due to a medical discharge or death of the employee. When you enter the medical discharge or death date, the PAT incident becomes a RAF ( <i>Relación de Altas o Fallecimientos de accidentados</i> or Relation of High or Deaths of injured) incident. The system displays this field only for PAT incident types.
<b>Accident with sick note</b>	Click this link to access the Detailed PAT Data page, where you must enter details about the employee, employer, and place of accident for the PAT incident. The system displays this link only for PAT incident types.
<b>Medical Discharge or Death</b>	Click this link to access the Detailed RAF Data page, where you must enter the reason for discharge, the injury grade, and the diagnosis code for the RAF incident. The system displays this field only for PAT incident types where you have entered an absence end date to make it a RAF incident type.
	<hr/> <p><b>Note.</b> The Medical Discharge or Death link appears the Detailed RAF Data page in the Injury Details BRA component only.</p> <hr/>

See *PeopleSoft HR 9.1 PeopleBook: Administer Workforce*, "(ESP) Managing Spanish Reporting," Managing Delta Communications.

**(ESP) Entering General PAT Information**

Access the Injury Details, Injury - Detailed PAT Data page (click the Accident with sick note link in the Spain section of the Injury Details - Injury page).



### Detailed PAT Data

#### Schedule Data

Working Hour:

#### Employee

Job Code (CNO):  Armed Forces

Seniority Months:

#### Employer

Hiring     ETT     Staff:

#### Place

Place Code:  [Edit Address](#)

External Company

#### External Company Data

Company Type:     Fiscal ID:

Company Name:

SSN Employer:     Staff:

IA Code:

Address:

City:

Postal:     State:

Injury Details, Injury - Detailed PAT Data page

### ***Schedule Data***

#### **Working Hour**

If a temporary disability is an industrial accident because the accident occurred at work, select the working hour that the accident occurred. The system displays this field only for PAT incident types.

#### ***Employee***

Use this group box to identify the place and time that the industrial accident occurred.

<b>Job Codes (CNO)</b>	Assign an occupational national code to the employee for reporting purposes. s.
<b>Get Seniority Data</b>	Click this button to retrieve the stored seniority months or days for the employee. The system retrieves this data from the HR Administer Workforce business process.
<b>Seniority Months</b>	The number of seniority months for the employee for reporting purposes. The system displays this field only if the seniority months are greater than zero.
<b>Seniority Days</b>	The number of seniority days for the employee for reporting purposes. The system displays this field only if the seniority month is less than one.

### ***Employer***

Use this group box to enter employer information about where the industrial accident occurred.

<b>Hiring</b>	Select this check box to indicate that the company at the time of the industrial accident is the hiring company that contracts or subcontracts to the employee.
<b>ETT</b>	Select this check box to indicate that the company is a place of temporary work for the employee.
<b>Get Staff</b>	The system retrieves the value of the Staff field from the HR Administer Workforce business process. This field is necessary for the XML file (Delt@).
<b>Staff</b>	The employee's number at the work center where the industrial accident occurred. This field is necessary for the XML file (Delt@).

### ***Place***

Use this group box to report where the industrial accident took place. Indicate whether the industrial accident occurred in the employee's company or in another company.

- Place Code** Select the location where industrial accident took place. Valid values are:
- *In Itinere*: The industrial accident occurred when the employee was going to or returning from the work.
  - *Other Work Center*: The industrial accident occurred in another work center.
  - *Taken Journey*: The industrial accident took place during a work hour when the employee was traveling.
  - *Usual Work Center*: The industrial accident occurred in the employee's usual work center.

The system uses the value of this field to populate the <codigo> tag in the XML file.

- External Company** Select this check box to indicate that the industrial accident occurred at a company other than the employee's company. The system displays the External Company Data group box for you to enter details about the external company.

### ***External Company Data***

Use this group box to enter data about the external company or external work location within the employee's company where the industrial accident occurred.

- Company Type** Select the type of external company where the industrial accident occurred. Valid values are:
- *Hiring*: The external company is the hiring company. The system uses this value to populate the <cifcontrata> tag in the XML file.
  - *ETT*: The external company is a place of temporary work for the employee. The system uses this value to populate the <citett> tag in the XML file.
  - *Other*: The external company is of another type not listed here. The system uses this value to populate the <cifotra> tag in the XML file.

The system loads the value into the XML file when you select a Fiscal ID value.

- Fiscal ID** Select the Fiscal ID for the external company type. Based on your selection in the Company Type field, the system populates the <cifcontrata> tag, <cifett> tag, or <cifotra> tag in the XML file.

- Company Name** Enter the name of the company where the industrial accident occurred.

- SSN Employer**(social security number employer) If the industrial accident occurred out of the employee's usual work center, enter the social security number of the company where the industrial accident occurred.

<b>Staff</b>	If the industrial accident occurred out of the employee's usual work center, enter the staff value of the company where the industrial accident occurred.
<b>IA Code</b> (industrial accident code)	If the industrial accident occurred out of the employee's usual work center, enter the IA code of the company where the industrial accident occurred.
<b>Address, City, Postal, and State</b>	If the industrial accident occurred out of the employee's usual work center, enter the address of the company where the industrial accident occurred.

**See Also**

*PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "(ESP) Managing Spanish Reporting," Managing Delta Communications*

## (ESP) Entering RAF Details

Access the Injury Details, Diagnoses - Detailed RAF Data page (click the Medical Discharge or Death link in the Spain section of the Injury Details - Injury page of the Injury Details BRA component; Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Diagnoses and then click the Medical Discharge or Death link).

Injury Details, Diagnoses - Detailed RAF Data page

### **RAF Data**

Use this group box to enter the information required for RAF reporting.

<b>Reason Discharge</b>	Select the reason for the discharge. The system populates the <causa> tag in the XML file with this value.
<b>RAF Injury Grade</b>	Select a RAF injury grade to indicate the severity of the injury according to social security administration codes. The system populates the <gradoreal> tag in the XML file with this value.
<b>Diagnosis Code</b>	Select the diagnosis code according to social security administration codes. The system populates the <diagnostoco> tag in the XML file with this value.

**See Also**

*PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "(ESP) Managing Spanish Reporting," Managing Delta Communications*

## Entering Injury and Illness Descriptions

Access the Injury Details - Description page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Description).

The screenshot displays a web interface for incident management. At the top, there are tabs for 'Injury', 'Description', 'Statements', 'Details', '1st Aid', 'Diagnoses', 'Work-Related', and 'Reporting'. The 'Description' tab is active. Below the tabs, the incident details are shown: Incident Number: 19240002, Date: 05/10/2002, Incident Type: Injury. A 'Person Involved' section lists EmplID: KP0002, Name: Naveen Patil, Empl Record: 0, Date of Birth: 01/05/1972, Date of Death: (blank), and Gender: Male. There are two radio button groups: 'Primary Outcome' with options Injury, Illness (selected), and Death; and 'Treatment Required' with options Medical (selected), First Aid, Hospitalized, and None. Below these is an 'Occupational Illness' section with a search field labeled 'Illness:'. At the bottom is a large text area for 'Injury/Illness Details'.

Injury Details - Description page (1 of 2)

The screenshot displays a web form for incident tracking. At the top, there are two country tabs: 'United Kingdom' (selected) and 'Canada'. Under the 'United Kingdom' tab, there is a text input field for 'Occ Illness Diagnosis Date'. The 'Canada' tab is active, showing a dropdown menu for 'Injury Outcome' and a text input field for 'Business Type'. Below these is a large text area for 'Description of Accident Scene'. A 'People' section follows, containing search fields for 'Empl ID' and 'Non-Empl ID', a dropdown for 'Role', a checkbox for 'Responsible For Incident', and a 'Comment' text area. The 'People' section also includes navigation links like 'Find', 'View All', 'First', '1 of 1', and 'Last', along with '+' and '-' buttons.

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*.

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**Note.** (DEU) All illnesses that involve German operations are tracked by using the DEU Illness Tracking (HS\_ILLNESS\_GER) component.

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**Occupational Illness** If you select Illness in the Primary Outcome group box, then the Illness field is available for data entry in this group box. Values come from the Occupational Illness table.

**Injury/Illness Details** Enter details about the illness.

**(GBR) United Kingdom**

**Occ. Illness Diagnosis Date** (occupational illness diagnosis date) This field is available when the selected injury outcome is illness.

**(CAN) Canada**

For users in British Columbia who report incidents to the BC WCB electronically, note that injury information is not 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.

<b>Injury Outcome</b>	Values are <i>Fatality, Health Care Only, Reported Only</i> , and <i>Short Term Disability</i> .
<b>Business Type</b>	Use the values that are approved by the regional WCB office to describe the business type (required).

**(CAN) People**

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

<b>EmplID and Non-Employee ID</b>	Enter either an employee ID or a non-employee ID. <hr/> <b>Note.</b> You must enter the employee into the system by using the Workforce Administration business process, or the non-employee by using Non-Employee Details. <hr/> Prepare a separate data row for each individual who is connected to the incident.
<b>Role</b>	Select a role for each individual who is identified. Values are <i>Witness</i> or <i>Other Party</i> . The value that you select here affects the availability of fields on the remainder of the page.
<b>Responsible For Incident</b>	If you select <i>Other Party</i> in the Role field, you can select this check box.

---

**Note.** For users in British Columbia who report incidents to the BC WCB electronically, the information that is on this page is not 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.

---

**Documenting Injury Statements**

Access the Injury Details - Statements page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Statements).

Injury Details - Statements page

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

---

**Note.** (CAN) For users in British Columbia who report incidents to the BC WCB electronically, the information that is on this page is not 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.

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## Entering Injury and Illness Details

Access the Injury Details - Details page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Details).



[Injury](#) | [Description](#) | [Statements](#) | [Details](#) | [1st Aid](#) | [Diagnoses](#) | [Work-Related](#) | [Reporting](#)

**Incident Number:** 19240002      **Date:** 05/10/2002      **Incident Type:** Injury

**Person Involved** [Find](#) | [View All](#) | First **1 of 1** Last

**EmplID:** KP0002      **Naveen Patil**      **Empl Record:** 0

**Date of Birth:** 01/05/1972      **Date of Death:**      **Gender:** Male

**Injury Description**

<a href="#">Body Parts</a>	<a href="#">Nature of Injury</a>	<a href="#">Source of Injury</a>	<a href="#">Accident Type</a>	<a href="#">Unsafe Act</a>
----------------------------	----------------------------------	----------------------------------	-------------------------------	----------------------------

**Primary Injury Details**

**Body Part:**

**Nature of Injury:** Loss of a hand and a foot

**Source of Injury:**

**Accident Type:**

**Unsafe Act Performed:**

Injury Details - Details page (1 of 2)

▼ **Canada**

**Damaged Appliance Indicator**
 **Worker Supplies Own Equipment**

Link				Customize   Find   View All         First <span style="margin-left: 10px;">1 of 1</span> Last	
Nature of Injury	Description	Body Part Code	Description	<input type="button" value="+"/>	<input type="button" value="-"/>
<input style="width: 80%;" type="text"/>		<input style="width: 80%;" type="text"/>			

▼ **Germany**

**Unsafe Item:**

▼ **France**

Protective Clothing Details				Customize   Find   View All         First <span style="margin-left: 10px;">1 of 1</span> Last	
Protective Clothing	<input style="width: 90%;" type="text"/>			<input type="button" value="+"/>	<input type="button" value="-"/>

▼ **United Kingdom**

**Height of Fall:**  meters

▼ **Spain**

[Accident with sick note](#)

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.

---

**Note.** Information on the Body Parts, Nature of Injury, and Accident Type pages is required for an incident outcome of reported only. 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.

---

**(CAN) Canada**

For users in British Columbia who report incidents to the BC WCB electronically, the injury information that is on this page is not required for incident outcomes that are dangerous occurrences.

**Damaged Appliance Indicator**

Select to indicate that the injury involved damage to an artificial appliance, for example, eyeglasses, a hearing aid, or dentures.

**Worker Supplies Own Equipment**

Select to indicate that the injured worker supplies his own equipment.

**Nature of Injury** Enter the 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.  
To activate the link, save the information that you enter on the Body Parts and Nature of Injury pages, and save the information here.

### ***(DEU) Germany***

**Unsafe Item** Select an unsafe item code, if applicable. Values come from the DEU Unsafe Item table.

### ***(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.

### ***(ESP) Spain***

**Accident with sick note** If the accident is a PAT incident type, the system displays the Accident with sick note link. Click it to access the Detailed PAT Data page, where you can specify further details of the PAT incident.

**Accident without sick note** If the accident is a RATSB incident type, the system displays the Accident without sick note link. Click it to access the Detailed RATSB Data page, where you can specify further details of the RATSB incident.

See *PeopleSoft HR 9.1 PeopleBook: Administer Workforce*, "(ESP) Managing Spanish Reporting," Managing Delta Communications.

## **(ESP) Entering Detailed PAT Information**

Access the Injury Details, Details - Detailed PAT Data page (click the Accident with sick note link in the Spain section of the Injury Details - Details page).

Detailed PAT Data	
<b>Risk Evaluation</b> <input type="checkbox"/> Risk Evaluation	<b>Usual Work</b> <input checked="" type="checkbox"/> Usual Work
<b>Where Accident Occurred</b>	
Place Type: <input type="text" value="12"/>	Area of maintenance, repair shop
<b>Work When Accident Occurred</b>	
Work Type: <input type="text" value="10"/>	Tasks of production, transformation, treatment,
<b>Act When Accident Occurred</b>	
Task: <input type="text" value="13"/>	To feed the machine, to drain the machine
Usual Working Tool: <input type="text" value="10.01.00.00"/>	Machines for extraction and work of the ground
<b>Irre Act When Acci Occurred</b>	
Cause: <input type="text" value="hand injury"/>	
Deviation: <input type="text" value="00"/>	No information
Source of Injury: <input type="text" value="10.01.01.00"/>	Machines for extraction and work of the ground

Injury Details, Details - Detailed PAT Data page (1 of 2)

<b>How Accident Occurred</b>	
Contact: <input type="text" value="00"/>	No information
Unusual Working Tool: <input type="text"/>	
<b>Employees Involved</b>	
<input checked="" type="checkbox"/> Multiple Employees <input type="checkbox"/> Witness	

Injury Details, Details - Detailed PAT Data page (2 of 2)

**Risk Evaluation**

**Risk Evaluation**

Select this check box to indicate that a risk evaluation has been made at the company where the industrial accident took place. The system uses this value to populate the <evaluacion> tag in the XML file.

***Usual Work***

**Usual Work** Select this check box to indicate that the employee was working on usual work when the industrial accident took place. The system uses this value to populate the <habitual> tag in the XML file.

***Where Accident Occurred***

**Place Type** Select the type of place where the accident took place. Define valid values on the XML Code Table page.

***Work When Accident Occurred***

**Work Type** Select the type of work that the employee was doing when the accident took place. Define valid values on the XML Code Table page.

***Act When Accident Occurred (activity when accident occurred)***

**Task** Select the task that the employee was doing when the accident took place. Define valid values on the XML Code Table page.

**Usual Working Tool** Select the category of tool associated with the task that the person was performing when the accident took place. Define valid values on the XML Code Table page.

***Irre Act When Acci Occurred (irregular activity when accident occurred)***

**Cause** Describe the unusual incident that started the accident.

**Deviation** Select the unusual incident that started the accident. Define valid values on the XML Code Table page.

**Source of Injury** Select the category of the tool that caused the injury. Define valid values on the XML Code Table page.

***How Accident Occurred***

**Contact** Select the contact person for the industrial accident.

**Unusual Working Tool** Select the category of tool associated with the unusual incident that started the accident. Define valid values on the XML Code Table page.

### Employees Involved

- Multiple Employees**                      Select this check box to indicate that there were multiple employees involved in the accident.
- Witness**                                      Select this check box to indicate that there were witnesses to the accident.
- Witness Data**                                Enter details about the witness. The system uses this value to populate the <datostes> tag in the XML file.

### See Also

*PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "(ESP) Managing Spanish Reporting," Managing Delta Communications*

## (ESP) Entering Detailed RATSB Data

Access the Injury Details, Details - Detailed RATSB Data page (click the Accident without sick note link in the Spain section of the Injury Details - Details page).

Injury Details, Details - Detailed RATSB Data page

### RATSB Data

- Contact**                                      Select the contact type for the industrial accident. The system uses this value to populate the <contacto> tag in the XML file. Define valid values on the XML Code Table page.
- Body part**                                      Select the body part that was affected by the industrial accident. The system uses this value to populate the <parteleesion> tag in the XML file. Define valid values on the XML Code Table page.

**Injury**

Select the injury type caused by the industrial accident. The system uses this value to populate the <tipolesion> tag in the XML file. Define valid values on the XML Code Table page.

**Employer****Get Staff**

Click this button to retrieve the value of the Staff field from the HR Administer Workforce business process.

**Staff**

The employee's number at the work center where the industrial accident occurred. This field is necessary for the XML file.

**See Also**


*PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "(ESP) Managing Spanish Reporting," Managing Delta Communications*

## Entering Medical Treatment Information

Access the Injury Details - 1st Aid page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, 1st Aid).


