ORACLE
PeopleSoft

PeopleSoft HCM 9.2: Human Resources Monitor Health and Safety

June 2019

ORACLE

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Contents

Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft Applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

PeopleSoft Hosted Online Help

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Online Help website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted online help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Online Help website is available in English only.

Note: Only the most current release of hosted online help is updated regularly. After a new release is posted, previous releases remain available but are no longer updated.

Locally Installed Help

If you are setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the Hosted Online Help website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Elasticsearch for full-text searching. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Elasticsearch, see the documentation for your chosen search engine.

Note: See Oracle Support Document 2205540.2 (PeopleTools Elasticsearch Home Page) for more information on using Elasticsearch with PeopleSoft.

Note: Before users can access the search engine on a locally installed help website, you must enable the Search field. For instructions, go to your locally installed PeopleSoft Online Help site and select About This Help >Managing Locally Installed PeopleSoft Online Help >Enabling the Search Button and Field in the Contents sidebar.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals
- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	***Description***
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.

Typographical Convention	*Description*
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

Related Links for PeopleSoft HCM

PeopleSoft Information Portal

My Oracle Support

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

Contact Us

Send your suggestions to PSOFT-INFODEV_US@ORACLE.COM. Please include release numbers for the PeopleTools and applications that you are using.

Follow Us

Facebook.

YouTube

Twitter@PeopleSoft_Info.

PeopleSoft Blogs

LinkedIn

Chapter 1

Getting Started with Monitor Health and Safety

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.

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 topics in this product documentation.

Monitor Health and Safety Integrations

Monitor Health and Safety integrates with all the PeopleSoft Human Capital Management (HCM) 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.

Related Links

"PeopleSoft HCM Overview" (PeopleSoft HCM 9.2: Application Fundamentals)

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 product 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:

Component	***Component Interface***	***References***
JOBCODE_HAZRDS_TBL	JOBCODE_HAZRDS_TBL	See Job Code Hazards Table Page or Job Code Hazards Page.
LOCATN_HAZRDS_TBL	LOCATN_HAZRDS_TBL	See Location Hazards Table Page or Location Hazards Page.
DIAGNOSIS_TABLE	DIAGNOSIS_TABLE	See Diagnosis Table Page or Diagnosis Page.
HS_OCC_ILLNESS	HS_OCC_ILLNESS	See Occupational Illnesses Table Page or Occupational Illnesses Page.
ACCIDN_TYPE_TBL	ACCIDN_TYPE_TBL	See Defining Injuries and Illnesses.
INJURY_NATURE_TBL	INJURY_NATURE_TBL	See Defining Injuries and Illnesses.
INJURY_SOURCE_TBL	INJURY_SOURCE_TBL	See Defining Injuries and Illnesses.
HS_TRANSPORT_TBL	HS_TRANSPORT_TBL	See Transport Table Page or Transportation Page.

Refer to the *PeopleSoft HCM 9.2 - Reorganization of Component Interface Permissions* (Doc ID 2342162.1) MOS posting for a list of system-delivered CIs and their usage, the mapping of CIs and associated permission lists, and the mapping of CI permission lists and user roles.

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: Setup Manager* and *PeopleTools: Component Interfaces*

Chapter 2

Setting Up Incident, Injury, and Illness Tracking

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.

Related Links

"PeopleSoft HCM Overview" (PeopleSoft HCM 9.2: Application Fundamentals)

Defining Injuries and Illnesses

To define injury, illness, and accident codes, use the Accident Type Table (ACCIDN_TYPE_TBL), Accident Type BRA (ACCID_TYPE_TBL_BRA), Accident Type eSocial BRA (ACCID_TYPE_ESO_BRA), Body Part Table (BODY_PART_TABLE), Body Part BRA (BODY_PART_TBL_BRA), Injury Nature Table (INJURY_NATURE_TBL), Nature of Injury BRA (INJURY_NAT_TBL_BRA), 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.

Pages Used to Define Injuries and Illnesses

Page Name	***Definition Name***	***Usage***
Accident Type Table or Accident Types	ACCIDENT_TYPE_TBL	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.
Accident Type BRA Page	ACCID_TYPE_TBL_BRA	Describe the events that can result in physical occupational injuries. These codes are used in the Injury Details BRA component.
Accident Type eSocial BRA Page	ACCID_TYPE_ESO_BRA	Describe the events that can result in physical occupational injuries. These codes are used in the Injury Details BRA component.
Body Part Table or Body Parts	BODY_PART_TABLE	Identify body parts that are subject to injury and associate each with a class. For example, specify the *Jaw* as part of the class *Face*.
Body Part BRA	BODY_PART_TBL_BRA	(BRA) Identify body parts that are subject to injury and associate each with a class. For example, specify the *Jaw* as part of the class *Face*. Associate each body part with a legal code if applicable.
Nature Of Injury Table or Nature Of Injury	INJURY_NATURE_TBL	Identify types of physical injuries. These codes are used in the Injury Details component.
Nature of Injury BRA Page	INJURY_NAT_TBL_BRA	Identify types of physical injuries. These codes are used in the Injury Details BRA component.
Source of Injury Table or Source of Injury	INJURY_SOURCE_TBL	Identify potential sources or causes of injury. These codes are used in the Injury Details component.
Source of Injury BRA	INJURY_SRCE_CD_BRA	Identify potential sources or causes of injury. These codes are used in the Injury Details BRA component.

Page Name	***Definition Name***	***Usage***
Unsafe Act Table	UNSAFE_ACT_TABLE	Assign codes to the causes of injuries and accidents and track incidents by associating an Unsafe Act code with the resulting Accident Type code. These codes are used on the Injury Details page.
Occupational Illnesses Table Page or Occupational Illnesses Page	HS_OCC_ILLNESS	Enter standard types of occupational illnesses.
Occupational Illness Tbl - FRA	OCC_ILLNESS_FRA	Enter standard types of occupational illnesses for France.
Diagnosis Table Page or Diagnosis Page	DIAGNOSIS_TABLE	Define standard medical diagnoses for injuries and illnesses. Track individual injuries and illnesses in the Incident Details and Rehabilitation Plans components.
Allergy	ALLERGY_TBL	Define allergy types.
Immunization	IMMUN_TBL	Define immunization types.
Medication	MEDCATN_TBL	Define medication types.
Medicare Item Details AUS	MEDICARE_TBL_AUS	Define Medicare items.
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.

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.

Accident Type BRA Page

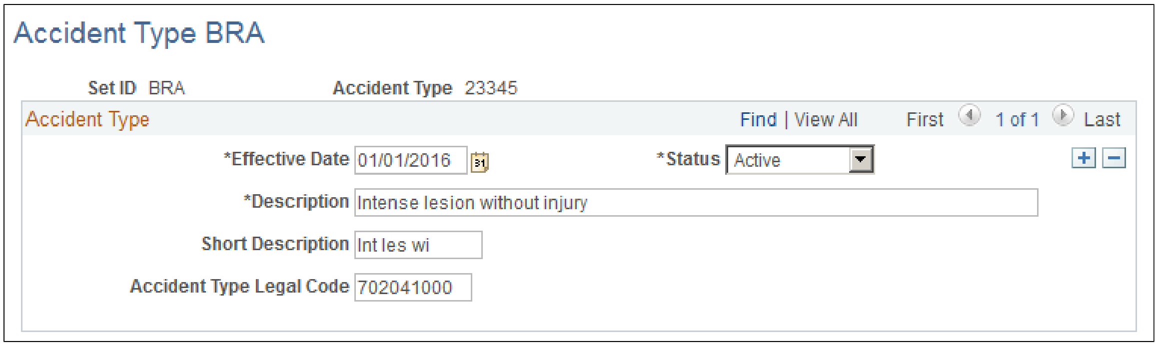
Use the Accident Type BRA page (ACCID_TYPE_TBL_BRA) to describe the events that can result in physical occupational injuries.

Navigation

Set Up HCM >Product Related >Workforce Monitoring >Health and Safety >Accident Type BRA >Accident Type BRA

Image: Accident Type BRA page

This example illustrates the fields and controls on the Accident Type BRA page.



Accident type codes defined on this page are used on the Details page of the Injury Details BRA component to classify accident types of reported injuries.

Accident Type Legal Code This code (9 characters long) is used in eSocial reporting (S-2210 event).

Accident Type eSocial BRA Page

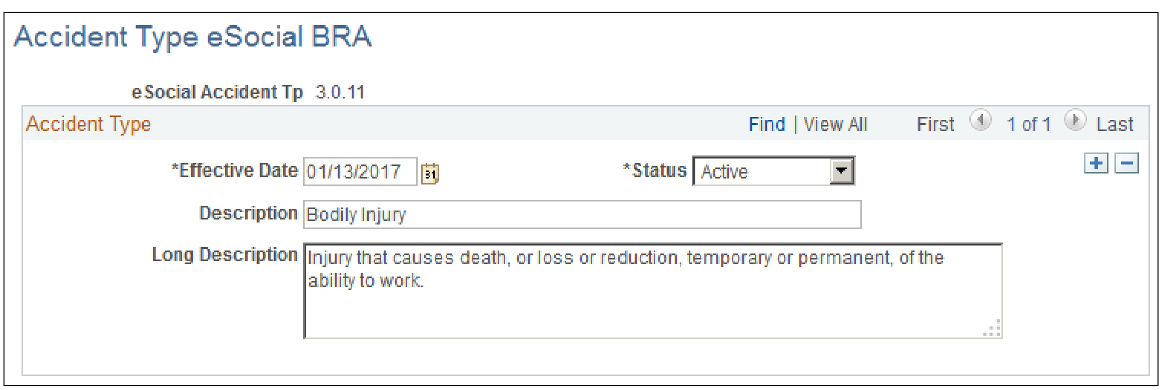
Use the Accident Type eSocial BRA page (ACCID_TYPE_ESO_BRA) to define types of work accidents.

Navigation

Set Up HCM >Product Related >Workforce Monitoring >Health and Safety >Accident Type eSocial BRA >Accident Type eSocial BRA

Image: Accident Type eSocial BRA page

This example illustrates the fields and controls on the Accident Type eSocial BRA page.



Accident type eSocial codes defined on the Accident Type eSocial BRA page are used on the Injury Details - Details BRA Page to specify the types of work accidents that are being reported.

eSocial Accident Tp (eSocial accident type) Enter an accident type identifier (6 characters long).

Nature of Injury BRA Page

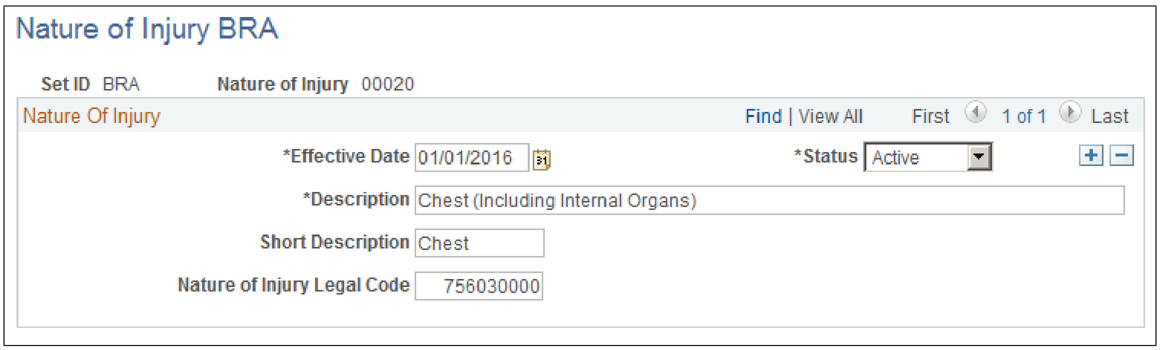
Use the Nature of Injury BRA page (INJURY_NAT_TBL_BRA) to identify natures of physical injuries.

Navigation

Set Up HCM >Product Related >Workforce Monitoring >Health and Safety >Nature of Injury BRA >Nature of Injury BRA

Image: Nature of Injury BRA page

This example illustrates the fields and controls on the Nature of Injury BRA page.



Injury codes defined on this page are used on the Details page of the Injury Details BRA component to describe natures of the injuries.

Nature of Injury Legal Code This code is used in eSocial reporting (S-2210 event).

Related Links

Entering Injury Details

Occupational Illnesses Table Page or Occupational Illnesses Page

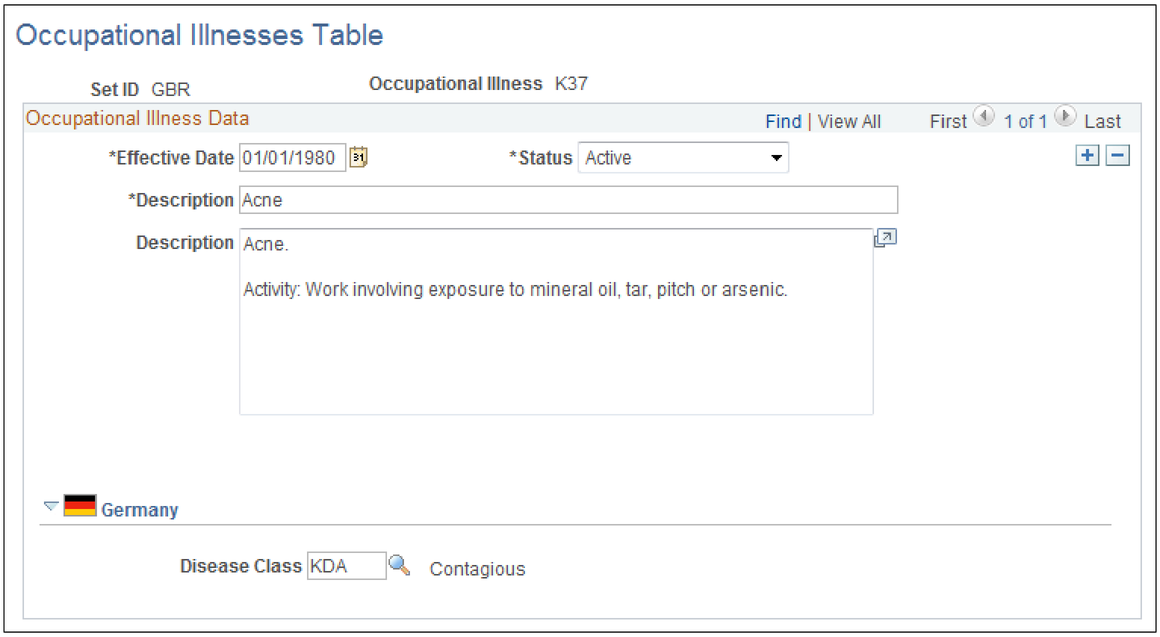
Use the Occupational Illnesses Table (or Occupational Illnesses) page (HS_OCC_ILLNESS) to enter standard types of occupational illnesses.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Occupational Illnesses Table > Occupational Illnesses Table
- Workforce Monitoring > Health and Safety > Define Medical Services > Occupational Illnesses > Occupational Illnesses

Image: Occupational Illnesses Table page

This example illustrates the fields and controls on the Occupational Illnesses Table page. You can find definitions for the fields and controls later on this 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.

Diagnosis Table Page or Diagnosis Page

Use the Diagnosis Table (or Diagnosis) page (DIAGNOSIS_TABLE) to define standard medical diagnoses for injuries and illnesses.

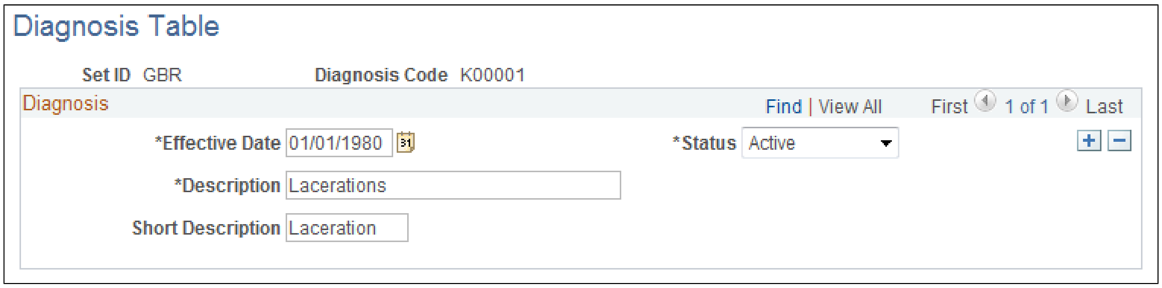
Track individual injuries and illnesses in the Incident Details and Rehabilitation Plans components.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Diagnosis Table > Diagnosis Table
- Workforce Monitoring > Health and Safety > Define Medical Services > Diagnosis > Diagnosis

Image: Diagnosis Table page

This example illustrates the fields and controls on the Diagnosis Table page. You can find definitions for the fields and controls later on this 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.

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

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 (JOBCODE_HAZRDS_TBL), Location Hazards Table (LOCATN_HAZRDS_TBL), Hazard Units BRA (HAZ_UNITS_BRA), Hazard Concepts BRA (HAZ_CONCEPT_BRA), and Work Hazards BRA (HAZARD_TBL_BRA) 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 and hazardous conditions.

Pages Used to Define Dangerous Occurrences and Hazards

Page Name	***Definition Name***	***Usage***
Dangerous Occurrences Table Page or Dangerous Occurrences Page	HS_DANGER_OCC	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 Page or Hazardous Condition/Materials Page	HAZ_CON_MATRL_TBL	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 Page or Job Code Hazards Page	JOBCODE_HAZRDS_TBL	Track exposure to hazards experienced by employees in a particular job code.
Location Hazards Table Page or Location Hazards Page	LOCATN_HAZRDS_TBL	Identify exposures to hazards that have occurred at specific locations in the organization.
Hazard Units BRA Page	HAZ_UNITS_BRA	Define hazard units.
Hazard Concepts BRA Page	HAZ_CONCEPT_BRA	Define hazard concepts.
Work Hazards BRA Page	HAZARD_TBL_BRA	Define codes for occupational accidents, injuries, or illnesses.
Risk Questions BRA Page	RISK_QUESTIONS_BRA	Perform risk evaluation for work hazards.

Dangerous Occurrences Table Page or Dangerous Occurrences Page

Use the Dangerous Occurrences Table (or Dangerous Occurrences) page (HS_DANGER_OCC) to define types of dangerous occurrences or specify those that are defined by the regulatory authority in the regulatory region.

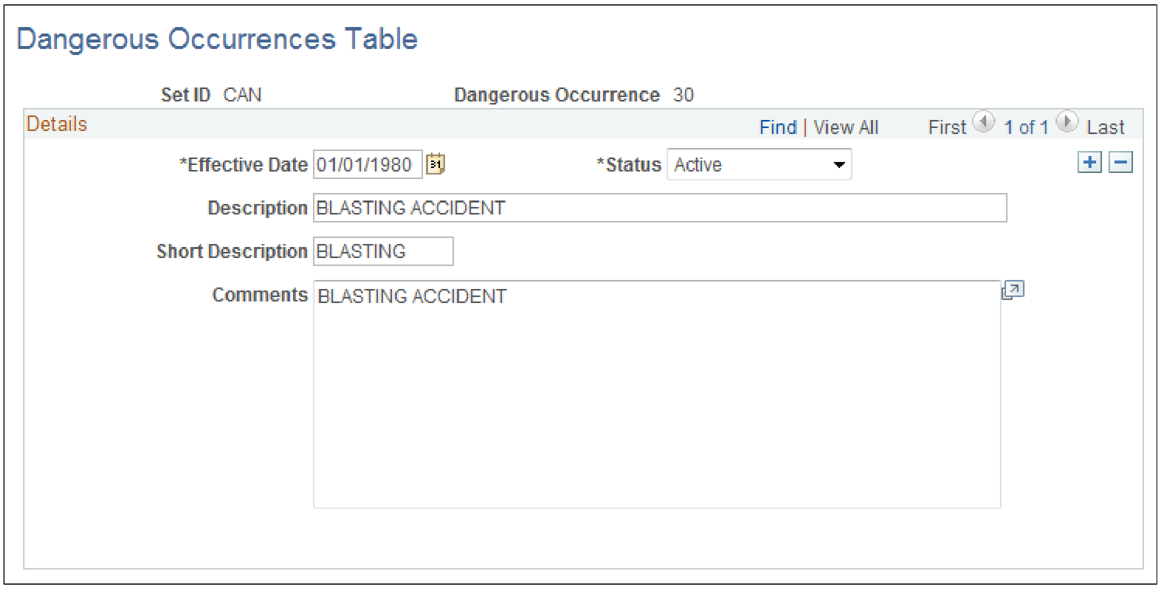
Use the codes that you define when you create a health and safety incident, using the Incident Details - Description page.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Dangerous Occurrences Table > Dangerous Occurrences Table
- Workforce Monitoring > Health and Safety > Define Hazardous Environments > Dangerous Occurrences > Dangerous Occurrences

Image: Dangerous Occurrences Table page

This example illustrates the fields and controls on the Dangerous Occurrences Table page. You can find definitions for the fields and controls later on this 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).

Haz Condition/Materials Table Page or Hazardous Condition/Materials Page

Use the Haz Condition/Materials Table (or Hazardous Condition/Materials) page (HAZ_CON_MATRL_TBL) to define codes for physical conditions and hazardous materials that might directly contribute to occupational accidents, injuries, or illnesses.

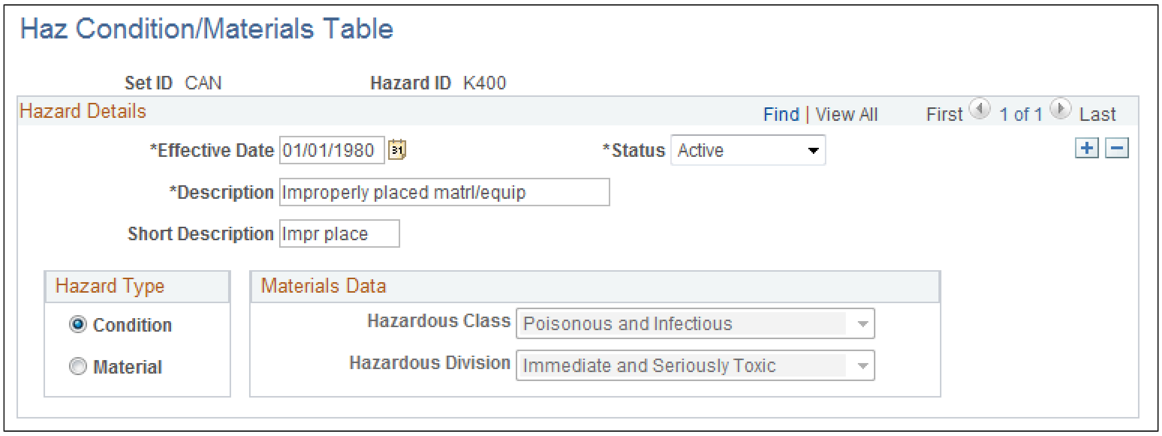
The codes that you define are used on the Corrective Actions and Preventive Actions pages.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Haz Condition/Materials Table > Haz Condition/Materials Table
- Workforce Monitoring > Health and Safety > Define Hazardous Environments > Hazardous Conditions/Materials > Hazardous Conditions/Materials

Image: Haz Condition/Materials Table page

This example illustrates the fields and controls on the Haz Condition/Materials Table page. You can find definitions for the fields and controls later on this 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.

Job Code Hazards Table Page or Job Code Hazards Page

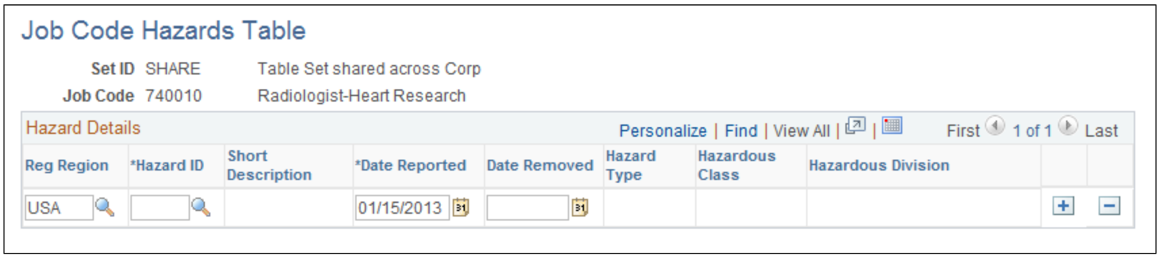
Use the Job Code Hazards Table (or Job Code Hazards) page (JOBCODE_HAZRDS_TBL) to track exposure to hazards experienced by employees in a particular job code.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Job Code Hazards Table > Job Code Hazards Table
- Workforce Monitoring > Health and Safety > Define Hazardous Environments > Job Code Hazards > Job Code Hazards

Image: Job Code Hazards Table page

This example illustrates the fields and controls on the Job Code Hazards Table page. You can find definitions for the fields and controls later on this page.



Job Code: Because the job code is tied to the set ID, 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.

Location Hazards Table Page or Location Hazards Page

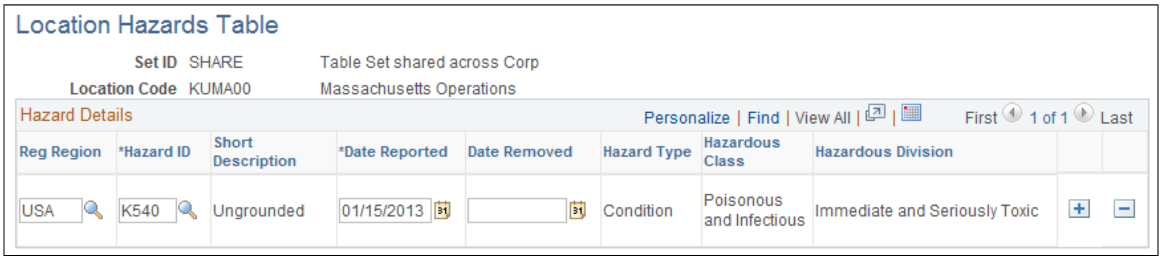
Use the Location Hazards Table (or Location Hazards) page (LOCATN_HAZRDS_TBL) to identify exposures to hazards that have occurred at specific locations in the organization.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Location Hazards Table > Location Hazards Table
- Workforce Monitoring > Health and Safety > Define Hazardous Environments > Location Hazards > Location Hazards

Image: Location Hazards Table page

This example illustrates the fields and controls on the Location Hazards Table page. You can find definitions for the fields and controls later on this 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.

Hazard Units BRA Page

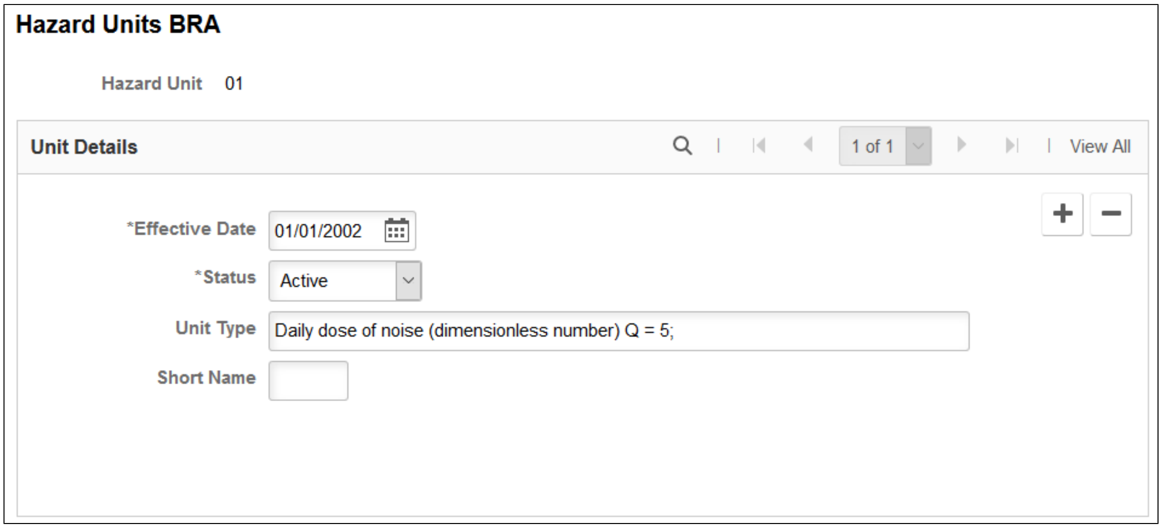
Use the Hazard Units BRA page (HAZ_UNITS_BRA) to define hazard units.

Navigation

Workforce Monitoring >Health and Safety >Define Hazardous Environments >Hazard Units BRA >Hazard Units BRA

Image: Hazard Units BRA page

This example illustrates the fields and controls on the Hazard Units BRA page.



Hazard units are prepopulated to the HCM system. They are used when you define work hazards on the Work Hazards BRA Page.

Hazard Concepts BRA Page

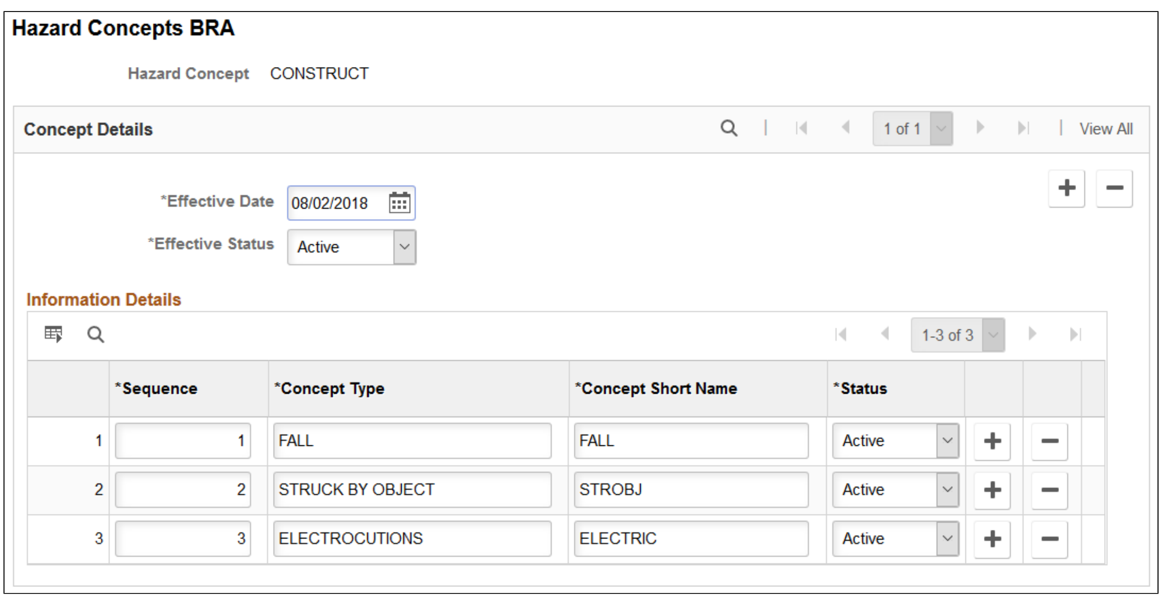
Use the Hazard Concepts BRA page (HAZ_CONCEPT_BRA) to define hazard concepts.

Navigation

Workforce Monitoring >Health and Safety >Define Hazardous Environments >Hazard Concepts BRA >Hazard Concepts BRA

Image: Hazard Concepts BRA page

This example illustrates the fields and controls on the Hazard Concepts BRA page.



Hazard concepts are used when you define work hazards on the Work Hazards BRA Page.