Injury	Description	Statements	Details	1st Aid	Diagnoses	Work-Related	Reporting
Incident Number: 19240002		Date: 05/10/2002		Incident Type: Injury			
Person Involved <span style="float: right;">Find   View All   First 1 of 1   Last</span>							
EmplID: KP0002		Naveen Patil		Empl Record: 0			
Date of Birth: 01/05/1972		Date of Death:		Gender: Male			
Injury Details							
<input type="checkbox"/> Patient Taken To Hospital		Unconsciousness					
<input type="checkbox"/> Fatal Injuries Sustained		<input type="checkbox"/> Patient Fell Unconscious					
<input type="checkbox"/> Resuscitation Required		Hrs		Mins			
<input type="checkbox"/> Ambulance Required							
First Aid and Medical Treatment <span style="float: right;">Find   View All   First 1 of 1   Last</span>							
*Date:	05/10/2002						
*Time:	12:00PM	Treatment Type					
Employee:	KP0005	Description:		<input checked="" type="radio"/> First Aid <input type="radio"/> Medical <input type="radio"/> None			

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

 **Canada**

---

**Worker First Aid Information**

First Aider Desig Sequence:  

How Worker Arrived First Aid:

How Worker Left First Aid:

Attendant Observe Unconscious

---

<b>Ambulance Transportation Time</b>	<b>Prior Conditions</b>
Hours: <input type="text"/>	<input type="checkbox"/> Prior Disability      Disability
Minutes: <input type="text"/>	<input type="checkbox"/> Prior Health Condition      Condition

---

**Proximity**

Nearest Practitioner Distance:

Nearest Hospital Distance:

Nearest Hospital Name:

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



▼

France

---

Infirmery Registration

**Registered at Infirmery**

Date:  31

Number:

Evacuation

Find | View All
First 1 of 1 Last

Medical Facility:  🔍

Where Taken:  📄

▼

United Kingdom

---

Hospitalized for over 24 hours

▼

India

---

Proximity

Nearest Practitioner Distance:

Nearest Hospital Distance:

Nearest Hospital Name:

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

<b>Patient Taken To Hospital</b>	Select if the individual was taken to a hospital.
<b>Fatal Injuries Sustained</b>	If you select this check box, ensure that the primary outcome on the incident description page is death, and enter the date of death in the Workforce Administration business process if the individual is an employee.
<b>Resuscitation Required</b>	Select if the individual required resuscitation.
<b>Ambulance Required</b>	If you select this check box, the system makes the Ambulance Details available. Click the link to access to the Ambulance Details page.
<b>Patient Fell Unconscious</b>	If you select this check box, the Hrs. and Mins. fields are available for entry. Enter the amount of time, in hours and minutes, that the individual remained unconscious.
<b>Date and Time</b>	Enter the date and time when first aid or medical treatment was provided.

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**Employee and Non-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 who provides first aid or medical treatment.

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

**(CAN) Canada**

**First Aider Desig Sequence**  
(first aider designate sequence) 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 that was used to bring the injured or ill worker to the designate.

**How Worker Left First Aid** Select the mode of transportation was 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 that the injured person was 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 access to the Prior Disability and Prior Health Condition pages.

**Nearest Practitioner Distance** Enter the distance to the nearest medical practitioner, if it is 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** Select the medical facility to which the injured or ill person was taken. Values come from the Medical Facilities table.

If the injured or ill person was taken to a location that is not a medical facility in the 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.

***(IND) India***

**Nearest Practitioner Distance** Enter the distance from the establishment to the nearest medical practitioner at the time of the injury.

**Nearest Hospital Distance** Enter the distance from the establishment to the nearest hospital at the time of the injury.

**Nearest Hospital Name** Enter the name of the nearest hospital at the time of the injury.

## Recording Diagnoses Details

Access the Injury Details - Diagnoses page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Diagnoses).

**Injury** | Description | Statements | Details | 1st Aid | **Diagnoses** | Work-Related | Reporting

**Incident Number:** 19240002      **Date:** 05/10/2002      **Incident Type:** Injury

---

**Person Involved** Find | View All | First 1 of 1 Last

**EmplID:** KP0002      **Naveen Patil**      **Empl Record:** 0  
**Date of Birth:** 01/05/1972      **Date of Death:**      **Gender:** Male

---

**Physician/Hospital Information** Find | View All | First 1 of 1 Last

**\*Type of Health Care:**  + -

**Physician ID:**  **Ram Pandey**

**Medical Facility:**  **John Muir Medical Facility**      [View Address](#)

**Phone:**

---

**Medical Diagnoses** Customize | Find | View All | 1 of 1 Last

Diagnosis		
<input type="text" value="KP0003"/>	Lower Back Pain (Lumbar)	+ -

Injury Details - Diagnoses page (1 of 2)

India

Disablement

Type of Disablement:

Partial/Total

Disablement Code:  Pct Loss of Earnings: 0

Occupational Illness

Illness:

Others

Additional Descr:

Physician Recommendations

Job

Type:  Start Date:

End Date:

Leave Details

Type:  From Date:

To Date:

Approval

Approver

Empl ID

Phy ID

Emplid:

Approval Date:

Injury Details - Diagnoses page (2 of 2)

**Type of Health Care**

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**

Select a physician ID for the doctor or other medical specialist who treated the injured or ill person. The associated name appears.

**Medical Facility**

Select a medical facility where the injured or ill person was treated. The name of the facility appears.

**View Address**

Click this link to access the Injury Details - Diagnoses: Medical Facility Address page. This page is read-only. Use the Medical Facilities Table page (HS\_MEDICAL\_FAC ) to edit medical facility address information.

**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 do not know this information now, enter it at a later date.  
 Insert a new data row for each additional diagnosis code.

**(IND) India**

**Type of Disablement** Select if the type of disablement is *Permanent Partial Disablement*, *Permanent Total Disablement*, due to an *Occupational Disease/Illness*, or due to *Other* reasons.

**Disablement Code** If the type of disablement is permanent partial disablement or permanent total disablement, select the appropriate code. Disablement codes are defined on the Disablement Types IND ( Disablement Types India) page.

**Pct Loss of Earnings** (percent loss of earnings) The percentage of loss of earnings for the selected disablement code appears. This percentage is defined on the Disablement Types IND page.

**Illness** If the type of disablement is an occupational disease or illness, select the type of illness.

**Additional Descr** (additional description) If the type of disablement is due to some other reason, enter a description of the disablement type here.

**Type** Select if the physician recommended an *Alternate Job* or *Light Work*.

**Start Date** Enter the start date of the alternate job or light work job.

**End Date** Enter the end date of the alternate job or light work job.

**Type** Select if the physician recommended *Accident Leave* or *Special Leave*.

**From Date** Enter the start date of the leave.

**To Date** Enter the end date of the leave.

**Empl ID** (employee ID) Select if an employee approved the physician recommendations and select the employee's ID.

**Phy ID** (physician ID) Select if a physician approved the recommendations and select the physician's ID.

**Approval Date** Enter the date that the physician's recommendations are approved.

**(ESP) Spain**

The Spain section appears on the Diagnoses page in the Injury Details BRA component (Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Diagnoses).

**Accident with sick note**

The Accident with sick note link appears only if the incident type is *PAT*. Click the link to access the Detailed PAT Data page, where you must enter details about the employee, employer, and place of accident for the PAT incident. The system displays this link only for PAT incident types.

**(ESP) Specifying Medical and Economic PAT Data**

Access the Injury Details, Diagnoses - Detailed PAT Data page (click the Accident with sick note link in the Spain section of the Injury Details - Diagnoses page).

**Detailed PAT Data**

---

**Medical Assistance**

Injury Grade:

Injury:  superficial Injuries

Body Part:  Head, not described with more detail

Type of medical Assistance:  Hospital  Ambulatory

---

**Economic Data**

Contribution Days:  Contribution Overtime:

Common Contingency Base:

Injury Details, Diagnoses - Detailed PAT Data page

**Medical Assistance**

Use this group box to specify details about the medical assistance that the person received for the injury caused by the accident.

**Injury Grade**

Select the severity of the injury according to Spanish social security administration codes. Your choices are *Low, High, Very High, and Death*.

**Injury**

Select the injury for which the person received medical assistance. Define valid values on the XML Code Table page.

**Body Part**

Select the body part for which the person received medical assistance. Define valid values on the XML Code Table page.

**Type of Medical Assistance**

Select the whether the person received medical assistance for the injury from a hospital or an ambulatory service.

### **Economic Data**

Use this group box to enter or load information for benefits calculations.

<b>Contribution Days</b>	Enter the number of contribution days in the month previous to the industrial accident. The system uses this value to fill the <dias> tag in the XML file.
<b>Contribution Overtime</b>	Enter the annual average overtime contribution in the month previous to the industrial accident. The system uses this value to fill the <b1> tag in the XML file.
<b>Common Contingency Base</b>	Enter the regular contribution on the month previous to the industrial accident. The system uses this value to fill the <base> tag in the XML file.
<b>Get GP Data</b>	Click this button to load the contribution days, contribution overtime, and common contingency base values from tables in the core Global Payroll application.

### **See Also**

*PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "(ESP) Managing Spanish Reporting," Managing Delta Communications*

## **Recording Work-Related Incidents**

Access the Injury Details - Work-Related page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Work-Related).



[Injury](#) | [Description](#) | [Statements](#) | [Details](#) | [1st Aid](#) | [Diagnoses](#) | **Work-Related** | [Reporting](#)

**Incident Number:** 70000001      **Date:** 04/16/1992      **Incident Type:** Accident

**Person Involved** Find | View All | First 1 of 1 Last

**EmplID:** \_\_\_\_\_      **Empl Record:** 0  
**Non-Empl ID:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_      **Date of Death:** \_\_\_\_\_      **Gender:** \_\_\_\_\_

**Last Work Date Before Injury:**  BT      **Last Worked:**

**Return Date:**  BT      **Return Time:**

**\*Illness Resulted In:**  BT       Work-Related       Employee Return To Work

**Work Days**

**Days Away From Work:**       **Restricted Workdays:**

**Temp Transfer Work Days:**        Enter Detailed Dates

**Data** Customize | Find | BT | First 1 of 1 Last

	*Start Date	End Date	Type	Comment
1	<input type="text"/> <small>BT</small>	<input type="text"/> <small>BT</small>	<input type="text"/>	<input type="text"/>

**USA**

**OSHA Days Away As Of Today:** \_\_\_\_\_      **OSHA Days Restricted/Transferred:** \_\_\_\_\_

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

**Canada**

Payments during disability      **Payments Descr:**

Benefits continue

**Last Day Scheduled Start Time:**       **Last Day's Wages:**

**Last Day Scheduled End Time:**        Shift Differential Premium

**Shift Diff Premium Amount:**       **Differential Premium Ind:**

Lump Sum Holiday Pay Received      **Holiday Pay Rate %:**

Absent after day of injury       Off Work Vacation Pay

**Work aftr init absence St Dt:**  BT      **Work aftr init absence end dt:**  BT

**Customer Cost Center:**

**Class/Subclass:**  BT      Pulp & Paper

[Wage Additions](#)      [Wage Inclusions](#)      [Actions](#)      [Return To Work](#)

[Long Term Earnings](#)      [WCB Form 7 Details](#)      [Work Information](#)

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

The screenshot shows a web interface for reporting incidents, categorized by country. It features several input fields, checkboxes, and dropdown menus for recording details like dates, work status, and consequences.

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

**Last Work Date Before Injury and Last Worked**

If the employee spent time away from work, enter the date and time of the employee's last day at work.

---

**Note.** (CAN) The Last Work Date Before Injury field is required for reporting to the BC WCB.

---

**Return Date and Return 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).

**Work-Related**

Select if the incident is work-related.

**Employee Return To Work**

Select if the employee returned to work after the incident.

**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 is 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 the regulatory region.

---

**Restricted Workdays**

Enter the number of days that the employee is able to work within limitations that a doctor established.

<b>Enter Detailed Dates</b>	Select this check box to enable entry of detailed dates. If the box is deselected, only the Days Away From Work and Restricted Workdays fields are editable and the detailed dates grid is not editable. When the box is selected, the detail dates grid is editable and the Days Away From Work and Restricted Workdays fields are automatically updated to show the total days from the detail dates.
<b>Type</b>	Select from the available options to provide more detail about the time away from work due to an injury. The Days Away from Work and the Restricted Workdays are automatically updated depending on the type that is selected. For example, if the type is <i>Away from Work Due to Injury</i> , the Days Away from Work field is automatically updated with the number of days entered in the Start Date and End Date fields.
 <b>(CAN) Canada</b>	
<b>Payments during disability and Payments Descr</b> (payments description)	Select if the employee is receiving payments and then describe the payments in the Payments Descr field.
<b>Benefits continue</b>	Select if the employee's benefits are continuing.
<b>Last Day Scheduled Start Time and Last Day Scheduled End Time</b>	Record information about lost work time.
<b>Last Day's Wages</b>	Enter the wages of the employee's last day.
<b>Shift Diff Premium Amount</b> (shift differential premium amount)	Enter the amount of the shift differential premium.
<b>Differential Premium Ind</b> (differential premium indicator)	Select the unit of measure for the differential premium amount. Valid values are Day and Hours.
<b>Lump Sum Holiday Pay Received</b>	Select if the employee received lump sum holiday pay.
<b>Holiday Pay Rate %</b> (holiday pay rate percent)	If the employee received lump sum holiday pay, enter the pay rate percentage.
<b>Absent after day of injury</b>	Select if the employee missed work after the injury and then enter the Start Date and End Date for the period of absence.
<b>Off Work Vacation Pay</b>	Select to continue to accrue vacation pay for the employee associated with the work-related incident while he or she is off work.
<b>Customer Cost Center</b>	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.

**Class/Subclass** Select the correct class or subclass for the employee's business unit. Use the proper WCB classification for the business.

---

**Note.** (CAN) To enter additional information that is needed for reporting to the WCB, click the links at the bottom of the page to open additional Canada pages.

---

**(CAN) Canada**

This table lists the required fields for British Columbia users:

<b>Incident Outcome</b>	<b>Required Fields</b>
Reported only	Last Day's Wages Class/Subclass
Health care only	Last Day's Wages Last Work Date Before Injury Last/Worked Class/Subclass
Short-term disability or fatality	Last Work Date Before Injury Last/Worked Last Day Scheduled Start Time Last Day Scheduled End Time Last Day's Wages Class/Subclass

**(DEU) Germany**

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

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

**Work Stop** If the employee no longer works for the organization, select the appropriate work stop time. Values are *None*, *Immediately*, *Later*, and *No*.

**Stop Date** Enter the date when the employee stopped working.

**(FRA) France**

<b>Consequences</b>	Indicate the actions taken by the employer in response to the injury or illness.
<b>Period</b>	Select whether the period of disability for the injured or ill employee is a <i>Permanent Disability</i> or a <i>Temporary Disability</i> .
<b>Amount %</b> (amount percent)	Indicate the estimated degree of disability, which is determined by a doctor or medical specialist.
<b>Notify Date</b>	Enter the date that the employer is notified regarding the employee's disability.

**(IND) India**

<b>Shift</b>	Select <i>General Shift</i> , <i>Shift One</i> , <i>Shift Two</i> , or <i>Shift Three</i> .  For example, if the organization has a day shift and a night shift, you can use <i>Shift One</i> for the day shift and <i>Shift Two</i> for the night shift. If the organization has more than two shifts, you can use <i>Shift Three</i> , depending on the timing of the shift.
<b>Supervisor ID</b>	Select the employee ID of the employee's shift supervisor.
<b>Start Time and End Time</b>	Enter the employee's shift start and end time.

**(CAN) Entering Long Term Earnings**

Access the Injury Details - Long Term Earnings page (click the Long Term Earnings link on the Injury Details - Work-Related page).

Injury Details - Long Term Earnings page

The WCB is interested in two different long term earnings periods: the three months that are prior to the injury, and the twelve months that are prior to the injury.

- Sequence Number** In the records that are 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 that are in each sequence.
- Three Month Wage Duration** Indicate whether the long-term earning amount represents wages accumulated over 12 weeks or three months.
- Period Start Date and Period End Date** If the person is not with the organization for either the entire three-month period or the entire twelve-month period, enter the period start date and the period end date.
- Date Change Reason** When you enter period start and end dates, you must provide a reason for the date changes.

### (CAN) Entering Return-to-Work Details

Access the Injury Details - Return to Work page (click the Return to Work link on the Injury Details - Work-Related page).

## Return To Work

Employer Consider Return       Modified Work Available

Return to Work At Full Salary

Return To Work

Contact:

Injury Details - Return To Work page

- |                                      |  |
|--------------------------------------|--|
| <b>Employer Consider Return</b>      | Select to indicate that the employer is considering a graduated return to work for the employee. |
| <b>Modified Work Available</b>       | Select to indicate that modified work is available for the employee.                             |
| <b>Return to Work At Full Salary</b> | Select to indicate that the injured employee is to return to work at his or her full salary.     |
| <b>Contact</b>                       | Enter the name of the contact for the employee's return to work.                                 |

## (CAN) Entering Work Information for Work-Related Incidents

Access the Injury Details - Work Information page (click the Work Information link on the Injury Details - Work-Related page).

### Work Information

Work Schedule Type Code:  Fixed Rotation Start Date:

#### Shift Cycle

Shift Cycle One	Days ON: <input type="checkbox"/>	Days OFF: <input type="checkbox"/>
Shift Cycle Two	Days ON: <input type="checkbox"/>	Days OFF: <input type="checkbox"/>
Shift Cycle Three	Days ON: <input type="checkbox"/>	Days OFF: <input type="checkbox"/>
Shift Cycle Four	Days ON: <input type="checkbox"/>	Days OFF: <input type="checkbox"/>
Shift Cycle Five	Days ON: <input type="checkbox"/>	Days OFF: <input type="checkbox"/>

More than Five Shift Cycles

#### Employment Term

Short Term Basis       On Call  
 Less Than Three Months       Other Employment Service  
 Temporary Basis      Start Date:       End Date:   
 End Date Unknown

#### Days Normally Worked

Monday       Tuesday       Wednesday       Thursday  
 Friday       Saturday       Sunday

Injury Details - Work Information page

**Work Schedule Type Code** Specify the type of work schedule that the employee works. Values are *FIXED*, *ROTATING*, and *VARIABLE*. If you select *FIXED*, the Fixed Rotation Start Date field and all fields in the Shift Cycle group box become unavailable.

**Fixed Rotation Start Date** Enter the shift cycle start date, which is the date on which the shift rotation begins.

**Shift Cycle**

**Days ON and Days OFF** For each shift cycle, starting with the shift cycle start date, enter the number of days that the employee was on and off work.

**More than Five Shift Cycles** Select to indicate that there are more than five shift cycles associated with the job.



***Employment Term***

<b>Short Term Basis</b>	Select if the employee is employed on a short-term basis.
<b>On Call</b>	Select if the employee is employed on an on-call basis.
<b>Less Than Three Months</b>	Select if the employee is employed for less than three months.
<b>Other Employment Service</b>	Select if the employee works for another employment service.
<b>Temporary Basis</b>	Select if the employee is employed on a temporary basis. If you select this radio button, the Start Date and End Date fields become available.
<b>Start Date and End Date</b>	Enter the start date and end date for the employee's temporary employment term.
<b>End Date Unknown</b>	Select this check box if you do not know the end date for the employee's temporary employment term.