Work Hazards BRA Page

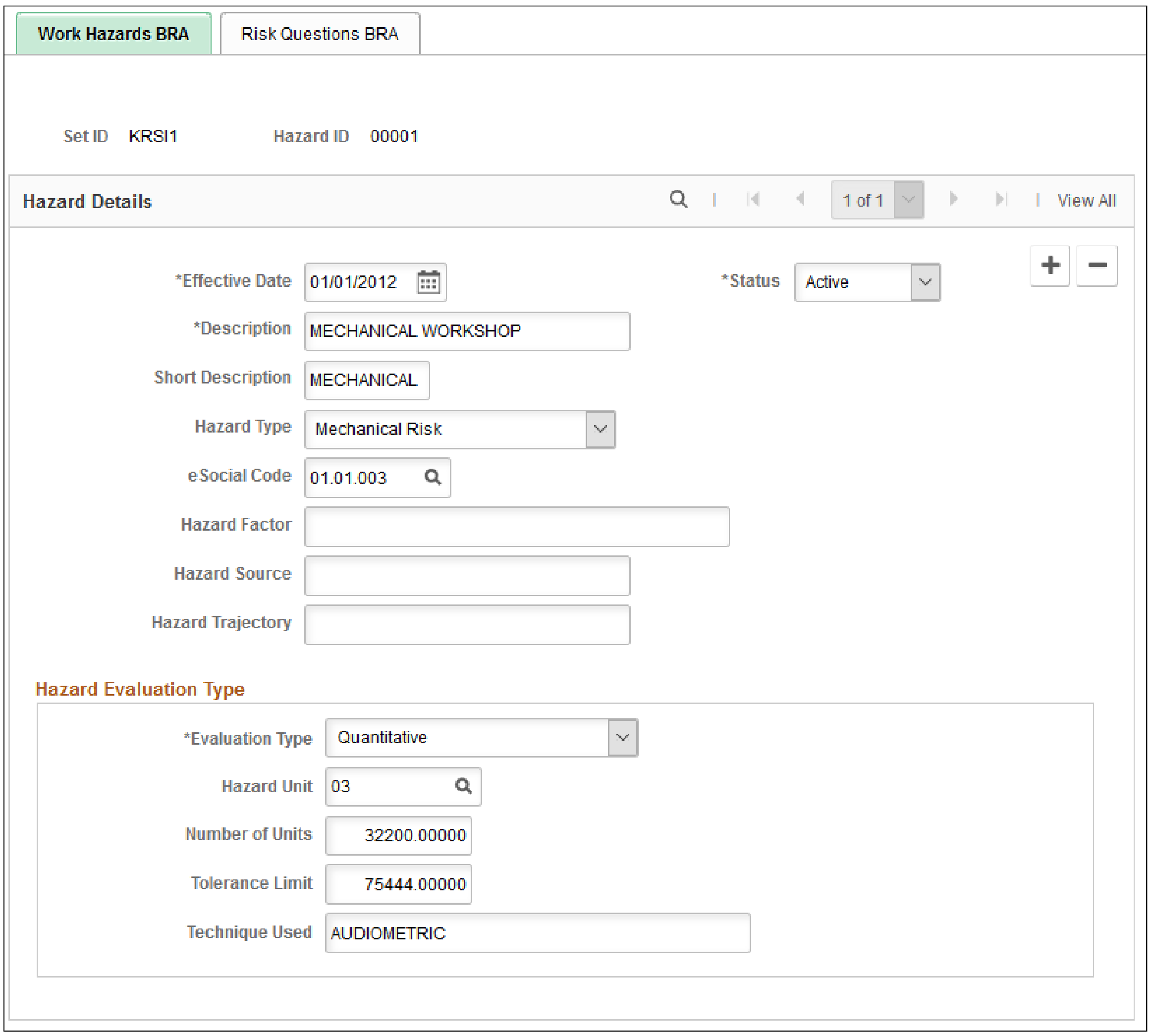
Use the Work Hazards BRA page (HAZARD_TBL_BRA) to define codes for occupational accidents, injuries, or illnesses.

Navigation

Workforce Monitoring >Health and Safety >Define Hazardous Environments >Work Hazards BRA >Work Hazards BRA

Image: Work Hazards BRA page

This example illustrates the fields and controls on the Work Hazards BRA page.



Enter attributes about the word hazard you are defining, such as type, factor, evaluation type, and so on. Work hazards are used in workplace safety and health reporting using the S-1060 event.

Hazard Type	Select a hazard type for the wok hazard. Values are: *Biological Risk* *Chemical Risk* *Ergonomic Risk*

	Mechanical Risk *Other* *Physical Risk*
eSocial Code	Select hazard factor code from eSocial for the work hazard. This field is required for eSocial reporting. eSocial hazard factor codes are defined on the "eSocial Hazard Factor Page" (PeopleSoft HCM 9.2: Global Payroll for Brazil).

Hazard Evaluation Type

Evaluation Type	Select an evaluation type for the work hazard, *Qualitative* or *Quantitative*.
Hazard Unit	Select a unit of measure for the word hazard. This field appears if the evaluation type is *Quantitative.* Hazard units are defined on the Hazard Units BRA Page.
Number of Units	Enter the unit number (for example, 30) of the word hazard that employees are exposed to. This field appears if the evaluation type is *Quantitative.*
Tolerance Limit	Enter worker's highest acceptable limit (for example, 37) of the work hazard.
Technique Used	Enter the technique used to measure the work hazard. This field appears if the evaluation type is *Quantitative.*
Hazard Concept and **Concept**	Specify the applicable hazard concept and concept type for the work hazard. These fields appear if the evaluation type is *Qualitative.* Hazard concepts are defined on the Hazard Concepts BRA Page.

Risk Questions BRA Page

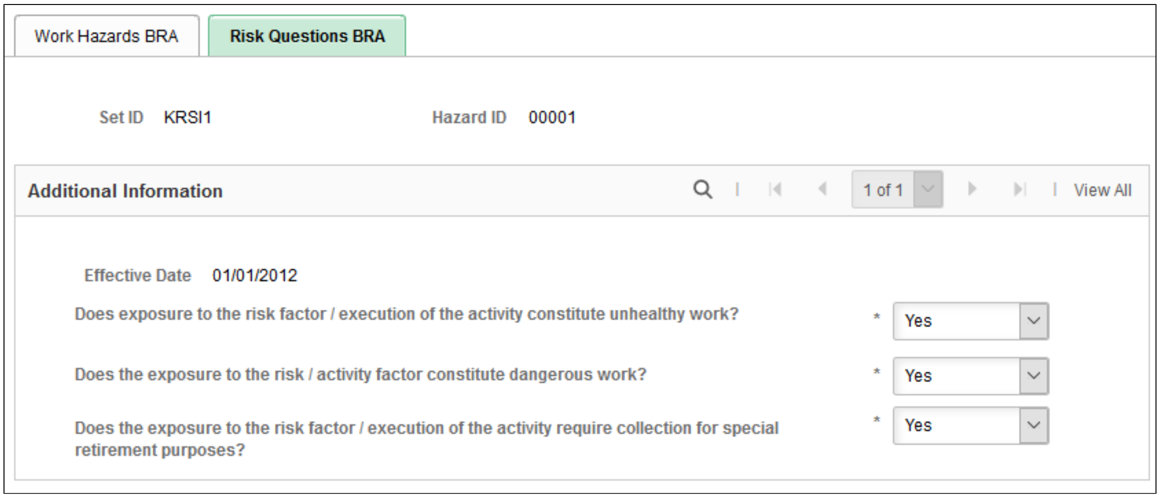
Use the Risk Questions BRA page (RISK_QUESTIONS_BRA) to perform risk evaluation for work hazards.

Navigation

Workforce Monitoring >Health and Safety >Define Hazardous Environments >Work Hazards BRA >Risk Questions BRA

Image: Risk Questions BRA page

This example illustrates the fields and controls on the Risk Questions BRA 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 discusses how to define work-related incident details.

Pages Used to Define Related Incident Details

Page Name	***Definition Name***	***Usage***
Animal Table Page or Animals Involved Page	HS_ANIMAL_TBL	Identify the types of animals involved in incidents. This data is used in the Incident Details - Travel page.
Transport Table Page or Transportation Page	HS_TRANSPORT_TBL	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.

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 HCM > 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.

Related Links

"Handling Company Property" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

"Setting Up Company Car Fleet Information" (PeopleSoft HCM 9.2: Administer Company Cars)

Animal Table Page or Animals Involved Page

Use the Animal Table (or Animals Involved) page (HS_ANIMAL_TBL) to identify the types of animals involved in incidents.

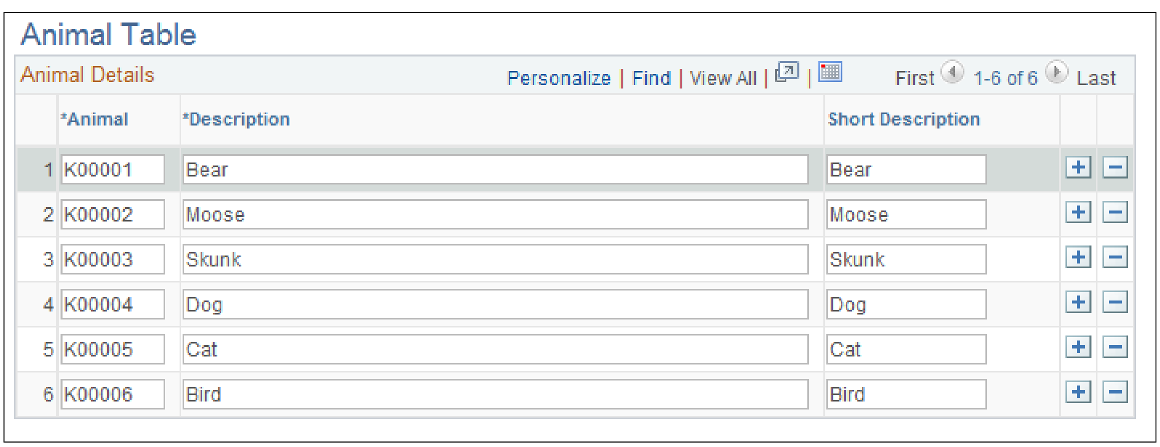
This data is used in the Incident Details - Travel page.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Animal Table > Animal Table
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Animals Involved > Animals Involved

Image: Animal Table page

This example illustrates the fields and controls on the Animal Table page. You can find definitions for the fields and controls later on this page.


Animal Table

Animal Details — Personalize | 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

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

Transport Table Page or Transportation Page

Use the Transport Table page (HS_TRANSPORT_TBL) to identify the modes of transportation used by employees during incidents that occur during work-related travel.

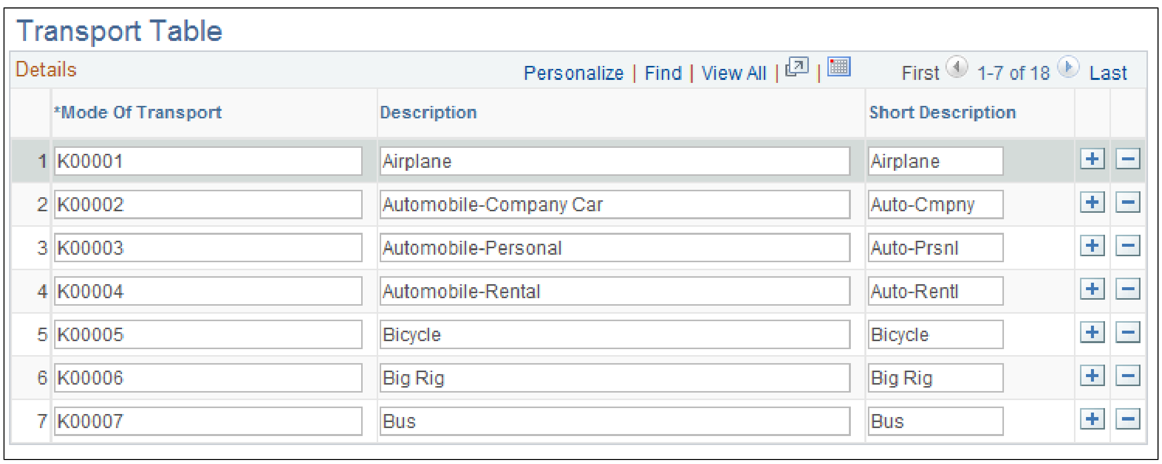
You use Mode of Transport codes on the Incident Details - Travel page.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Transport Table > Transport Table
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Transportation > Transportation

Image: Transport Table page

This example illustrates the fields and controls on the Transport Table page. You can find definitions for the fields and controls later on this page.


Transport Table

Details — Personalize | 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

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***	***Usage***
Disablement Type IND Page	HS_DISABL_TYPE_IND	Define disablement types.

Disablement Type IND Page

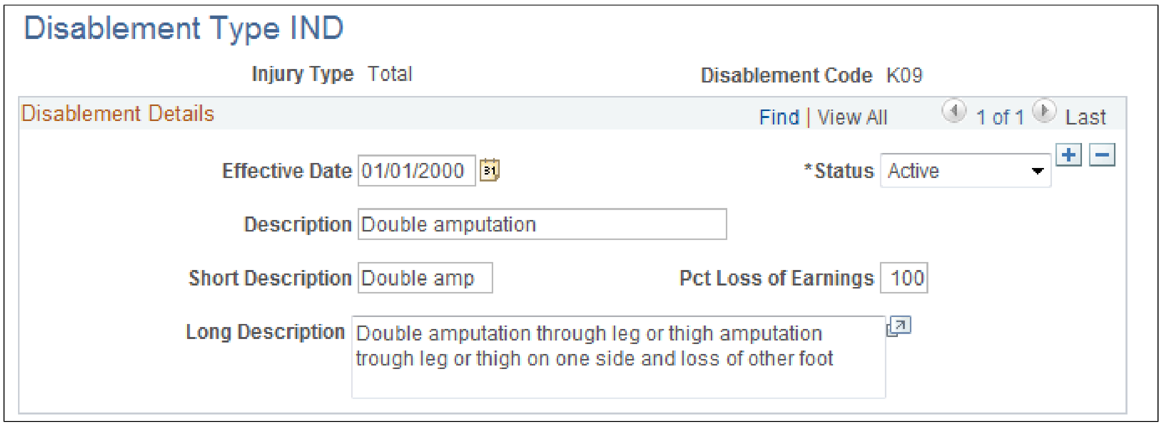
Use the Disablement Type IND page (HS_DISABL_TYPE_IND) to define disablement types.

Navigation

Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Disablement Type IND > Disablement Type IND

Image: Disablement Type IND page

This example illustrates the fields and controls on the Disablement Type IND page. You can find definitions for the fields and controls later on this 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), Laboratory Provider BRA (LAB_PROVID_BRA), Laboratory Exams BRA (MED_TESTS_DET_BRA) and the Physician Table (HS_PHYSICIAN_DATA) components.

This section discusses how to enter information for physicians and medical facilities.

Pages Used to Define Medical Services Information

Page Name	***Definition Name***	***Usage***
Medical Facilities Table or Medical Facilities	HS_MEDICAL_FAC	Enter hospitals and clinics and their addresses.
Laboratory Provider Page	LAB_PROVID_BRA	Enter basic contact information for medical laboratories.
Physician Table - Name Page	HS_PHYSICIAN_DATA1	Enter doctors and other medical specialists to the Physician Table.
Edit Name	NAME_DFT_SEC	Enter name details such as prefix, first name, last name, and so on.
Physician Table - Address or Physicians - Address or Physician BRA - Address	HS_PHYSICIAN_DATA2	Enter addresses for doctors and other medical specialists.
Medical Register Page	HS_PHYSICIAN_BRA	Specify organ statutory information for physicians.
Laboratory Exams BRA Page	MED_TESTS_DET_BRA	Define laboratory exams.
Chemical Agent Code BRA Page	BIOL_MONIT_BRA	Define chemical agent codes for use in exam results. See Also Biological Monitor Result BRA Page.

Laboratory Provider Page

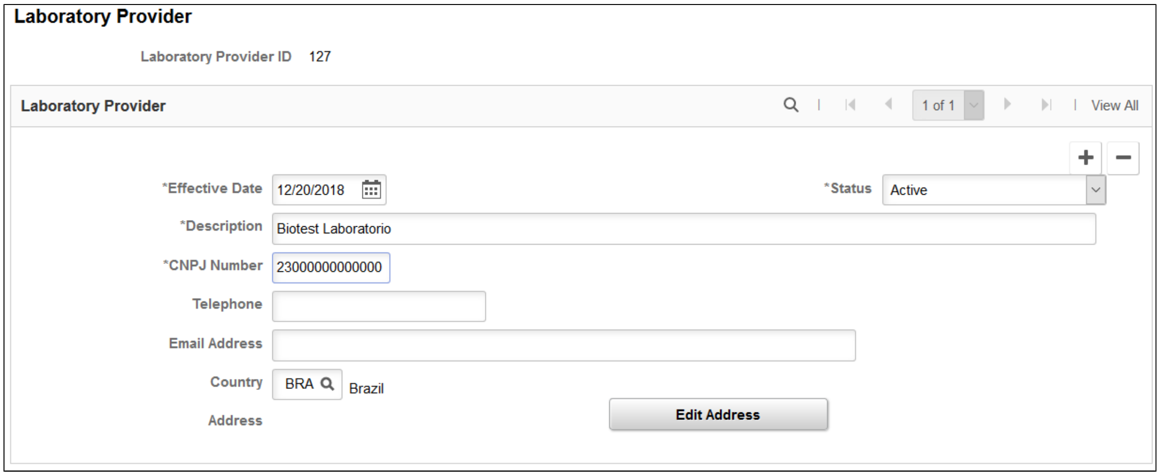
Use the Laboratory Provider page (LAB_PROVIDER_BRA) to enter basic contact information for medical laboratories.

Navigation

Workforce Monitoring > Health and Safety >Laboratory Provider BRA >Laboratory Provider

Image: Laboratory Provider page

This example illustrates the fields and controls on the Laboratory Provider page.



Use this page to store basic contact information of laboratories that can perform medical tests (for example, drug tests) for workers.

CNPJ Number (Required) Enter the CNPJ number of the laboratory.

Related Links

"Understanding the CAGED Report" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Physician Table - Name Page

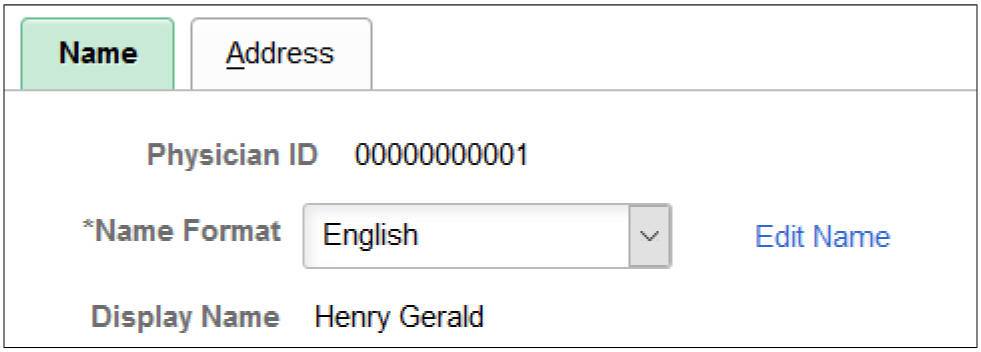
Use the Physician Table - Name page (HS_PHYSICIAN_DATA1) to enter doctors and other medical specialists to the Physician Table.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Physician Table > Name
- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Physician BRA > Name
- Workforce Monitoring > Health and Safety > Define Medical Services > Physicians > Name

Image: Physician Table - Name page

This example illustrates the fields and controls on the Physician Table - Name page. You can find definitions for the fields and controls later on this 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 00000000000. The actual number appears after you save the information here. The system uses the same number sequence to assign non-employee IDs on both the Administer Training and Monitor Health and Safety pages.

Warning! To avoid maintaining two different sets of non-employee IDs, 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.

Related Links

Entering Non-Employee Data

"Setting Up Implementation Defaults" (PeopleSoft HCM 9.2: Application Fundamentals)

Medical Register Page

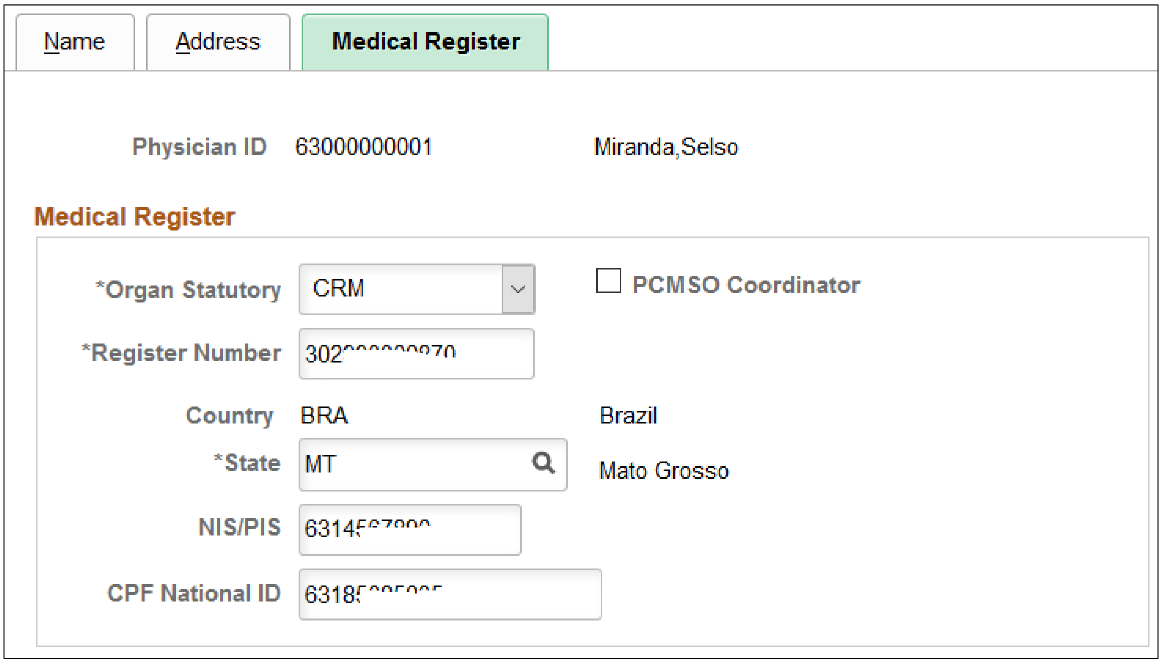
Use the Medical Register page (HS_PHYSICIAN_BRA) to specify organ statutory information for physicians.

Navigation

Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Physician BRA >Medical Register

Image: Medical Register page

This example illustrates the fields and controls on the Medical Register page. You can find definitions for the fields and controls later on this page.



Data on this page is used in eSocial reporting. When a physician is referenced on the Absence Event BRA - "Absence Entry Page" (PeopleSoft HCM 9.2: Global Payroll for Brazil) for employees requesting absence, the system populates that page with information that is specified here on the Medical Register page.

Additionally, data on this page is also used on the Injury Details - Diagnoses Page (for filling Communication Accident Work reports) and the ASO Exam Results BRA component (for identifying occupational physicians).

Organ Statutory

Select *CRM, CRO,* or *RMS* as the organ statutory.

PCMSO Coordinator

Select to make the physician a PCMSO coordinator. Only physicians with this option can be selected as PCMSO coordinators for ASO exams on the Biological Monitor Result BRA Page.

Register Number

Enter the valid register number of the selected organ statutory.

Country and **State**

Enter the country (BRA) and state where the physician's organ statutory was issued.

NIS/PIS

Enter the valid PIS or NIS number of the physician.

CPF National ID

Enter the valid CPF number of the physician.

Laboratory Exams BRA Page

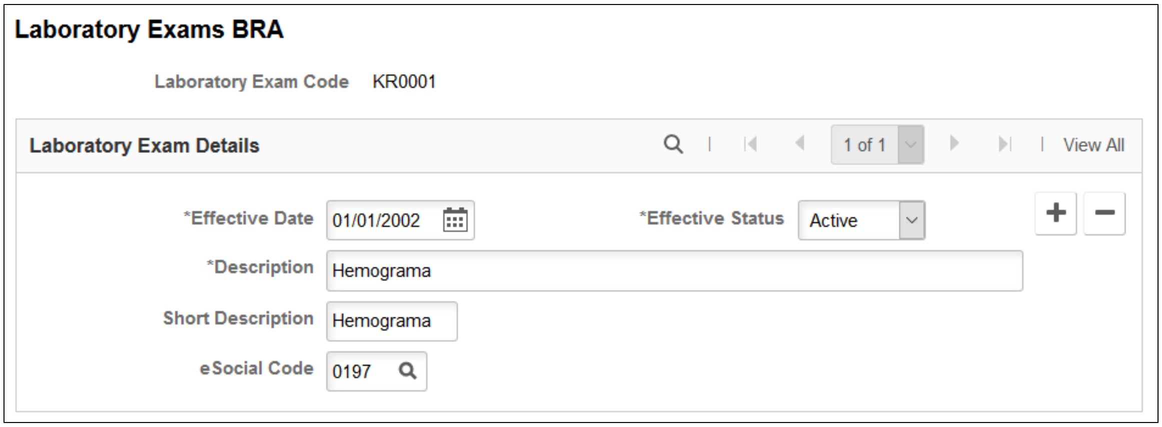
Use the Laboratory Exams BRA page (MED_TESTS_DET_BRA) to define laboratory exams.

Navigation

Set Up HCM >Product Related >Workforce Monitoring >Health and Safety >Laboratory Exams BRA >Laboratory Exams BRA

Image: Laboratory Exams BRA page

This example illustrates the fields and controls on the Laboratory Exams BRA page.



Use this page to define laboratory exam codes, which are used for tracking employees' medical exams on the ASO Exam Results BRA Page.

eSocial Code	Select an eSocial code to associate with the laboratory exam. eSocial codes are defined one the "eSocial Diagnostic Procedures Page" (PeopleSoft HCM 9.2: Global Payroll for Brazil).

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

Page Name	***Definition Name***	***Usage***
Work Restrictions Table or Codes and Effective Dates	WORK_RESTRICT_TBL	Identify physical limitations or restrictions placed on individuals as a result of injuries or illnesses.

Page Name	Definition Name	Usage
Modified Work	MODIFIED_WORK_TBL	Identify changes and modifications to processes or methods of doing a job.

(BRA) Defining Work Environments and Conditions

To define work environments and conditions for workers, use the Workplace BRA (WORKPLACE_BRA), Protection Equipment BRA (PROT_EQUIPMENT_BRA), Environment Responsible BRA (HA_RESPONSIBLE_BRA), and Workers Conditions BRA (WORKER_ENVIRON_BRA) components.

This topic discusses how to define work environments and conditions.

Pages Used to Define Work Environments and Conditions

Page Name	Definition Name	Usage
Workplace Table BRA Page	WORKPLACE_BRA	Define work environments.
Protection Equipment Table Page	PROT_EQUIPMENT_BRA	Define protection equipment for individual use.
Environmental Responsible BRA - Name Page	HA_RESPONSIBLE_BRA	Enter names of individuals who evaluate work environments and conditions of workers.
Environmental Responsible BRA - Address Page	HA_RESPO_ADDR_BRA	Enter addresses of individuals who evaluate work environments and conditions of workers.
Environmental Responsible BRA - Registry Data Page	HA_RESPO_REGIS_BRA	Enter registration information of individuals who evaluate work environments and conditions of workers.
Workers Conditions Page	WORKER_ENVIRON_BRA	List workplaces that are associated with workers.
Special Activities Page	WORKER_ACTIVIT_BRA	List the special activities that workers perform at work.
Hazard/IPE Page	WORKER_HAZARD_BRA	List work hazards and protection equipment that are associated with workers.
CPE Information Page	WORKER_HAZARD_SEC1	Fill out surveys about companies' implementation of collective equipment to protect workers from work hazards.
IPE Information Page	WORKER_HAZARD_SEC2	Fill out surveys about workers' individual protection equipment.

Page Name	Definition Name	Usage
Environmental Responsible Page	WORKER_RESPON_BRA	Specify individuals who evaluate work environments and conditions for workers.

Workplace Table BRA Page

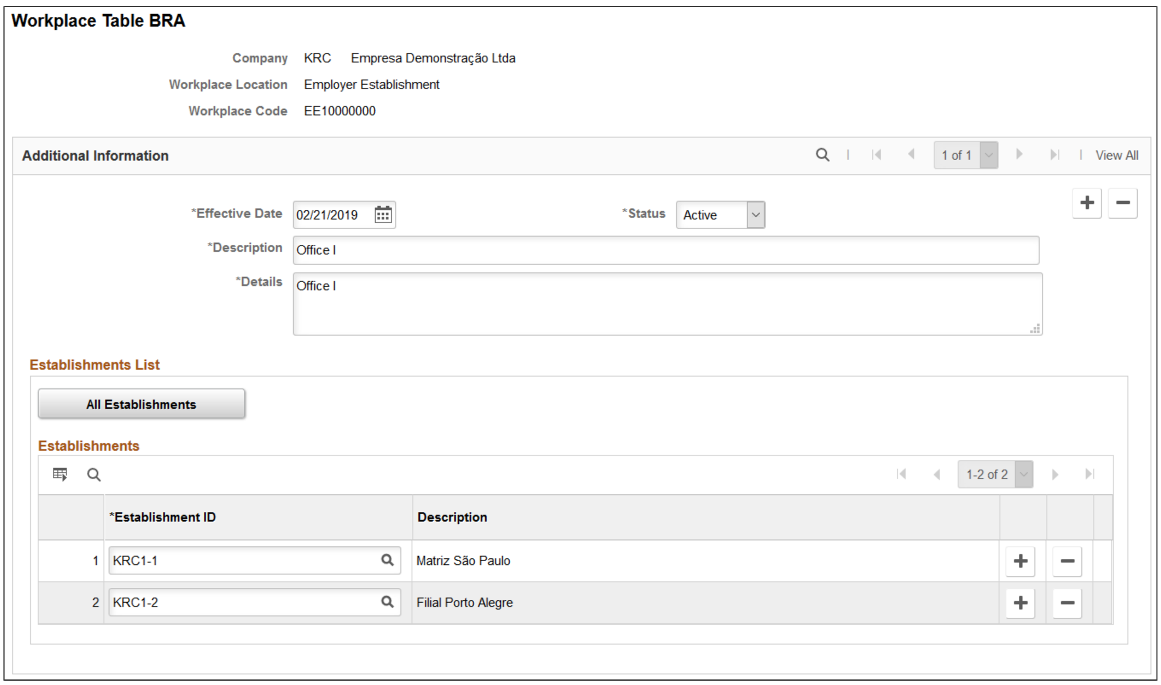
Use the Workplace Table BRA page (WORKPLACE_BRA) to define work environments.

Navigation

Workforce Monitoring >Health and Safety >Define Hazardous Environments >Workplace Table BRA >Workplace Table BRA

Image: Workplace Table BRA page

This example illustrates the fields and controls on the Workplace Table BRA page.



Use this page to define places in companies where employees perform their job functions, for example, offices or factories. The eSocial system reports this information to the Government using the S-1060 event.

Company — Displays the company to which the workplace belongs.

Workplace Location — Displays the type of establishment for the workplace. Valid values are:

Employer Establishment

Service Taker Establishment

Third Party Establishment

Workplace Code	Displays the 10-digit code for the workplace definition.
Description and **Details**	Enter the short and long descriptions for the workplace.

Establishments List

This section appears if the *Employer Establishment* workplace location is selected.

All Establishments	Click this button if the workplace applies to all establishments of the company.
Establishment ID	If the workplace applies only to a selection of the company's establishments, enter the ID of each of these establishments in the Establishments grid. **Note:** Selected establishments must already be reported to the Government of Brazil through the S-1005 event.

Service Takers List

This section appears if the *Service Taker Establishment* workplace location is selected.

All Service Takers	Click this button if the workplace applies to all service takers that are associated with the company.
Establishment ID	If the workplace applies only to a selection of the company's service takers, enter the ID of the establishment in the Service Takers grid for the system to refine the list of available service takers to choose from for that establishment.
Service Taker	Select the applicable service taker for the workplace. Available service takers have all been reported to the Government of Brazil through eSocial. **Note:** Selected service takers must already be reported to the Government of Brazil through the S-1020 event.

For Third Party Establishment

If the workplace defined is a third party establishment that is not registered in the PeopleSoft system and therefore not reported to the Government through eSocial, select *Third Party Establishment* as the workplace location.

Only one third party establishment is supported for each workplace definition.

Inscription Type and **ID**	Select *CEI* or *CNPJ* as the desired inscription type, and enter the corresponding ID value.

Related Links

"S-1060 - Workplace Table" (PeopleSoft HCM 9.2: Global Payroll for Brazil)

Protection Equipment Table Page

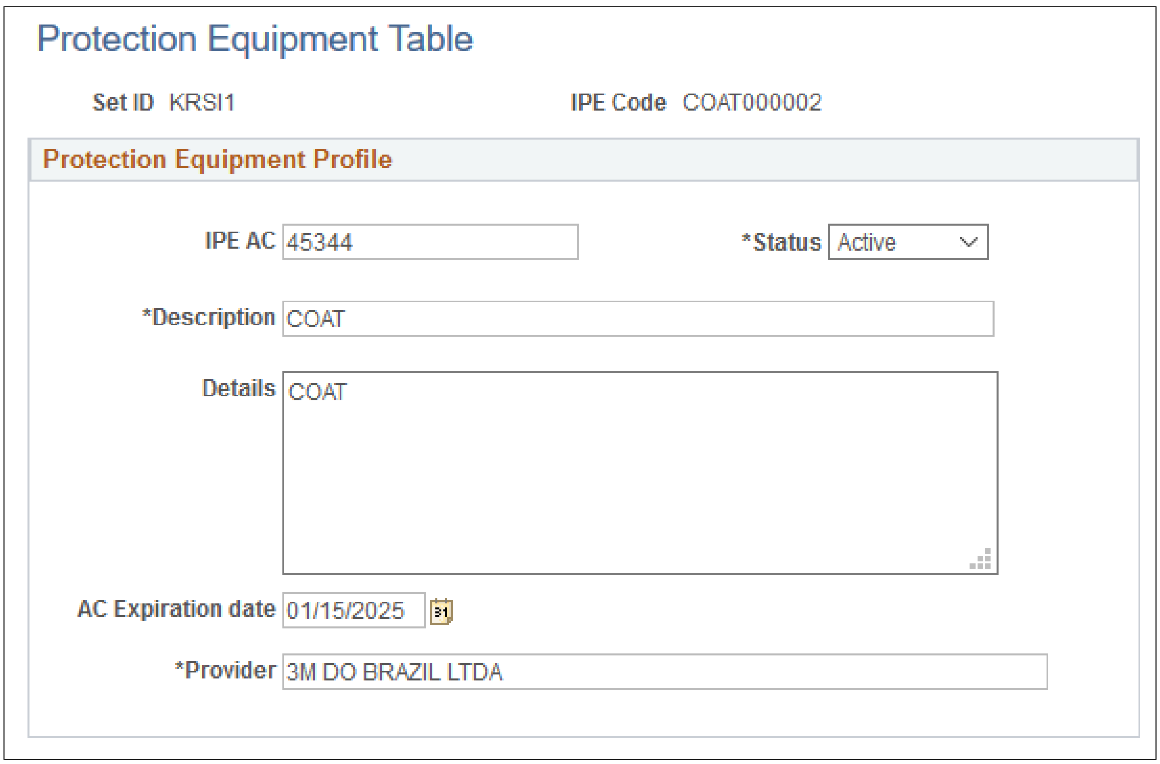
Use the Protection Equipment Table page (PROT_EQUIPMENT_BRA) to define protection equipment for individual use.