***Days Normally Worked***














Use the check boxes in this group box to indicate on which days of the week the employee normally worked.

**Tracking Reporting Details**

Access the Injury Details - Reporting page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Reporting).

Injury	Description	Statements	Details	1st Aid	Diagnoses	Work-Related	Reporting
Incident Number:	19240002	Date:	05/10/2002	Incident Type:	Injury		
Person Involved							Find   View All   First   1 of 1   Last
EmplID:	KP0002	<b>Naveen Patil</b>	Empl Record:	0			
Date of Birth:	01/05/1972	Date of Death:	Gender:	Male			
<input type="checkbox"/> Further Inquiry							
<input checked="" type="checkbox"/> Reportable Case							
▼  Germany							
Case Number:	<input type="text"/>						
Case Officer ID:	<input type="text"/>						
Date Filed:	<input type="text"/>						
Reject Reason:	<input type="text"/>						
Employer Social Insurance Nbr:	<input type="text"/>						
▼  USA							
OSHA Case Nbr:	<input type="text"/>					<input type="checkbox"/> Privacy Case	
Date Filed:	<input type="text"/>						
Illness Type:	<input type="text" value="Occupational Skin Disease"/>						
Log Comments:	<input type="text"/>						

Injury Details - Reporting page (1 of 2)

 <b>Australia</b>			
Case Number:	<input type="text"/>	Date Filed:	<input type="text"/> 
 <b>New Zealand</b>			
Case Number:	<input type="text"/>	Date Filed:	<input type="text"/> 
 <b>India</b>			
<b>Reporting Details</b>			
<b>Inspection Information</b>			
Inspector Name:	<input type="text"/>		
Inspector Title:	<input type="text"/>		
Inspection Date:	<input type="text"/> 	Inspection Time:	<input type="text"/>
Corrective or Preventive Actn:	<input type="text"/> 		
Action:	<input type="text"/> 	Date of Action:	<input type="text"/> 
Officer Responsible:	<input type="text"/>		
<b>Reporting Information</b>			
Reported To Empl ID:	<input type="text"/> 		
Employer Designate ID:	<input type="text"/> 	Dept ID:	<input type="text"/> 
<b>Insurance Information</b>			
Insurance Number:	<input type="text"/>	Insurance Date:	<input type="text"/> 

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 the location for tracking reportable cases, you can track whether the case is reportable based upon insurer requirements or the requirements of the organization.

If you do not need to report this particular case based upon the requirements for the regulatory region, the insurer, or the organization, then deselect 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 the users to do it the same way.

---

**Note.** If the 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.

***(DEU) Germany***

- Case Number** Enter the official report case number.

---

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

---
- Case Officer ID** The case officer ID from the Case Officer Assignment page (for the person who is involved in the incident). Case officers are set up for particular setIDs and locations using the Case Officer Table DEU page. Individuals are designated as case officers on the Employee page. Case officers are assigned to individuals who are involved in incidents by using the Case Officer Assignment page.
- Date Filed** Enter the date that the report is filed with the insurer. This information is used in the DEU accident report.
- Reject Reason** Select any reason that the insurer gave for rejecting the claim, if applicable.

***(USA) United States***

- OSHA Case Nbr** (occupational safety and health case number) Enter the case number; the system uses it in the OSHA 200 Occupational Injury and Illness report (OHS001).
- Privacy Case** Select to mark the incident as private. This is to comply with an OSHA requirement. Private cases do not display the employee's name on any reports but maintain the name in the system in case it is requested by OSHA.
- Date Filed** Enter the date that the reportable case is 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 that are exactly the length of the field as it appears on the page. This length matches the length for comments on the OSHA Form 200 Injury and Illness Recordkeeping Log.

***(AUS) Australia***

- Case Number** Enter the case number.

**(NZL) New Zealand**

**Case Number** Enter the case number.

**(IND) India**

**Inspector Name** Enter the name of the person who is doing the inspection.

**Inspector Title** Enter the title of the inspector.

**Inspection Date** Enter the date of the inspection.

**Inspection Time** Enter the time of the inspection.

**Corrective or Preventive Action** Select if the inspector has directed *Corrective Action* or *Preventive Action*.  
(corrective or preventive action)

**Action** Enter the specifics of the corrective or preventive action.

**Date of Action** Enter the date by which the corrective or preventive action must be completed.

**Officer Responsible** Enter the name of the officer who is responsible for the completion of the corrective or preventive action.

**Reported to Empl ID** Select the ID of the employee to whom the injury is reported.  
(reported to employee ID)

**Employer Designate ID** Enter the ID of the person in the organization who received the information about the injured employee.

**Dept ID** Select the department ID to which the employer designate belongs.

**Insurance Number** Enter the employee's insurance number.

**Insurance Date** Enter the effective date of the employee's insurance.

**(BRA) Entering Injury Details for Brazil**

Access the Injury Details - Details BRA page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Details BRA).

Injury		Description		Statements		Details		1st Aid		Diagnoses		Work-Related		Reporting		Details BRA	
<b>Incident Number:</b>		00005555		<b>Date:</b>		08/07/2009		<b>Incident Type:</b>		Contamination							
<b>Injury Details</b> <span style="float:right">Find   View All First 1 of 1 Last</span>																	
<b>Empl ID:</b>		KU0004		<b>Kenneth Grafton</b>		<b>Empl Record:</b>		0									
<b>Non-Empl ID:</b>																	
<b>Date of Birth:</b>		09/30/1967		<b>Date of Death:</b>				<b>Gender:</b>		Male							
<b>Date of Birth:</b>				<b>Date of Death:</b>				<b>Gender:</b>									
<b>Area Type:</b>		Urban															
<b>*INSS Type:</b>		Employee															
<b>*Worked Hours:</b>																	
<b>*CID Code:</b>																	
<input type="checkbox"/> Retired																	
<b>CAT Information</b> <span style="float:right">Find   View All First 1 of 1 Last</span>																	
<b>*CAT ID:</b>																	
<b>*Date:</b>		08/07/2009															
<b>CAT Type:</b>																	
<b>CAT Register ID:</b>																	
<b>Diagnosis Information:</b>																	
<input type="checkbox"/> Certificate of Death																	
<input type="checkbox"/> Death																	
<b>Death Date:</b>																	
<b>CAT Register Date:</b>		08/10/2009															

Injury Details - Details BRA (1 of 2)

<b>Issued Data</b>	
<b>*Issued by:</b>	
<b>*Date From:</b>	08/10/2009
<b>*Location:</b>	
<b>Monthly Salary Type</b>	
<input checked="" type="radio"/> Job Monthly Pay Rate	
<input type="radio"/> Job Rate Code	
<input type="radio"/> Other	

Injury Details - Details BRA (2 of 2)

Incidents need to be set up in the Incident Details BRA component to access incidents through the Injury Details BRA components and enter Brazilian reporting information on this page. Information entered on this page is used on the Work Risk report for Brazil.

<b>Area Type</b>	Valid values are <i>Rural</i> and <i>Urban</i> .
<b>INSS Type</b>	Valid values are <i>Employee</i> , <i>Medical Doctor</i> , <i>Non-Employee</i> , and <i>Special Security</i> .
<b>Worked Hours</b>	Enter the number of hours this person worked prior to the injury.
<b>CID Code</b>	Enter the international disease code related to this injury. Valid values are defined in the CID Code BRA table.
<b>CAT ID and Date</b>	Enter the work risk ID and date.
<b>Certificate of Death</b>	Select if a death certificate has been issued.
<b>Death and Death Date</b>	Select if this injury resulted in a death and enter the date that the death occurred.
<b>CAT Type</b>	Enter the work risk type. Valid values are <i>Death Communication</i> , <i>Initial</i> , and <i>Reopened</i> .
<b>CAT Register ID and CAT Register Date</b>	Enter the work risk register ID and date related to this injury.
<b>Diagnosis Information</b>	Record detailed information about the diagnosis of the injury.
<b>Issued by, Date From, and Location</b>	Valid issued by values are <i>Authority</i> , <i>Depen</i> , <i>Doctor</i> , <i>Employer</i> , and <i>Union</i> .
<b>Job Rate Code and Comp Rate Code</b> (compensation rate code)	Select this option when the monthly salary type should be a specific compensation rate code. When you select this option the Comp Rate Code field displays. Valid values are defined on the Comp Rate Code table.
<b>Other, Monthly Salary, and Currency Code</b>	Select this option when the monthly salary type is neither the job monthly pay rate or a job rate code. When you select this option the Monthly Salary and Currency Code field display. Enter the monthly salary amount and its related currency.

---

## Entering Incident Data for Vehicles and Equipment

This section discusses how to enter incident data for vehicles and equipment.

## Pages Used to Enter Incident Data for Vehicles and Equipment

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Vehicles/Equipment Involved	HS_INC_VEHICLE	Workforce Monitoring, Health and Safety, Obtain Incident Information, Vehicles/Equipment Involved, Vehicles/Equipment Involved	Enter the specifics of incidents involving vehicle or equipment accidents. You must create the incident and assign it an incident type of Vehicle/Equipment Accident.
Vehicles/Equipment Involved - Equipment Details	EQUIP_SUM_SEC	Click the Equipment Details link on the Vehicles/Equipment Involved page.	View additional information about equipment.  <b>Note.</b> The Equipment Details link is available only when the property type is <i>Equipment</i> .
Vehicles/Equipment Involved - Car Details	CAR_DATA_SUM_SEC	Click the Car Details link on the Vehicles/Equipment Involved page.	The Car Details link is available only when the property type is <i>Vehicle</i> .  View additional information about vehicles.

## Entering Incident Data for Vehicles and Equipment

Access the Vehicles/Equipment Involved page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Vehicles/Equipment Involved, Vehicles/Equipment Involved).



### Vehicles/Equipment Involved

Incident Number: 19240002      Date: 05/10/2002      Incident Type: Injury

Vehicle/Equipment Data		Find   View All   First 1 of 1 Last	
*Property Code:	F004	1991 Mercury Sable-White	Equipment Details <a href="#">+</a> <a href="#">-</a>
Type:	Vehicle		<a href="#">Car Details</a>
Business Unit:	PSFED		
Dept Charged:	10200		
*Currency:	USD		

Estimated Damage Amount		Actual Damage Amount	
Vehicle/Equipment:	\$2000.00	Vehicle/Equipment:	\$2342.11
Property:	\$1500.00	Property:	\$1279.00

USA

DMV Reported       DOT Reported

Involved People				Customize   Find   View All   First 1 of 1 Last	
EmplID		*Role			
1	0002	Susan Jones	Passenger	<a href="#">+</a>	<a href="#">-</a>

Vehicles/Equipment Involved page

**Property Code**

Select a property code from the values that you classify as vehicles or heavy equipment in the Company Property table.

For vehicles, the system makes the Car Details link available. For heavy equipment, the system makes the Equipment Details link available. Click the links for the associated pages.

**Business Unit and Dept Charged** (department charged)

If you assign this company property to a business unit and department in the Company Property table, the business unit and department that is charged for the incident appears here. Otherwise, select the business unit, if needed. The values come from the Business Unit table. Select the department charged, if needed. The values come from the Department table.

**Estimated Damage Amount**

Enter an estimated damage amount for the vehicle or equipment and any other property that is damaged in the incident, if an estimate is provided.

**Actual Damage Amount**

Enter an actual damage amount for the vehicle or equipment and any other property that is damaged in the incident, when that information is known.

**(USA) USA****DMV Reported** (Department of Motor Vehicles reported)

Select if the incident is reported to the state Department of Motor Vehicles.

**DOT Reported** (Department of Transportation reported) Select if the incident is reported to the federal Department of Transportation.

**EmplID** (employee ID) and **Non-EmplID** (non-employee ID) Identify the employees or non-employees that are associated with the vehicle or heavy equipment that is involved in the incident.

**Role** Indicate the role of each person that is involved in the accident.

## Tracking Consequent Actions of Incidents

This section provides an overview of the methods that you can use to document consequent actions of incidents and discusses how to:

- Enter corrective actions.
- Enter preventative actions.

## Methods of Documenting Consequent Actions

You can use the Consequent Actions (HS\_INCIDENT\_ACTION) component to manage a health and safety program in one of three ways:

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

## Pages Used to Track Incident Consequent Actions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Corrective	HS_INC_ACTION_CRCT	Workforce Monitoring, Health and Safety, Obtain Incident Information, Identify Corr/Prevent (Corrective/Preventive) Actions, Corrective	Enter corrective and preventative actions.
Preventive	HS_INC_ACTION_PREV	Workforce Monitoring, Health and Safety, Obtain Incident Information, Identify Corr/Prevent (Corrective/Preventive) Actions, Preventive	Enter preventative actions that are taken to prevent workplace incidents.

## Entering Corrective Actions

Access the Corrective page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Identify Corr/Prevent Actions, Corrective).

The screenshot displays the 'Corrective' tab of a web application. At the top, incident details are shown: Incident Number: 19240002, Date: 05/10/2002, Incident Type: Injury. Below this is a 'Causes' section with search fields for '\*Hazard:' and '\*Cause:'. The main area is 'Consequent Actions', which contains a table with one row. The row details are: \*Action Sequence: 1, Responsible ID: 0006 (Maeve Asanuma), Category: Safety Training, \*Status: Recommended, and Action: Driver training. Below the table is a 'Completion Date' section with 'Estimated: 09/29/2006' and an empty 'Actual:' field. At the bottom, the location is set to Germany, and there is a search field for 'Corrective Actions'.

Corrective page

- Hazard** Select a code from the values that come from the Hazardous Materials/Conditions table. The value that is associated with the selected hazard appears in the Cause field.
- 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.
- Responsible ID** Select 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.
- Estimated and Actual** When you know them, enter the estimated, actual, or both completion dates for carrying out the action.

**Note.** (CAN) 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.

**(DEU) Germany**

**Corrective Actions**

For each action, select the appropriate code from the values that are established in the GER Corrective Actions table.

**Entering Preventive Actions**

Access the Preventive page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Identify Corr/Prevent Actions, Preventive).

Corrective Preventive

Incident Number: 19240002 Date: 05/10/2002 Incident Type: Injury

Causes Find | View All First 1 of 1 Last

\*Hazard:  \*Cause:

Preventative Actions Find | View All First 1 of 1 Last

\*Action Sequence: 1

Responsible ID: 0007 Kadejia Ballow

Category: Conduct Inspections

\*Status: Recommended

Action: Check brake lines and fluids

Completion Date

Estimated: 09/29/2006 Actual:

Preventive page (1 of 2)

Canada

Preventative Action: 00024 ESTABLISH CLOSER SUPERVISION

'Other' Description:

Germany

Preventative Action:

Preventive page (2 of 2)

## Causes

The fields in this group box are identical to those that are on the Corrective page.

### (CAN) Canada

**Preventative Action** For each action, select the appropriate code from the values that 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 that are 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 is available for data entry. Enter a description of the nonstandard preventative action.

---

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

---

### (DEU) Germany

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

---

## Tracking Incident, Injury, and Illness Data by Individual

This section lists prerequisites and discusses how to view employee injury summaries. This information is useful for pinpointing recurring problems that certain employees experience.

### See Also

[Chapter 5, "Creating and Tracking Incidents," Entering Injury and Illness Details, page 102](#)

## Prerequisites

Before you can access injury and illness data by individual, you must first create incident data and associate individuals with the incident by using the Incident Details (HS\_INCIDENT) or Incident Details BRA (HS\_INCIDENT\_BRA) components.

## Pages Used to Summarize Employee Injuries

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Review Employee Injury Summary	INJURY_SUMMARY	Workforce Monitoring, Health and Safety, Obtain Incident Information, Review Employee Injury Summary, Review Employee Injury Summary	View a summary of all the injuries that an employee has experienced and related incident data.
Review Injury Summary BRA	INJURY_SUM_BRA	Workforce Monitoring, Health and Safety, Obtain Incident Information, Review Injury Summary BRA, Review Injury Summary BRA	View a summary of all the injuries that an employee has experienced and related incident data for Brazil.  <b>Note.</b> This page is identical to the Employee Injury Summary page.

## Viewing Employee Injury Summaries

Access the Review Employee Injury Summary page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Review Employee Injury Summary, Review Employee Injury Summary).

## Review Employee Injury Summary

**Naveen Patil** EMP ID: KP0002 Empl Record: 0

**Business Unit:** India Business Unit **Last Start Date:** 01/01/2002

**Department:** Human Resources **Employee Status:** Active

**Job Code:** Staff

**Location:** M G Road, Branch

Employee Injury Summary							
	Incident Nbr	Incident Date	Incident Type	Primary Outcome	Injury Treatment	Show Details	Reportable Case
1	19240002	05/10/2002	Injury	Illness	Medical	<a href="#">Show Details</a>	Y

Review Employee Injury Summary page

### Show Details

Click to access the Injury Details component for a selected incident. Review and update injury or illness information and the pages that are in the Injury Details component. This link is helpful when you do not have the incident number at hand.

Save the changes before you close the pages.

---

## (GBR) Collecting RIDDOR Data for UK reports

This section provides an overview of collecting RIDDOR data and lists the page used to run the Collect RIDDOR Data (OHS501UK) SQR process.

### See Also

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HCM Reports," Monitor Health and Safety Reports

## Understanding the Collect RIDDOR Data Process

The Collect RIDDOR Data process builds a data collection for reporting. You must enter either a date range or a manager to run the report, and you can (optionally) request data for a single incident. This process is run prior to requesting the following reports:

- UK F2508 (injury/dangerous occurrences).
- UK F2508A (illness).

## Page Used to Run the Collect RIDDOR Data Process

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Collect RIDDOR Data	RUNCTL_OHS_UK	Workforce Monitoring, Health and Safety, Collect Health/Safety Data, RIDDOR Data GBR, Collect RIDDOR Data	Collect RIDDOR data for GBR Health and Safety reporting.

---

## (MEX) Defining Mixed Committees for Mexico

This section provides an overview of mixed committees for health and safety and discusses how to define mixed committees.