Navigation

Set Up HCM > Product Related > Workforce Monitoring >Health and Safety >Protection Equipment Table BRA >Protection Equipment Table

Image: Protection Equipment Table Page

This example illustrates the fields and controls on the Protection Equipment Table page.



IPE Code (individual protection equipment code)
Displays the code of the IPE (individual protection equipment). The field is 10 characters long.

IPE AC (individual protection equipment approval certificate)
Specify the approval certificate code of the IPE. An approval certificate is a document that the Ministry of Labor and Employment issued to attest the function and quality of the IPE.

Description
Enter a short description for the IPE.

AC Expiration date
Enter an expiration date for the IPE, if applicable.

Provider
Enter the provider of the IPE.

Environmental Responsible BRA - Name Page

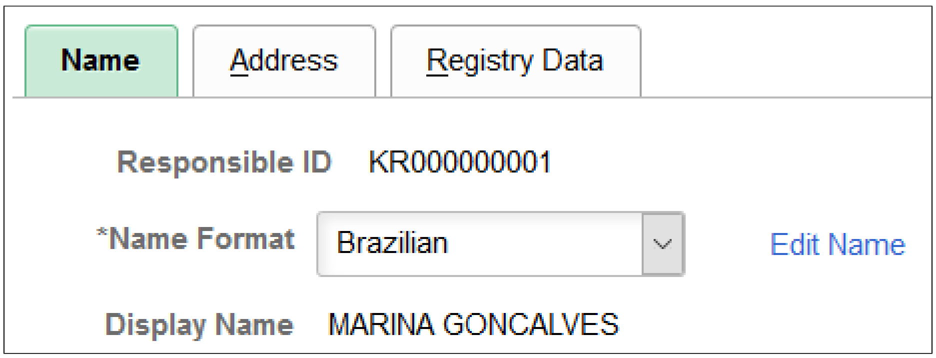
Use the Environmental Responsible BRA - Name page (HA_RESPONSIBLE_BRA) to enter names of individuals who evaluate work environments and conditions of workers.

Navigation

Set Up HCM > Product Related > Workforce Monitoring >Health and Safety >Environment Responsible BRA >Name

Image: Environmental Responsible BRA - Name page

This example illustrates the fields and controls on the Environmental Responsible BRA - Name page.



Environmental Responsible BRA - Address Page

Use the Environmental Responsible BRA - Address page (HA_RESPO_ADDR_BRA) to enter addresses of individuals who evaluate work environments and conditions of workers.

Navigation

Set Up HCM > Product Related > Workforce Monitoring >Health and Safety >Environment Responsible BRA >Address

Image: Environmental Responsible BRA - Address page

This example illustrates the fields and controls on the Environmental Responsible BRA - Address page.

Environmental Responsible BRA - Registry Data Page

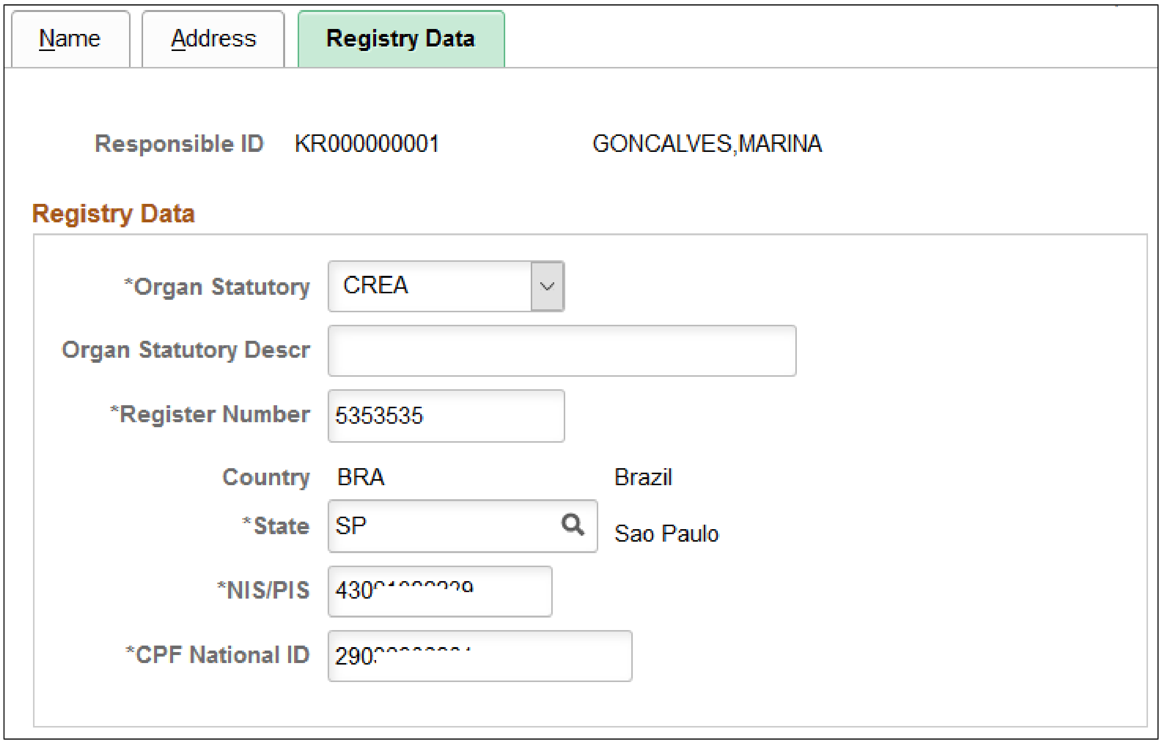
Use the Environmental Responsible BRA - Registry Data page (HA_RESPO_REGIS_BRA) to enter registration information of individuals who evaluate work environments and conditions of workers.

Navigation

Set Up HCM > Product Related > Workforce Monitoring >Health and Safety >Environment Responsible BRA >Registry Data

Image: Environmental Responsible BRA - Registry Data page

This example illustrates the fields and controls on the Environmental Responsible BRA - Registry Data page.



Organ Statutory

Select the organization to which the registration information pertains. Values are:

CREA

Other

For each selection, enter the corresponding registration information.

Organ Statutory Descr (organ statutory description)

Enter the organ statutory description. It is required if the selected organ statutory is *Other*.

Workers Conditions Page

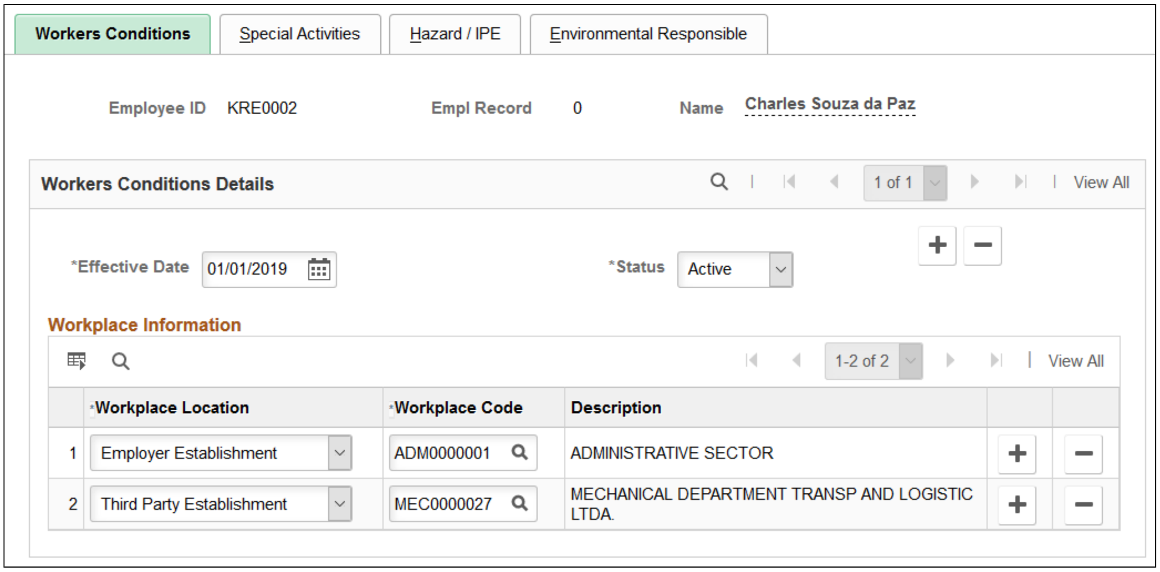
Use the Workers Conditions page (WORKER_ENVIRON_BRA) to list workplaces that are associated with workers.

Navigation

Workforce Monitoring >Health and Safety >Define Hazardous Environments >Workers Conditions BRA >Workers Conditions

Image: Workers Conditions page

This example illustrates the fields and controls on the Workers Conditions page.



Use this and other pages of the Workers Conditions BRA component to specify the work environments for workers, the activities they perform, and the hazards they face at work. This information is used in the S-2240 event reporting in eSocial.

Important! When there is a change in the working environment or condition of the worker, for example, a new work location, a new activity to perform at work, or is exposed to new work hazard, enter a new effective-dated row with the information for it to be reported to the Government properly.

Workplace Location

Select if the workplace is an *Employer Establishment, Service Taker Establishment,* or *Third Party Establishment.*

Workplace Code

Select an applicable workplace code. Only workplaces that match the worker's company and the selected workplace location type are available for selection. You can only select the same code once for any given effective date.

Workplaces are defined on the Workplace Table BRA Page.

Special Activities Page

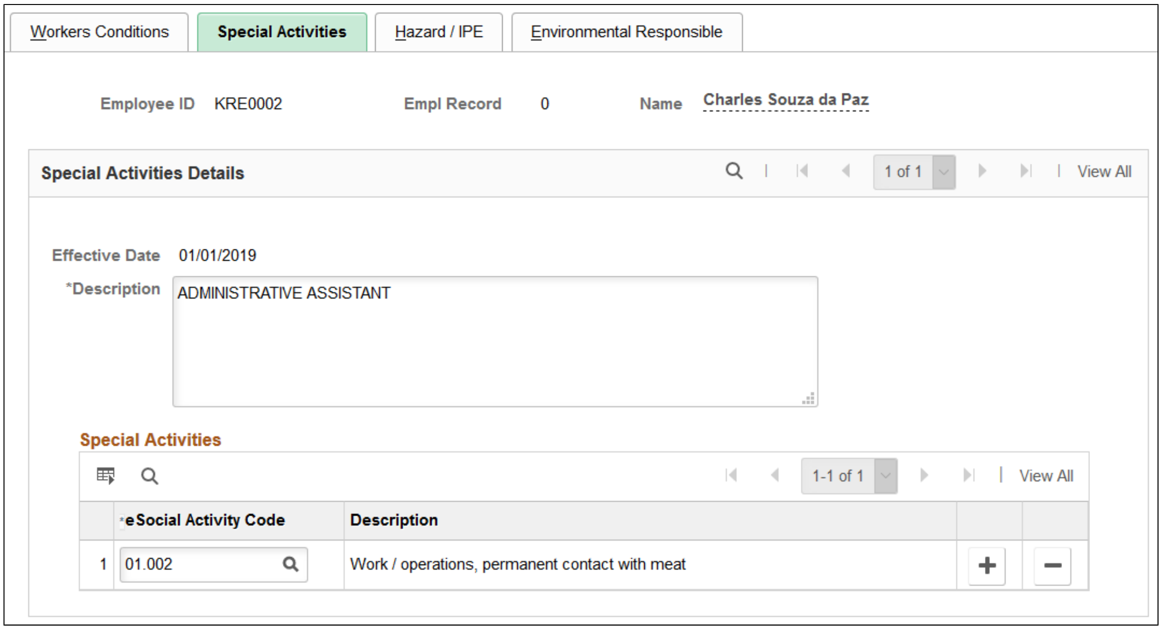
Use the Special Activities page (WORKER_ACTIVIT_BRA) to list the special activities that workers perform at work.

Navigation

Workforce Monitoring >Health and Safety >Define Hazardous Environments >Workers Conditions BRA >Special Activities

Image: Special Activities page

This example illustrates the fields and controls on the Special Activities page.



Description

Enter the general description of the special activities that the worker performs.

eSocial Activity Code

Select the code of each special activity that the worker performs. You can only select the same code once for any given effective date.

These codes are published by the Government of Brazil (table 28) and are populated to the HCM system. They are available on the "eSocial Special Activities Page" (PeopleSoft HCM 9.2: Global Payroll for Brazil).

Hazard/IPE Page

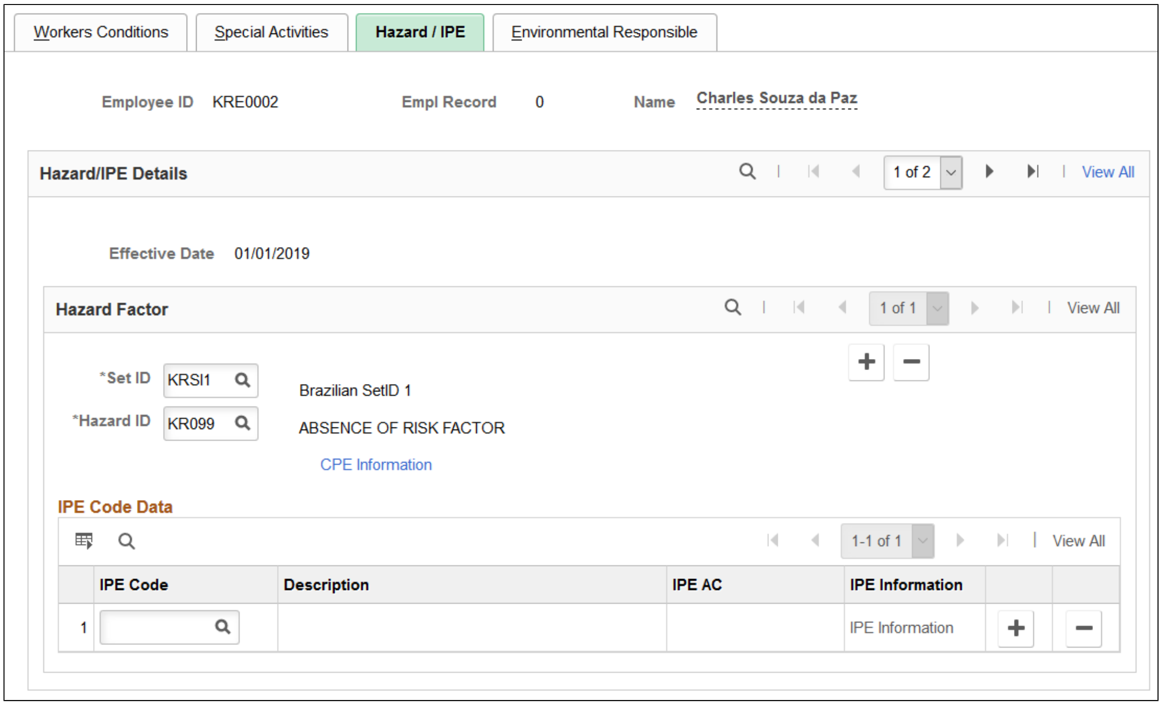
Use the Hazard/IPE page (WORKER_HAZARD_BRA) to list work hazards and protection equipment that are associated with workers.

Navigation

Workforce Monitoring >Health and Safety >Define Hazardous Environments >Workers Conditions BRA >Hazard/IPE

Image: Hazard/IPE page

This example illustrates the fields and controls on the Hazard/IPE page.



Hazard ID

Specify the ID of each work hazard that the worker faces. Only work hazards that match the selected set ID are available for selection.

If multiple hazards are selected for the same effective date, be sure that each of them is associated with a different eSocial code.

Work hazards are defined on the Work Hazards BRA Page.

CPE Information

Click to access the CPE Information Page and fill out a survey about the collective protection equipment.

IPE Code Data

This section appears if the Utilization of IPE option is set to *Used* on the CPE Information Page.

IPE Code

Select an individual equipment that the worker uses to protect himself or herself from the work hazard. This is a required field.

IPEs are defined on the Protection Equipment Table Page.

IPE AC (individual protection equipment approval certificate)

Displays the approval certificate number of the IPE.

IPE Information

Click to access the IPE Information Page and fill out a survey about the corresponding individual protection equipment.

CPE Information Page

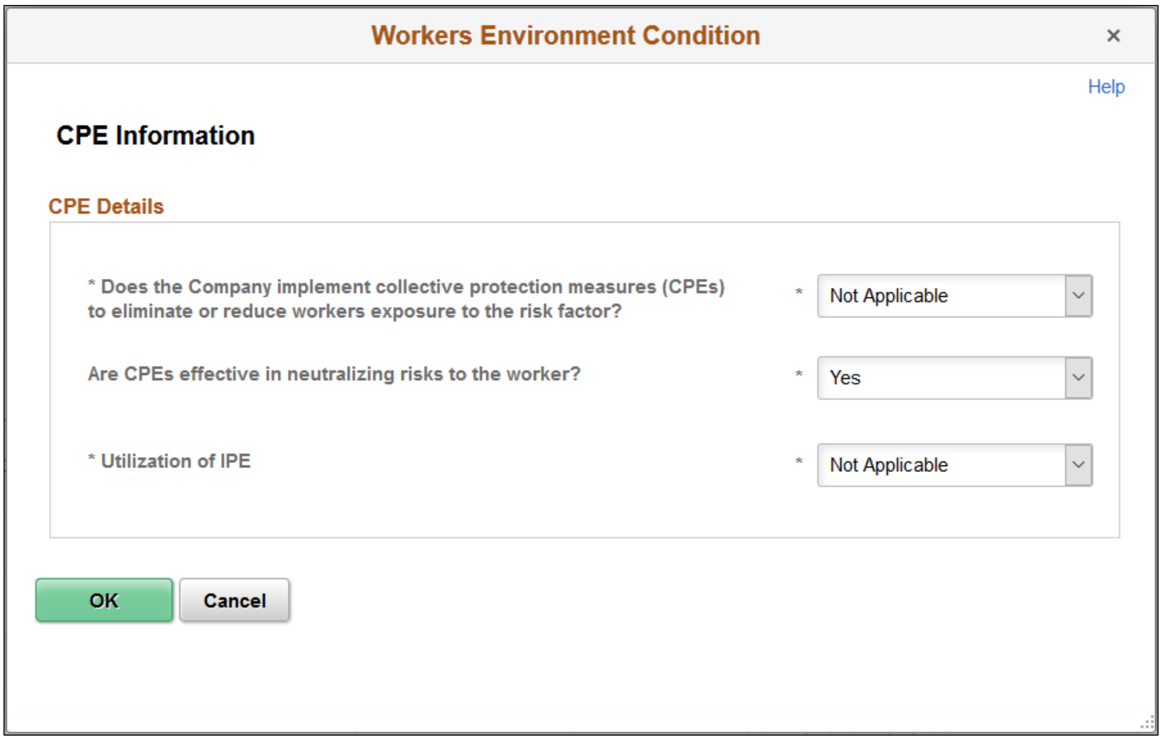
Use the CPE Information page (WORKER_HAZARD_SEC1) to fill out surveys about companies' implementation of collective equipment to protect workers from work hazards.

Navigation

Click the CPE Information link on the Hazard/IPE page.

Image: CPE Information page

This example illustrates the fields and controls on the CPE Information page.



IPE Information Page

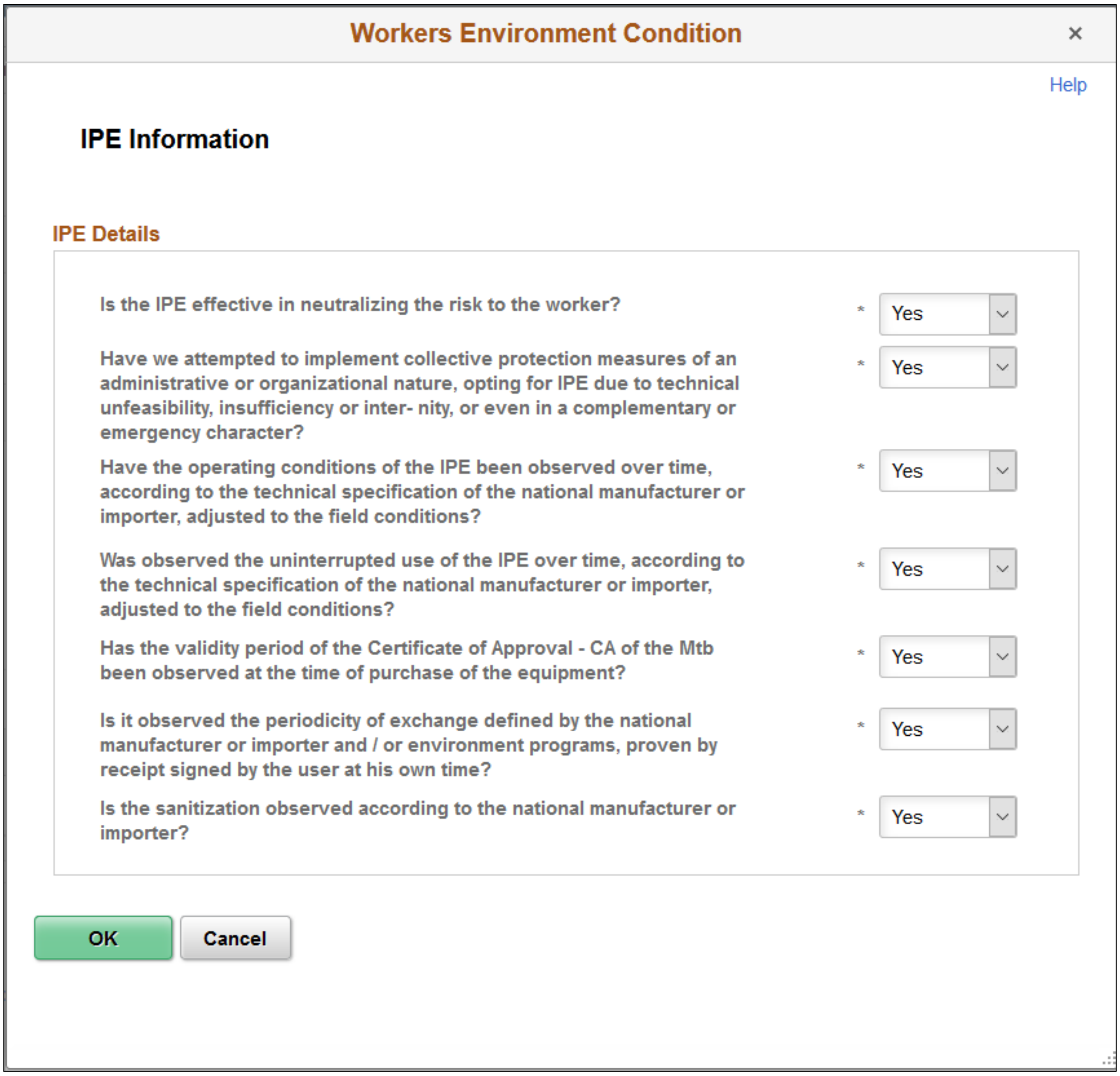
Use the IPE Information page (WORKER_HAZARD_SEC2) to fill out surveys about workers' individual protection equipment.

Navigation

Click the IPE Information link on the Hazard/IPE page.

Image: IPE Information page

This example illustrates the fields and controls on the IPE Information page.



Environmental Responsible Page

Use the Environmental Responsible page (WORKER_RESPON_BRA) to specify individuals who evaluate work environments and conditions for workers.

Navigation

Workforce Monitoring >Health and Safety >Define Hazardous Environments >Workers Conditions BRA >Environmental Responsible

Image: Environmental Responsible page (1 of 2)

This example illustrates the fields and controls on the Environmental Responsible page (1 of 2).

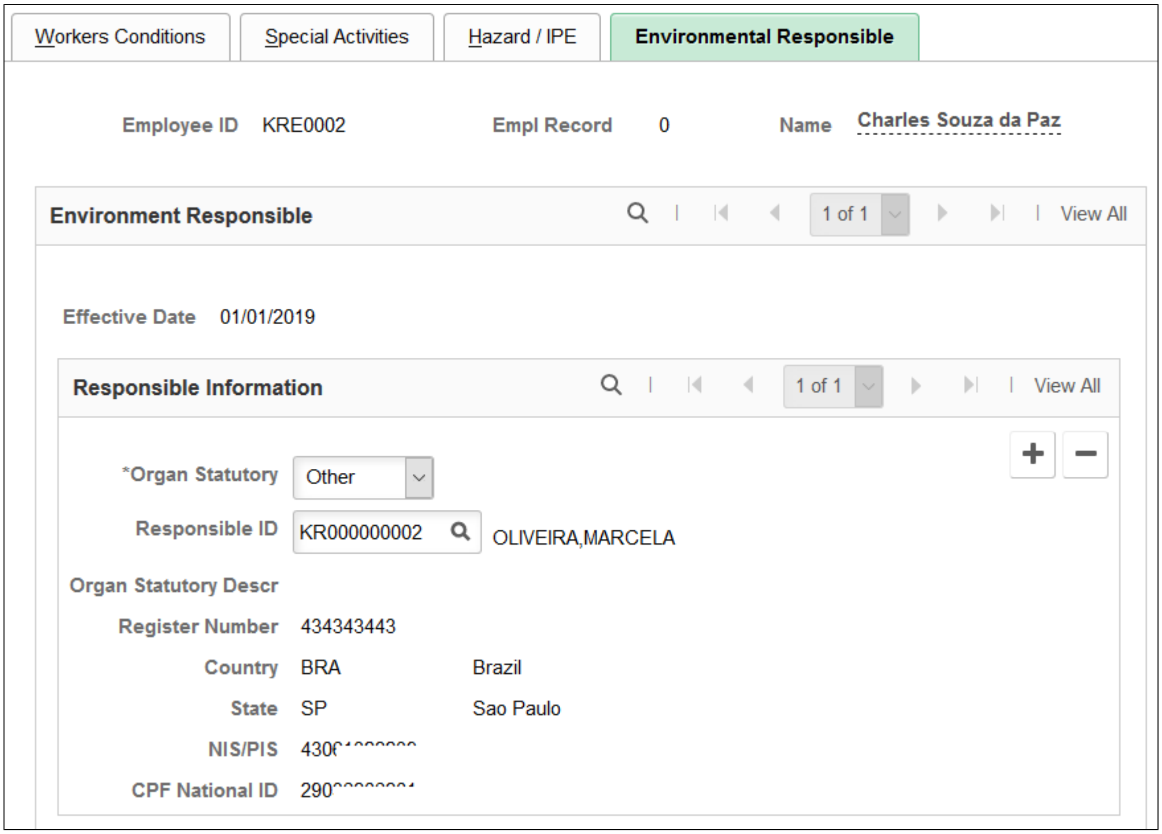


Image: Environmental Responsible page (2 of 2)

This example illustrates the fields and controls on the Environmental Responsible page (2 of 2).

Responsible Information

Organ Statutory

Select the organization to which the individual belongs. Values are:

CREA

CRM

Other

Responsible ID

Select the person (for example, doctor or engineer) responsible for evaluating the work environments of the worker. This field appears if *CREA* or *Other* is selected.

Individuals who serve as evaluators of work environments are defined using the Environment Responsible BRA component.

If the person is not already defined in the HCM system, enter the registration information manually.

See Also Environmental Responsible BRA - Registry Data Page

Physician ID

Select the physician as the person responsible for evaluating the work conditions of the worker. This field appears if *CRM* is selected.

Physicians are defined using the Medical Register BRA component.

If the person is not already defined in the HCM system, enter the registration information manually.

See Also Medical Register Page

Complementary Information

Erg. Methodology (ergonomic methodology)

Enter comments about the ergonomic methodology, if applicable.

Observation

Enter any observation regarding work environments and conditions for the worker.

Chapter 3

Defining Additional Tables for Global Incident Reporting

(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.

Pages Used to Establish Claims Thresholds

Page Name	*Definition Name*	*Usage*
Claim Threshold - Claims AUS Page	CLAIM_INFO_AUS	• Establish claims threshold information by state. • Establish claims threshold information by union. • Establish claims threshold information for a claim with an approved status. You must have a claim number to access this page.

Claim Threshold - Claims AUS Page

Use the Claim Threshold - Claims AUS page (CLAIM_INFO_AUS) to establish claims threshold information for a claim with an approved status.

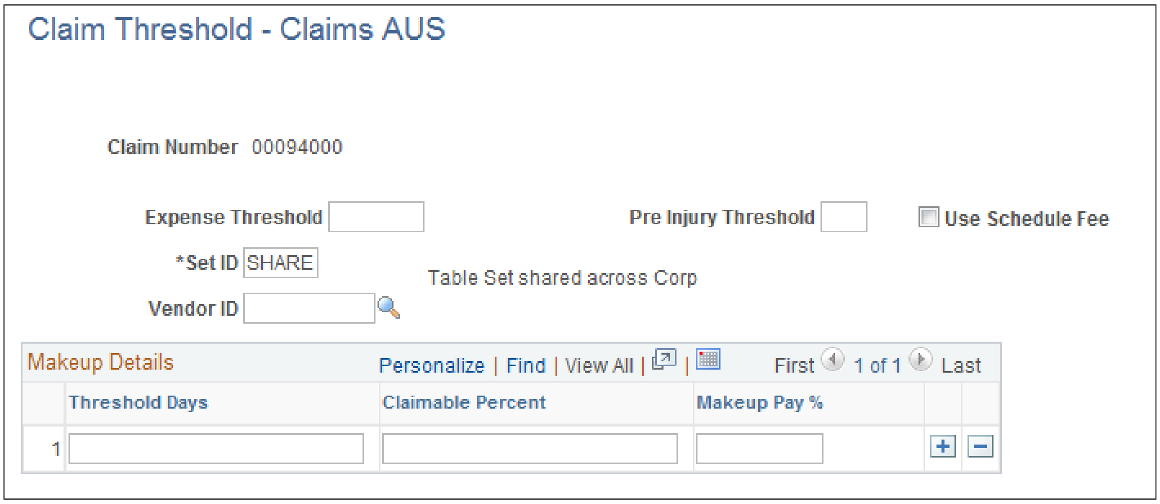
You must have a claim number to access this page.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Claim Threshold - Claims AUS > Claim Threshold - Claims AUS
- Workforce Monitoring > Health and Safety > Define Medical Services > Claim Threshold - Claims AUS > Claim Threshold - Claims AUS
- Workforce Monitoring > Health and Safety > Define Medical Services > Claim Threshold - State AUS > Claim Threshold - Claims AUS

Image: Claim Threshold - Claims AUS page

This example illustrates the fields and controls on the Claim Threshold - Claims AUS page. You can find definitions for the fields and controls later on this page.



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.

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 theMakeup Details group box:

Threshold Days	***Claimable Percent***	***Makeup Pay %***
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.

Page Used to Identify Parameters for the PPP Report for Brazil

Page Name	***Definition Name***	***Usage***
PPP Parameters BRA Page	PPP_PARAM_BRA	Identify PPP parameters that you will use when running the PPP report for Brazil.

PPP Parameters BRA Page

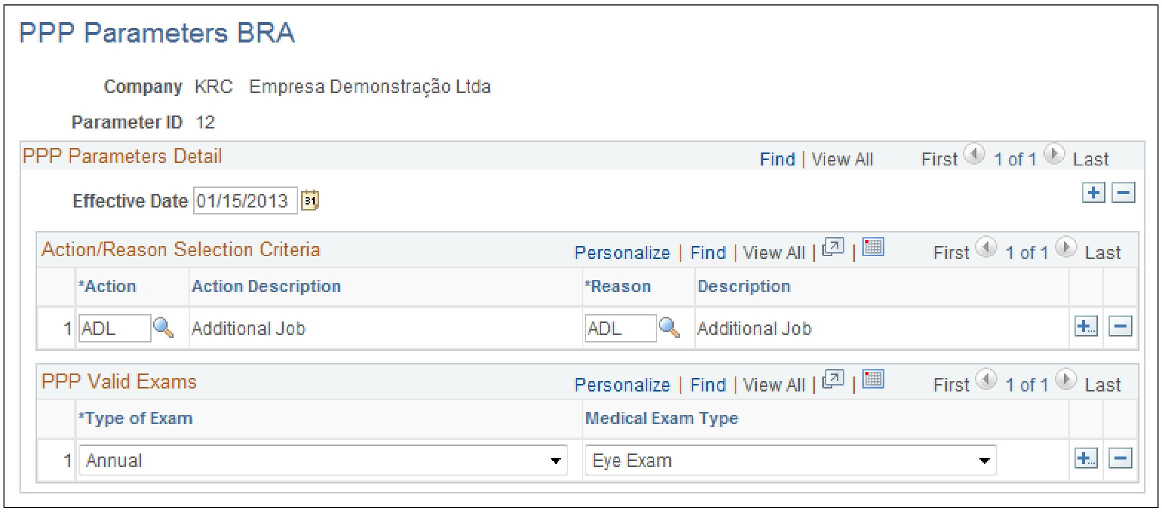
Use the PPP Parameters BRA page (PPP_PARAM_BRA) to identify PPP parameters that you will use when running the PPP report for Brazil.