### Understanding Mixed Committees for Health and Safety

In Mexican companies, a mixed committee, *Comisión Mixta de Seguridad e Higiene*, is formed to oversee health and safety processes and investigate work-related accidents. A similar mixed committee, *Comisión Mixta de Capacitación*, 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. When the committee is formed, the group defines its working objectives, functions, and mechanisms.

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.

After you define the details for a health and safety mixed committee, there is an additional step. If a safety incident occurs on the job, record it on the Incident Details page.

#### **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 that is related to the mixed committee and its formation (STPS Form DC-1).

Submit the committee formation and definition of the training plan to the STPS through Form DC-2.

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

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



## Page Used to Define Mixed Committees

Page Name	Definition Name	Navigation	Usage
Mixed Committee MEX	MIX_COM_TBL_MEX	Workforce Monitoring, Health and Safety, Collect Health/Safety Data, Mixed Committee MEX, Mixed Committee MEX	Define details for the mixed committee, including class, representatives, location, and objectives.

## Defining Mixed Committees

Access the Mixed Committee MEX page (Workforce Monitoring, Health and Safety, Collect Health/Safety Data, Mixed Committee MEX, Mixed Committee MEX).

### Mixed Committee MEX

Mixed Committee: Trabajo

**Committee Detail** Find | View All | First 1 of 1 Last

<p>*Effective Date: <input type="text" value="04/19/2006"/> </p> <p>*Description: <input type="text"/></p> <p>*Year: <input type="text"/></p> <p>*Class: <input type="text" value="Health &amp; Safety"/></p>	<p>*Status: <input type="text" value="Active"/></p> <p>Short Description: <input type="text"/></p> <p>*Constitution Date: <input type="text" value="04/19/2006"/> </p>
---	--

**Representative** Find | View All | First 1 of 1 Last

<p>*EmpID: <input type="text"/> </p> <p>*Status Date: <input type="text" value="04/19/2006"/> </p> <p>*Type: <input type="text" value="Employee"/></p>	<p>*Status: <input type="text" value="Active"/></p>
--	---

**Location** Find | View All | First 1 of 1 Last

<p>*Business Unit: <input type="text"/> </p> <p>*Location Code: <input type="text"/> </p>	
---	--

**Objective Detail** Find | View All | First 1 of 1 Last

<p>*Objective Year: <input type="text"/></p> <p>*Type: <input type="text" value="Objective"/></p> <p>Objective: <input type="text"/></p> <p>Description: <input type="text"/></p>	<p>Sequence: <input type="text" value="0"/></p>	<p> </p> <p></p>
---	---	------------------

Mixed Committee MEX page

**Committee Detail**

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

<b>Year</b>	Enter the year for which the mixed committee is effective.
<b>Constitution Date</b>	Enter the date when the mixed committee is formed.
<b>Class</b>	Select the committee class. Values are <i>Health &amp; Safety</i> and <i>Training</i> .

**Representative**

Define details for mixed committee representatives.

<b>EmplID</b>	Select the employee ID of the representative for the mixed committee.
<b>Type</b>	Identify the type of representative. Values are <i>Employee</i> and <i>Employer</i> .

**Location**

<b>Business Unit</b>	Select the business unit that the mixed committee serves.
<b>Location Code</b>	Identify the location where the mixed committee is available.

**Objective Detail**

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

<b>Objective Year</b>	Enter the year in which the mixed committee's objectives are effective.
<b>Sequence</b>	If you have more than one objective, you can identify each objective by assigning it a sequence number.
<b>Type</b>	Select the objective type. Values are: <ul style="list-style-type: none"> <li>• <i>Function</i>: An activity that a mixed committee needs to do.</li> <li>• <i>Mechanism</i>: The way to achieve the functions or goals of a mixed committee.</li> <li>• <i>Objective</i>: The goals of the period in which the committee is valid.</li> <li>• <i>Other</i>: Any other information that you need to enter about the mixed committee.</li> </ul>
<b>Objective</b>	Enter the objective of the mixed committee.

**Description**

Enter a description for the function, mechanism, objective, or other objective type.



## Chapter 6

# Processing Rehabilitation, Claims, and Examination Data

This chapter discusses how to:

- Manage claims.
- Track rehabilitation plans.
- Track employee medical exam results.

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## Managing Claims

This section provides an overview of claims management and reports and discusses how to:

- Open claims.
- Enter claim details.
- Track claim charges.
- Enter claims payment information.
- Enter provider reference data.

## Understanding Claims Management

Use the Claims Management pages 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, you might not learn about an incident until someone files a claim against the organization. You create the claim first. Later, as you learn more about the incident and enter incident details in HR, you can link 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 is required on the Claims Management pages for all incident outcome types except *Dangerous Occurrence*.

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## Claims Reports

You can generate these claims reports:

- OHS015, Incident Claim Detail report.
- OHS012, Claim Summary Overview report.

### See Also

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HCM Reports," Monitor Health and Safety Reports

## Pages Used to Manage Claims

Page Name	Definition Name	Navigation	Usage
Claim Details	HS_CLAIM_MGMT1	Workforce Monitoring, Health and Safety, Obtain Incident Information, Open Claim, Claim Details	Open claims.
Appeal Details	HS_CLAIM_APPL_SEC	Click the Appeal Data link on the Claim Details page.	Enter details about the claim appeal.
Claim Charges	HS_CLAIM_MGMT2	Workforce Monitoring, Health and Safety, Obtain Incident Information, Open Claim, Claim Charges	Track charges related to injury claims, including one-time medical treatments and lengthy, multiple claim-incurred costs.
Payments and Deposits	HS_CST_IND_SEC	Click the Claim Payment Details link in the India section of the Claim Charges page.	(IND) Enter specific information about claim payments.
Claim Provider	HS_CLAIM_MGMT3	Workforce Monitoring, Health and Safety, Obtain Incident Information, Open Claim, Claim Provider	Enter provider reference data, the claim assessment date, and its disposition.
Contact's Work Address	HS_CM3CAN_SEC	Click the Contact Address link in the Canada section of the Claim Provider page.	(CAN) Enter additional address details for the claim contact in Canadian claims.

## Opening Claims

Access the Claim Details page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Open Claim, Claim Details).

Claim Details		Claim Charges		Claim Provider	
Claim Number:	00094000				
*Date Opened:	<input type="text" value="06/24/2000"/>	<div style="border: 1px solid #ccc; padding: 2px;"> <b>Claim Status</b>  <input checked="" type="radio"/> Pending                        <input type="radio"/> Approved                        <input type="radio"/> Denied                        <input type="radio"/> Withdrawn                 </div>			
Date Closed:	<input type="text"/>				
<b>Person Filing</b>					
EmplID:	<input type="text" value="KC0005"/>	Catherine Moore			
<b>Incident Data</b>					
Incident Number:	<input type="text" value="00000011"/>	Incident Date:	06/15/2000 <a href="#">Appeal Data</a>		
Type:	Incident	<input type="checkbox"/> Investigated			
Location:	KCBC00	Vancouver Branch			
Province:	BC	British Columbia			
Country:	CAN	Canada			
<div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: 0.8em;">Canada</span> </div>					
WCB Claim Number:	<input type="text" value="22345"/>				
<div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: 0.8em;">France</span> </div>					
Claimant:	<input type="text"/>	Recipient:	<input type="text"/>		

Claim Details page (1 of 2)

<div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: 0.8em;">USA</span> </div>	
Case Number:	Date Filed:
<div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: 0.8em;">India</span> </div>	
<b>Medical Officer Certification</b>	
<input type="checkbox"/> Certified	Date of Certification: <input type="text"/>
<b>Dependent Claims</b>	
Dependent ID:	<input type="text"/>
Relationship:	

Claim Details page (2 of 2)

**Warning!** To avoid maintaining two different sets of claim numbers, PeopleSoft recommends 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 claim 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.

<b>Claim Status</b>	Select whether the claim status is <i>Pending</i> , <i>Approved</i> , <i>Denied</i> , or <i>Withdrawn</i> .
<b>Date Opened</b>	The date the claim is opened appears. By default, this is the current date, which you can change if needed.
<b>Date Closed</b>	Enter the date that the claim is resolved.
<b>Person Filing</b>	Select either an EmplID or a Non-EmplID for the person filing.
<b>Investigated</b>	Select if the claim is investigated.

### ***Incident Data***

<b>Incident Number</b>	Select an incident number to associate with the claim. The system prompts you only with incidents that are associated with this individual. When you enter the incident number, the incident date, type, location, state and country appear on the page.  You do not 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.
------------------------	---

<b>Appeal Data</b>	If the claim is 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*.

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### ***(CAN) Canada***

<b>(WCB) Claim Number</b>	Enter the Workers' Compensation Board (WCB) claim number.
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### ***(FRA) France***

<b>Claimant</b>	Select the claimant type.
<b>Recipient</b>	Select the recipient type.



**(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 fields appear in read-only mode.

**(IND) India****Certified**

Select if a medical officer has certified the claim.

**Date of Certification**

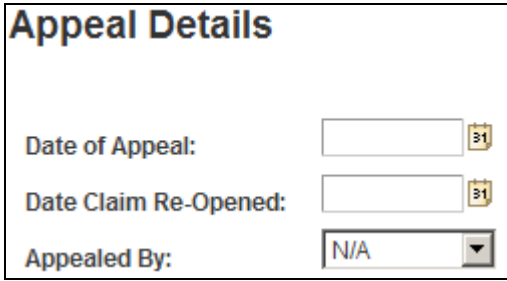
Enter the date of certification.

**Dependent ID**

For dependent claims, select the Dependent ID. Once selected, the system populates the Relationship field.

**Entering Claim Details**

Access the Appeal Details page (click the Appeal Data link on the Claim Details page).



The screenshot shows a form titled "Appeal Details". It contains three fields: "Date of Appeal:" with a date input field and a calendar icon showing "31"; "Date Claim Re-Opened:" with a date input field and a calendar icon showing "31"; and "Appealed By:" with a dropdown menu currently displaying "N/A".

Appeal Details page

**Date of Appeal**

Enter the date on which the appeal is filed.

**Date Claim Re-Opened**

Enter the date on which the claim is re-opened.

**Appealed By**

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

**Tracking Claim Charges**

Access the Claim Charges page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Open Claim, Claim Charges).

Claim Details
Claim Charges
Claim Provider

**Claim Number:** 00094000      **Claim Status:** Pending  
**Incident Number:** 00000011      **Incident Date:** 06/15/2000  
**Created:** 06/24/2000      **Close Date:**  
**EmplID:** KC0005      Catherine Moore

Find | View All | First 1 of 1 Last

**Total Claim:** 275.45      **To Currency:** USD  
**\*Type of Charge:** Medical Costs

Customize | Find | View All | First 1 of 1 Last

	*Charge Date	Charge Amount	*Currency
1	06/15/2000	350.00	CAD

**Total Type:** 275.45      **To Currency:** USD

India

[Claim Payment Details](#)

Claim Charges page

**Claim Charges**

**Total Claim**      The total charges for the claim (all charges for all types) in the currency that is specified for a user ID in the Operator Preferences table. If there is no To Currency for the User ID in the Operator Preferences Table, then the system uses the base currency that you specified in the Installation Table. (This is also true for the Currency and Total Type fields.)

**Type of Charge**      Select one: *Medical Costs*, *Other Costs*, or *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 total charges for this claim type in the currency specified for the user ID in the Operator Preferences table.

### **(IND) India**

Click the Claim Payment Details link to access the Payments and Deposits page where you enter details about claim payments.

## Entering Claims Payment Information

Access the Payments and Deposits page (click the Claim Payment Details link on the Claim Charges page).

The screenshot shows the 'Payments and Deposits' page. It features a search bar for 'Payment Type' and a 'Payment Details' section with fields for 'Payment Date' (06/05/2009), 'Seq Nbr' (1), and 'Amount'. Below this is the 'Recipient Type' section with radio buttons for 'Employee', 'Non-Employee', and 'Dependent', each with a search icon and a 'Relationship:' label. At the bottom is a 'Comment' field.

Payments and Deposits page

**Payment Type** Select if the payment type is *Advance Payment*, *Claim Deposit*, *Claim Payment*, or *Provisional Payment*.

**Payment Date** Enter the payment date.

**Amount** Enter the payment amount.

- Recipient Type** Select if the recipient of the payment is an *Employee*, *Non-Employee*, or *Dependent*. Once selected, select the ID of the employee, non-employee, or dependent. If you select *Dependent*, the relationship appears.
- Comment** Enter an optional comment about the payment.

## Entering Provider Reference Data

Access the Claim Provider page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Open Claim, Claim Provider).

Claim Details	Claim Charges	Claim Provider												
Claim Number:	00094000	Claim Status: Pending												
Incident Number:	00000011	Incident Date: 06/15/2000												
Created:	06/24/2000	Close Date:												
EmplID:	KC0005	Catherine Moore												
Contact ID:	<input type="text" value="KC0009"/>	Stephanie A Mills												
Provider Claim Nbr:	<input type="text" value="22346"/>	Provider Name: <input type="text" value="Pacific Blue Cross"/>												
Claims Manager:	<input type="text" value="Check,Sam"/>													
Phone:	<input type="text" value="604 555 9384"/>													
Assessment Date:	<input type="text" value="06/15/2000"/>	Disposition: <input type="text" value="Return with work restrictions"/>												
Comment:	<input type="text" value="Employee has bad back"/>													
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; align-items: center;"> <span>Canada</span> </div> <hr/> <div style="margin-left: 20px;"> <a href="#">Contact Address</a> </div> <div style="display: flex; align-items: center;"> <span>India</span> </div> <hr/> <tr> <td>Claim Filed Date:</td> <td><input type="text" value="06/05/2009"/></td> <td>Claimed Amount: <input type="text"/></td> </tr> <tr> <td>Claim Received Date:</td> <td><input type="text"/></td> <td>Received Amount: <input type="text"/></td> </tr> <tr> <td></td> <td></td> <td>Unapproved Amount: <input type="text"/></td> </tr> <tr> <td>Comment:</td> <td colspan="2"><input type="text"/></td> </tr> </div>			Claim Filed Date:	<input type="text" value="06/05/2009"/>	Claimed Amount: <input type="text"/>	Claim Received Date:	<input type="text"/>	Received Amount: <input type="text"/>			Unapproved Amount: <input type="text"/>	Comment:	<input type="text"/>	
Claim Filed Date:	<input type="text" value="06/05/2009"/>	Claimed Amount: <input type="text"/>												
Claim Received Date:	<input type="text"/>	Received Amount: <input type="text"/>												
		Unapproved Amount: <input type="text"/>												
Comment:	<input type="text"/>													

Claim Provider page

- Contact ID** Select a Contact ID (Employee ID Number), if one exists within an organization. Available values come from personal data.

<b>Provider Claim Nbr</b> (provider claim number)	Enter this, if you know it. Typical types of providers are government agencies, such as the Workers' Compensation Board of Canada or insurance companies.
<b>Provider Name</b>	Enter the provider name.
<b>Claims Manager</b>	Enter the name of the claims manager.
<b>Assessment Date</b>	Enter an assessment date.
<b>Disposition</b>	Select the claim disposition from the available values in the list of available options.

---

**Note.** (CAN) 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 Claim Provider: Contact's Work Address page.

---

### **(IND) India**

<b>Claim Filed Date</b>	Enter the date the claim is filed.
<b>Claimed Amount</b>	Enter the amount that is claimed.
<b>Claim Received Date</b>	Enter the date the claim is received by the provider.
<b>Received Amount</b>	Enter the date that the amount is received.
<b>Unapproved Amount</b>	If the amount is an unapproved amount, enter the amount here.
<b>Comment</b>	Enter an optional comment.

---

## Tracking Rehabilitation Plans

This section discusses how to:

- Associate an injury incident with a rehabilitation plan.
- Monitor work restrictions and duties.
- Track rehabilitation action details.
- View employee work restriction summaries.

You develop rehabilitation plans when an employee or a non-employee is injured, and an injury claim is filed. The Create Employee Rehab Plan component enables you to track rehabilitation plans only for employees associated with an injury incident. The Create Non-Employee Rehab Plan component allows you to track rehabilitation plans only for non-employees associated with an injury incident. Rehabilitation plan information is helpful for government reporting and claims management.

**Note.** The pages for employee rehabilitation plans and non-employee rehabilitation plans are identical in format and usage.

## Pages Used to Track Rehabilitation Plans

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Claims	HS_INJ_REHAB1	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Employee Rehab Plan, Claims</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Non-Employee Rehab Plan, Claims</li> </ul>	Associate an incident and essential claims data to rehabilitation plan details for either an employee or non-employee.
Restrictions	HS_INJ_REHAB2	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Employee Rehab Plan, Restrictions</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Non-Employee Rehab Plan, Restrictions</li> </ul>	Monitor an employee or non-employee's work restrictions and modified duties included in the rehabilitation plan.
Actions	HS_INJ_REHAB3	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Employee Rehab Plan, Actions</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Non-Employee Rehab Plan, Actions</li> </ul>	Track the details of actions taken in the rehabilitation plan.

Page Name	Definition Name	Navigation	Usage
Employee Work Restriction Smry (employee work restriction summary)	HR_WORK_RESTR_SUM	Workforce Monitoring, Health and Safety, Employee Work Restriction Smry, Employee Work Restriction Smry	View the list of valid and current work restrictions by employee.

## Associating an Injury Incident with a Rehabilitation Plan

Access the Claims page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Employee Rehab Plan, Claims).

Claims
Restrictions
Actions

**Empl ID:** KC0005      [Catherine Moore](#)  
**Empl Record:** 0      **Incident Number:** 00000011  
**Incident Type:** Incident      **Incident Date:** 06/15/2000  
**Last Work Date Before Injury:**       **Regulatory Region:** CANBC  
**Return Date:**

Claims Filed
Find | View All First 1 of 1 Last

**Claim Number:** 00094000      **Open Date:** 06/24/2000  
**\*Claim Status:** Pending      **Close Date:**    
**Provider Claim Nbr:** 22346      Pacific Blue Cross  
**Assessment Date:** 06/15/2000   
**Disposition:** Return with work restrictions

Claims page

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

**Last Work Date Before Injury**      Enter the date for the last day the person worked before the injury.

**Return Date**      Enter the date when the person returned to work.

### Claims Filed

If the individual has filed any claims, the information that you entered on the Open Claims pages appears here. If this information is not 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 list of available options.
- Provider Claim Nbr** (provider claim number) Enter the provider claim number.
- Assessment Date** Enter the assessment date.
- Disposition** Select from the list of available options.

## Monitoring Work Restrictions and Duties

Access the Restrictions page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Employee Rehab Plan, Restrictions).

Restrictions page

- Work Restrictions** Select a code for any work restrictions that the person has as a result of the injury or illness. Create these codes using the Codes and Effective Dates - Work Restrictions Table page.
- Work Modifications** Select a code for any work modifications the person has as a result of the injury or illness. Create these codes using the Modified Work page.
- From and To** Enter the dates for the period that each modified work duty must apply.



## Tracking Rehabilitation Action Details

Access the Actions page (Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Employee Rehab Plan, Actions).

The screenshot shows the 'Actions' page with the following details:

- EmpID:** KC0005 [Catherine Moore](#)
- Empl Record:** 0 **Incident Number:** 00000011
- Incident Date:** 06/15/2000 **Incident Type:** Incident

**Rehabilitation Plan** (Find | View All | First | 1 of 1 | Last)

*Action Sequence:	1	Type:	[Dropdown]	[+]	[-]
Responsible ID:	[Lookup]				
Physician:	[Lookup]		[Text]		
Provider Description:	[Text]				
Diagnosis:	[Lookup]				
*Action Status:	Recommended	Estimated Completion Date:	[Date]	[Calendar]	
		Actual Completion Date:	[Date]	[Calendar]	
Corrective Action:	[Text Area]				

Actions page

<b>Action Sequence</b>	The system assigns each data row with an action sequence in numerical order.
<b>Type</b>	Select an action type from the list of available options.
<b>Responsible ID</b>	If a person within the organization is coordinating the rehabilitation plan, enter or select a responsible ID (employee ID number). The available values come from personal data.
<b>Physician</b>	Select an option from the list of available options. Values come from the Physicians table. Or, if you choose not to enter physicians in the Physicians table, enter the physician's name into the name field.
<b>Provider Description</b>	Enter a description of the provider.
<b>Diagnosis</b>	Select the type of diagnosis in this action. Create these values using the Diagnosis Table page.

**Action Status** Change the action status if you are also changing the actual completion date.

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

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

## Viewing Employee Work Restriction Summaries

Access the Employee Work Restriction Smry page (Workforce Monitoring, Health and Safety, Employee Work Restriction Smry, Employee Work Restriction Smry).

Employee Work Restriction Smry								
As of Date: 06/01/2000								
Work Restrictions <span style="float: right;">Customize   Find   View All      First 1 of 1 Last</span>								
EmpID	Name	Work Restriction Code	Description	Restriction To Date	Incident Number	Incident Date	DETAIL	
1 KU0009	Stephanie Turbic	K03	No stair climbing	06/15/2000	00000010	06/12/2000	<a href="#">DETAIL</a>	

Employee Work Restriction Smry page

---

## Tracking Employee Medical Exam Results

This section includes common elements used in tracking medical exam results and discusses how to:

- Enter physical examination information.
- Enter physical exam results.
- Enter hearing exam details.
- Enter eye exam details.
- Enter respiratory exam details.
- Set up drug testing information.
- Enter test results and referrals.

An organization can require employee 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 are 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.

## Common Elements Used in Tracking Medical Exam Results

<b>Baseline</b>	Select if this is a baseline exam.
<b>Referral</b>	Select a physician referral code from the list of available options, or enter a referral directly.

## Pages Used to Track Medical Exam Results

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Physical Exam Address/Phone	HS_EXAM_PHYSICAL1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Physical Exam, Physical Exam Address/Phone	Maintain the exam date and type, indicate the next exam date, and enter physician address information.
Physical Exam - Exam Details	HS_EXAM_PHYSICAL2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Physical Exam, Exam Details	Maintain physical exam results.
Audio Exam Address/Phone	HS_EXAM_AUDIO1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Audiometric Exam, Audio Exam Address/Phone	Maintain audiometric exam results, referrals, and comments. Indicate the next audiometric exam date, and enter physician information.
Audiometric Exam - Exam Details	HS_EXAM_AUDIO2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Audiometric Exam, Exam Details	Maintain audiometric exam details.
Eye Exam Address/Phone	HS_EXAM_EYE1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Eye Exam, Eye Exam Address/Phone	Maintain exam results, referrals, and comments.
Eye Exam - Exam Details	HS_EXAM_EYE2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Eye Exam, Exam Details	Maintain exam results, referrals, and comments.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Respiratory Exam Addr/Phone (respiratory exam address/phone)	HS_EXAM_RESPIRE1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Respiratory Exam, Respiratory Exam Addr/Phone	Maintain exam results, referrals, restrictions, and comments.
Respiratory Exam - Exam Details	HS_EXAM_RESPIRE2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Respiratory Exam, Exam Details	Maintain exam results, referrals, restrictions, and comments.
Drug Test Data 1	GVT_DRUG_TEST1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Drug Test, Drug Test Data 1	Set up physician and test information for a drug test.
Drug Test Data 2	GVT_DRUG_TEST2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Drug Test, Drug Test Data 2	Maintain test results, referrals, and comments.

## Entering Physical Examination Information

Access the Physical Exam Address/Phone page (Workforce Monitoring, Health and Safety, Record Medical Exam Results, Physical Exam, Physical Exam Address/Phone).

Physical Exam Address/Phone
Exam Details

**Douglas Lewis**
Person ID: KU0001

Physical Exam Data
Find | View All | First 1 of 1 Last

\*Exam Date:

Next Exam:

Physician ID:

Country:  United States

Address:  Edit Address

Phone:

\*Exam Type:

Exam Time In/Out: /

France

Medical Organization Code:

Physical Exam Address/Phone page

**Note.** The only difference on the Address/Phone page of each exam group is the name. Depending on the component that you open, the page name is Physical, Audiometric, Eye, Respiratory, or Drug Exam. The information below applies to all of the Address/Phone pages.

- |                  |   |
|------------------|---|
| <b>Exam Date</b> | Enter the date of the exam. The current date appears by default. You can override it, if necessary. The system sorts exam result data rows by exam date.  |
| <b>Exam Type</b> | Select an option from the available values.   |
| <b>Next Exam</b> | <p>The next exam date appears by default for the following exam types. You can override the defaults if the actual dates are different.</p> <ul style="list-style-type: none"> <li>• <i>Annual</i>: Next exam is one year later.</li> <li>• <i>Exposure</i>: Next exam is six weeks later.</li> <li>• <i>Periodic Surveillance</i>: Next exam is six months later.</li> </ul> |

- Physician ID** Select from the available values, which come from the Physician Table.  
If you select a physician ID, the physician's address information from the Physician Table automatically fills in the address block. You can edit this address.
- Edit Address** Click this button to enter or modify an address. The appropriate address fields appear in the standardized address formats that you previously set up in the Country table.

**(FRA) France**

- Medical Organization Code** Select the medical organization that completed the physical exam.

**See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Installing PeopleSoft HCM," Administering Country Codes

## Entering Physical Exam Results

Access the Physical Exam - Exam Details page (Workforce Monitoring, Health and Safety, Record Medical Exam Results, Physical Exam, Exam Details).

Physical Exam Address/Phone **Exam Details**

**Douglas Lewis** Person ID: KU0001

**Physical Exam Details** Find | View All | First 1 of 1 Last

Exam Date: 06/05/2009 + -

Baseline

Organ Donor

Blood Donor

\*Blood Type: Unknown + -

Referral:

Comment:

**Germany**

---

**Examination Results**

Empl Record	Result		
1	0	<input type="text"/>	<span style="float: right;">+ -</span>

Physical Exam - Exam Details page (1 of 2)

**France**

**Exam Time**

This Exam:

Next Exam:

Time Zone: PST + -

**Work Capability**

Able To Work Normally

Able To Work With Restrictions

Unable to work

Regulatory Region:

**Work Restriction** Customize | Find | View All | First 1 of 1 Last

*Restr Code	Description	From Date	To Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<span style="float: right;">+ -</span>	

**Work Modification** Customize | Find | View All | First 1 of 1 Last

*Modfd Code	Description	From Date	To Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<span style="float: right;">+ -</span>	

Physical Exam - Exam Details page (2 of 2)

The employee's name and employee ID appear 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 list of available options.

### ***(DEU) Germany***

- Empl Record and Result** For each employee record number that you enter, enter the result of the examination by selecting a value from the list of available options.

### ***(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*, or *Unable to Work*.
- Regulatory Region** Enter the regulatory region in which the employee works. Select from the available values, which come from the Regulatory Region Table.
- Work Restriction** Enter restriction code by selecting an option from the list of prompt values, which are from the Work Restrictions Table. Then enter the From Date and To Date for which the restriction applies.
- Work Modification** Enter the modification code by selecting an option from the available values, which come from the Modified Work table. Then enter the From Date and To Date for which the modification applies.

## **Entering Hearing Exam Details**

Access the Audiometric Exam - Exam Details page (Workforce Monitoring, Health and Safety, Record Medical Exam Results, Audiometric Exam, Exam Details).



Audio Exam Address/Phone		Exam Details								
<b>Douglas Lewis</b>		Person ID: KU0001								
Exam Information <span style="float: right;">Find   View All First 1 of 1 Last</span>										
Exam Date:	06/05/2009	Exam Type:	<input type="checkbox"/> Baseline							
Audiometer Serial Nbr:	<input type="text"/>									
<b>Left Ear</b>										
	250	500	1K	2K	3K	4K	5K	6K	7K	8K
Decibels:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trouble Frequency:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Right Ear</b>										
	250	500	1K	2K	3K	4K	5K	6K	7K	8K
Decibels:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trouble Frequency:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Classification:	<input type="text"/>									
Referral:	<input type="text"/>									
Comment:	<input type="text"/>									

Audiometric Exam - Exam Details page

- Decibels** For each ear, enter the decibels the employee cannot 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 (Workforce Monitoring, Health and Safety, Record Medical Exam Results, Eye Exam, Exam Details).

The screenshot shows a web application interface for 'Exam Details'. At the top, there are tabs for 'Eye Exam Address/Phone' and 'Exam Details'. Below the tabs, the name 'Douglas Lewis' is displayed on the left and 'Person ID: KU0001' on the right. A section titled 'Exam Information' contains the following fields:

- Exam Date:** 08/11/2009
- Exam Type:** (with expand/collapse icons)
- Far Sight:** A table with columns for 'Left' and 'Right' eyes, and rows for 'Corrected' and 'Uncorrected' results. Each cell contains a small input box.
- Near Sight:** A table with columns for 'Left' and 'Right' eyes, and rows for 'Corrected' and 'Uncorrected' results. Each cell contains a small input box.
- Color Vision:** A section with two radio buttons: 'Normal' (selected) and 'Abnormal'.
- Baseline:**
- Correction Required:**
- Referral:** A dropdown menu and an adjacent text input field.
- Comment:** A large text area with a small icon in the bottom right corner.

Eye Exam - Exam Details page

- Far Sight/Near Sight**                      Enter the specific exam results for the Left and Right eyes, both Corrected and Uncorrected.
  
- Correction Required**                      Select this check box if the exam results indicate that this employee needs lenses or other corrective treatment.
  
- Color Vision**                                      Indicate if the patient's color vision is Normal or Abnormal.

## Entering Respiratory Exam Details

Access the Respiratory Exam - Exam Details page (Workforce Monitoring, Health and Safety, Record Medical Exam Results, Respiratory Exam, Exam Details).

The screenshot shows a web application interface for 'Respiratory Exam - Exam Details'. At the top, there are two tabs: 'Respiratory Exam Addr/Phone' and 'Exam Details'. Below the tabs, the name 'Douglas Lewis' is displayed on the left, and 'Person ID: KU0001' is on the right. The main content area is titled 'Exam Information' and includes a search bar with 'Find | View All | First | 1 of 1 | Last'. Below this, there is a 'Smoker' checkbox. The 'Exam Date' is set to '06/05/2009'. The 'Exam Type' is currently empty. The 'Date of Exposure' is an empty text field with a calendar icon. The 'Exposure Type' is a dropdown menu. The 'Contaminant Agent' is another dropdown menu. The 'Business Unit' is set to 'GBIBU' with a magnifying glass icon, and the description 'Global Business Institute BU' is shown to the right. The 'Location Code' is an empty text field with a magnifying glass icon. The 'Referral' is a dropdown menu followed by an empty text field. At the bottom, there is a 'Comment' text area with a magnifying glass icon.

Respiratory Exam - Exam Details page

<b>Smoker</b>	Because information about the employee's history as a smoker comes from personal data, this check box is unavailable for entry. If the employee is not a smoker, the check box is not selected. If the check box contains a check mark, it indicates that the employee is a smoker.
<b>Date of Exposure</b>	If it applies, enter the exposure date.
<b>Exposure Type</b>	If it applies, select a value from the list of available options.
<b>Contaminant Agent</b>	If it applies, select a value from the list of available options.
<b>Business Unit</b>	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.
<b>Location Code</b>	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 1 page (Workforce Monitoring, Health and Safety, Record Medical Exam Results, Drug Test, Drug Test Data 1).

Drug Test Data 1 | Drug Test Data 2

**Douglas Lewis** Person ID: KU0001

Exam Information Find | View All First 1 of 1 Last

\*Exam Date: 06/05/2009 Exam Type: [dropdown] + -

Exam Time In/Out: [ ] [ ] Next Exam: [ ] [ ]  Union Negotiated

Physician: [ ]

Country: USA United States

Address: [ ] Edit Address

Phone: [ ]

Drug Test Data 1 page

- Exam Date** Today's date appears by default. The system, however, enables you to change it appropriately. The system sorts exam result data rows by exam date.
- 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 2 page (Workforce Monitoring, Health and Safety, Record Medical Exam Results, Drug Test, Drug Test Data 2).

Drug Test Data 1 | Drug Test Data 2

**Douglas Lewis** Person ID: KU0001

Exam Information Find | View All First 1 of 1 Last

\*Exam Date: 08/11/2009 Exam Type: [dropdown]

Exam Results

Pass  Fail  No Show for Exam  Monitoring Required

Referral: [dropdown]

Comment: [text area]

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

# (BRA) Running Health and Safety Reports for Brazil

This chapter discusses how to:

- Run the Work Risk report for Brazil.
- Run the Bioprofessional Profile report for Brazil

### **See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HCM Reports," (BRA) Meeting Regulatory Requirements Reports for Brazil

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## Running the Work Risk Report for Brazil

This section discusses how to run the Work Risk report for Brazil.

### Page Used to Run the Work Risk Report for Brazil

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
CAT Report BRA	CATRC_INCIDENT_BRA	Workforce Monitoring, Health and Safety, Reports, CAT Report BRA	Monitor work risks by establishment ID, department ID, employee, and incident ID.

## Running the Work Risk Report for Brazil

Access the CAT Report BRA page (Workforce Monitoring, Health and Safety, Reports, CAT Report BRA).

CAT Report BRA page

Select the appropriate values for the fields that appear on the page. The system displays a different set of fields at the bottom of the page for each of the options that you select in the Selection Criteria group box.

## Running the Bioprofessional Profile Report for Brazil

This section discusses how to run the Bioprofessional Profile report for Brazil.

### Page Used to Run the Bioprofessional Profile Report for Brazil

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
PPP Report BRA	PPP_RC_BRA	Workforce Monitoring, Health and Safety, Reports, PPP Report BRA	Add profile information to the system by establishment ID, department ID, group ID, or worker.

## Running the Bioprofessional Profile Report for Brazil

Access the PPP Report BRA page (Workforce Monitoring, Health and Safety, Reports, PPP Report BRA).



## PPP Report BRA

Run Control ID: SEPT2006 [Report Manager](#) [Process Monitor](#)

### Parameters

\*Company:  Compañía de Servicios

\*Begin Date:  \*End Date:

\*Issue Date:

\*Parameter ID:

\*PPP Responsible:  Atif Ovedara

### PPP Action / Reasons

[Customize](#) | [Find](#) | [View All](#) | | [First](#) | **1 of 1** | [Last](#)

*Action	Description	*Reason	Description		
<input type="text" value="FSC"/>		<input type="text" value="CHL"/>	New Dependent	<input type="button" value="+"/>	<input type="button" value="-"/>

### Observation Option

No Observation     
  Print Observation     
  Override Observation

### Selection Criteria

Select Establishment ID     
  Select Department ID     
  Select Group ID     
  Select Worker

### Department Data

[Find](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#)

Set ID:  Dept ID:  Department Security China

### PPP Report BRA page

Select the appropriate values for the fields that appear on the page. The system displays a different set of fields at the bottom of the page for each of the options that appear in the Selection Criteria group box.

If you select the Override Observation option, the system displays the Detailed Description field. Use this field to write a description of why you are overriding the observation.