Navigation

Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > PPP Parameters BRA > PPP Parameters BRA

Image: PPP Parameters BRA page

This example illustrates the fields and controls on the PPP Parameters BRA page. You can find definitions for the fields and controls later on this 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.

Pages Used to Set Up WCB Reporting

Page Name	***Definition Name***	***Usage***
Class/Subclass Table - CAN Page or Class/Subclass CAN Page	HS_CLASS_CAN	Identify the standard industry classes and subclasses for Canadian business locations, based upon the classifications designated by the WCB.

Page Name	Definition Name	Usage
Occupation Table - CAN Page or Occupations CAN Page	HS_OCCUPATION_CAN	Set up the standard occupational classifications used by the WCB.
Contributing Factors - CAN Page or Contributing Factors CAN Page	HS_CONTFAC_CAN	Define the types of casual factors associated with a health and safety incident.
Prevent. Actions Table - CAN Page or Preventative Actions CAN Page	HS_PREVENT_ACT_CAN	Identify the types of actions taken to prevent future occurrences of incidents and accidents.

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.

Class/Subclass Table - CAN Page or Class/Subclass CAN Page

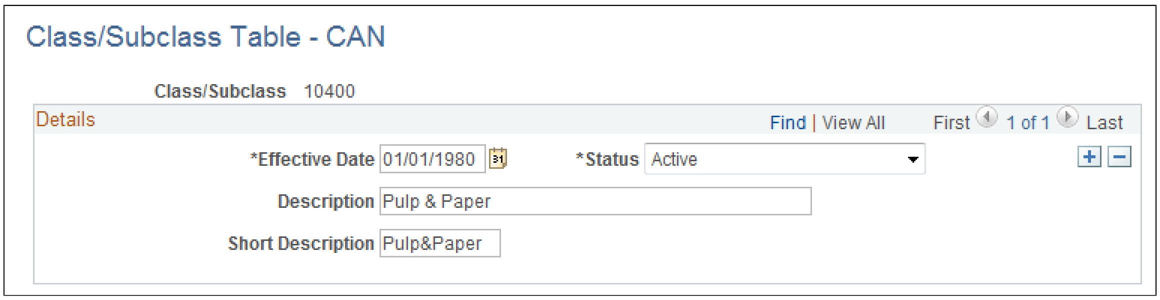
Use the Class/Subclass Table - CAN (or Class/Subclass CAN) page (HS_CLASS_CAN) to identify the standard industry classes and subclasses for Canadian business locations, based upon the classifications designated by the WCB.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Class/Subclass Table - CAN > Class/Subclass Table - CAN
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Class/Subclass CAN > Class/Subclass CAN

Image: Class/Subclass Table - CAN page

This example illustrates the fields and controls on the Class/Subclass Table - CAN page. You can find definitions for the fields and controls later on this 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.

Occupation Table - CAN Page or Occupations CAN Page

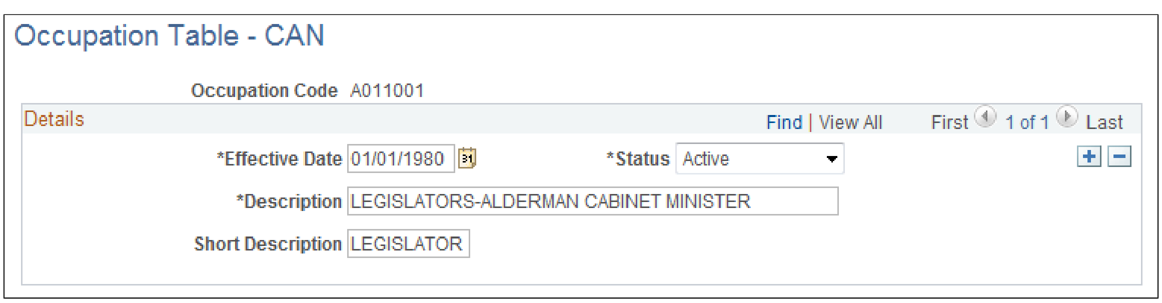
Use the Occupation Table - CAN (or Occupations CAN) page (HS_OCCUPATION_CAN) to set up the standard occupational classifications used by the WCB.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Occupation Table - CAN > Occupation Table - CAN
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Occupations CAN > Occupations CAN

Image: Occupation Table - CAN page

This example illustrates the fields and controls on the Occupation Table - CAN page. You can find definitions for the fields and controls later on this 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.

Contributing Factors - CAN Page or Contributing Factors CAN Page

Use the Contributing Factors - CAN (or Contributing Factors CAN) page (HS_CONTFAC_CAN) to define the types of casual factors associated with a health and safety incident.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Contributing Factors - CAN > Contributing Factors CAN
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Contributing Factors CAN > Contributing Factors CAN

Image: Contributing Factors - CAN page

This example illustrates the fields and controls on the Contributing Factors CAN page. You can find definitions for the fields and controls later on this 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.

Prevent. Actions Table - CAN Page or Preventative Actions CAN Page

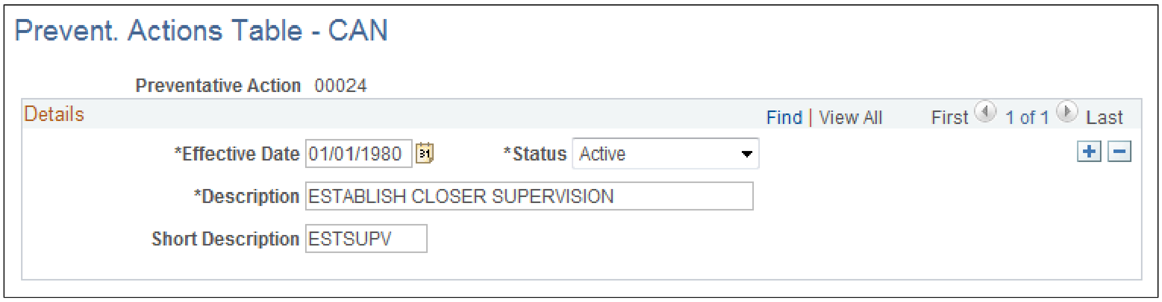
Use the Prevent. Actions Table - CAN page (HS_PREVENT_ACT_CAN) to identify the types of actions taken to prevent future occurrences of incidents and accidents.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Prevent. Actions Table - CAN > Prevent. Actions Table - CAN
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Preventative Actions CAN > Preventative Actions CAN

Image: Prevent. Actions Table - CAN page

This example illustrates the fields and controls on the Prevent. Actions Table - CAN page. You can find definitions for the fields and controls later on this 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 set up German employers' liability insurance association reporting.

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

Page Name	*Definition Name*	*Usage*
Case Officer Table DEU Page or Case Officer DEU Page	HS_LOC_CASEOFF_GER	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.

Page Name	Definition Name	Usage
Social Insurance Unit Page	SI_UNIT_GER	Set up the organization's Social Insurance Unit ID (*Betriebsnummer*). Use this number when reporting information to any public office.
Correct. Actions Table DEU Page or Corrective Actions DEU Page	HS_CORRECT_ACT_GER	Define corrective actions that you have implemented and associate the corrective action with a corrective action category.
Disease Class Table DEU Page or Disease Class DEU Page	HS_DIS_CLASS_GER	Define disease classes and associate them with a disease type.
Prevent. Actions Table - DEU Page or Preventative Actions DEU Page	HS_PREVENT_ACT_GER	Define the actions that you have implemented to prevent workplace incidents or accidents.
Unsafe Item Table DEU Page or Unsafe Items DEU Page	HS_UNSAFE_ITEM_GER	Define unsafe items and associate them with an unsafe item class.
Work Area Class Table DEU Page or Work Area Class DEU Page	HS_WA_CLS_TBL_GER	Set up work area classes as defined by the employer's liability insurance association.
Work Area Category Table DEU Page or Work Area Category DEU Page	HS_WA_CTG_TBL_GER	Set up work area categories as defined by the employer's liability insurance association.
Work Area Table DEU Page or Work Area DEU Page	HS_WA_TBL_GER	Set up work areas as defined by the employer's liability insurance association.
Coop Society Data Page	HS_COOP_SOC_GER	Associate an insurer's industrial hazard code with an employee.

Case Officer Table DEU Page or Case Officer DEU Page

Use the Case Officer Table DEU (or Case Officer DEU) page (HS_LOC_CASEOFF_GER) to identify the officials for various areas of industrial health and safety within the organization.

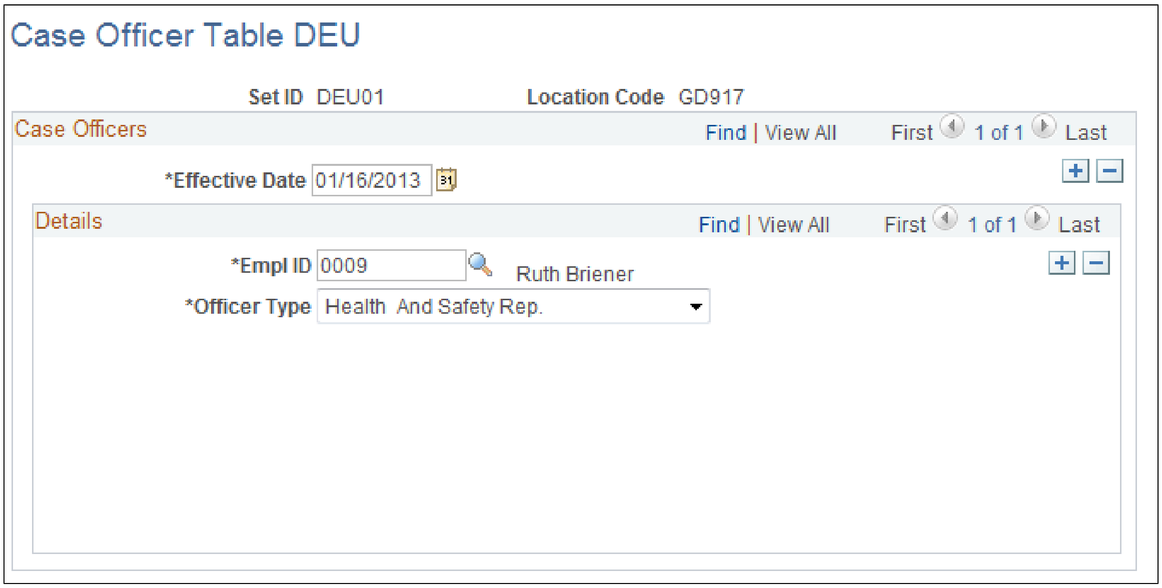
This information is used to identify incident case officers on the Employee page, the Injury Details - Reporting page, and the Case Officer Assignment page.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Case Officer Table DEU > Case Officer Table DEU
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Case Officer DEU > Case Officer DEU

Image: Case Officer Table DEU page

This example illustrates the fields and controls on the Case Officer Table DEU page. You can find definitions for the fields and controls later on this 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.

Social Insurance Unit Page

Use the Social Insurance Unit page (SI_UNIT_GER) to set up the organization's Social Insurance Unit ID (*Betriebsnummer*).

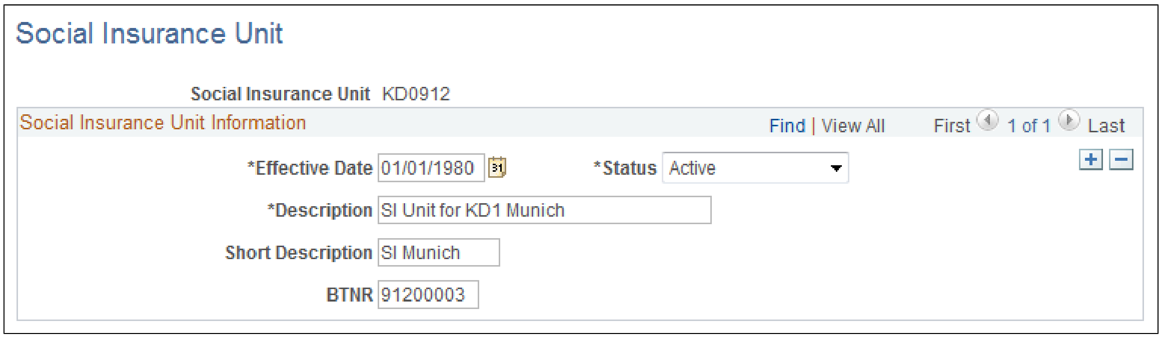
Use this number when reporting information to any public office.

Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data DEU > Social Insurance Unit > Social Insurance Unit

Image: Social Insurance Unit page

This example illustrates the fields and controls on the Social Insurance Unit page. You can find definitions for the fields and controls later on this page.



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

Correct. Actions Table DEU Page or Corrective Actions DEU Page

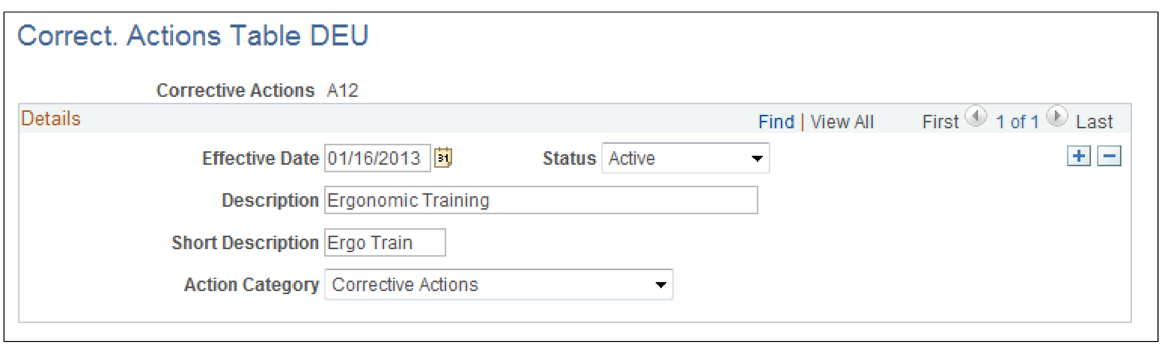
Use the Correct. Actions Table DEU (or Corrective Actions DEU) page (HS_CORRECT_ACT_GER) to define corrective actions that you have implemented and associate the corrective action with a corrective action category.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Correct. Actions Table DEU > Correct. Actions Table DEU
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Corrective Actions DEU > Corrective Actions DEU

Image: Correct. Actions Table DEU page

This example illustrates the fields and controls on the Correct. Actions Table DEU page. You can find definitions for the fields and controls later on this 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.

Disease Class Table DEU Page or Disease Class DEU Page

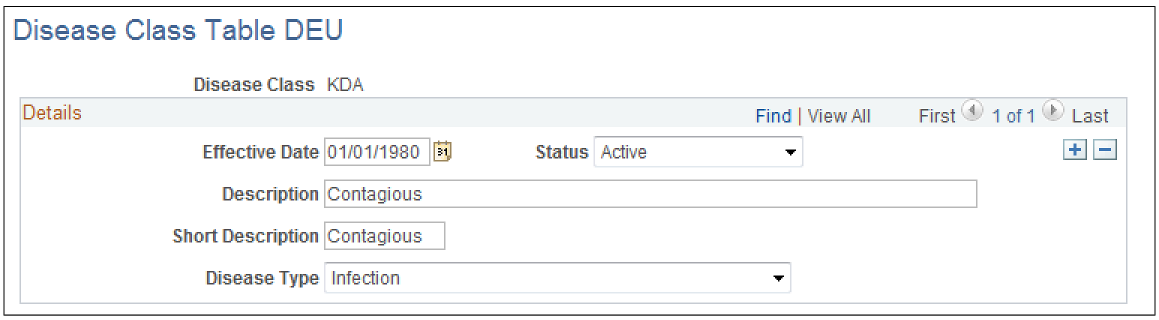
Use the Disease Class Table DEU (or Disease Class DEU) page (HS_DIS_CLASS_GER) to define disease classes and associate them with a disease type.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Disease Class Table DEU > Disease Class Table DEU
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Disease Class DEU > Disease Class DEU

Image: Disease Class Table DEU page

This example illustrates the fields and controls on the Disease Class Table DEU page. You can find definitions for the fields and controls later on this 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.

Prevent. Actions Table - DEU Page or Preventative Actions DEU Page

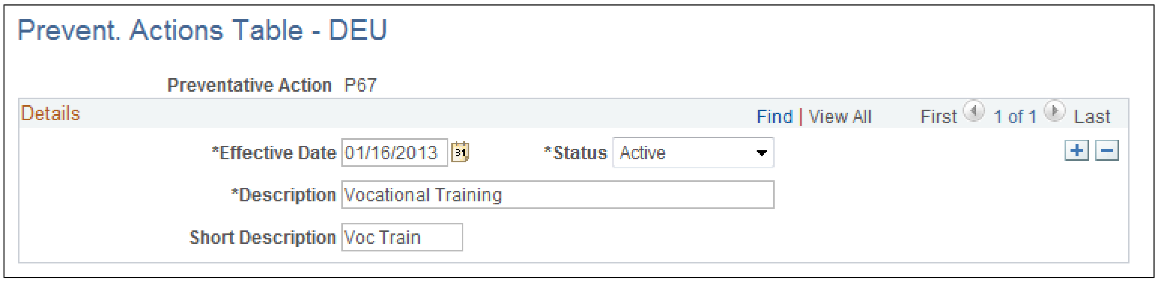
Use the Prevent. Actions Table - DEU (or Preventative Actions DEU) page (HS_PREVENT_ACT_GER) to define the actions that you have implemented to prevent workplace incidents or accidents.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Prevent. Actions Table - DEU > Prevent. Actions Table - DEU
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Preventative Actions DEU > Preventative Actions DEU

Image: Prevent. Actions Table - DEU page

This example illustrates the fields and controls on the Prevent. Actions Table - DEU page. You can find definitions for the fields and controls later on this 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.

Unsafe Item Table DEU Page or Unsafe Items DEU Page

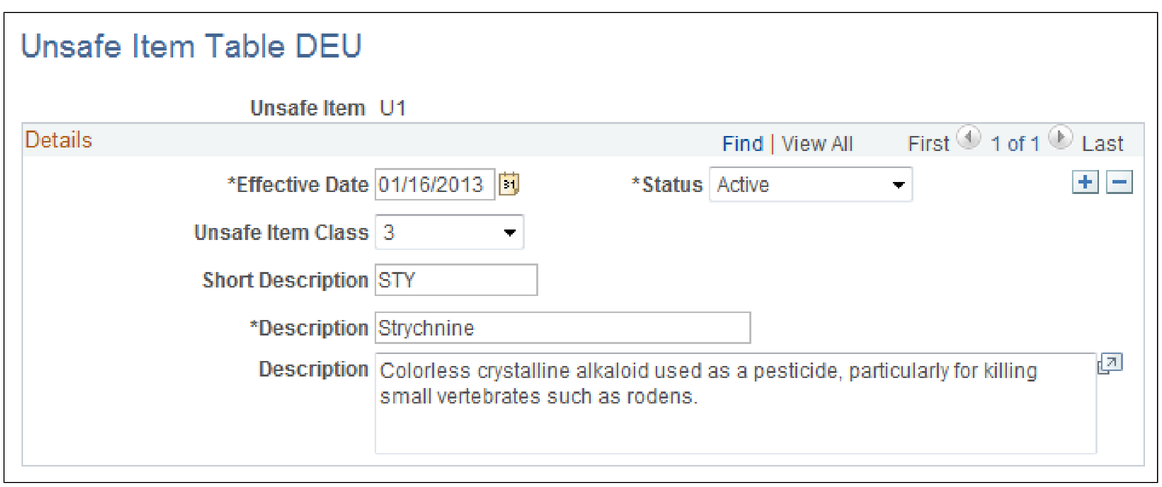
Use the Unsafe Item Table DEU (or Unsafe Items DEU) page (HS_UNSAFE_ITEM_GER) to define unsafe items and associate them with an unsafe item class.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Unsafe Item Table DEU > Unsafe Item Table DEU
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Unsafe Items DEU > Unsafe Items DEU

Image: Unsafe Item Table DEU page

This example illustrates the fields and controls on the Unsafe Item Table DEU page. You can find definitions for the fields and controls later on this 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.

Work Area Class Table DEU Page or Work Area Class DEU Page

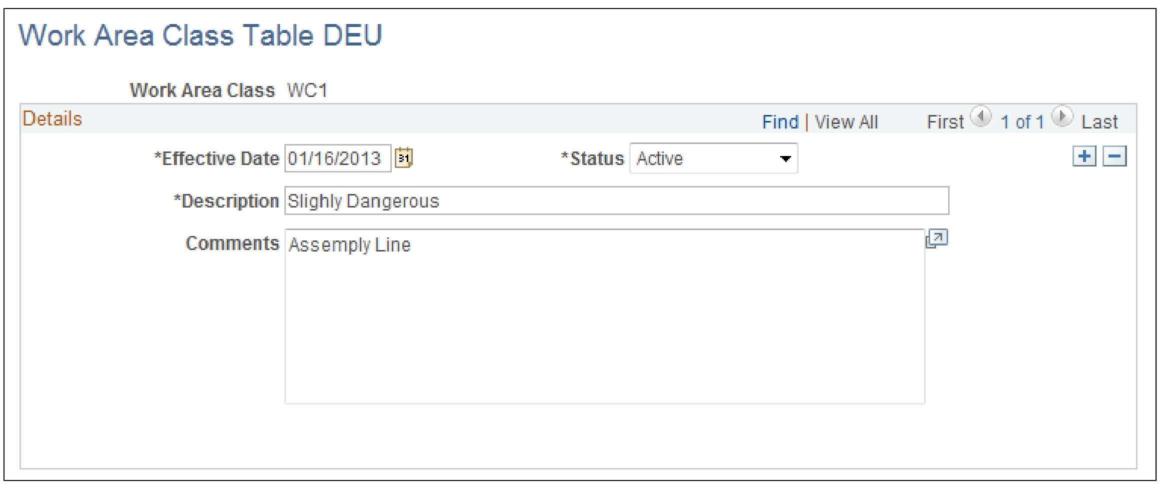
Use the Work Area Class Table DEU (or Work Area Class DEU) page (HS_WA_CLS_TBL_GER) to set up work area classes as defined by the employer's liability insurance association.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Work Area Class Table DEU > Work Area Class Table DEU
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Work Area Class DEU > Work Area Class DEU

Image: Work Area Class Table DEU page

This example illustrates the fields and controls on the Work Area Class Table DEU page. You can find definitions for the fields and controls later on this 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.

Work Area Category Table DEU Page or Work Area Category DEU Page

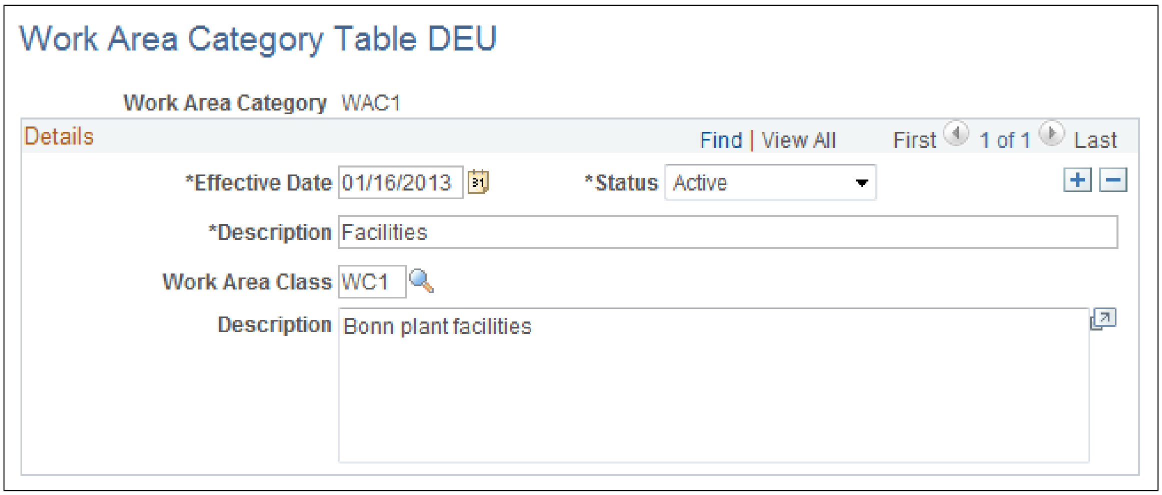
Use the Work Area Category Table DEU (or Work Area Category DEU) page (HS_WA_CTG_TBL_GER) to set up work area categories as defined by the employer's liability insurance association.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Work Area Category Table DEU > Work Area Category Table DEU
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Work Area Category DEU > Work Area Category DEU

Image: Work Area Category Table DEU page

This example illustrates the fields and controls on the Work Area Category Table DEU page. You can find definitions for the fields and controls later on this 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.

Work Area Table DEU Page or Work Area DEU Page

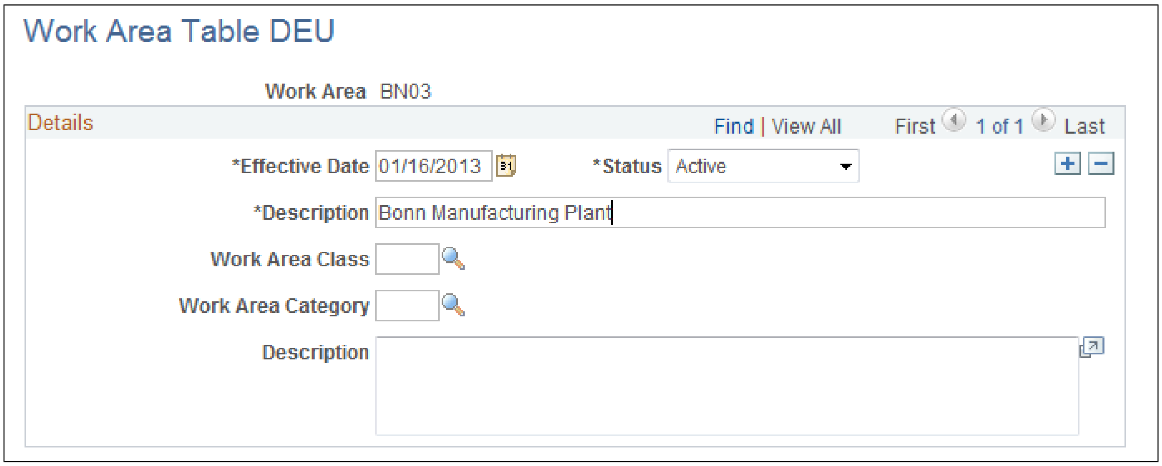
Use the Work Area Table DEU (or Work Area DEU) page (HS_WA_TBL_GER) to set up work areas as defined by the employer's liability insurance association.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Work Area Table DEU > Work Area Table DEU
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > Work Area DEU > Work Area DEU

Image: Work Area Table DEU page

This example illustrates the fields and controls on the Work Area Table DEU page. You can find definitions for the fields and controls later on this 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.

Coop Society Data Page

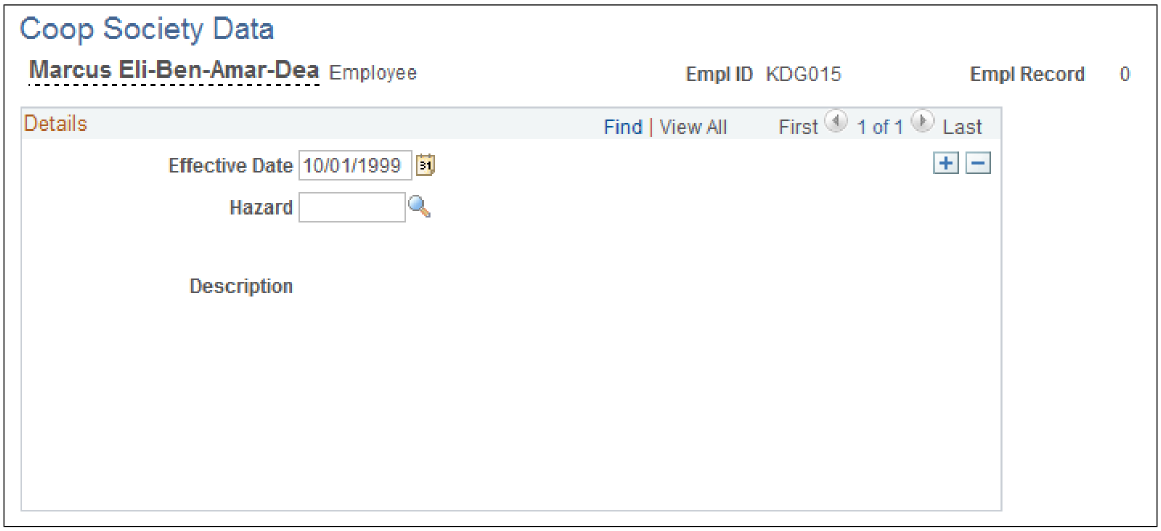
Use the Coop Society Data page (HS_COOP_SOC_GER) to associate an insurer's industrial hazard code with an employee.

Navigation

Workforce Monitoring > Health and Safety > Details DEU > Coop Society Data > Coop Society Data

Image: Coop Society Data page

This example illustrates the fields and controls on the Coop Society Data page. You can find definitions for the fields and controls later on this 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.

(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***	***Usage***
External Scheme GBR Page	HS_EXT_SCHEME_UK	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.

External Scheme GBR Page

Use the External Scheme GBR page (HS_EXT_SCHEME_UK) to maintain an External Scheme.

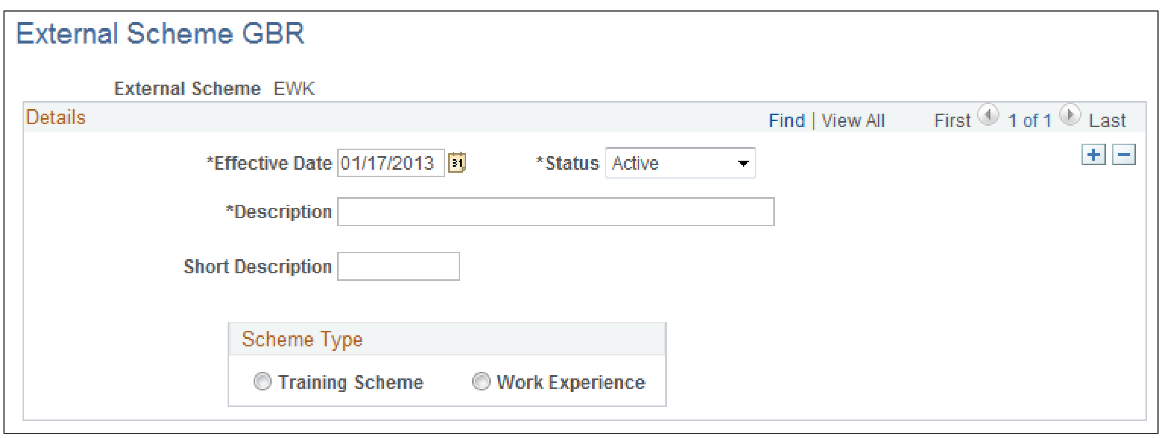
RIDDOR incident reports must indicate whether the individual involved is part of an External Scheme, which is a vocational training, education, or job placement program usually involving a contract between an employee, an employer, and the government.

Navigation

- Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > External Scheme Table GBR > External Scheme GBR
- Workforce Monitoring > Health and Safety > Define Accident/Injury Info > External Scheme GBR > External Scheme GBR

Image: External Scheme GBR page

This example illustrates the fields and controls on the External Scheme GBR page. You can find definitions for the fields and controls later on this 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

Entering Non-Employee Data

This section discusses how to enter non-employee data.

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

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.

Pages Used to Enter Non-Employee Data

Page Name	*Definition Name*	*Usage*
Non-Employee - Name Page	HS_NON_EMPL1	Maintain name information for non-employees involved in incidents.
Non-Employee - Address	HS_NON_EMPL1B	Maintain address information for non-employees involved in incidents.
Non-Employee - Personal Details Page	HS_NON_EMPL2	Maintain additional details for the individual.
Non-Employee - Extra Details Page	HS_NE_PERS_DATA	Maintain extra address information for the individual. This information is required if the individual does not live at a normally recognized address.