## Chapter 8

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

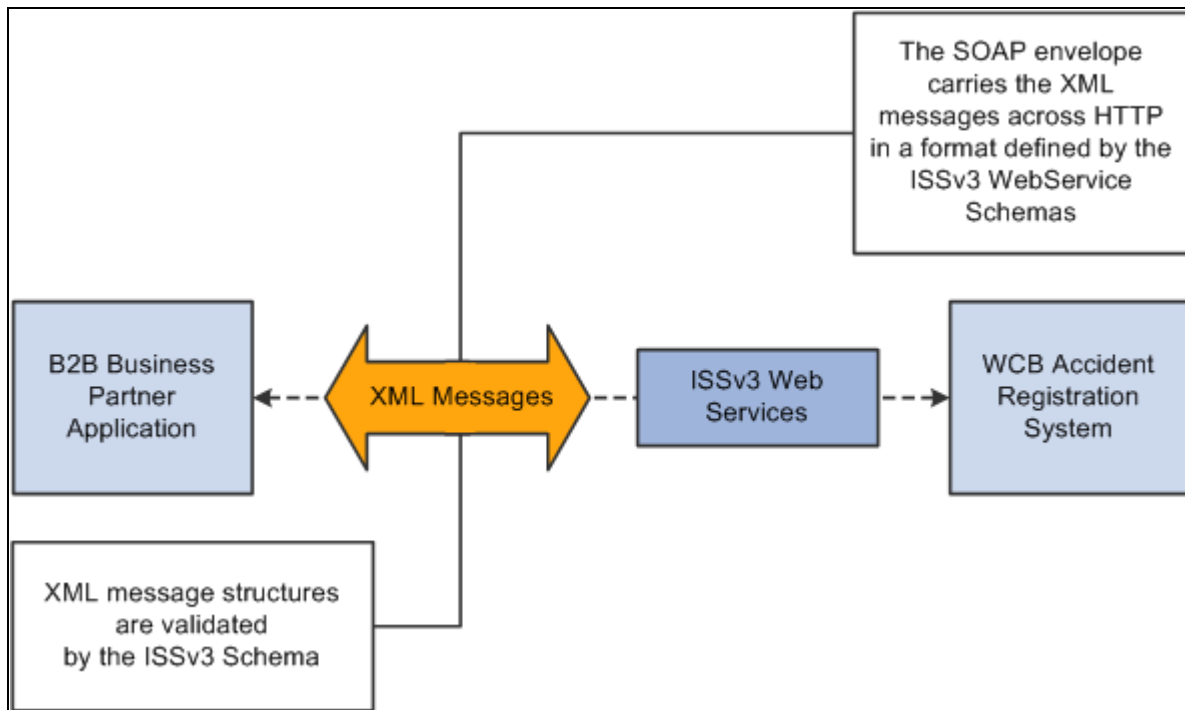
This chapter provides an overview of the British Columbia (B.C.) Workers' Compensation Board's (WCB) web service and discusses how to send and receive injury and incident data.

---

## Understanding the WorkSafeBC Web Service

The British Columbia (B.C.) Workers' Compensation Board (WCB), also known as WorkSafeBC, uses the Interchange Specification Standard Version 3 (ISSv3) web service to submit and receive data from the WCB Accident Registration System. The ISSv3 web service is an Extensible Markup Language (XML) application that permits data transfer between employers using PeopleSoft HR applications and the WCB's Accident Registration System. By creating an XML document in the form of a Simple Object Access Protocol (SOAP) message, an employer can send accident information to the web service across the Internet, and receive a response, also in the form of an XML document. Upon receiving an XML document, the web services interface validates the data against business rules and transforms the XML data into a format understood by the WCB Accident Registration System. The system rejects XML documents that do not pass the validation and does not save the submitted data in the WCB Accident Registration System.

The following diagram illustrates the WorkSafeBC web service process:



WorkSafeBC Web Service process

---

**Warning!** We have 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 do not use the proper regulatory region and setID, you could produce an XML message that is formatted correctly but is rejected by the WCB due to missing or invalid information.

---

## Prerequisites

Before you can use the new WorkSafeBC Web Service functionality, you must:

- Confirm your PeopleTools release.
- Identify a static Internet protocol (IP) address from which your system calls WorkSafeBC's web services. This is required to connect to WCB's Accident Registration System
- Register with WorkSafeBC Web Services.
- Set Up Integration Broker.
- Enter a phone number for your location.
- Change the ISSv3 web service URL.

### ***Confirming your PeopleTools Release***

You must be running PeopleTools 8.48 or later to use the WorkSafeBC Web Service functionality.

### ***Identifying a Static Internet Protocol (IP) Address***

To protect the integrity of the ISSv3 Web Service, WorkSafeBC uses several firewalls, each of which requires authentication before permitting messages to pass. Therefore, before an employer requests access to the ISSv3 Web Service, it must register with WorkSafeBC one or more static IP addresses from which its system calls the Web Services.

### ***Registering with WorkSafeBC Web Services***

Before you begin implementing and testing your web service functionality, you must register with WorkSafeBC. Registration enables you to:

- Use WorkSafeBC's business-to-business services.
- Use the web service feature in PeopleSoft HR to electronically submit the Employer's Report of Injury (Form 7).
- Complete WorkSafeBC's web service testing requirements before being permitted access to the production environment (optional). Optional testing may include a connectivity test and/or a data test.

To obtain instructions on web service registration, visit the WorkSafe BC website.

See [http://www.worksafebc.com/online\\_services/web\\_services/default.asp](http://www.worksafebc.com/online_services/web_services/default.asp).

### ***Setting Up Integration Broker***

The WorkSafeBC Web Service enhancement uses PeopleSoft Integration Broker to transmit information between your PeopleSoft system and the WCB system. To use Integration Broker for this purpose, you need to configure the default local node, PSFT\_HR, and make sure that it is active.

The WorkSafeBC Web Service enhancement uses the following four service operations:

- RETRIEVEEMPLOYERCODES
- RETRIEVEINCIDENTSTATUS
- RETRIEVESYSTEMCODES
- SUBMITINCIDENT

### ***Entering a Phone Number for your Location***

Telephone Area Code and Telephone Number are mandatory fields for WCB for

- Reporting employers
- Submitting employers
- Payroll contacts
- Workers

Telephone number, however, is not a mandatory field in PeopleSoft HR, so it is imperative that you enter an area code and telephone number on the Company page. The system uses this telephone number if no telephone number exists for one of the entities listed above.

### **Changing the ISSv3 Web Service URL**

Although completing WorkSafeBC's web service testing requirements is an optional step, we deliver a client validation ISSv3 web service URL so that you can perform this testing if you wish. In test mode, you can send web service messages to request system codes, request employer-related codes, and submit injury reports. Only the ability to request submission status is disabled for client validation testing. You need to contact WorkSafeBC prior to connecting to the production database. In addition, you need to change the client validation URL to the production URL. To change the ISSv3 web service URL:

1. Access the Service page (PeopleTools, Integration Broker, Integration Setup, Services) for the ISSV3 service.
2. In the Existing Operations group box, click the RETRIEVEEMPLOYERCODES.V1 link to access the Service Operations component for the RETRIEVEEMPLOYERCODES service operation.
3. Access the Routings page of the Service Operations component.
4. In the Routing Definitions group box, click the ~IMPORTED~22075 link to access the Routings component for the ~IMPORTED~22075 routing.
5. Access the Connector Properties page.
6. Change the value of the PRIMARYURL property ID from <https://cv.b2b.online.worksafebc.com/ISSV3/ISSV3.asmx> to <https://b2b.online.worksafebc.com/ISSV3/ISSV3.asmx>.
7. Click Save.
8. Repeat these steps for the routings associated with the RETRIEVEINCIDENTSTATUS, RETRIEVESYSTEMCODES, and SUBMITINCIDENT service operations.

### **See Also**

*PeopleTools 8.52: Integration Broker PeopleBook*

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Establishing Locations*

## **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 WorkSafeBC's web service. The WCB returns incomplete files for more information.

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

However, the BC WCB's mainframe computer checks for some things that HR 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 detects the error and rejects the file. In most cases, you can solve the problem by correcting and resubmitting the report file to the BC WCB.

## Understanding BC WCB Reporting Based Upon Incident Outcomes

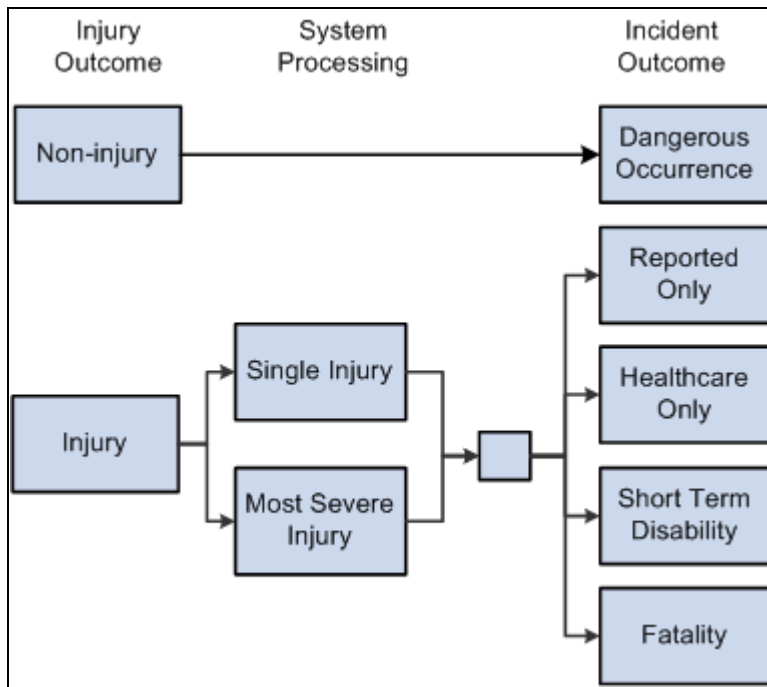
The BC WCB recognizes five types of incident outcomes for health and safety incidents. The following table lists these outcomes in increasing order of severity.

<b><i>Incident Outcome</i></b>	<b><i>Definition</i></b>
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.
Reported Only	An event in which one or more workers are injured, but the workers do not 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.
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 do not result in any time away from work. The workers may or may not receive first aid treatment.
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.
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 the HR system. This means that entering a particular piece of information into the 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 as the most severe of the injury outcomes.

This diagram shows how incident outcome is derived from injury outcome:



Injury outcome and incident outcome

---

## Processing Data for WorkSafeBC's Web Service

This section provides an overview of WorkSafeBC's web service processes and discusses how to:

- Enter employer registration details.
- Request system codes.
- Request employer codes.
- Populate staging tables.
- Create and transmit injury reports.
- Review error messages.
- Review success messages.
- Request submission status.
- Review submission status.

## Understanding WorkSafeBC's Web Service Processes

Using the WorkSafeBC web service you can:

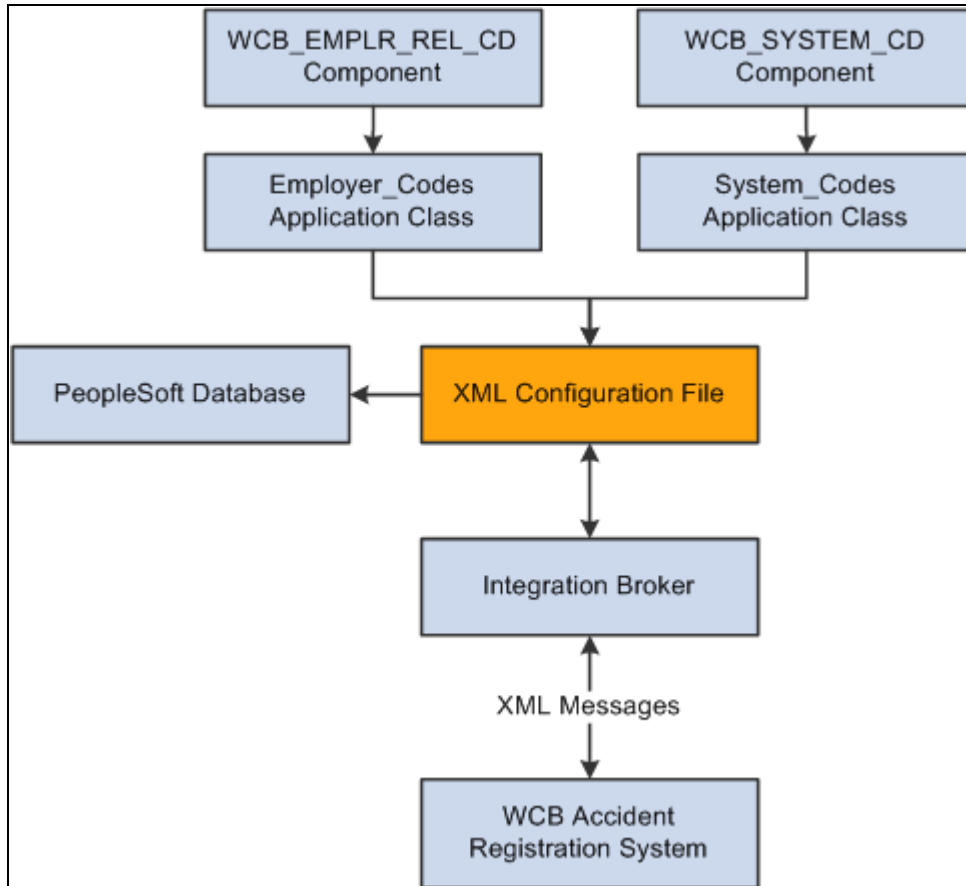
- Request employer and system codes.



- Submit injury reports.
- Request submission statuses.

### **Requesting Employer and System Codes**

This diagram illustrates the process flow for requesting employer and system codes using the WorkSafeBC web service:

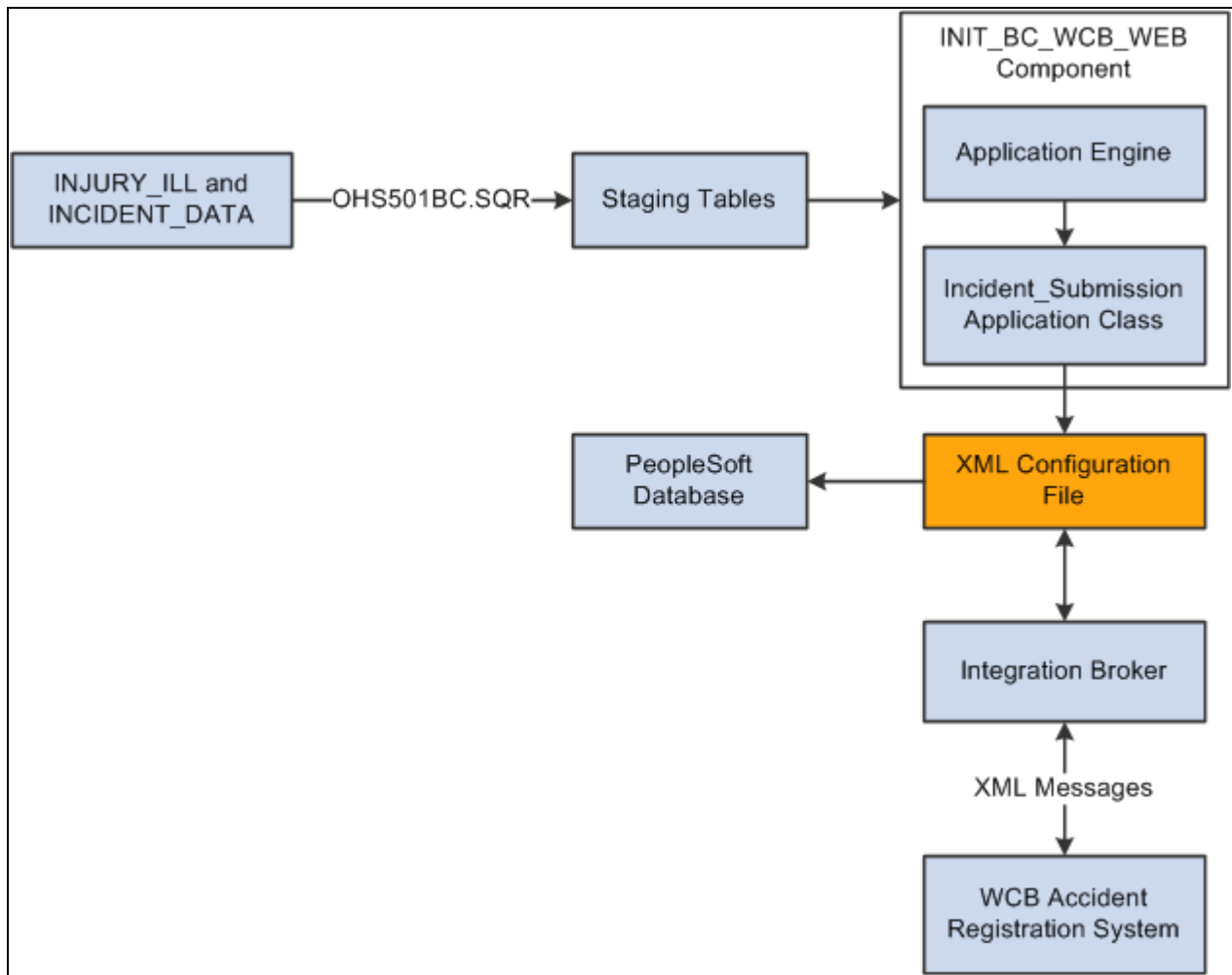


Employer and system code request process

1. Using the WCB\_EMPLR\_REL\_CD or WCB\_SYSTEM\_CD component, you initiate the Employer\_Codes or System\_Codes application class, respectively.
2. Both application classes generate an XML file and initiate a web service operation through Integration Broker to send the XML file as a SOAP envelope to WCB's Accident Registration System.
3. After receiving the XML file, the WCB system validates it and returns either completion codes confirming that the validation was successful, or error codes indicating that the validation failed.
4. Based on the response from WCB, the PeopleSoft system parses the XML file and extracts the data to update the database.

### **Submitting Injury Reports**

This diagram illustrates the process flow for submitting injury reports using the WorkSafeBC web service:



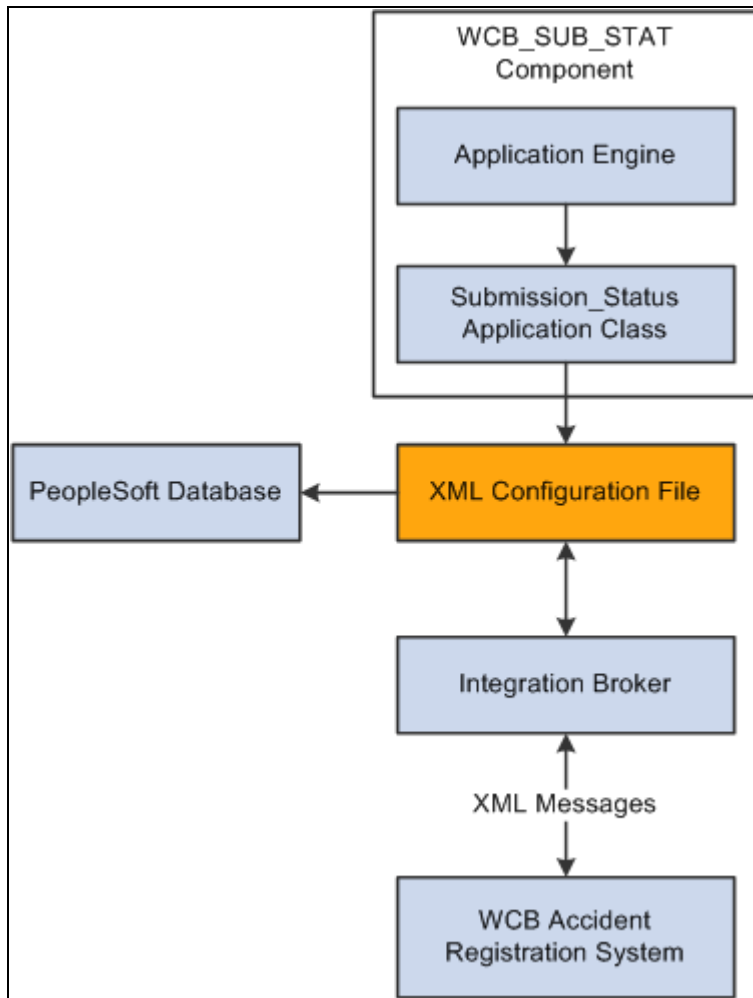
Injury report submittal process

1. You initiate the OHS501BC.SQR process to collect injury and incident data from the INJURY\_ILL and INCIDENT\_DATA tables and use it to populate staging tables. The process collects the following types of data:
  - Incident/injury data.
  - Corrective preventative actions.
  - Non-employee information.
  - Employee information.
  - Employment information.
  - Claims information.
2. Using the INIT\_BC\_WCB\_WEB component, you trigger the Incident\_Submission application class, which collects data from the staging tables and uses it to generate an XML file. The same application class also initiates a web service operation through Integration Broker to send the XML file as a SOAP envelope to the WCB's Accident Registration System.

3. After receiving the XML file, the WCB system validates it and returns either completion codes confirming that the validation was successful, or error codes indicating that the validation failed.
4. Based on the response from WCB, the PeopleSoft system parses the XML file and extracts the data to update the database.

### **Requesting Submission Statuses**

This diagram illustrates the process flow for requesting submission statuses using the WorkSafeBC web service:



Submission status request process

1. Using the WCB\_SUB\_STAT component, you initiate the Submission\_Status application class.
2. The application class generates an XML file and initiates a web service operation through Integration Broker to send the XML file as a SOAP envelope to WCB's Accident Registration System.
3. After receiving the XML file, the WCB system validates it and returns either completion codes confirming that the validation was successful, or error codes indicating that the validation failed.
4. Based on the response from WCB, the PeopleSoft system parses the XML file and extracts the data to update the database.

## Pages Used to Process Data for WorkSafeBC's Web Service

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Employer Web Srv Registration	WCB_WEB_REG_DTLS	Setup HRMS, Product Related, Workforce Monitoring, Health and Safety, WCB Web Service CAN, Employer Web Srv Registration, Employer Web Srv Registration	Enter employer WCB registration details.
Employer-Related Codes	WCB_EMPLR_REL_CD	Setup HRMS, Product Related, Workforce Monitoring, Health and Safety, WCB Web Service CAN, Employer-Related Codes, Employer-Related Codes	Request employer codes.
System Codes	WCB_SYSTEM_CD	Setup HRMS, Product Related, Workforce Monitoring, Health and Safety, WCB Web Service CAN, System Codes, System Codes	Request system codes.
Extract WCB Injury Data CAN	RUNCTL_WCB_501	Workforce Monitoring, Health and Safety, Collect Health/Safety Data, Extract WCB Injury Data CAN, Extract WCB Injury Data CAN	Run the OHS501BC SQR process to populate staging tables with WCB injury data.
Submit Injury Report	INIT_BC_WCB_WEB	Workforce Monitoring, Health and Safety, WCB Web Services CAN, Submit Injury Report, Submit Injury Report	Create and transmit injury reports.
Review Error Messages	WCB_INJ_ERR_RESP	Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Review Error Messages	Review error messages received from the WCB.
Request Submission Status	WCB_SUB_STAT	Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Request Submission Status	Request submission status.

Page Name	Definition Name	Navigation	Usage
Incident Submission Status	WCB_INC_SUB_STAT	Workforce Monitoring, Health and Safety, WCB Web Services CAN, Review Submission Status	Review the submission status of an injury report.
Review Success Messages	WCB_INJ_RPT_RESP	Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Review Success Messages	Review success messages received from the WCB.

## Entering Employer Registration Details

Access the Employer Web Srv Registration page (Setup HRMS, Product Related, Workforce Monitoring, Health and Safety, WCB Web Service CAN, Employer Web Srv Registration, Employer Web Srv Registration).

The screenshot shows the 'WCB Web Registration Details' page. The main heading is 'Employer Web Srv Registration'. Below it is a table titled 'Employer Details' with columns for '\*WCB Employer ID', '\*Business Partner Identifier', '\*Business Partner Type', and '\*Business Partner Token'. The table contains one row with the following values: 778147, 456789, EM, and 192E5417-C7EC-4201-B54f. There are also navigation controls like 'First', '1 of 1', and 'Last'.

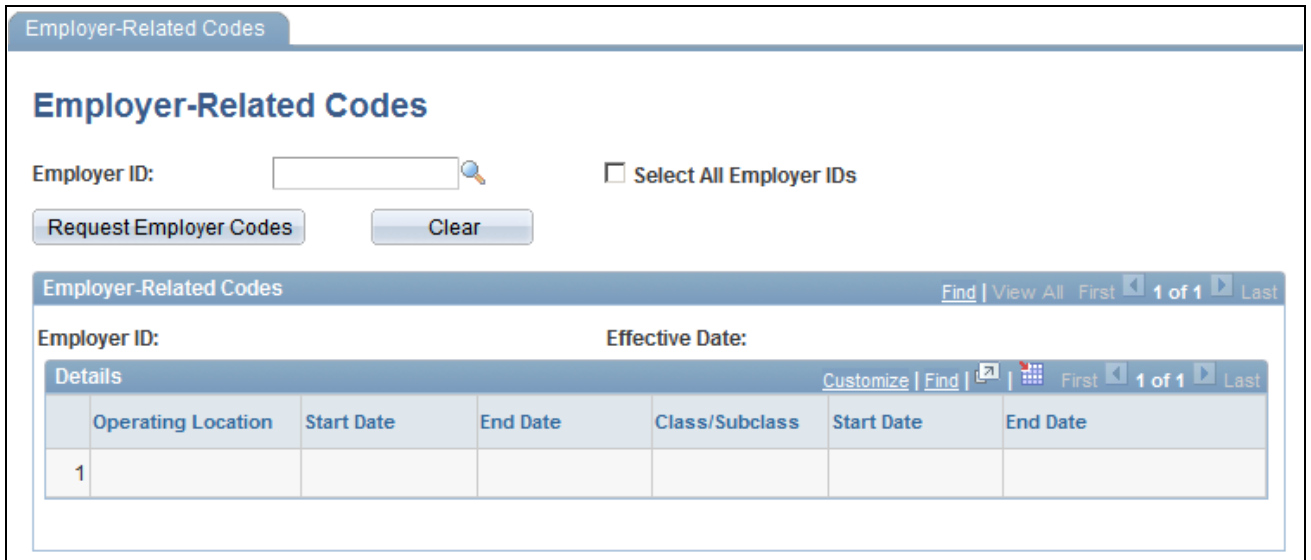
WCB Web Registration Details				
Employer Web Srv Registration				
Employer Details				
	*WCB Employer ID	*Business Partner Identifier	*Business Partner Type	*Business Partner Token
1	778147	456789	EM	192E5417-C7EC-4201-B54f

WCB Web Registration Details page

- WCB Employer ID** Enter the employer ID assigned by the WCB.
- Business Partner Identifier** Enter the six-digit WCB account number.
- Business Partner Type** Enter the role type assigned to the employer during web service registration.
- Business Partner Token** Enter the unique credential issued to each business partner.

## Requesting Employer Codes

Access the Employer-Related Codes page (Setup HRMS, Product Related, Workforce Monitoring, Health and Safety, WCB Web Service CAN, Employer-Related Codes, Employer-Related Codes).



Employer-Related Codes page

Use this page to retrieve employer-related codes from the WCB. An employer should run this web service every time that it adds, changes or deletes operating locations or industry classifications because the WCB validates every web service transmission to ensure that the codes are correct.

- Employer ID** Enter the ID of the employer for which you want to request employer-related codes.
- Select All Employer IDs** Select to request codes for all valid employer IDs.
- Request Employer Codes** Click to initiate the employer-related codes request to the WCB. The WCB sends a response message containing the valid employer-related code values for the selected employer ID.
- Clear** Click to deselect the displayed information in the Employer Related Codes group box.
- Operating Location** Displays the identification number of the employer's operating location(s) as assigned by the WCB. The Start Date and End Date fields next to this field represent the date on which the location became active and the date on which it became inactive, respectively.
- Class/Subclass** Displays the type of industry classification assigned to the employer by the WCB. The Start Date and End Date fields next to this field represent the date on which the classification unit became active and the date on which it became inactive, respectively.

## Requesting System Codes

Access the System Codes page (Setup HRMS, Product Related, Workforce Monitoring, Health and Safety, WCB Web Service CAN, System Codes, System Codes).

### System Codes page

Use this page to request system codes. It is necessary to request system codes only once during implementation unless new system codes are added.

<b>Employer ID</b>	Select the ID of the employer for which you are requesting system codes.
<b>System Category</b>	Select the system category for which you are requesting codes.
<b>Select All System Categories</b>	Select to request system codes for all valid system categories.
<b>Request System Codes</b>	Click to initiate the system codes request to the WCB. The WCB sends a response message containing the valid system code values for the selected system category.
<b>Clear</b>	Click to deselect the displayed information in the System Code group box.
<b>System Code</b>	Displays the system codes of the system category that you select.
<b>Description</b>	Displays the description of the system code.
<b>Start Date</b>	Indicates the date on which the system code became active.
<b>End Date</b>	Indicates the date on which the system code became inactive.

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**Note.** One of the system codes is SEXTY, which is the gender code. The PeopleSoft system derives the gender of an EmplID from the Personal Data table, so the gender values of Male and Female are hard coded. These values are the same as those currently delivered by the WCB, but if these values change or new values are added, you need to update the hard coded PeopleSoft values accordingly.

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## (CAN) Populating Staging Tables

Access the Extract WCB Injury Data CAN page (Workforce Monitoring, Health and Safety, Collect Health/Safety Data, Extract WCB Injury Data CAN, Extract WCB Injury Data CAN).

**Extract WCB Injury Data CAN**

Run Control ID: WCBSTAGE      [Report Manager](#)   [Process Monitor](#)  

**Transaction Details**

\*Employer ID:

\*Operating Location:

\*Name of Person Transmitting:  (Last Name, First Name)

\*Phone Number:       Phone Extension:

Email ID:

Date Transmitted:       Time:

**Data Request Parameters**      [Customize](#) | [Find](#) | |      First 1-2 of 2 Last

	*Incident Number		
1	<input type="text" value="12300001"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="12300003"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Extract WCB Injury Data CAN page

(CAN) Use this page to run the OHS501BC SQR process, which extracts injury data to staging tables, where it can then be transmitted to the WCB.

- Employer ID**                      Enter the employer ID assigned by the WCB.
- Operating Location**              Enter your organization's operating location ID.
- Name of Person Transmitting**      Enter the name of the primary point of contact for the transmitting organization.
- Phone Number**                      Enter the phone number of the primary point of contact for the transmitting organization.



<b>Phone Extension</b>	Enter the phone extension of the primary point of contact for the transmitting organization.
<b>Email ID</b>	Enter the email address of the primary point of contact for the transmitting organization.
<b>Date Transmitted</b>	Enter the date on which the injury report data was extracted.
<b>Time</b>	Enter the time at which the injury report data was extracted.

### **Data Request Parameters**

Use this group box to select the incidents for which you want to extract injury data.

## **Creating and Transmitting Injury Reports**

Access the Submit Injury Report page (Workforce Monitoring, Health and Safety, WCB Web Services CAN, Submit Injury Report, Submit Injury Report).

Injury Report Details							Customize	Find	First	1-2 of 2	Last
Incident Number	Event Report Type	Resubmission	Transaction Identifier	Message Status	Details						
1	70000011	No Injured Workers	<input type="checkbox"/>			Details	+	-			
2	70000012	No Injured Workers	<input type="checkbox"/>			Details	+	-			

Submit Injury Report

<b>Incident Number</b>	Enter the unique identifying number of the incident you want to report to the WCB.
<b>Event Report Type</b>	Displays the event report type of the incident number you select.
<b>Resubmission</b>	Indicates that the employer has made updates to a previously reported incident and is resubmitting it.

<b>Transaction Identifier</b>	Displays the unique identifier returned by the WCB as part of the response to a successfully validated transmission. This field is populated only if you select the Resubmission check box.
<b>Message Status</b>	Indicates whether a transmitted message resulted in success or error.
<b>Details</b>	Click to open the Review Error Messages page or Review Success Messages page depending on whether the message was transmitted successfully.
<b>Submit Injury Report</b>	Click to submit the selected injury reports.

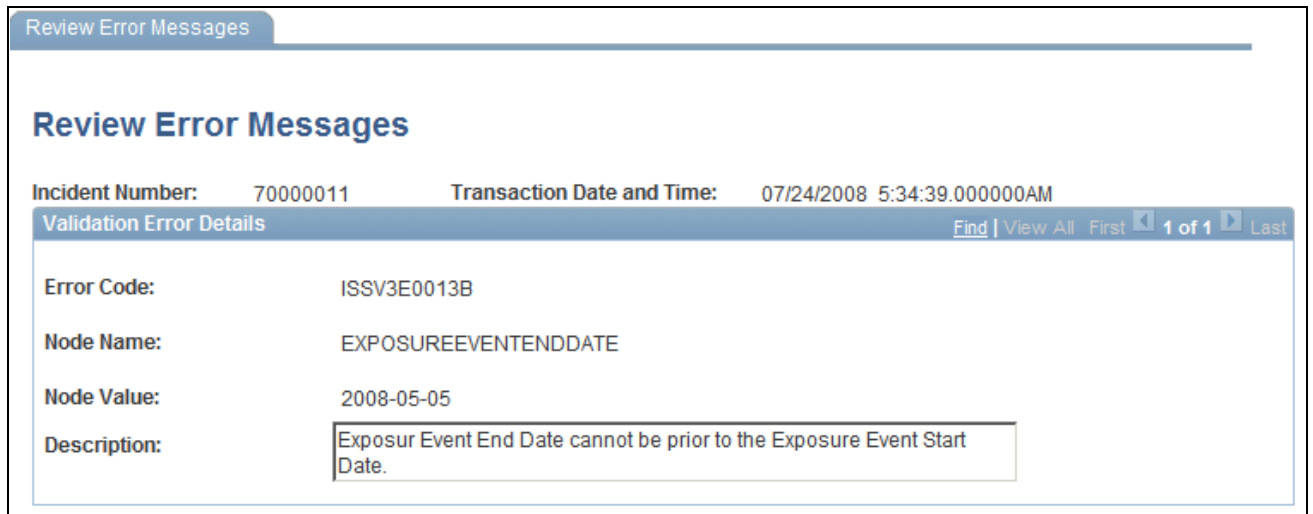
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**Note.** You should submit to the WCB only incidents with an outcome of Short Term Disability or Health Care Only. Do not submit incidents with an outcome of Dangerous Occurrence, Reported Only, and Fatality through the WorkSafeBC web service. The outcome of an incident is displayed in the Outcome field of the Incident Details – Incident page.

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## Reviewing Error Messages

Access the Review Error Messages page (Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Review Error Messages).



### Review Error Messages page

This page displays any business logic error messages returned by the WCB. These types of errors are usually data entry errors and easily rectified.

## Reviewing Non-Business Logic Errors

The WCB Web Service Administrator in your organization needs to review the more technical errors that are not a result of bad business logic. To review these errors, go to the Synchronous Services page (PeopleTools, Integration Broker, Service Operations Monitor, Monitoring, Synchronous Services) and enter the name of the service operation on which you want to run a query. You can view additional details for an error by opening the errorlog.html and msglog.html files, which are located in the <PIA\_HOME>\webserv\<database name>\applications\peoplesoft\PSIGW directory.

## Requesting Submission Status

Access the Request Submission Status page (Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Request Submission Status).

Request Submission Status				
Request Submission Status				
Submission Details				
*Incident Number	Transaction Identifier	Date Transmitted	View Submission Status	
1 70000011	dsdd77-sdddsd-4344sdd-43esd-dsed3-sd	08/21/2008	<a href="#">View Submission Status</a>	+ -
2 70000012	dsjh-8ysdg-dgysgd-sdsgs-88u8s-88y8u7	08/21/2008	<a href="#">View Submission Status</a>	+ -

Request Submission Status page

Use this page to request the current submission status of an incident. WorkSafeBC updates the submission status code of an incident as the state of the claim changes.

<b>Incident Number</b>	Enter the unique identifying number of the incident for which you want to review the status.
<b>Transaction Identifier</b>	Displays the unique identifier returned by the WCB as part of the response to a successfully validated transmission.
<b>Request Submission Status</b>	Click to retrieve the submission status of the selected incidents.
<b>View Submission Status</b>	Click to open the Incident Submission Status page for the associated incident.

**Note.** Your organization must be live on the production URL to receive responses to submission status requests.

## Reviewing Submission Status

Access the Incident Submission Status page (Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Review Submission Status).

The screenshot shows a web interface for reviewing submission status. At the top, it says "Incident Submission Status" and "Review Submission Status". Below this, the "Incident Number" is 70000011. A "Submission Status" section shows a "Status Code" of CAC, a "Transaction Date and Time" of 08/07/2008 2:43:03.000000AM, and a "Status Message" of "Submission was accepted." Below that, a "Claim Details" table lists one claim with Empl ID 1, Claim Number KC0020, and Claim Status Code with a message "Claim waiting to be assigned."

Incident Submission Status page

This page displays the submission Status Code and Status Message associated with the incident. There are four valid submission status codes that the WCB can return in response to a reported incident:

<b>Submission Status Code</b>	<b>Submission Status Message</b>	<b>Description</b>
CNP	Submission Not Processed Yet	The submission currently resides in the WCB interim repository and is awaiting processing.
CAC	Submission Was Accepted	The submission is successfully stored in the WCB Accident Registration System.
CNW	Submission Has No Workers	The submission has no workers and therefore no claim numbers.
CNF	Submission Not Found	The submission could not be found in the interim repository or in the WCB Accident Registration System.