Non-Employee - Name Page

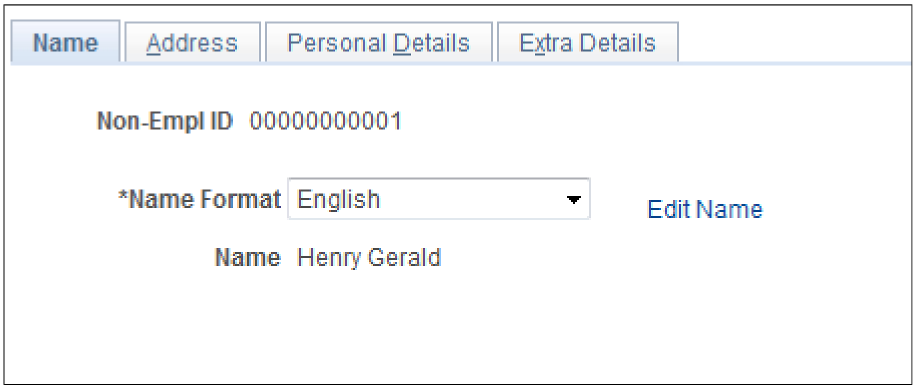
Use the Non-Employee - Name page (HS_NON_EMPL1) to maintain name information for non-employees involved in incidents.

Navigation

Workforce Monitoring > Health and Safety > Verify Persnnl Invlvd/Witnessd > Non-Employee > Name

Image: Non-Employee - Name page

This example illustrates the fields and controls on the Non-Employee - Name page. You can find definitions for the fields and controls later on this 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 00000000000. 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.

Non-Employee - Personal Details Page

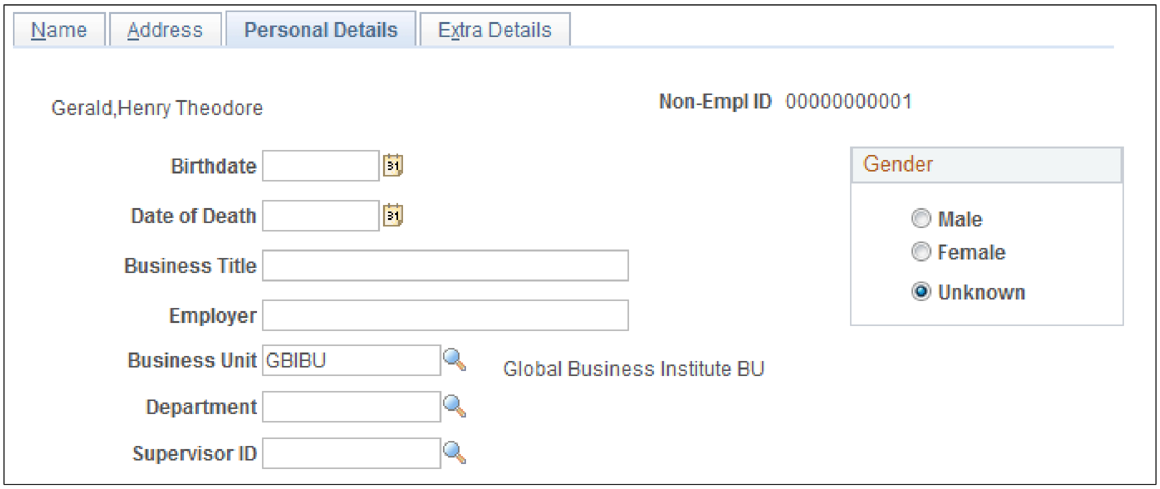
Use the Non-Employee - Personal Details page (HS_NON_EMPL2) to maintain additional details for the individual.

Navigation

Workforce Monitoring > Health and Safety > Verify Persnnl Invlvd/Witnessd > Non-Employee > Personal Details

Image: Non-Employee - Personal Details page

This example illustrates the fields and controls on the Non-Employee - Personal Details page. You can find definitions for the fields and controls later on this page.



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

Non-Employee - Extra Details Page

Use the Non-Employee - Extra Details page (HS_NE_PERS_DATA) to maintain extra address information for the individual.

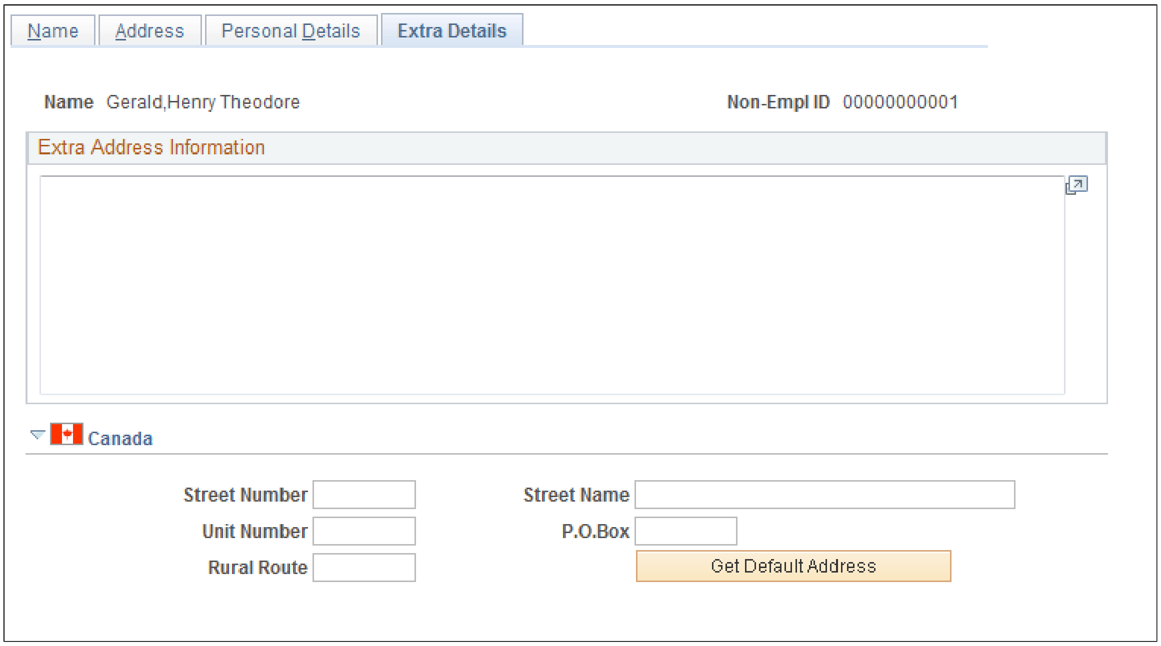
This information is required if the individual does not live at a normally recognized address.

Navigation

Workforce Monitoring > Health and Safety > Verify Persnnl Invlvd/Witnessd > Non-Employee > Extra Details

Image: Non-Employee - Extra Details page

This example illustrates the fields and controls on the Non-Employee - Extra Details page. You can find definitions for the fields and controls later on this 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.

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.

Entering Employee Data

This section discusses how to enter employee data.

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

Page Name	Definition Name	Usage
Employee Page	HS_PERS_DATA	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 Page	HS_EMPLOYMENT	Enter additional employment details for employees in Canadian and United Kingdom operations who are involved in health and safety incidents.

Employee Page

Use the Employee page (HS_PERS_DATA) to enter extra address information for employees who are involved in health and safety incidents.

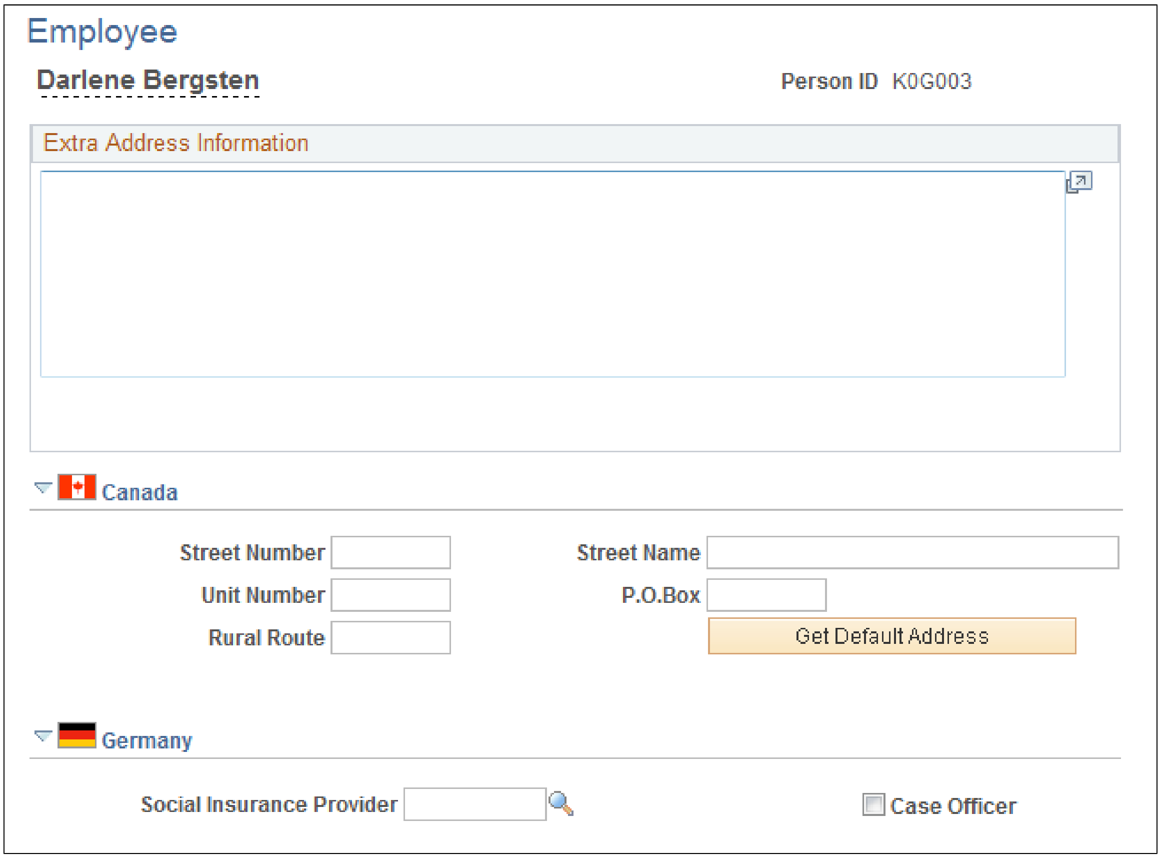
This information is required if the individual does not live at a normally recognized address.

Navigation

Workforce Monitoring > Health and Safety > Verify Persnnl Involvd/Witnessd > Employee > Employee

Image: Employee page

This example illustrates the fields and controls on the Employee page. You can find definitions for the fields and controls later on this 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.

Employment Page

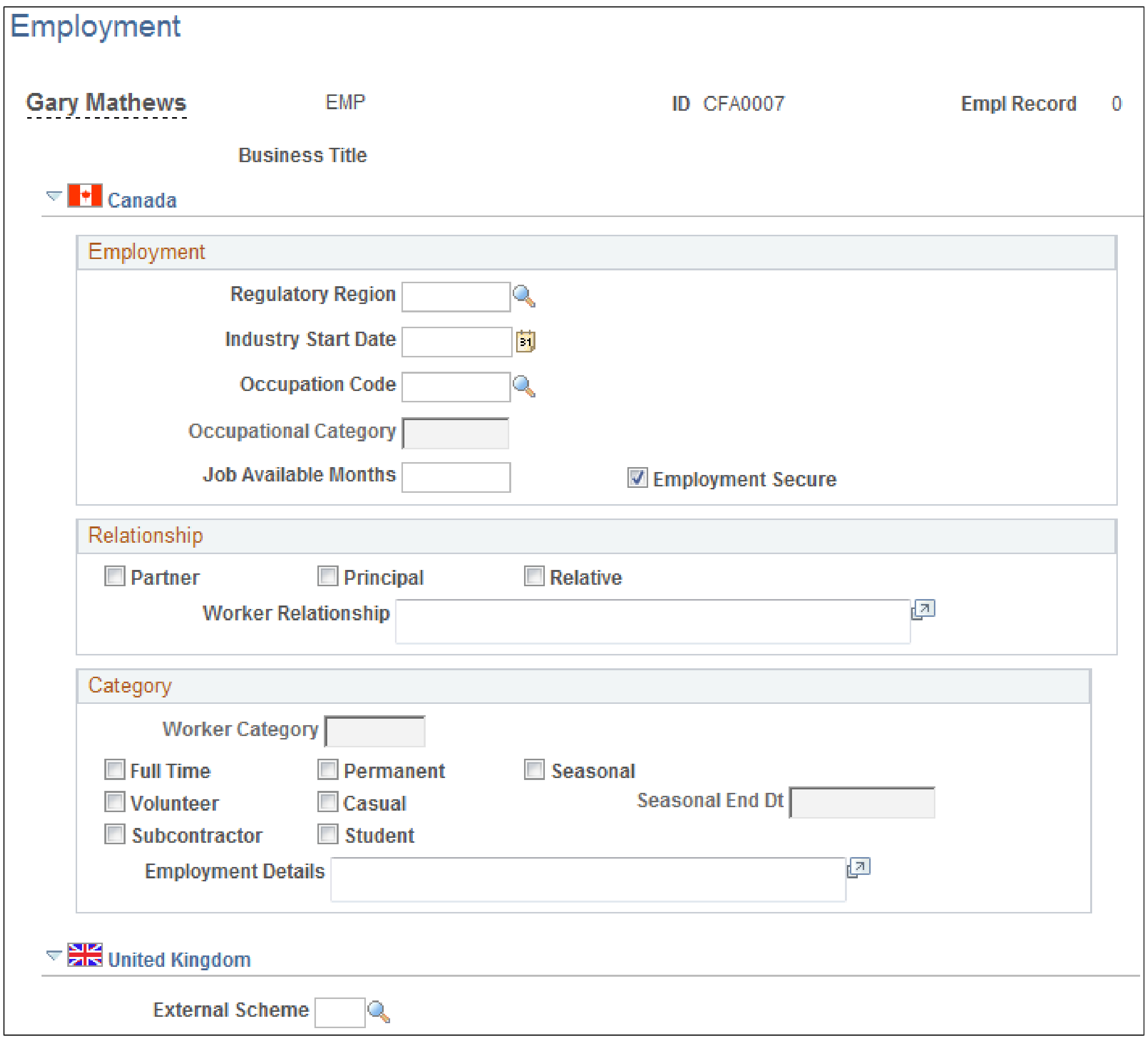
Use the Employment page (HS_EMPLOYMENT) to enter additional employment details for employees in Canadian and United Kingdom operations who are involved in health and safety incidents.

Navigation

Workforce Monitoring > Health and Safety > Verify Persnnl Involvd/Witnessd > Employment > Employment

Image: Employment page

This example illustrates the fields and controls on the Employment page. You can find definitions for the fields and controls later on this 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

Regulatory Region	Enter a regulatory region for the employee. The Occupational Category and Worker Category fields on this page only if you select a value of *CANBC* in this field.
Industry Start Date	Enter the date on which the employee started working in the industry.
Occupation Code	Enter the code for the employee's occupation.
Occupational Category	Select an occupational category of *NONE OF THE ABOVE.*
Job Available Months	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.
Employment Secure	Select this check box to indicate that the employee has a job in which to return.

Relationship

Partner	Select if the employee is a partner of another employee.
Principal	Select if the employee is a principal of another employee.
Relative	Select if the employee is a relative of another employee.
Worker Relationship	If any of the Relationship boxes are selected, then fully explain those relationships in this free-form field. This information is required for reporting to the WCB.

Category

Worker Category	Select the worker category for the employee. Values are *CASUAL, PERMANENT, PERSONAL OPTIONAL PROTECTION, PRINCIPAL OR RELATIVE OF PRINCIPAL, SELF-EMPLOYED (LABOUR CONTRACTOR W/O POP),* and *WORKER CATEGORY NOT APPLICABLE.*
Full Time, Permanent, Seasonal, Volunteer, Casual, Subcontractor, and **Student**	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.

Pages Used to Maintain Employee Health Cards

Page Name	***Definition Name***	***Usage***
Health Card 1	GVT_HEALTH_CARD_1	Record the employee's physician contact information.
Health Card 2 Page	GVT_HEALTH_CARD_2	Record drug allergies, specific test names, and dates.
Health Card Review 1	GVT_HEALTH_RVW_1	View employee personal data.
Health Card Review 2	GVT_HEALTH_RVW_2	View employee position information.
Health Card Review 3	GVT_HEALTH_CARD_1	Review physician information for the employee.
Health Card Review 4	GVT_HEALTH_CARD_2	Review any drug allergies, specific test names, and dates.
Drug Test Review	GVT_DRUG_TEST2	Review test results, referrals, and comments.
Hs Exam Audio1	HS_EXAM_AUDIO1	Review audiometric exam results, referrals, and comments. Indicate the next audiometeric exam date, and enter physician information.
Hs Exam Audio2	HS_EXAM_AUDIO2	Review audiometric exam details.

Page Name	***Definition Name***	***Usage***
Hs Exam Eye1	HS_EXAM_EYE1	Review eye exam results, referrals, and comments.
Hs Exam Eye2	HS_EXAM_EYE2	Review eye exam results, referrals, and comments.
Hs Exam Physical1	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	Review physical exam results.
Hs Exam Respire1 (Hs exam respiratory 1)	HS_EXAM_RESPIRE1	Review respiratory exam results, referrals, restrictions, and comments.
Hs Exam Respire2 (Hs exam respiratory 2)	HS_EXAM_RESPIRE2	Review respiratory exam results, referrals, restrictions, and comments.

Related Links

Tracking Employee Medical Exam Results

Health Card 2 Page

Use the Health Card 2 page (GVT_HEALTH_CARD_2) to record drug allergies, specific test names, and dates.

Navigation

Workforce Monitoring > Health and Safety > Record Medical Exam Results > Health Card > Health Card 2

Image: Health Card 2 page (1 of 2)

This example illustrates the fields and controls on the Health Card 2 page (1 of 2). You can find definitions for the fields and controls later on this page.

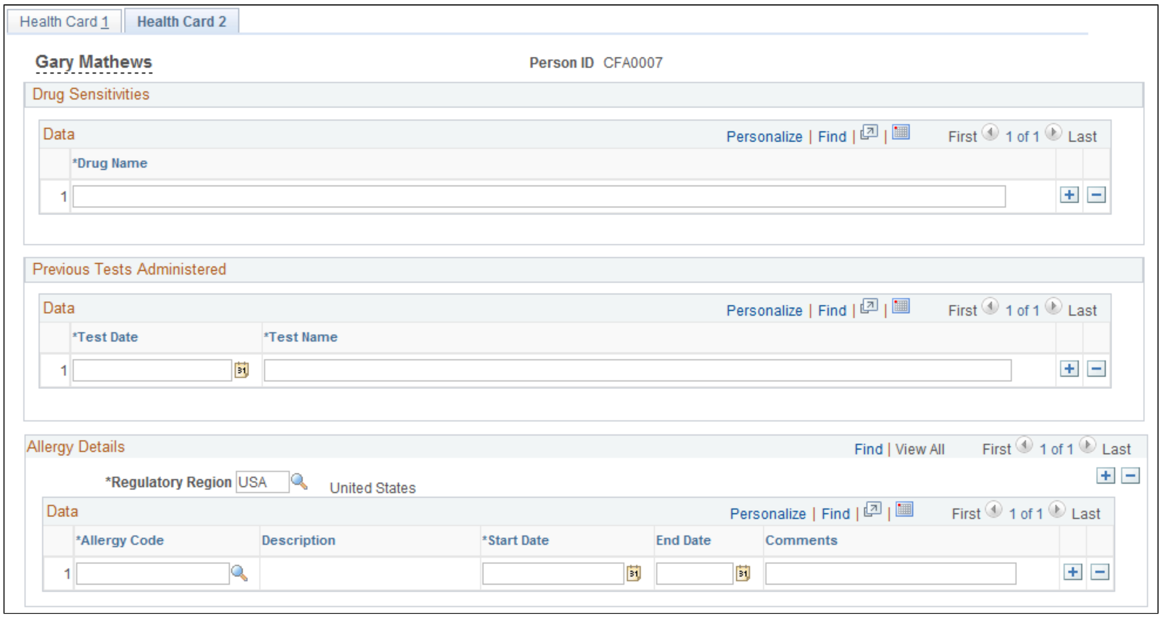


Image: Health Card 2 page (2 of 2)

This example illustrates the fields and controls on the Health Card 2 page (2 of 2). You can find definitions for the fields and controls later on this page.

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***	***Usage***
Family Page	HS_FAMILY	Enter additional family information for employees or for non-employees who are involved in a health and safety incident.

Family Page

Use the Family page (HS_FAMILY) to enter additional family information for employees or for non-employees who are involved in a health and safety incident.

Navigation

Workforce Monitoring > Health and Safety > Verify Persnnl Involvd/Witnessd > Family > Family

Image: Family page

This example illustrates the fields and controls on the Family page. You can find definitions for the fields and controls later on this 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

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.

Related Links

Understanding Health and Safety Incidents

Entering Health and Safety Incident Details

This section discusses how to enter health and safety incident details.

Pages Used to Enter Health and Safety Incidents

Page Name	*Definition Name*	*Usage*
Incident Details - Incident Page	HS_INCIDENT	Add a new incident or update an existing incident. (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.
Vehicle/Equipment Accident Details	HS_INCIDENT_SEC	Enter vehicle and equipment accident details.
Incident Details - Notification Page	HS_INC_NOTIFY	Record incident details that employees generate.
Incident Details - Description Page	HS_INC_DESCRIPTION	Describe the health and safety incident and record related data.
Incident Details - Location Page	HS_INC_LOCATION	Identify the location where the incident occurred.
Incident Location Address	HS_INC_LOCADDR_SEC	Enter the location and address information for those incidents that occur off an organization's premises.
Edit Address	EO_ADDR_USA_SEC	Edit existing address information that is associated with the incident.
Incident Details - Travel Page	HS_INC_TRAVEL	Record travel-related incident details.
Route Details Page	HS_INC_ROUTE_SEC	Provide additional travel route details for health and safety incidents.
Break Details	HS_INC_BREAK_SEC	Provide details about breaks in travel that are related to a health and safety incident.
Animals Involved In The Incident	HS_INC_ANIMAL_SEC	Enter information about animals that are involved in a health and safety incident.

Page Name	Definition Name	Usage
Incident Details - People Page	HS_INC_PEOPLE	Identify witnesses, investigators, and other people who are connected to the incident. These are people who are not injured or ill in the incident.
Incident Details - People: Contact Address	HS_INC_PPLADDR_SEC	Enter address information for the witnesses, investigators, and other contacts from the People page. (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 Page	HS_INC_REPORT	Maintain documentation showing that you notified the proper authorities of the incident.
Incident Details BRA - CAT Information Page	HS_INCIDENT_BRA	Identify the location where the incident occurred. This information is used in the Work Risk (CAT) report for Brazil

Incident Details - Incident Page

Use the Incident Details - Incident page (HS_INCIDENT) to add a new incident or update an existing incident.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details > Incident
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details BRA > Incident

Image: Incident Details - Incident page (1 of 3)

This example illustrates the fields and controls on the Incident Details - Incident page (1 of 3). You can find definitions for the fields and controls later on this page.

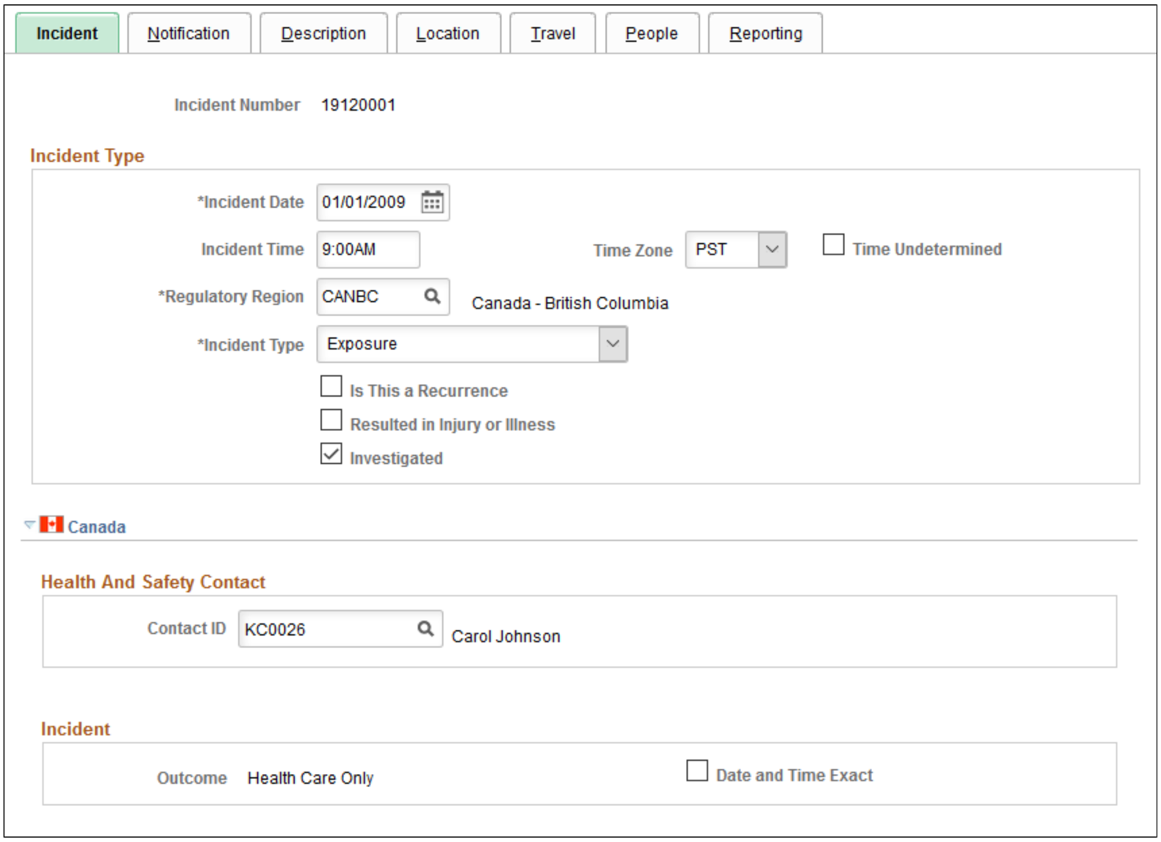


Image: Incident Details - Incident page (2 of 3)

This example illustrates the fields and controls on the Incident Details - Incident page (2 of 3). You can find definitions for the fields and controls later on this page.

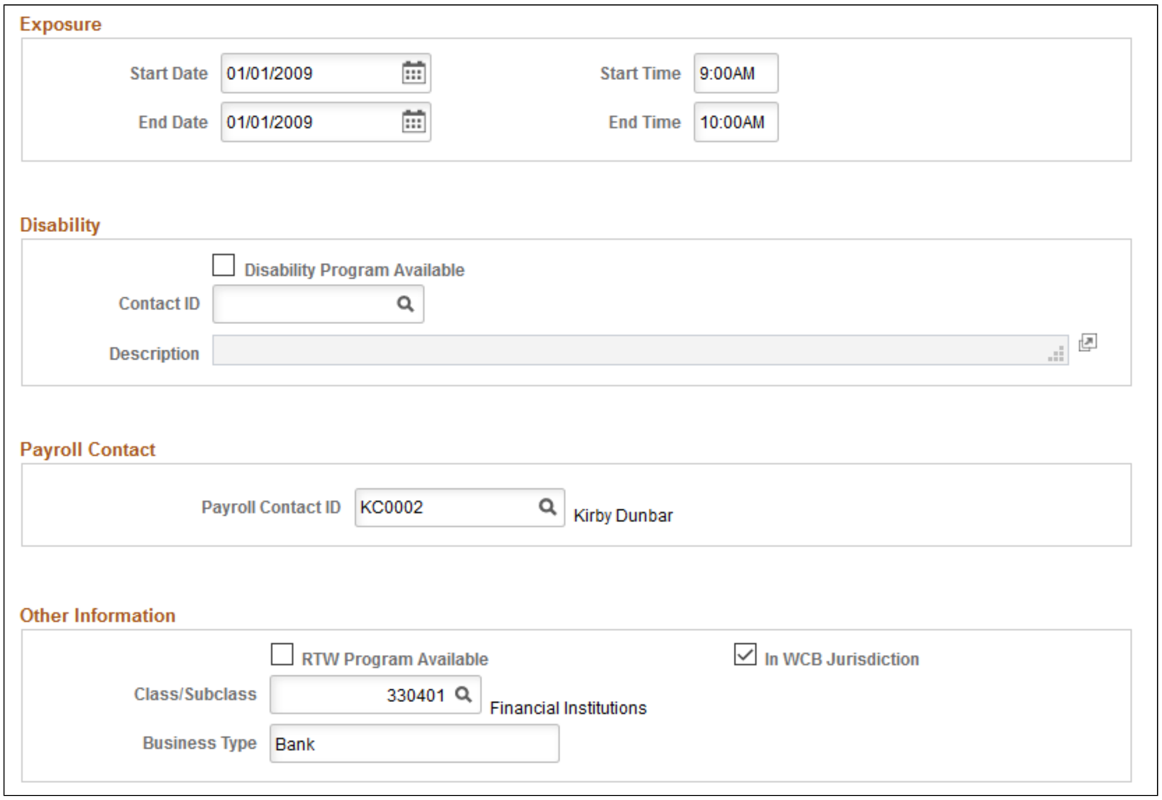
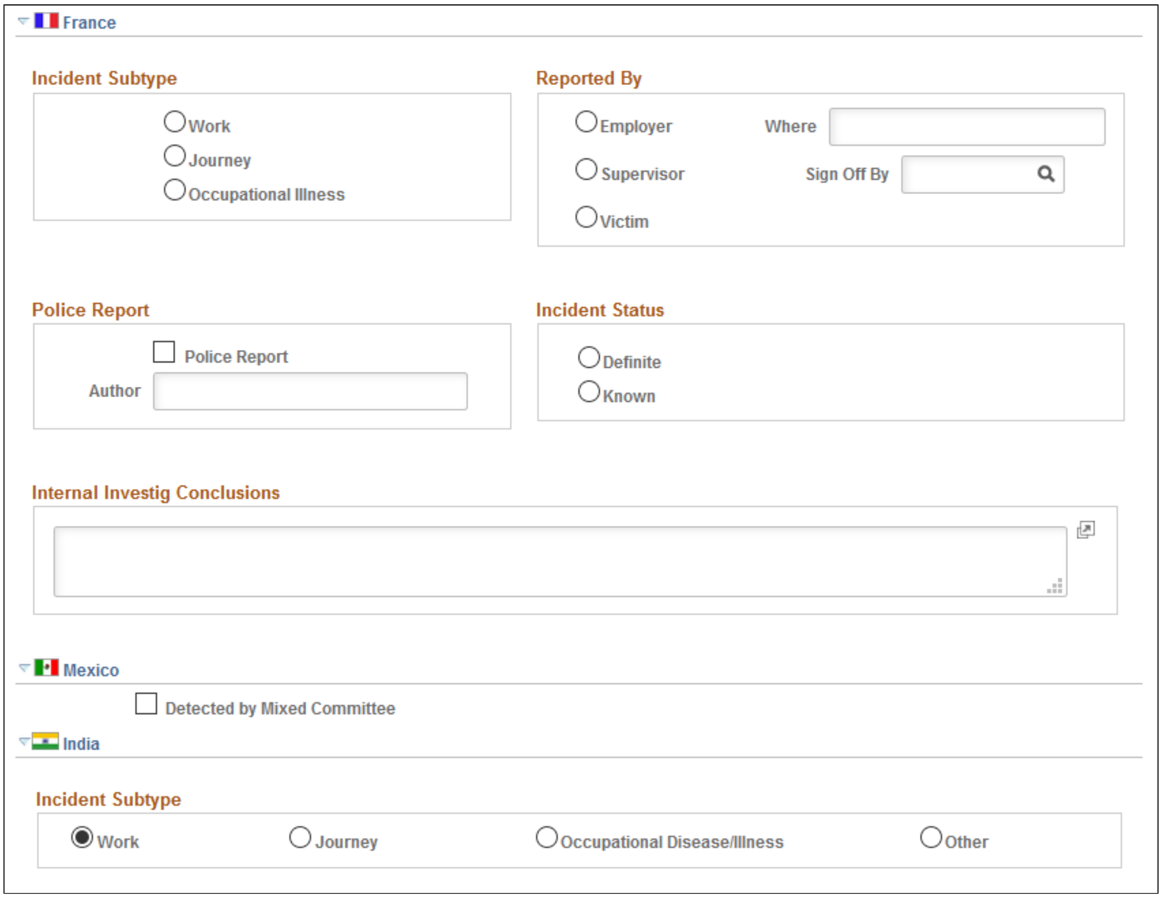


Image: Incident Details - Incident page (3 of 3)

This example illustrates the fields and controls on the Incident Details - Incident page (3 of 3). You can find definitions for the fields and controls later on this page.



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	Sect 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.