In addition, for each EmplID and Claim Number, this page displays the Claim Status Code and Claim Status Message. There are nine valid claim status codes that the WCB can return for each claim:

<b>Claim Status Code</b>	<b>Claim Status Message</b>	<b>Description</b>
AC	This claim has been accepted.	The claim has been accepted.

<b>Claim Status Code</b>	<b>Claim Status Message</b>	<b>Description</b>
AI	We require more information to process this claim.	The claim has been accepted for investigative purposes only. Only health care costs are payable. This is not a final decision on the claim.
AN	This claim has been accepted.	The claim has been accepted on an interim basis. Only wage loss costs are payable. This is not a final decision.
DI	This claim has not been accepted.	This claim has been disallowed.
PE	We require more information to process this claim.	The claim is in a pending state as we have not made a claim decision yet.
SU	We require more information to process this claim.	The claim has been suspended as we did not have all the evidence we required to make a claim decision.
HC	This claim has been accepted for health care only.	The claim has been accepted for the payment of health care benefits only.
IN	This claim has been registered but needs more information.	The claim has been recorded for information purposes only. There was no medical attention sought or time loss involved.
RE	This claim has not been accepted.	The claim has been rejected. The claim does not meet the requirements of the Workers Compensation Act.

## Reviewing Success Messages

Access the Review Success Messages page (Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Review Success Messages).

The screenshot displays the 'Review Success Messages' page. At the top, there is a blue header with the text 'Review Success Messages'. Below this, the main heading 'Review Success Messages' is shown in a larger blue font. Underneath, there is a section titled 'Injury Report Details' with a blue background. This section contains three lines of information: 'Incident Number: 70000011', 'Transaction Identifier: fdftsat55-67tdggds-vfgfisd6-dvg-dft6', and 'Transaction Date and Time: 08/07/08 2:43:03.000000AM'.

Review Success Messages page

This page displays success messages returned by the WCB.

## Chapter 9

# (DEU) 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 discusses how to:

- Review employee checklist data.
- Track illnesses for German employees.
- Enter case officer information for German employees.
- Collect data for German reports.

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## 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. HR enables you to track information specific to incidents that involve 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.

### ***Reports for Germany***

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

- Accident report (OHS001GR).
- Reportable Accident/Illness report (OHS002GR).
- Incident Location Summary report (OHS003GR).
- Illness report (OHS004GR).

**See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HCM Reports," Monitor Health and Safety Reports

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## Reviewing German Employee Checklist Data

This section describes prerequisites for reviewing checklist data and discusses how to use checklists to update medical exam information.

### Prerequisites

An organization's physician can use the Employee Checklist page to view and enter the medical examination dates and exam statuses for employees in a medical checklist.

Before the organization's physician views and updates the status and date of medical examinations using the Employee Checklist page, create medical checklists for employees using the Checklist table, Checklist Item table, and Employee Checklist pages.

In Workforce Administration, the Employee Checklist page appears with the Checklist Date, Checklist, Responsible ID, Comments, Checklist Sequence, and Checklist Item fields. Use these fields to configure checklists for employees.

See *PeopleSoft HR 9.1 PeopleBook: Administer Workforce*, "Setting Up the Administer Workforce Business Process," Understanding Checklists.

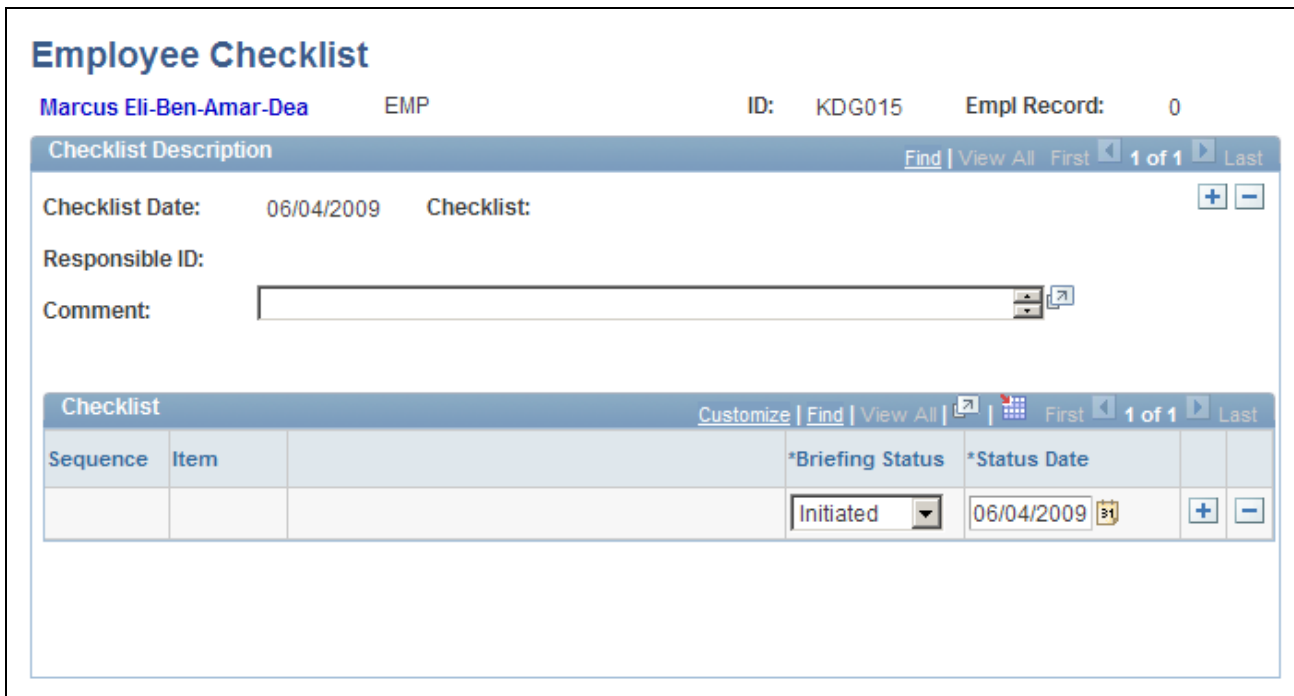
### Page Used to Update Medical Exam Information

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Employee Checklist	HS_EMPL_MEDCHK_GER	Workforce Monitoring, Health and Safety, Details DEU, Employee Checklist	View and update medical examination dates and status.

### Updating Medical Exam Information

Access the Employee Checklist page (Workforce Monitoring, Health and Safety, Details DEU, Employee Checklist).





Employee Checklist page

You can add checklist items (exam types) by inserting additional rows.

**Briefing Status** Update the exam status by selecting from the list of available options: *Completed, Initiated, Notified, or Received.*

## Tracking Illnesses for German Employees

This section discusses how to:

- Establish an illness profile.
- Describe employee circumstances.
- Enter information about job-related illnesses.
- Enter compensation and insurance information.
- Enter medical details.
- Enter corrective actions.
- Enter preventative actions.

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

## Pages Used to Track Illnesses

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Illness Profile	HS_ILLNESS1_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Illness Profile	Establish an illness number and track details about an employee's illnesses.
Job Details	HS_ILLNESS2_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Job Details	Describe employee circumstances.
Job-Related Cause	HS_ILLNESS3_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Job-Related Cause	Enter information about the job-related cause for each of the individual's illnesses.
Payment/Work	HS_ILLNESS4_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Payment/Work	Enter data about employee compensation and insurance related to an illness.
Medical Details	HS_ILLNESS5_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Medical Details	Enter information about the attending doctor, hospital, medical diagnoses, and autopsy.
Corrective Actions	HS_ILLNESS6_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Corrective Actions	Enter the causes and corrective actions for occupational illnesses.
Preventative Actions	HS_ILLNESS7_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Preventative Actions	Enter the causes and preventative actions for occupational illnesses.

## Establishing an Illness Profile

Access the Illness Profile page (Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Illness Profile).

The screenshot displays the 'Illness Profile' page for employee KD0001, Heiner Breit-Gossmann. The page is divided into several sections: 'Job Details', 'Job-Related Cause', 'Payment/Work', 'Medical Details', and 'Corrective Actions'. The 'Profile' section contains the following fields and values:

- EmplID:** KD0001
- Name:** Heiner Breit-Gossmann
- Empl Record:** 0
- Illness Number:** 00000001
- \*Regulatory Region:** DEU
- Case Officer ID:** (empty)
- Occ Illness:** (empty)
- Disease Class:** (empty)
- Incident Related:**
- Incident Number:** (empty)
- Illness Start Date:** 10/04/2006
- Result:** N/A
- Symptoms:** Chills, Sneezing, Coughing
- Checkup Results:** Flu

Illness Profile page

**Illness Number**

You may either enter an illness number or let the system assign one when you save.

---

**Note.** To prevent having two sets of numbers and to avoid confusion, PeopleSoft recommends that you either always enter the illness number 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**

Select the regulatory region.

**Case Officer ID**

Select a case officer ID, which is the employee identification number of a person assigned as a case officer of the type *Company Physician* for this individual's setID and location.

Case officer information is set up on the Case Officer Table DEU and specified on the Employee page. Case officers are assigned to employees on the Case Officer Assignment page.

**Occ. Illness** (occupational illness)

Select an occupational illness code; these values come from the Occupational Illness table.

**Disease Class**

The disease class that is associated with the occupational illness appears in this field. Disease class values come from the Disease Class DEU component. Use the values for occupational illnesses and disease classes that are defined by the employer's liability insurance association.

**Incident Related**

Select this check box to indicate that the illness is incident related.

<b>Incident Number</b>	If you select the Incident Related check box, this field is available for entry. Define incident numbers using the Incident Details component.
<b>Illness Start Date</b>	Enter the illness start date.
<b>Result</b>	Select a value from the list of available options: <i>N/A</i> (not applicable), <i>Terminate</i> , and <i>Transfer</i> .
<b>Symptoms</b>	Enter a brief description.
<b>Checkup Results</b>	Enter exam results.

## Describing Employee Circumstances

Access the Job Details page (Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Job Details).

The screenshot displays the 'Job Details' page for an employee. At the top, there are navigation tabs: 'Illness Profile', 'Job Details' (selected), 'Job-Related Cause', 'Payment/Work', 'Medical Details', and 'Corrective Actions'. The main content area shows the following details:

- EmpID:** KD0001, **Name:** Heiner Breit-Gossmann, **Empl Record:** 0
- Date of Birth:** 01/01/1943, **Date of Death:** (blank), **Gender:** M
- Job Data:** A table with 'Find | View All | First | 1 of 1 | Last' and '+ -' buttons. It contains one row with 'Illness Number: 00000001'.
- Employee Job Data:** A table with columns for 'Dept ID', 'Job Code', and 'Active'. It shows 'Dept ID: 10200' (Headquarters) and 'Job Code: 350000' (Country Manager) with 'Active' status.
- Relationships:** Four checkboxes: 'Owner Partner', 'Partner', 'Incompetent', and 'Relation', all of which are currently unchecked.

Job Details page

The employee's data from the Personal Data component appears on this page if the individual is an employee. If the person is a non-employee the data comes from the Non-Employee - Personal Details component.

<b>Illness Number</b>	You can insert a new row to add information for another illness. Enter the illness number on the Illness Tracking - Illness Profile page.
<b>Current Job</b>	If the individual is a non-employee, enter a brief description of the current job.
<b>Owner Partner</b>	Select this check box, if appropriate; Partner and Relation check boxes then become unavailable for data entry.

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

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

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

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 Job-Related Cause page (Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking Cause, Job-Related Cause).

The screenshot displays the 'Job-Related Cause' page for employee Heiner Breit-Gossmann (EmplID: KD0001). The page includes tabs for 'Illness Profile', 'Job Details', 'Job-Related Cause', 'Payment/Work', 'Medical Details', and 'Corrective Actions'. The 'Job-Related Cause' tab is active, showing an illness record for Illness Number 00000001. The 'Use Current Job Details' checkbox is checked, and the 'From' and 'To' dates are 10/04/2006 and 10/09/2006 respectively. The 'Job Code' is 350000 and the 'Current Job' is Country Manager. The 'Work Dangers' field contains 'infecting others' and the 'Comment' field contains 'recommend sick leave'.

Job-Related Cause page

**Use Current Job Details, Job Code, and Current Job** If the individual is an employee and you select the Use Current Job Details check box, the employee's most current job data appears in the Job Code and Current Job fields. These fields are then unavailable for data entry. If the individual is an employee and you do not 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 and Work Dangers** Provide more information about the activity and associated hazards that caused the illness.

## Entering Compensation and Insurance Information

Access the Payment/Work page (Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Payment/Work).

Payment/Work page

### Payments

**Payments Continue and 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 if the employee has resumed working after an illness.

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

**Work Stop and Stop Date** Indicate when the employee stopped work by selecting a value from the list of available options and then enter the corresponding date.

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

## Entering Medical Details

Access the Medical Details page (Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Medical Details).

Illness Profile | Job Details | Job-Related Cause | Payment/Work | **Medical Details** | Corrective Actions

EmplID: KD0001    Heiner Breit-Gossmann    Empl Record: 0

**Physician/Medical Details**    Find | View All    First 1 of 1 Last

Illness Number: 00000001

**Autopsy**

Autopsy    Date:    Physician:   

Fatality    Result:   

**Physician/Hospital Information**    Find | View All    First 1 of 1 Last

\*Type of Health Care: Company Physician

Physician ID: 00000000001    Name: Henry Gerald

Medical Facility: KD06   

Phone:        [Edit Address](#)

**Medical Diagnoses**    Customize | Find | View All    First 1 of 1 Last

*Diagnosis			
1	K00020	Common cold	<input type="text"/>

Medical Details page

### **Autopsy**

#### **Autopsy**

Select this check box if an autopsy is performed.

#### **Fatality**

If the individual died as a result of the occupational illness, select 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***

<b>Type of Health Care</b>	If the individual received health care, enter the type of health care from the list of available options.
<b>Physician ID</b>	Select a physician ID (non-employee ID). This data comes from the Physicians table. When you select a physician, the physician's name appears.
<b>Medical Facility</b>	Select a medical facility code from the list of available options. This data comes from the Medical Facilities table. When you select a medical facility, the facility name appears.
<b>Edit Address</b>	Click the Edit Address links to access the Injury Details - Medical Details Address page. The default address for the medical facility comes from the Medical Facilities Table page (HS_MEDICAL_FAC ). You can edit the medical facility address information but it will not update the information on the Medical Facilities Table page.

### ***Medical Diagnoses***

<b>Diagnosis</b>	For each medical diagnosis provided by a physician, select a diagnosis code from the list of available options. 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 Corrective Actions page (Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Corrective Actions).



The screenshot displays the 'Corrective Actions' page for employee KD0001, Heiner Breit-Gossmann. The page is divided into several sections:

- Causes/Corrective Actions:** Shows 'Illness Number: 00000001' and navigation options (Find, View All, First, 1 of 1, Last).
- Causes:** Includes 'Hazard' and 'Cause' search fields.
- Corrective Actions:** Contains the following fields:
  - Action Sequence:** 1
  - Corrective Actions:** (empty search field)
  - Responsible ID:** KD0001 (Heiner Breit-Gossmann)
  - \*Status:** Recommended (dropdown menu)
  - Action:** (empty text area)
  - Completion Date:**
    - Estimated:** (calendar icon)
    - Actual:** (calendar icon)

Corrective Actions page

## Causes

### Hazard and Cause

You must select a hazard code from the list of available options. Values come from the Hazardous Materials/Conditions table and are based on the person's regulatory region and setID. The Cause field is read only when you enter a hazard code.

## Corrective Actions

### Action Sequence

The system automatically assigns this field a number for each data row that you insert.

### Corrective Actions

Select a code from the list of available options. These values come from the Correct. Actions Table DEU (corrective actions table DEU).

### Responsible ID

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

### Action

Enter a description for the corrective action.

**Completion Date**

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

**Entering Preventative Actions**

Access the Preventative Actions page (Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Preventative Actions).

This page is identical to the Corrective Actions page except that Corrective Actions field is Prevent Act, where the list of available options comes from the Preventative Actions DEU table.

---

**Entering Case Officer Information for German Employees**

This section discusses how to enter information about the case officer assigned to an incident that involves a German employee.

**Page Used to Assign Case Officers**

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Case Officer Assignment	HS_JOB_DATA_GER	Workforce Monitoring, Health and Safety, Details DEU, Case Officer Assignment	Assign case officers from a particular setID and location that are responsible for an injured or ill employee's case.

**Assigning Case Officers**

Access the Case Officer Assignment page (Workforce Monitoring, Health and Safety, Details DEU, Case Officer Assignment).

**Case Officer Assignment**

Heiner Breit-Gossmann      EMP      ID: KD0001      Empl Record: 0

**Details**      Find | View All      First 1 of 2 Last

Effective Date: 01/01/2002      Effective Sequence: 0

**Case Officers**      Customize | Find | View All      First 1 of 1 Last

Officer Type	Case Officer ID	Form Officer
Company Physician	KD0004	<input type="checkbox"/>

Case Officer Assignment page

### Case Officers

#### Officer Type

Select a type for the case officer from the list of available options.

#### Case Officer ID

You can select from the list of case officers who are assigned to this employee's setID and location in the Case Officer Table DEU.

---

**Note.** Employees in an organization are designated as case officers on the Employee page. These case officers are classified by type and associated with a particular setID and location in the Case Officer Table DEU.

---

#### 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 German 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 German Accident Report for incidents that are injuries and fatalities.

---

## Collecting Data for German Reports

This section lists the page used to collect data for generating the Illness report.

## Page Used to Collect Data for the Illness Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Illness Report	RUNCTL_OHS504GR	Workforce Monitoring, Health and Safety, Reports, Illness DEU, Illness Report	<p>Collect illness data for generating the Illness report (OHS004GR).</p> <p><b>Note.</b> Before you can run the Illness report (OHS004GR), you must run the Collect Illness Report Data SQR process (OHS504GR). Both of these processes are available through the Illness Report page.</p>

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