Outcome	The value that appears in this field is derived from the most severe injury outcome that you enter on the Injury Details page. For incidents with a CANBC regulatory region, the Outcome field is activated based upon a relationship between the incident outcome here and the injury outcome. If the Resulted in Injury or Illness check box is selected, the system verifies that an injury is entered before you save the incident. 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. Possible values for the Outcome field are: *Reported Only:* An injury occurred but no medical attention is sought nor is time lost. *Healthcare Only:* 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. *Short Term Disability:* The injured worker is off work beyond the day of the injury. In some WCB jurisdictions, this is also known as wage loss. *Fatal:* A fatal injury. *Dangerous Occurrence:* No injuries or injury outcomes are involved.
Date and Time Exact	Select to indicate that the date and time on the primary page are exact.
Exposure	If you select the exposure incident type on the primary page, enter the exposure start date and time and end date and time, if they're known.
Disability Program Available	Select if there is a disability program available at the organization.
Contact ID (Disability)	You must select the Disability Program Available check box to use this field.
Description (description)	You must select the Disability Program Available check box to use this field.

Payroll Contact ID	Enter the payroll contact ID for the incident.
RTW Program Available (return to work program available)	Select to indicate if there is a return-to-work program available at the organization.
In WCB Jurisdiction	Select to indicate if the business operation that is involved is in the WCB jurisdiction.
Class/Subclass	Enter the industry class or subclass code. Define the standard industry classes and subclasses for the Canadian business locations on the Class/Subclass Table - CAN page.

(FRA) France

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

(MEX) Mexico

Detected by Mixed Committee	Select if the incident is detected by the Health and Safety mixed committee.
Mixed Committee	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.

Related Links

"Understanding Regulatory Regions" (PeopleSoft HCM 9.2: Application Fundamentals)

Incident Details - Notification Page

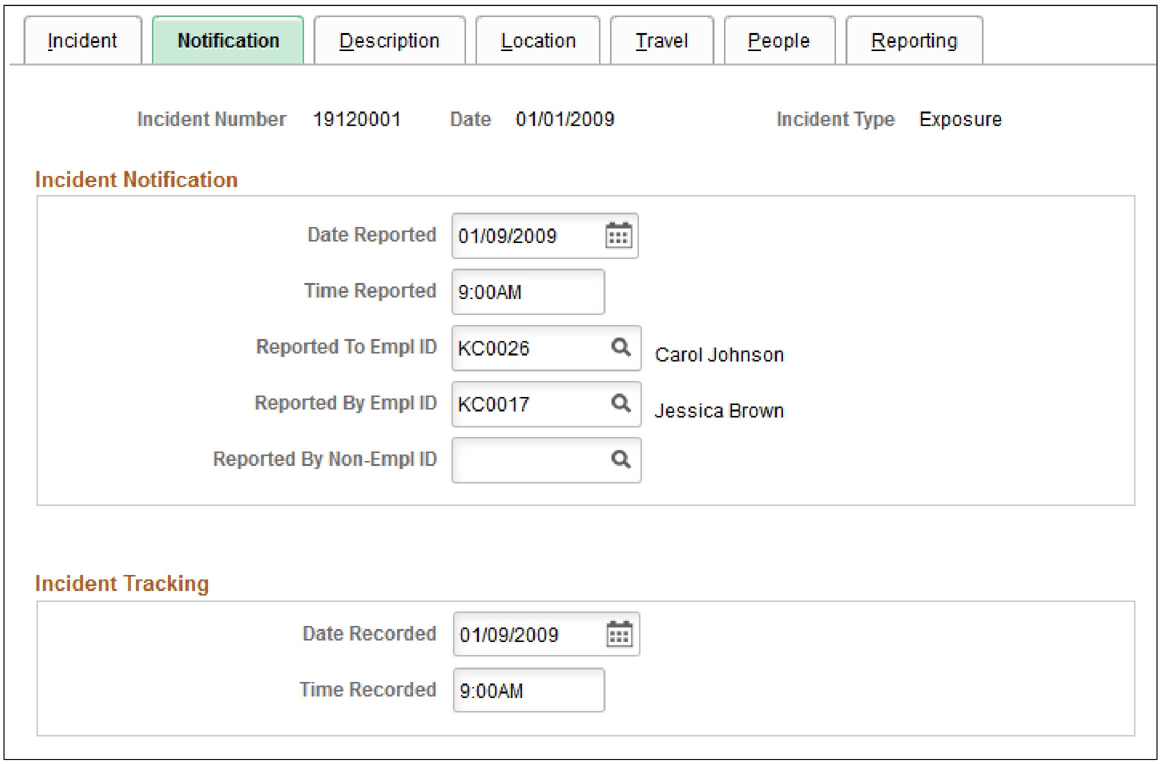
Use the Incident Details - Notification page (HS_INC_NOTIFY) to record incident details that employees generate.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details > Notification
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details BRA > Notification

Image: Incident Details - Notification page

This example illustrates the fields and controls on the Incident Details - Notification page. You can find definitions for the fields and controls later on this 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.

Incident Details - Description Page

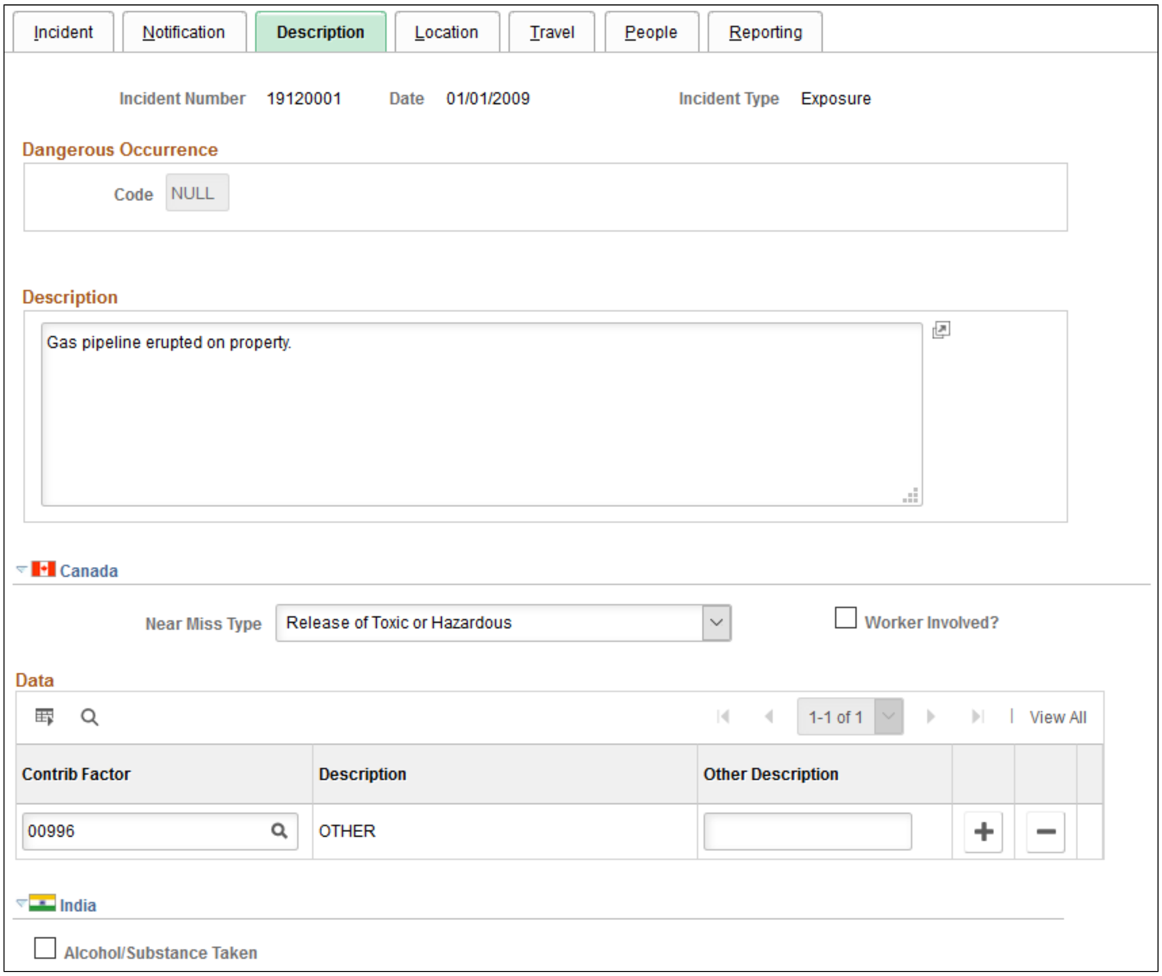
Use the Incident Details - Description page (HS_INC_DESCRIPTION) to describe the health and safety incident and record related data.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details > Description
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details BRA > Description

Image: Incident Details - Description page

This example illustrates the fields and controls on the Incident Details - Description page. You can find definitions for the fields and controls later on this 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 theCode 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.

Incident Details - Location Page

Use the Incident Details - Location page (HS_INC_LOCATION) to identify the location where the incident occurred.

Navigation

Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details > Location

Image: Incident Details - Location page (1 of 3)

This example illustrates the fields and controls on the Incident Details - Location page (1 of 3). You can find definitions for the fields and controls later on this page.

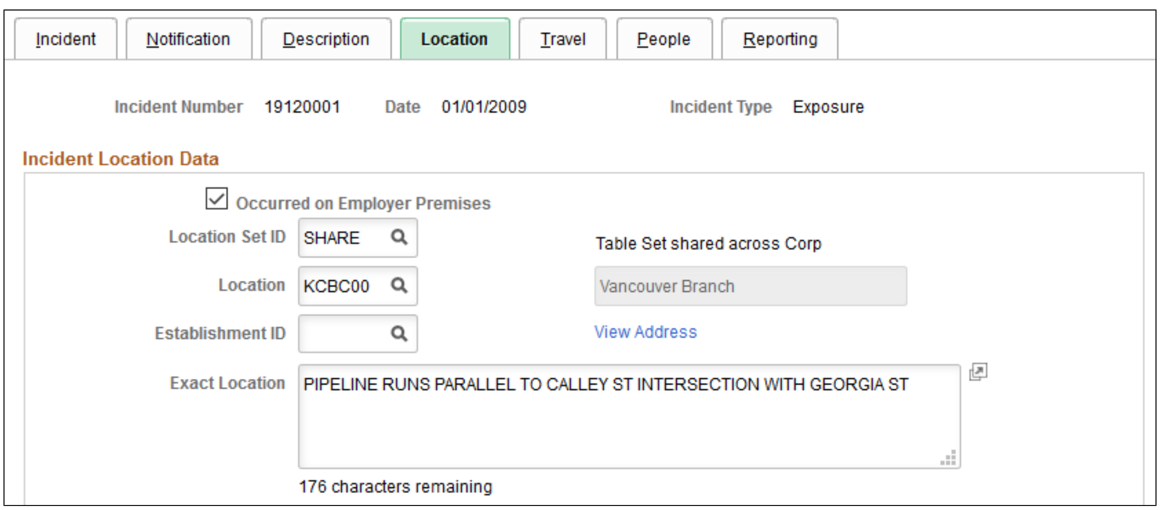


Image: Incident Details - Location page (2 of 3)

This example illustrates the fields and controls on the Incident Details - Location page (2 of 3). You can find definitions for the fields and controls later on this page.

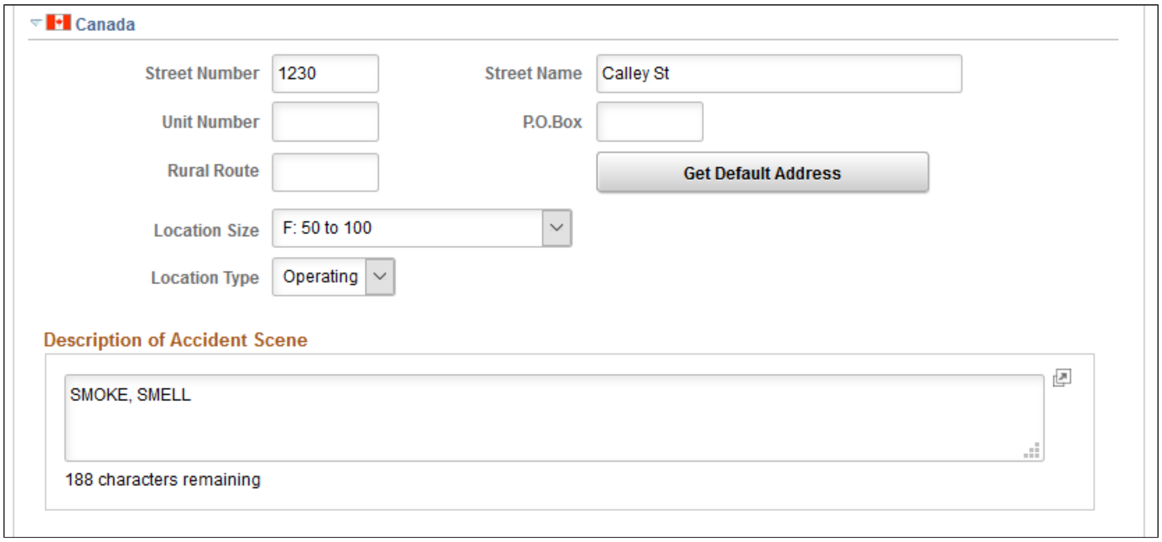
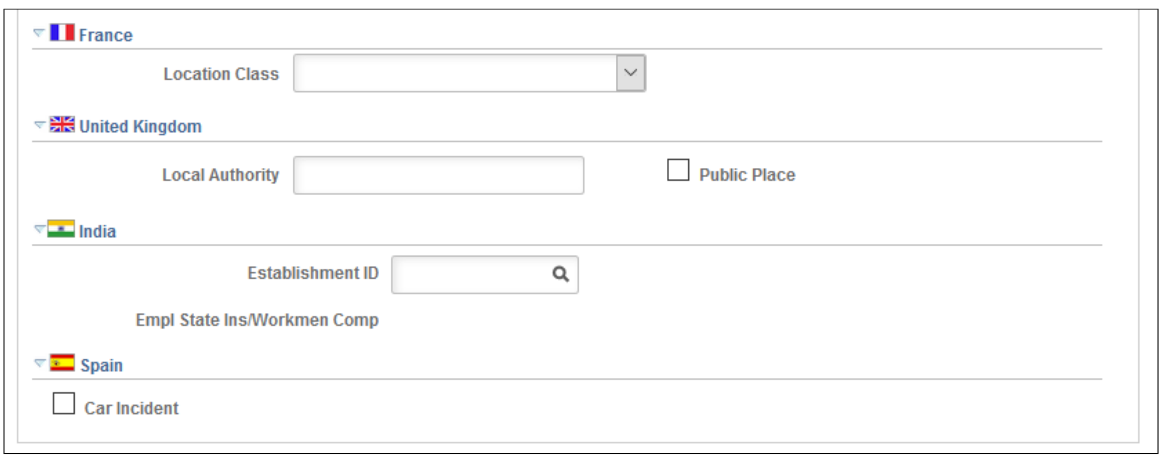


Image: Incident Details - Location page (3 of 3)

This example illustrates the fields and controls on the Incident Details - Location page (3 of 3). You can find definitions for the fields and controls later on this page.



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 theLocation 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 theAccident at Temporary Site or the Incident at Operating Locn check box if theOccurred 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).

Local Authority	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 *5 miles outside Reading on the A33 route.* Depending upon the circumstances of an accident, you might want to contact the HSE office in the area for clarification.
Public Place	Select if the incident location is a public place.

(IND) India

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

(ESP) Spain

Car Incident	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 "Managing Delta Communications" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

Incident Details - Travel Page

Use the Incident Details - Travel page (HS_INC_TRAVEL) to record travel-related incident details.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details > Travel
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details BRA > Travel

Image: Incident Details - Travel page (1 of 2)

This example illustrates the fields and controls on the Incident Details - Travel page (1 of 2). You can find definitions for the fields and controls later on this page.

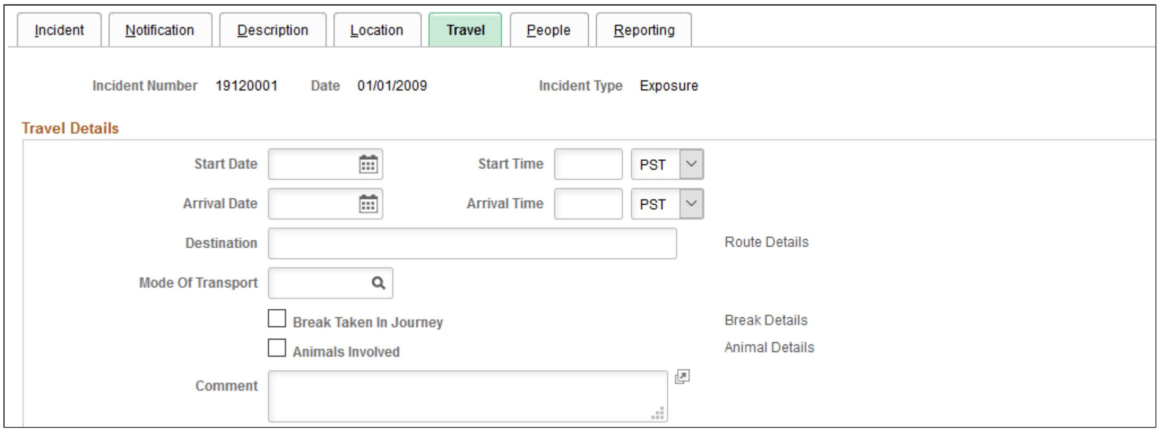
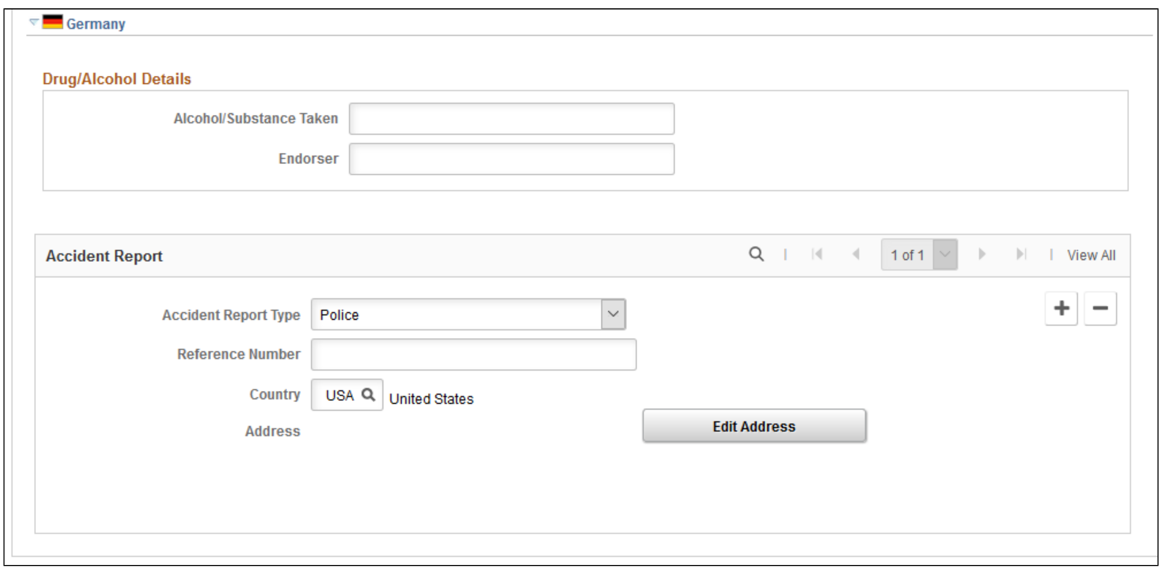


Image: Incident Details - Travel page (2 of 2)

This example illustrates the fields and controls on the Incident Details - Travel page (2 of 2). You can find definitions for the fields and controls later on this page.



Start Date, Start Time, Arrival Date and Arrival Time

Enter these values, if known.

Destination

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.

Mode Of Transport

Select the mode of travel from the list of available options. The values come from the Transport Table page.

Break Taken In Journey

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.

Animals Involved	Select if an animal is involved in the incident.
Animal Details	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.

(DEU) Germany

Alcohol/Substance Taken	If applicable, specify how drugs or alcohol are involved in the incident.
Endorser	Record the identity of the person or authority who confirmed the information in the Alcohol/Substance Taken field.
Accident Report Type	Select from the list of German authorities to indicate the accident report type, if needed.
Reference Number	Enter the reference number that this public office is using to store the report.

Route Details Page

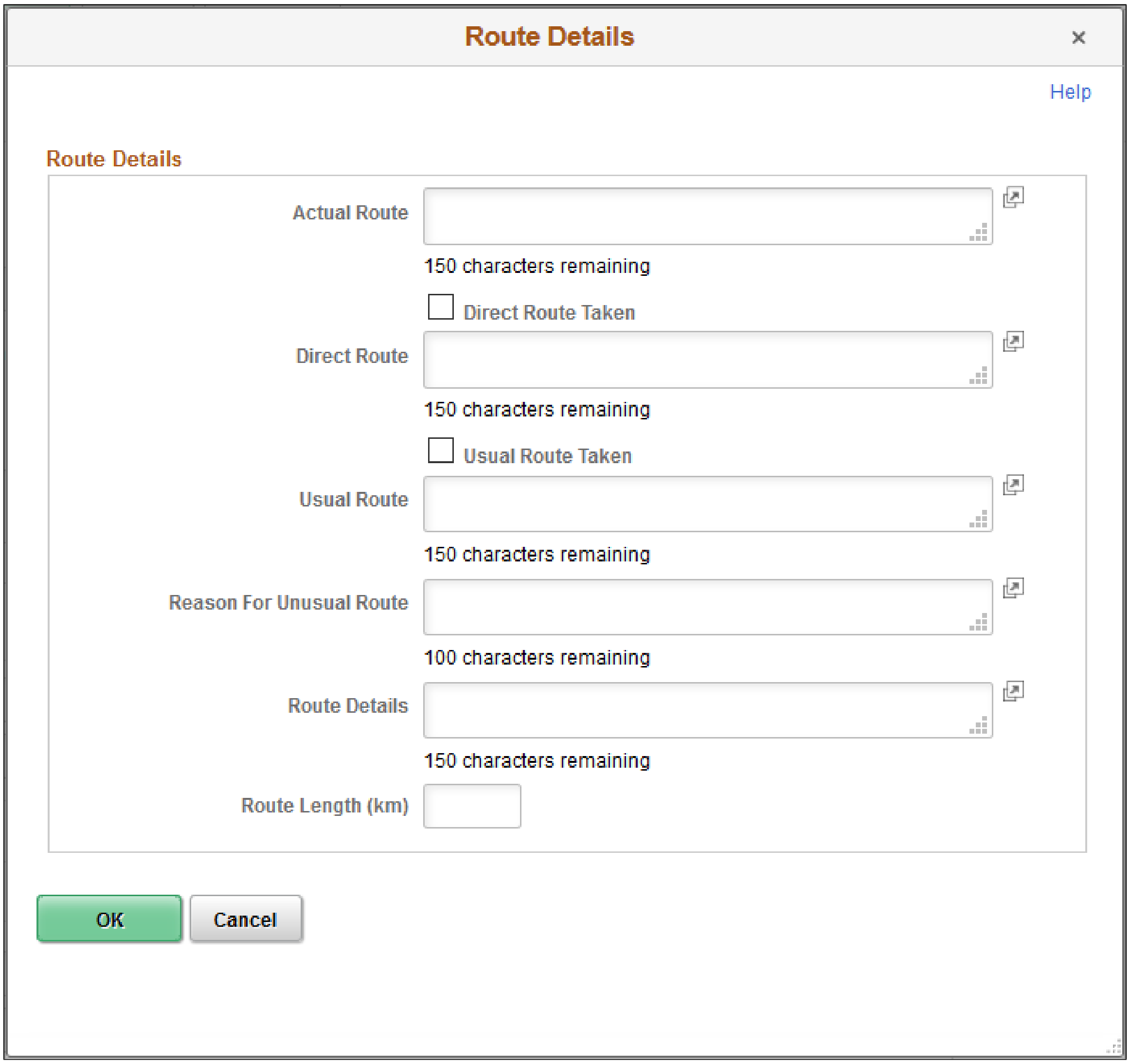
Use the Route Details page (HS_INC_ROUTE_SEC) to provide additional travel route details for health and safety incidents.

Navigation

Click the Route Details link on the Incident Details - Travel page.

Image: Route Details page

This example illustrates the fields and controls on the Route Details page. You can find definitions for the fields and controls later on this page.



Actual Route Enter a description of the actual route that is traveled.

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

Direct Route 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.

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

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

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

Incident Details - People Page

Use the Incident Details - People page (HS_INC_PEOPLE) to identify witnesses, investigators, and other people who are connected to the incident.

These are people who are not injured or ill in the incident.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details > People
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details BRA > People

Image: Incident Details - People page (1 of 2)

This example illustrates the fields and controls on the Incident Details - People page (1 of 2). You can find definitions for the fields and controls later on this page.

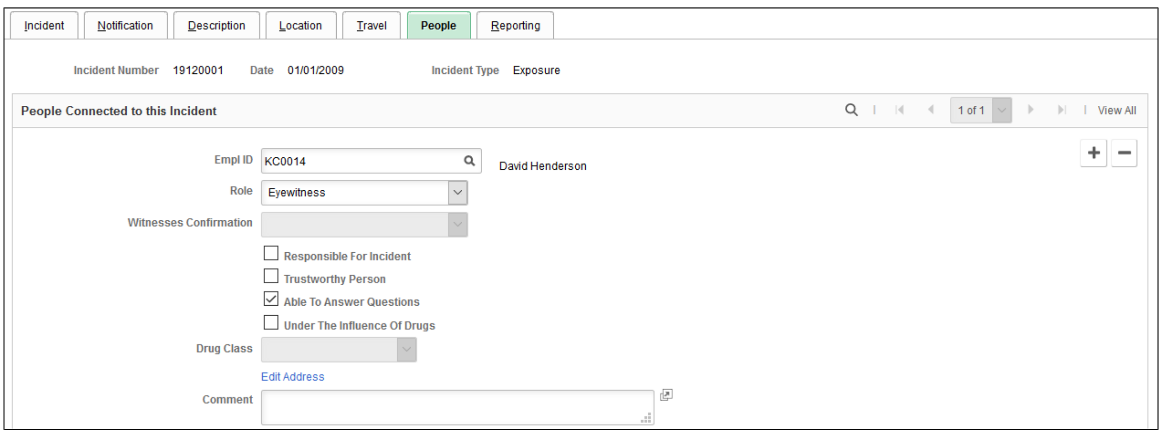


Image: Incident Details - People page (2 of 2)

This example illustrates the fields and controls on the Incident Details - People page (2 of 2). You can find definitions for the fields and controls later on this page.

People Connected to this Incident

EmplID (employee ID) and **Non-Employee ID**	Enter either an employee ID or a non-employee ID. The field that you do not use disappears.

Note: 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.

See "Adding a Person" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

Add a row for each individual who is connected to the incident.

Role	Indicate the individual's role in the incident by using the list of translate values. The value that you select for this field affects the availability of fields on the remainder of the page.
Witnesses Confirmation	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.
Responsible For Incident, Trustworthy Person, Able To Answer Questions, and **Under The Influence Of Drugs**	Select the appropriate check boxes. If the individual is in the role of Investigator or Witness, then the Responsible For Incident check box is unavailable for data entry. A witness is not involved in the incident but is merely an observer. An eyewitness is involved in the incident.
Drug Class	If you select the Under the Influence of Drugs check box, select the appropriate drug class from the list of available options.
Edit Address	Click this link to access the Incident Details - Contact Address page.

(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.

Incident Details - Reporting Page

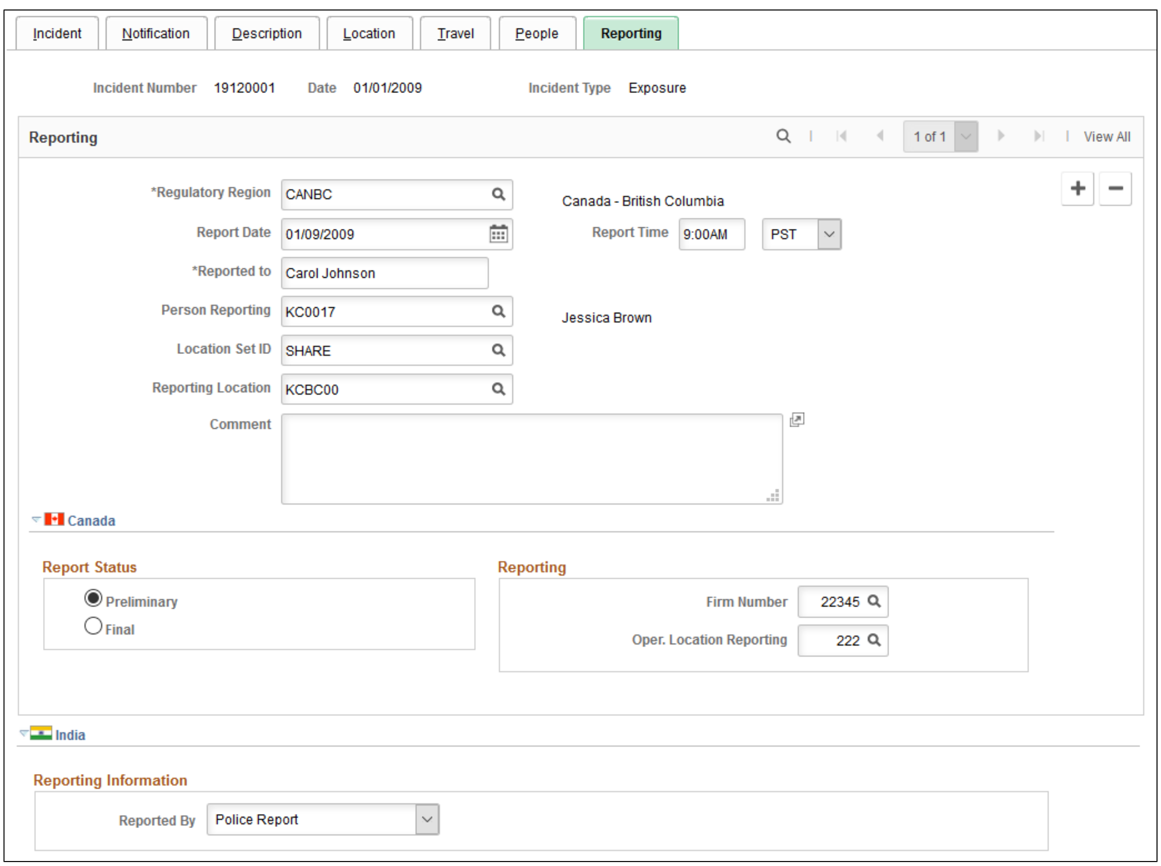
Use the Incident Details - Reporting page (HS_INC_REPORT) to maintain documentation showing that you notified the proper authorities of the incident.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details > Reporting
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details BRA > Reporting

Image: Incident Details - Reporting page

This example illustrates the fields and controls on the Incident Details - Reporting page. You can find definitions for the fields and controls later on this 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 theRegulatory 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.

(IND) India

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

Related Links

"Understanding Regulatory Regions" (PeopleSoft HCM 9.2: Application Fundamentals)

Incident Details BRA - CAT Information Page

Use the Incident Details BRA - CAT Information page (HS_INCIDENT_BRA) to identify the location where the incident occurred.

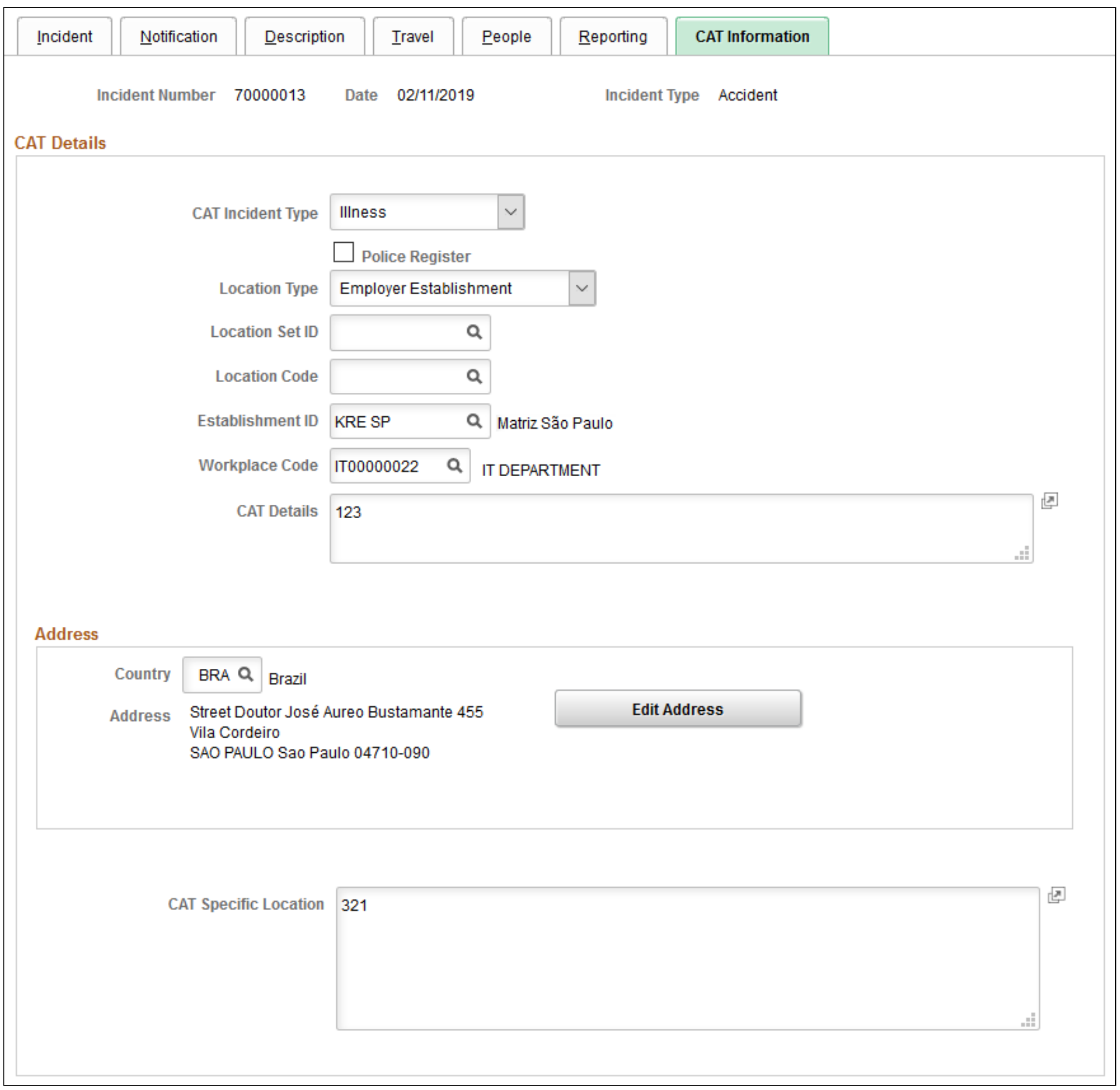
This information is used in the Work Risk (CAT) report for Brazil.

Navigation

Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details BRA > CAT Information

Image: CAT Information page

This example illustrates the fields and controls on the CAT Information page. You can find definitions for the fields and controls later on this page.



CAT Incident Type	Select the work incident type. Valid values are *Illness, Route,* and *Typical.* This field is required if the selected incident type in the header area is *Accident*.
Police Register	Select to indicate that a police report has been filed.
Location Type	Indicate where the incident occurred. Valid values include *Employee Service Taker, Employer Establishment, Establishment Outside Brazil, Other, Public Thoroughfare,* and *Rural Area.* This field is required if the selected incident type in the header area is *Accident*.
Service Taker	Select the service taker where the incident took place. This field appears if the selected location type is *Employee Service Taker*.
CEI/CNPJ and **Description**	Displays the inscription number and description of the selected service taker. These fields appear if Global Payroll for Brazil is installed, and the selected location type is *Employee Service Taker*. These fields are available for manual input if Global Payroll for Brazil is not installed.
Location Set ID	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 theLocation SetID field to specify the other setID, and you can select the location where the incident occurred. This field appears if the selected location type is *Employer Establishment* or *Establishment Outside Brazil*.
Location Code	Select from the list of prompt values that come from the Location table for the location setID that you select. This field appears if the selected location type is *Employer Establishment* or *Establishment Outside Brazil*.
Establishment ID	Enter the establishment where the incident took place. If a service taker is selected, the system refines the list of available establishments to the ones that are associated with the service taker.
Workplace Code	Enter the workplace where the incident took place. Select an establishment before specifying a workplace.

	Workplaces are defined on the Workplace Table BRA Page.
CAT Details	Enter a detailed description of the work incident. The system populates this information in the <obsCAT> tag of XML files generated for the S-2210 event.
Country, Address and **Edit Address**	Enter the country code where the incident occurred. Then click the Edit Address button to view or edit the address where the incident occurred. The entered address is displayed on the Address field.
CAT Specific Location	Record a detailed description of where the incident occurred.

Related Links

"S-2210 - Accident at Work Communication (CAT)" (PeopleSoft HCM 9.2: Global Payroll for Brazil)

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 enter injury details.

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

Accident Type	If the injury resulted from an accident, select the type of accident from the Accident Type table.
Body Part	Select a code from the list of values from the Body Parts table.
Nature of Injury	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.
PAT (ESP)	*Partes de Accidentes de Trabajo.*
Primary Injury	Select if this injury detail is associated with the primary injury.
RATSB (ESP)	*Relación de Accidentes de Trabajo Sin Baja médica.*

Side of Body
Indicate the side of the body for the body part, if appropriate, by selecting from the list of translate values.

Source of Injury
Select a code to identify the object, substance, exposure, or bodily motion that produced or inflicted the injury. Use the list of prompt values that come from the Source of Injury table.

Unsafe Act Performed
If applicable, select a code to indicate if the accident was caused by an unsafe action.

Pages Used to Enter Injury Details

Page Name	***Definition Name***	***Usage***
Injury Details - Injury Page	HS_INJ_NOTIFY	Enter information about employees and non-employees who have work-related injuries or illnesses. (BRA) To report a Brazilian injury using the Injury Details BRA component, the originating incident must be reported using the Incident Details BRA component.
(ESP) Detailed PAT Data Page (Injury Details - Injury)	HS_PAT1_ESP_SEC	(ESP) Enter detailed information about the accident that caused the injury for PAT reporting. The link appears only when *PAT* is the value in the Incident Type field in the Spain section of the Injury Details - Injury page.
(ESP) Detailed RAF Data Page (Injury Details - Injury)	HS_RAF1_ESP_SEC	(ESP) Enter the reason for discharge, the injury grade, and the diagnosis code for the RAF incident.
Injury Details - Description Page	HS_INJ_DESCRIPTION	Enter detailed information about the injury or illness or both that are involved in the incident.
Injury Details - Statements Page	HS_INJ_STATEMENT	Document the statements that are made by the injured or ill party, the employer, and witnesses.
Injury Details - Details Page	HS_INJ_DETAIL	Provide details of the injury or illness that is suffered by each person who is involved in the incident.
Injury - Body Parts	HS_INJ_BP_SEC	Identify body parts that are affected by the injury or illness.
Injury - Nature of Injury	HS_INJ_NOI_SEC	Define the nature of the injury or illness.
Injury - Source of Injury	HS_INJ_SOI_SEC	Identify the source of the injury.

Page Name	***Definition Name***	***Usage***
Injury - Accident Type	HS_INJ_ACC_SEC	Assign accident types to the injury or illness.
Injury - Unsafe Act	HS_INJ_ACT_SEC	Indicate if an unsafe act contributed to the injury or illness.
(ESP) Detailed PAT Data Page (Injury Details - Details)	HS_PAT2_ESP_SEC	(ESP) Enter detailed information about the accident that caused the injury.
(ESP) Detailed RATSB Data Page (Injury Details - Details)	HS_RATSB_ESP_SEC	(ESP) Enter detailed data for RATSB reporting. The link appears only when *RATSB* is the Incident Type field value in the Spain section of the Injury Details - Injury page.
Injury Details - 1st Aid Page	HS_INJ_AID	Enter first aid and medical treatment information for all injured or ill individuals who are involved in the incident.
Ambulance Details	HS_INJ_AID_AMB_SEC	Enter additional details about the time when the individual was transported to a hospital by an ambulance. The Ambulance Required check box on the Injury Details - 1st Aid page must be selected for the Ambulance Details link to appear.
Prior Disability	HS_INJ_PDSCAN_SEC	Enter details about any relevant prior disabilities of the injured or ill person. The Prior Disability check box on the Injury Details - 1st Aid page must be selected for the Disability link to appear.
Prior Health Condition	HS_INJ_PHCCAN_SEC	Enter details about any relevant prior health conditions of the injured or ill person.
Injury Details - Diagnoses Page	HS_INJ_DIAGNOSIS	Record details about the physician, hospital or clinic, and the medical diagnoses that are involved with the injured and ill employees.
(ESP) Detailed PAT Data Page (Injury Details - Diagnoses)	HS_PAT3_ESP_SEC	(ESP) Specify medical assistance and economic data for PAT incidents.
Medical Facility Address	HS_INJ_MEDFAC_SEC	View the address of the medical facility.
Injury Details - Work-Related Page	HS_INJ_WORK	Record if the incident occurred while the person was involved in a work-related activity.

Page Name	***Definition Name***	***Usage***
Wage Inclusions	HS_INJ_WICAN_SEC	(CAN) Enter additional information about wage inclusions for Canadian employees who have a work-related injury or illness.
Wage Additions	HS_INJ_WACAN_SEC	(CAN) Enter additional information about wage additions for Canadian employees who have a work-related injury or illness.
Actions	HS_INJ_ACTCAN_SEC	(CAN) Enter additional information that is needed for reporting to the WCB, concerning the employee's actions at the time of the incident.
WCB Form 7 Details	HS_INJ_WCBCAN_SEC	(CAN) Enter additional information about Canadian incidents that is needed for reporting to the WCB.
Long Term Earnings Page	HS_INJ_LTECAN_SEC	(CAN) Enter additional information about long term earnings for Canadian employees who have work-related injuries or illnesses.
Return To Work Page	HS_INJ_RTWCAN_SEC	(CAN) Enter additional return-to-work details for Canadian employees who are injured or ill in work-related incidents.
Work Information Page	WCB_WORK_INFO_SEC	(CAN) Enter additional work information for employees who are injured or ill in work-related incidents.
Injury Details - Reporting Page	HS_INJ_REPORT	Track if incidents are reportable under the terms of an authority of a regulatory region.
Injury Details - Details BRA Page	HS_INJURY_BRA	Enter injury details for Brazil. This information is used on the Work Risk report for Brazil.

Injury Details - Injury Page

Use the Injury Details - Injury page (HS_INJ_NOTIFY) to enter information about employees and non-employees who have work-related injuries or illnesses.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details > Injury
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details BRA > Injury

Image: Injury Details - Injury page (1 of 2)

This example illustrates the fields and controls on the Injury Details - Injury page (1 of 2). You can find definitions for the fields and controls later on this page.

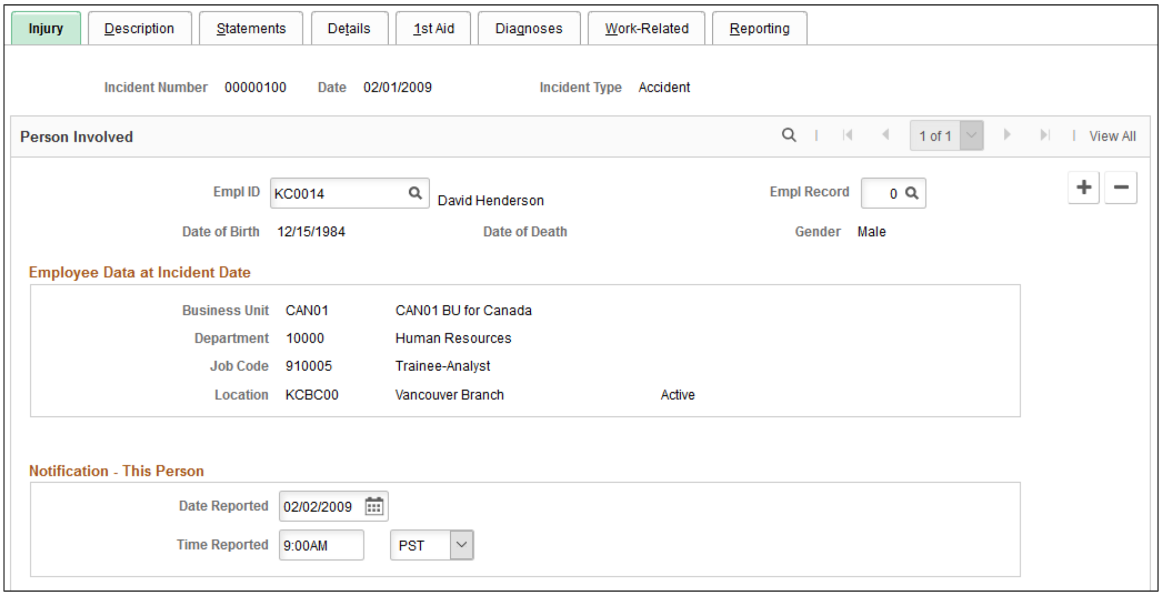


Image: Injury Details - Injury page (2 of 2)

This example illustrates the fields and controls on the Injury Details - Injury page (2 of 2). You can find definitions for the fields and controls later on this page.

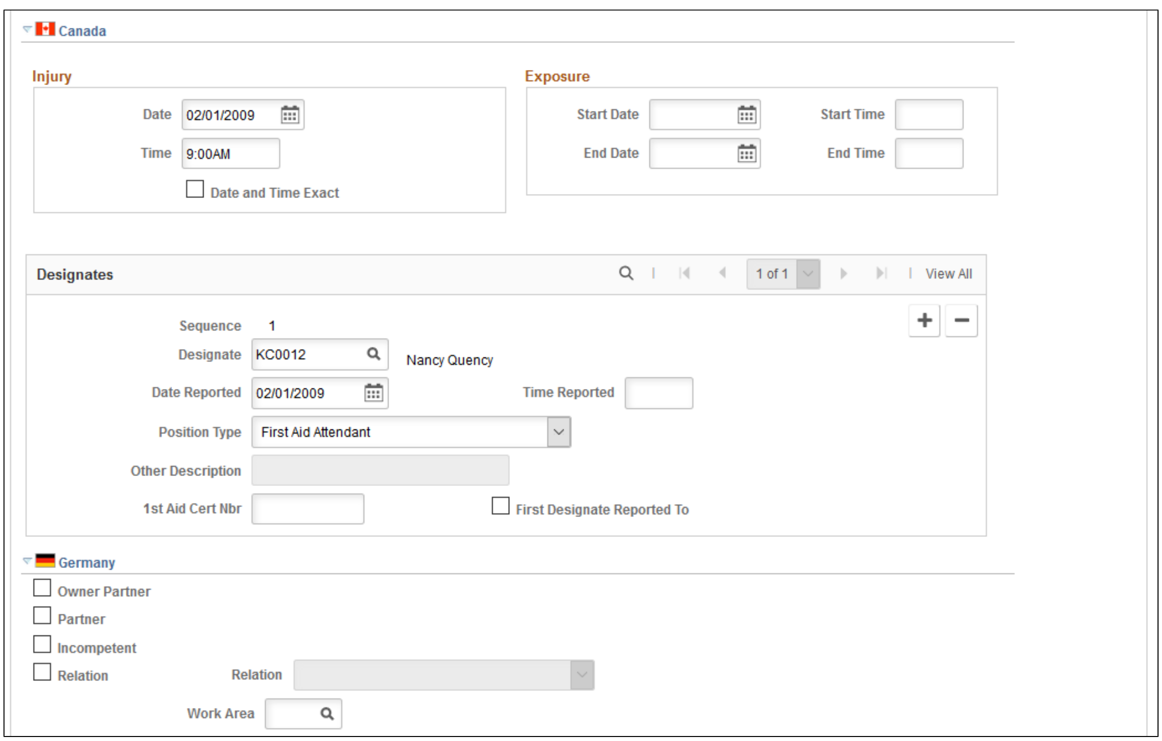
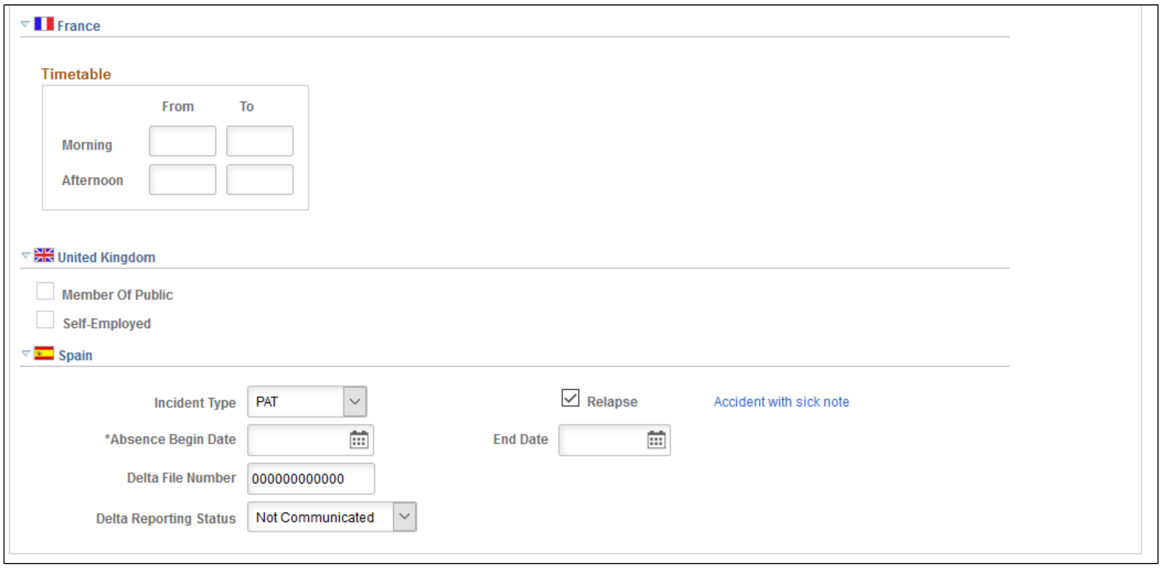


Image: Injury Details - Injury page (3 of 3)

This example illustrates the fields and controls on the Injury Details - Injury page (3 of 3). You can find definitions for the fields and controls later on this page.



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.

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.

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.

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.

Sequence	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.
Designate	Select the employee ID of the designate.
Date Reported and **Time Reported**	Enter the date and the time that the injury was reported.
Position Type	The value that you select determines the availability of the remaining fields that are on the page. If you select the types *None* or *Worker's Supervisor,* the system makes theOther Description and1st Aid Cert. # fields available for entry.
Other Description	If you select *Other* in thePosition Type field, then enter a description of the designate's position.
1st Aid Cert Nbr (first aid certificate number)	If you select *First Aid Attendant* as the position type, enter the first aid certificate number for the designate.
First Designate Reported To	Select whether the person is the first designate to whom the injury was reported.

(DEU) Germany

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

(FRA) France

Timetable	Enter the time of the notification.

(GBR) United Kingdom

Member Of Public and **Self-Employed**	If the individual who is involved in the incident is a non-employee, indicate if that person is a member of the public or is self-employed.

(ESP) Spain

Incident Type

Select the incident type of the industrial accident:

- *PAT:* Select to indicate that this is an industrial accident where the person provides the company with a sick note. Additional fields appear in this section when this option is selected.

- *RATSB:* Select to indicate that this is an industrial accident where the person does not provide the company with a sick note. All other fields in this section are hidden when this option is selected.

Note: The fields described here appear when you select *PAT* as the Incident Type value in the Spain section of the Injury page.

Relapse	Select this check box if the industrial accident is a relapse occurrence caused by a previous temporary disability.
Absence Begin Date	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.
End Date	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 (*Relación de Altas o Fallecimientos de accidentados* or Relation of High or Deaths of injured) incident.
Accident with sick note	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. This link appears when the absence end date is entered.
Medical Discharge or Death	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.

See "Managing Delta Communications" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

(ESP) Detailed PAT Data Page (Injury Details - Injury)

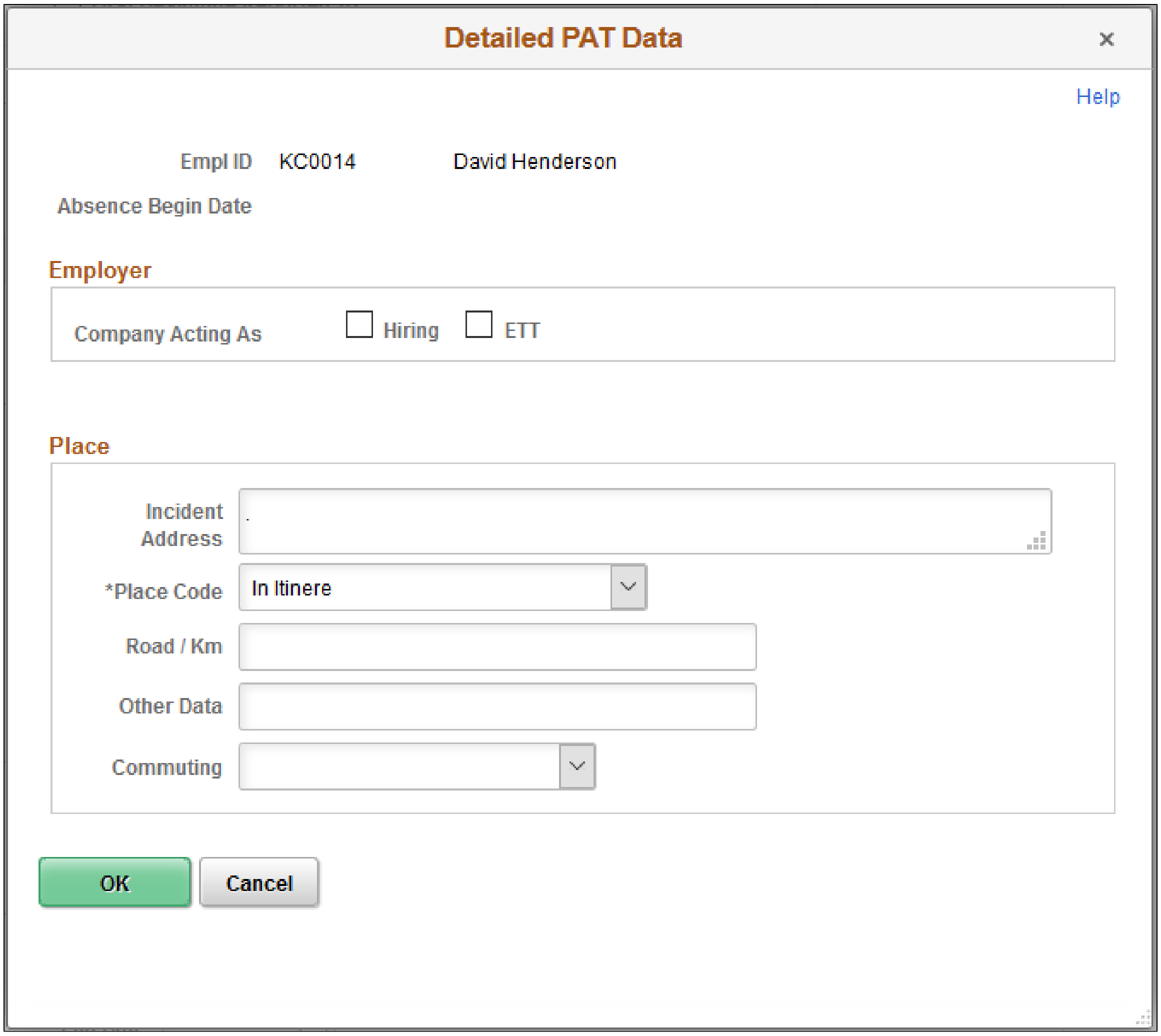
Use the Detailed PAT Data (Injury Details - Injury) page (HS_PAT1_ESP_SEC) to enter detailed information about the accident that caused the injury for PAT reporting.

Navigation

Click the Accident with sick note link in the Spain section of the Injury Details - Injury page.

Image: Detailed PAT Data page (HS_PAT1_ESP_SEC) accessed from the Injury Details - Injury page

This example illustrates the fields and controls on the Injury Details, Injury - Detailed PAT Data page. You can find definitions for the fields and controls later on this page.



Employee

Job Codes (CNO) — Assign an occupational national code to the employee for reporting purposes.

Employer

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

Hiring — 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.

ETT — Select this check box to indicate that the company is a place of temporary work for the employee.

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. By selecting this option, the page displays the Road / KM, Other Data, and Commuting fields.
- *Other Work Center:* The industrial accident occurred in another work center. By selecting this option, the page displays the External Company and SSN Employer fields.
- *Taken Journey:* The industrial accident took place during a work hour when the employee was traveling. By selecting this option, the page displays the Road / KM and Other Data fields.
- *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.

This field is available when you select *Other Work Center* from the Place Code field.

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.

This field is available when you select *Other Work Center* from the Place Code field.

Road / Km, and **Other Data**

Enter the distance or road traveled, as well as other pertinent data about the place where the injury occurred.

These fields are available when you select *In Itinere* or *Taken Journey* from the Place Code field.

Commuting

Enter whether the injury occurred while traveling *To Work* or *Back from Work*.

This field is available when you select *In Itinere* from the Place Code field.

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 and **Phone Company**

Enter the name and phone number 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.

CCC Staff

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.

Industry

If the industrial accident occurred out of the employee's usual work center, enter the industrial activity code of the company where the industrial accident occurred.

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, although it does not appear when you select *In Itinere* as the *Place Code* value.

Related Links

"Managing Delta Communications" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

(ESP) Detailed RAF Data Page (Injury Details - Injury)

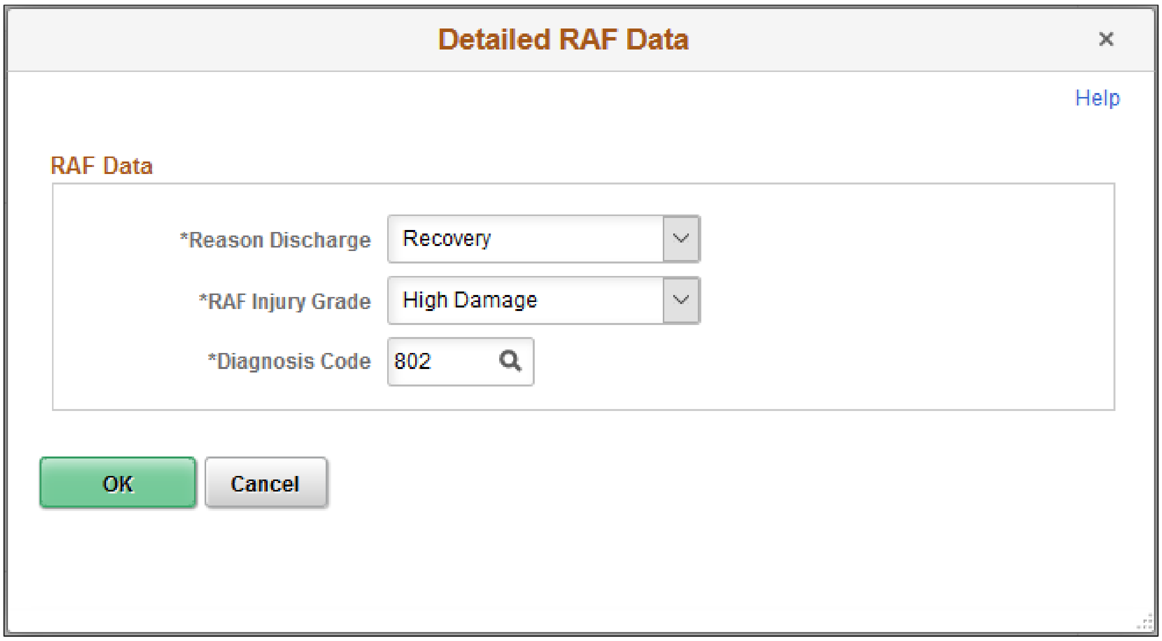
Use the Detailed RAF Data (Injury Details - Injury) page (HS_RAF1_ESP_SEC) to enter the reason for discharge, the injury grade, and the diagnosis code for the RAF incident.

Navigation

Click the Medical Discharge or Death link in the Spain section of the Injury Details - Injury page.

Image: Detailed RAF Data (Injury Details - Injury) page

This example illustrates the fields and controls on the Detailed RAF Data (Injury Details - Injury) page. You can find definitions for the fields and controls later on this page.



RAF Data

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

Reason Discharge

Select the reason for the discharge. The system populates the <causa> tag in the XML file with this value.

RAF Injury Grade

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.

Diagnosis Code

Select the diagnosis code according to social security administration codes. The system populates the <diagnostoco> tag in the XML file with this value.

Related Links

"Managing Delta Communications" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Injury Details - Description Page

Use the Injury Details - Description page (HS_INJ_DESCRIPTION) to enter detailed information about the injury or illness or both that are involved in the incident.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details > Description
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details BRA > Description

Image: Injury Details - Description page (1 of 2)

This example illustrates the fields and controls on the Injury Details - Description page (1 of 2). You can find definitions for the fields and controls later on this page.

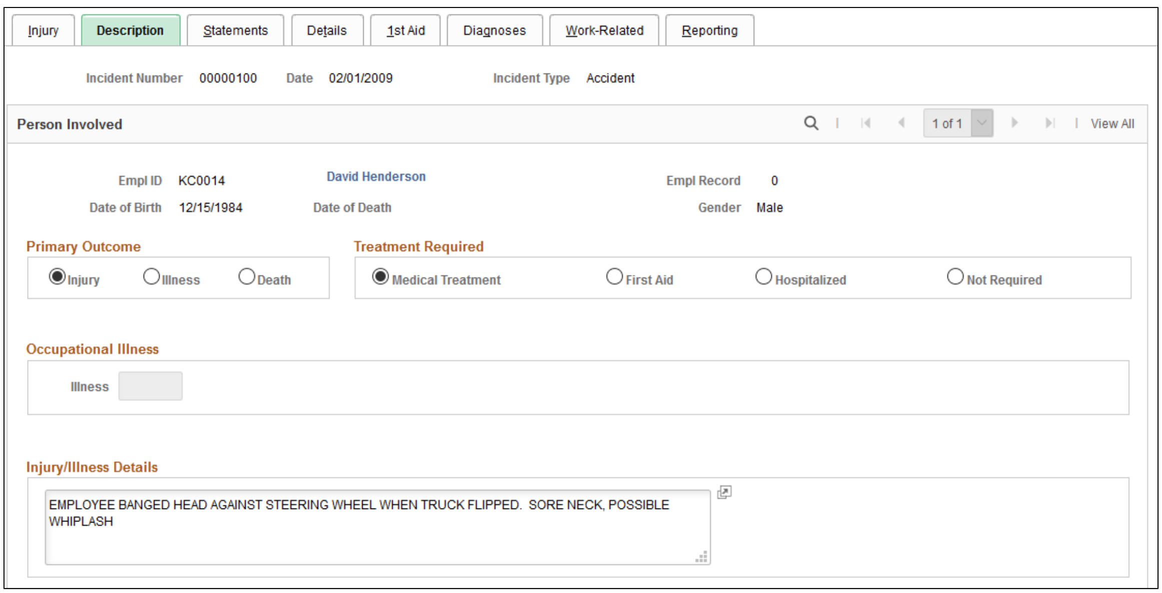
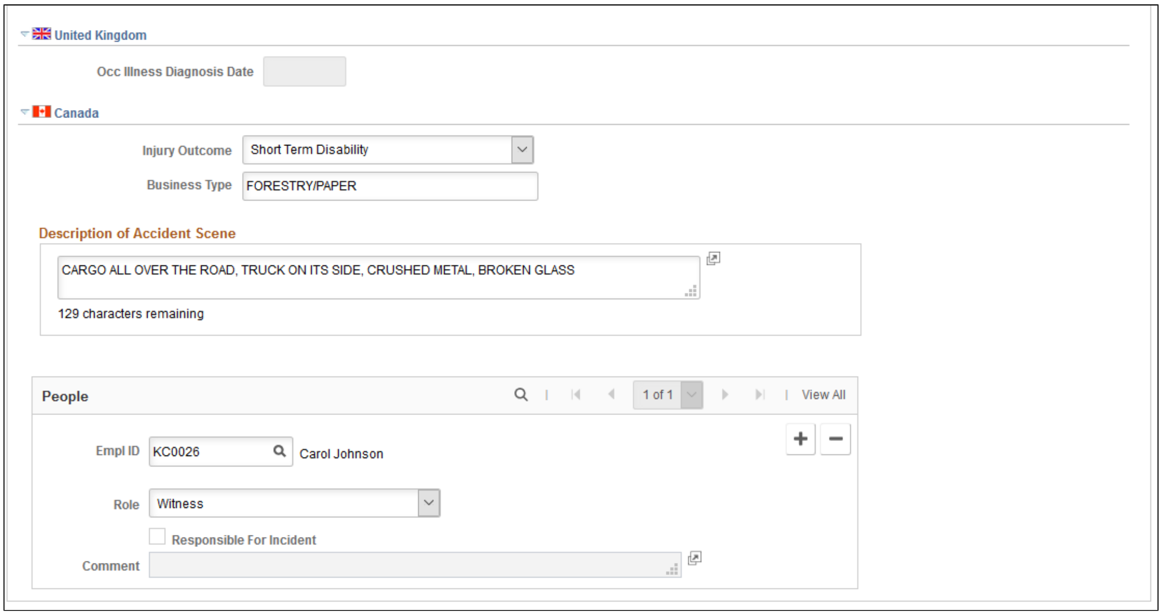


Image: Injury Details - Description page (2 of 2)

This example illustrates the fields and controls on the Injury Details - Description page (2 of 2). You can find definitions for the fields and controls later on this page.



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.*

Note: (DEU) All illnesses that involve German operations are tracked by using the DEU Illness Tracking (HS_ILLNESS_GER) component.

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.

Injury Outcome	Values are *Fatality, Health Care Only, Reported Only,* and *Short Term Disability.*
Business Type	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.

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

Injury Details - Statements Page

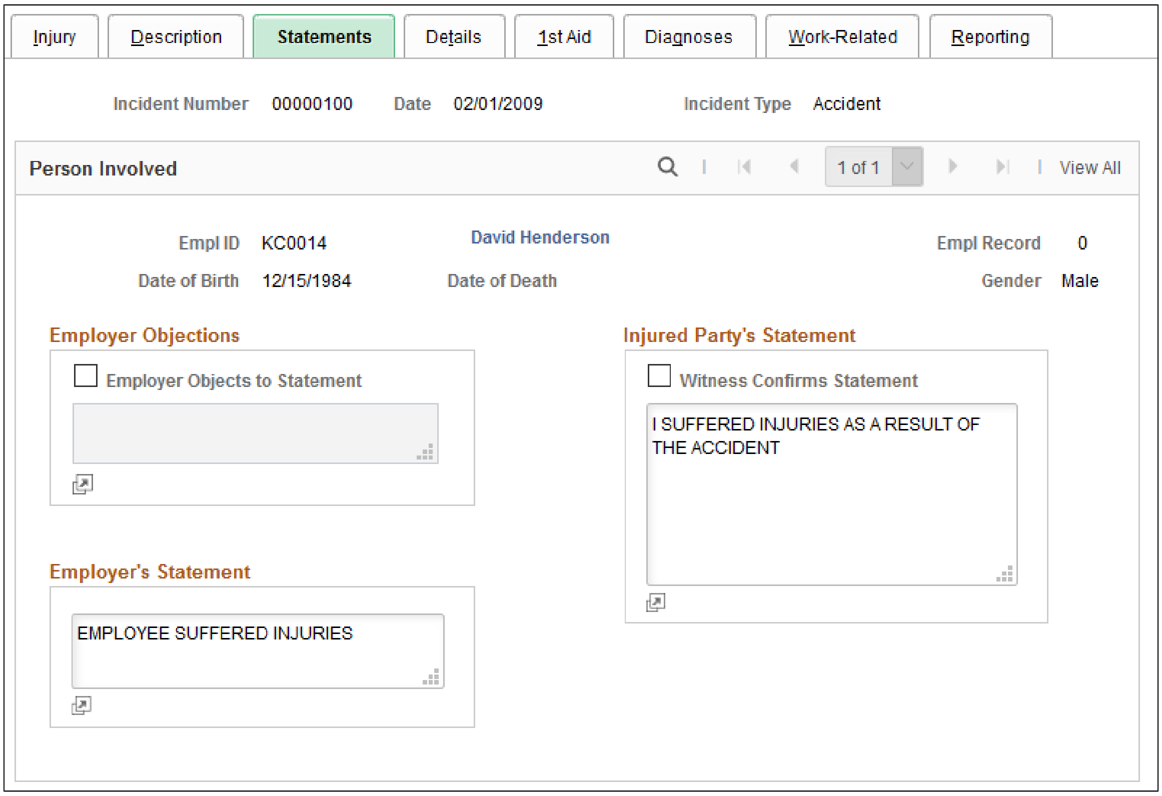
Use the Injury Details - Statements page (HS_INJ_STATEMENT) to document the statements that are made by the injured or ill party, the employer, and witnesses.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details > Statements
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details BRA > Statements

Image: Injury Details - Statements page

This example illustrates the fields and controls on the Injury Details - Statements page. You can find definitions for the fields and controls later on this 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.

Injury Details - Details Page

Use the Injury Details - Details page (HS_INJ_DETAIL) to provide details of the injury or illness that is suffered by each person who is involved in the incident.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details > Details
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details BRA > Details

Image: Injury Details - Details page (1 of 2)

This example illustrates the fields and controls on the Injury Details - Details page (1 of 2). You can find definitions for the fields and controls later on this page.

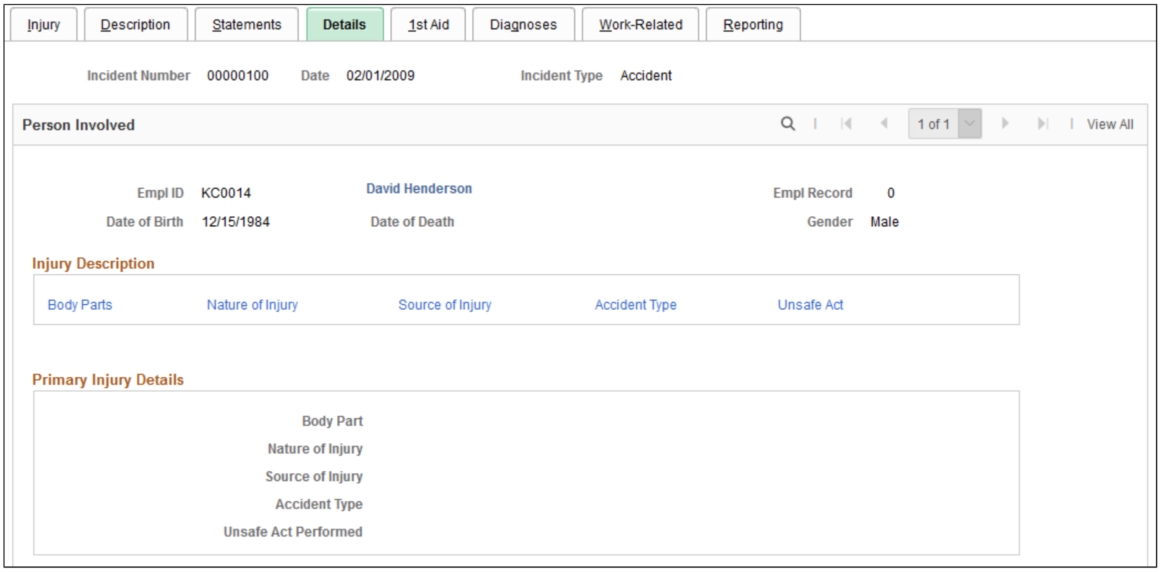
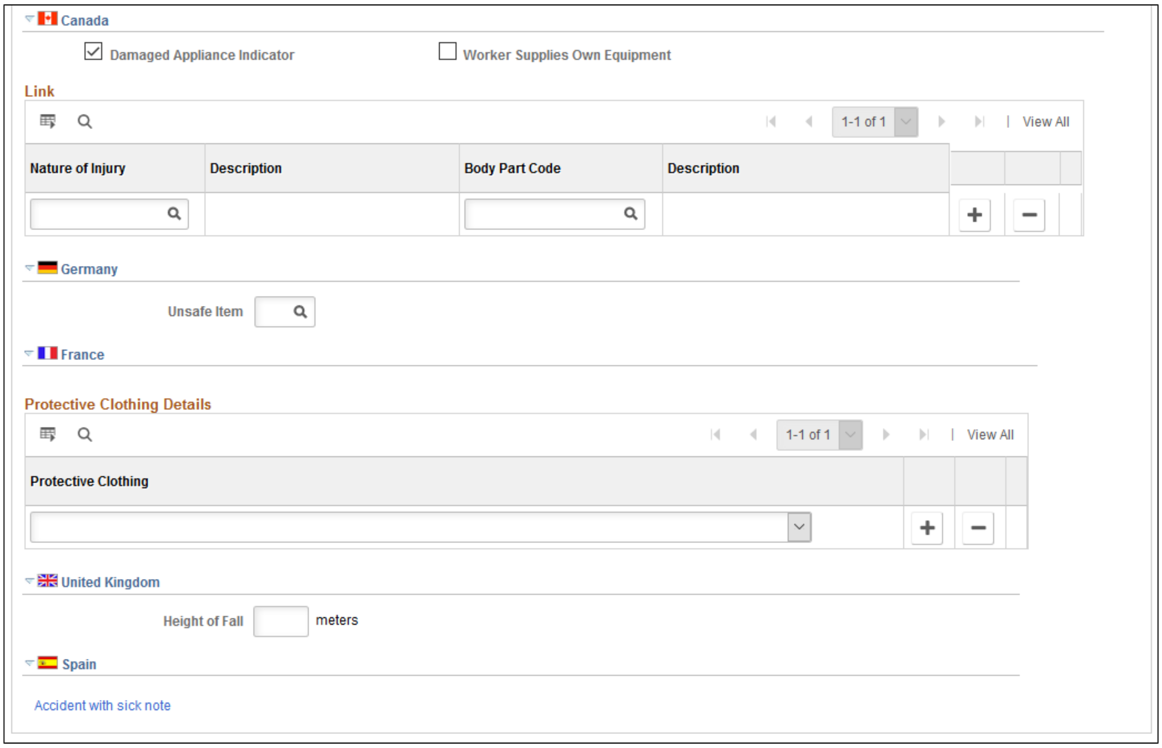


Image: Injury Details - Details page (2 of 2)

This example illustrates the fields and controls on the Injury Details - Details page (2 of 2). You can find definitions for the fields and controls later on this page.



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 notelink. Click it to access the Details RATSB Data page, where you can specify further details of the RATSB incident.

See "Managing Delta Communications" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

(ESP) Detailed PAT Data Page (Injury Details - Details)

Use the Detailed PAT Data (Injury Details - Details) page (HS_PAT2_ESP_SEC) to enter detailed information about the accident that caused the injury.

Navigation

Click the Accident with sick note link in the Spain section of the Injury Details - Details page.

Image: Detailed PAT Data page (HS_PAT2_ESP_SEC) accessed from the Injury Details - Details page (1 of 2)

This example illustrates the fields and controls on the Detailed PAT Data (Injury Details - Details) page (1 of 2). You can find definitions for the fields and controls later on this page.

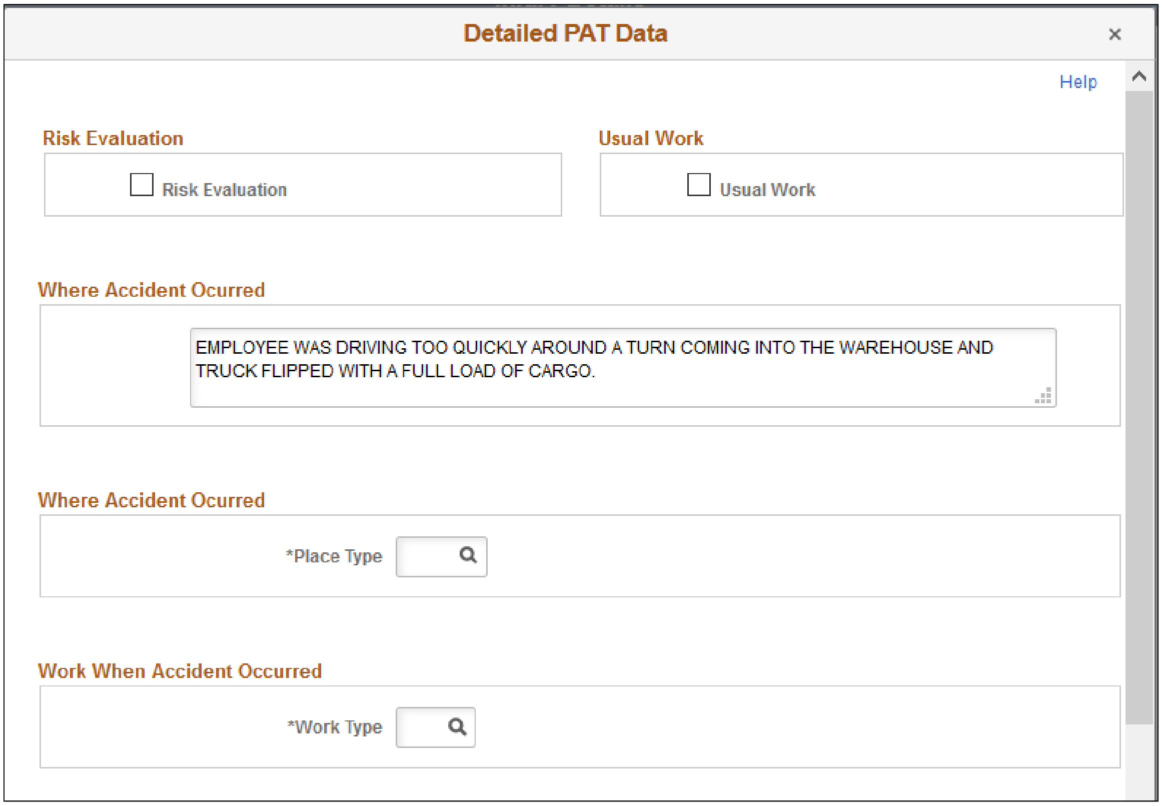
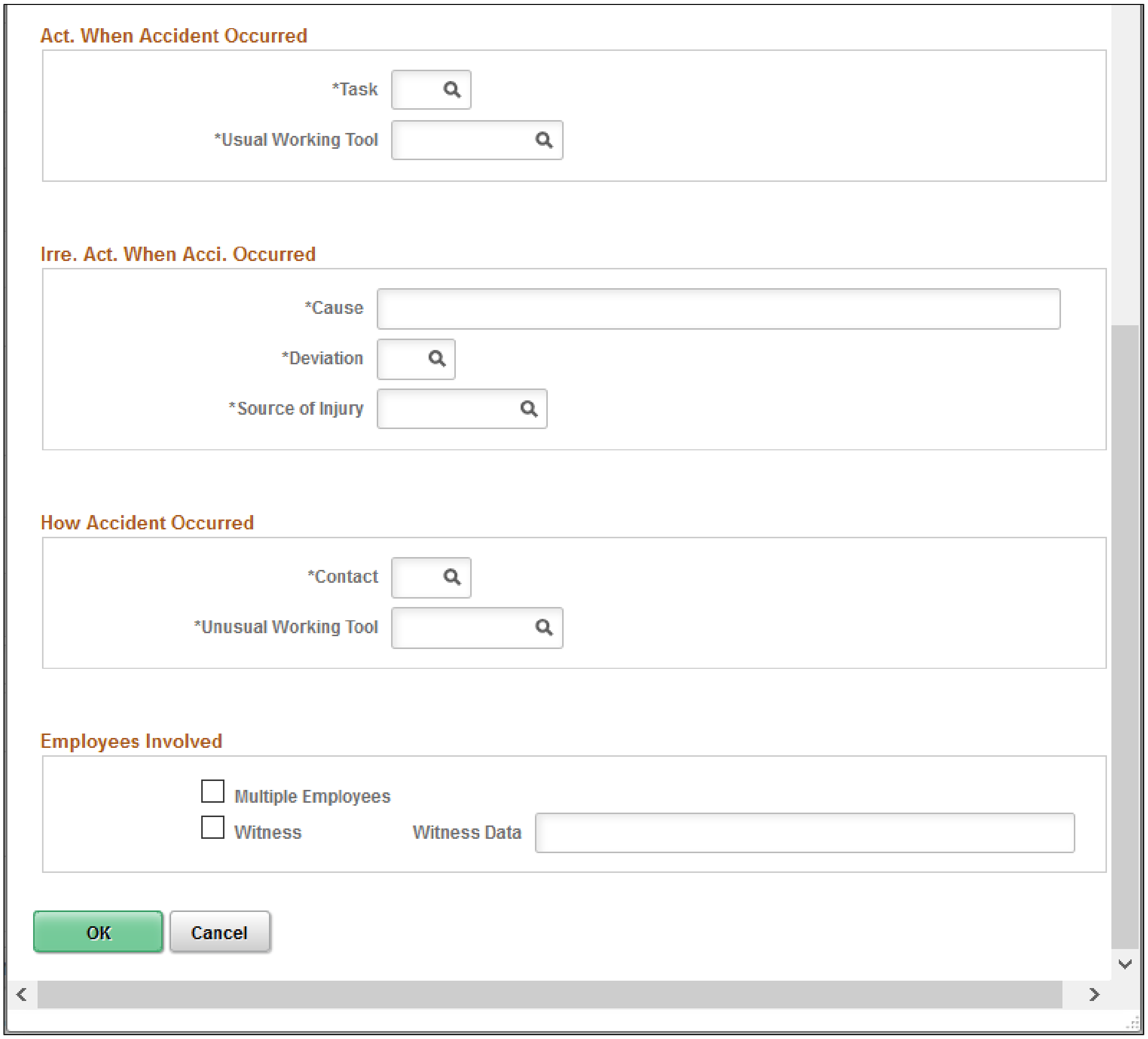


Image: Detailed PAT Data page (HS_PAT2_ESP_SEC) accessed from the Injury Details - Details page (2 of 2)

This example illustrates the fields and controls on the Detailed PAT Data (Injury Details - Details) page (2 of 2). You can find definitions for the fields and controls later on this page.



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 type of contact that took place for this industrial accident, such as contact with an electrical arc or dangerous substance.

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. When you select this check box, the Witness Data field appears.

Witness Data

Enter details about the witness. The system uses this value to populate the <datostes> tag in the XML file.

Related Links

"Managing Delta Communications" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

(ESP) Detailed RATSB Data Page (Injury Details - Details)

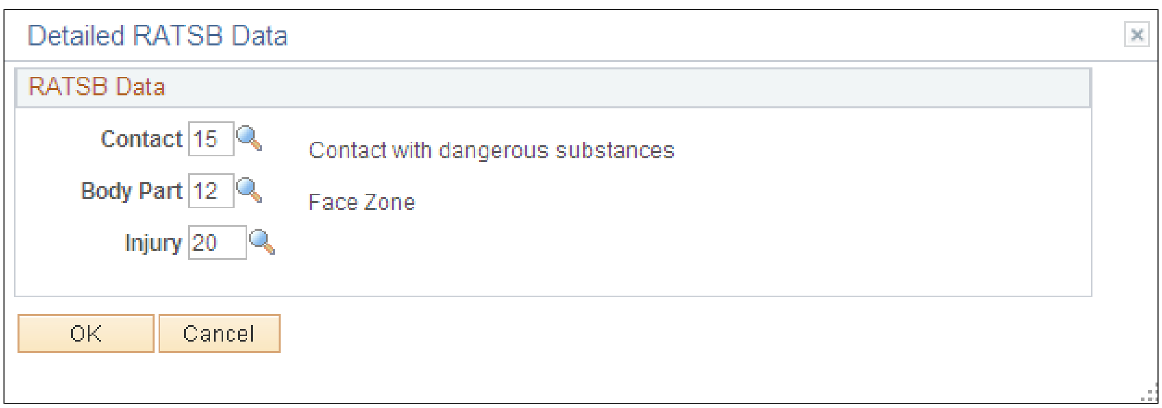
Use the Detailed RATSB Data (Injury Details - Details) page (HS_RATSB_ESP_SEC) to enter detailed data for RATSB reporting.

Navigation

Click the Accident without sick note link in the Spain section of the Injury Details - Details page.

Image: Detailed RATSB Data page accessed from the Injury Details - Details page

This example illustrates the fields and controls on the Detailed RATSB Data (Injury Details - Details) page. You can find definitions for the fields and controls later on this 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 <partelesion> 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.

Related Links

"Managing Delta Communications" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Injury Details - 1st Aid Page

Use the Injury Details - 1st Aid page (HS_INJ_AID) to enter first aid and medical treatment information for all injured or ill individuals who are involved in the incident.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details > 1st Aid
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details BRA > 1st Aid

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

This example illustrates the fields and controls on the Injury Details - 1st Aid page (1 of 3). You can find definitions for the fields and controls later on this page.

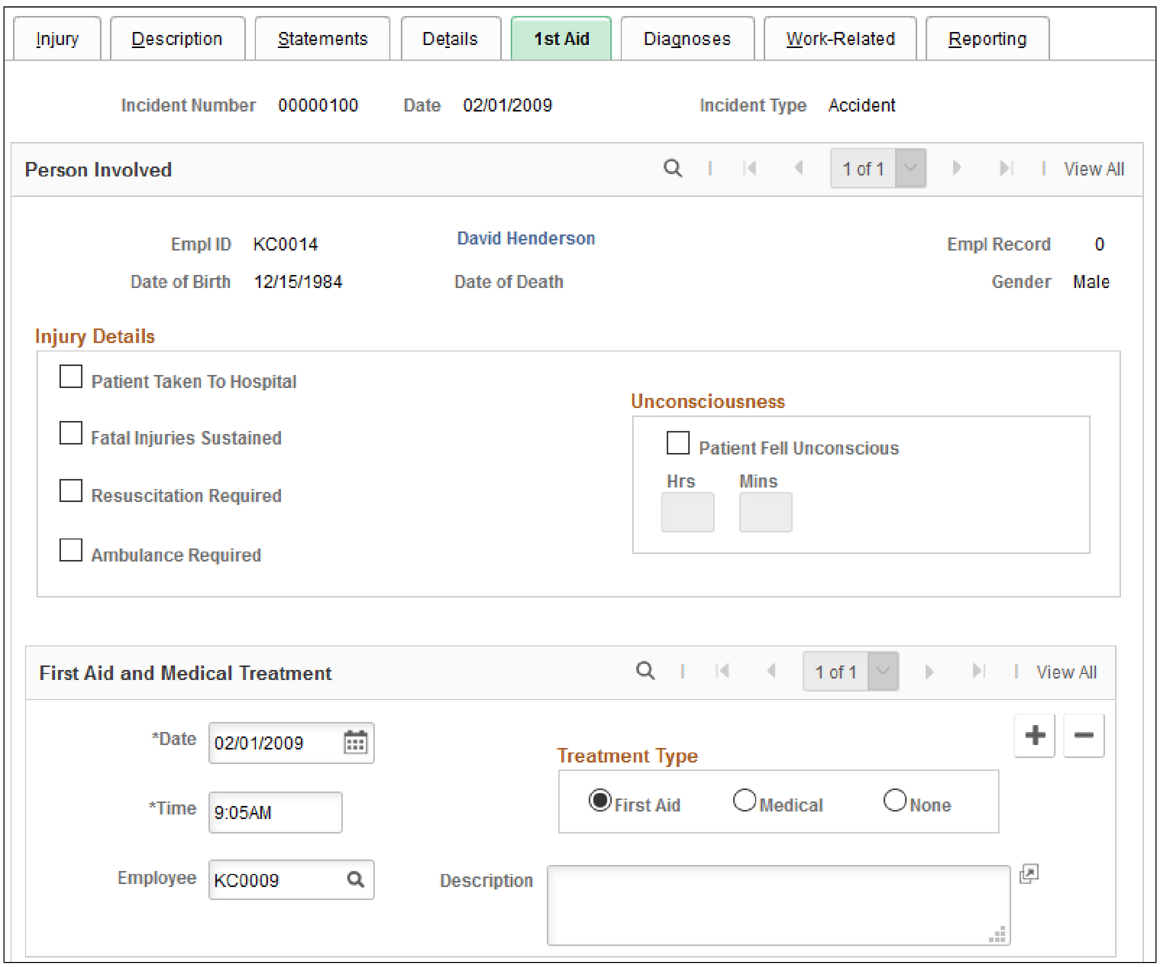


Image: Injury Details - 1st Aid page (2 of 3)

This example illustrates the fields and controls on the Injury Details - 1st Aid page (2 of 3). You can find definitions for the fields and controls later on this page.

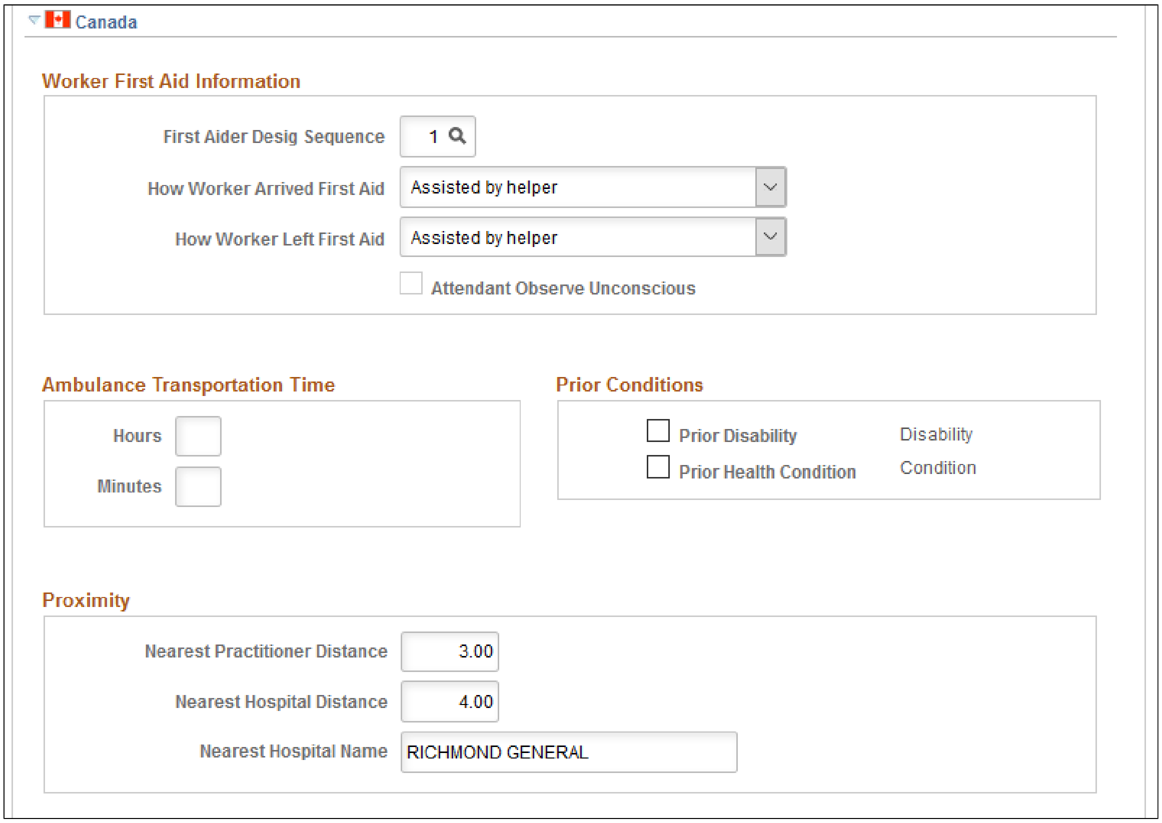
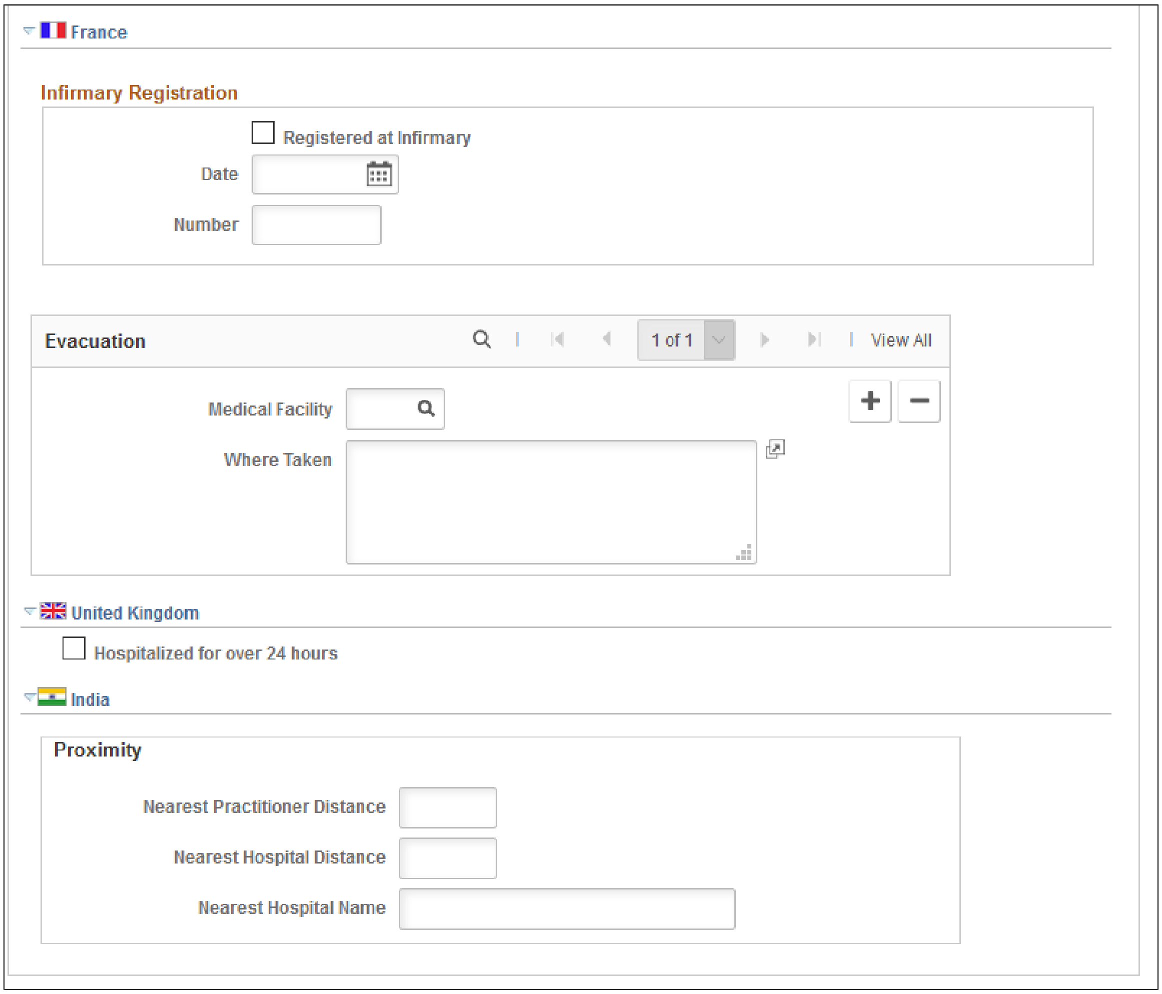


Image: Injury Details - 1st Aid page (3 of 3)

This example illustrates the fields and controls on the Injury Details - 1st Aid page (3 of 3). You can find definitions for the fields and controls later on this page.



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

Fatal Injuries Sustained 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.

Resuscitation Required Select if the individual required resuscitation.

Ambulance Required If you select this check box, the system makes the Ambulance Details available. Click the link to access to the Ambulance Details page.

Patient Fell Unconscious 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.

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

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 orCondition 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.

Injury Details - Diagnoses Page

Use the Injury Details - Diagnoses page (HS_INJ_DIAGNOSIS) to record details about the physician, hospital or clinic, and the medical diagnoses that are involved with the injured and ill employees.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details > Diagnoses
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details BRA > Diagnoses

Image: Injury Details - Diagnoses page (1 of 3)

This example illustrates the fields and controls on the Injury Details - Diagnoses page (1 of 3). You can find definitions for the fields and controls later on this page.

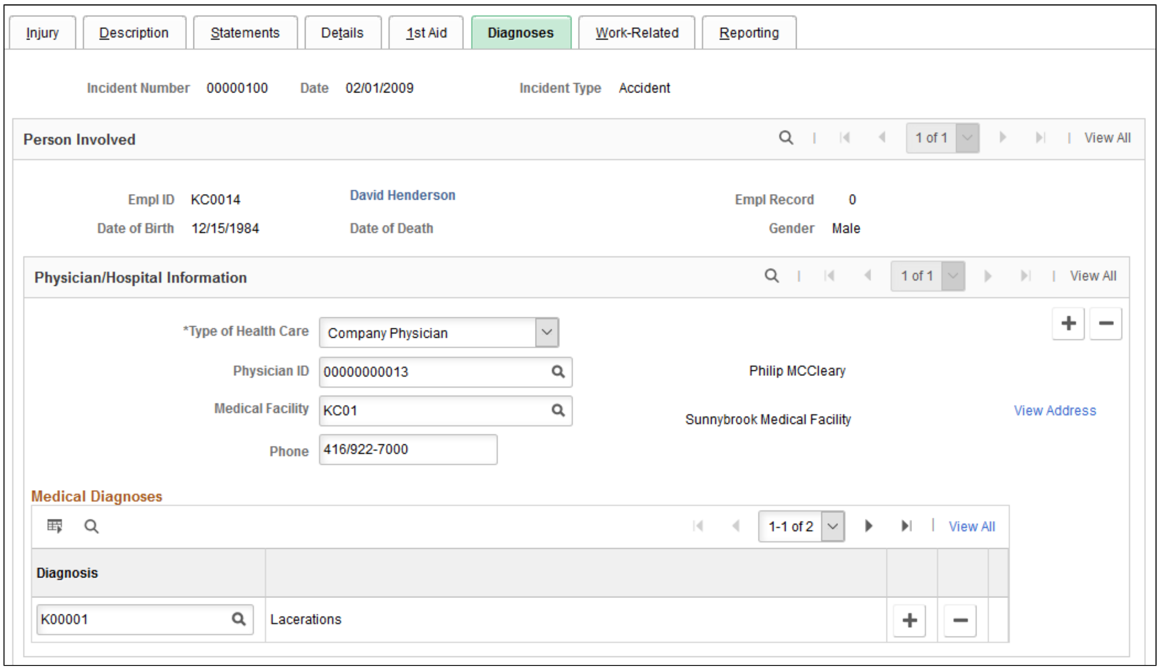


Image: Injury Details - Diagnoses page (2 of 3)

This example illustrates the fields and controls on the Injury Details - Diagnoses page (2 of 3). You can find definitions for the fields and controls later on this page.

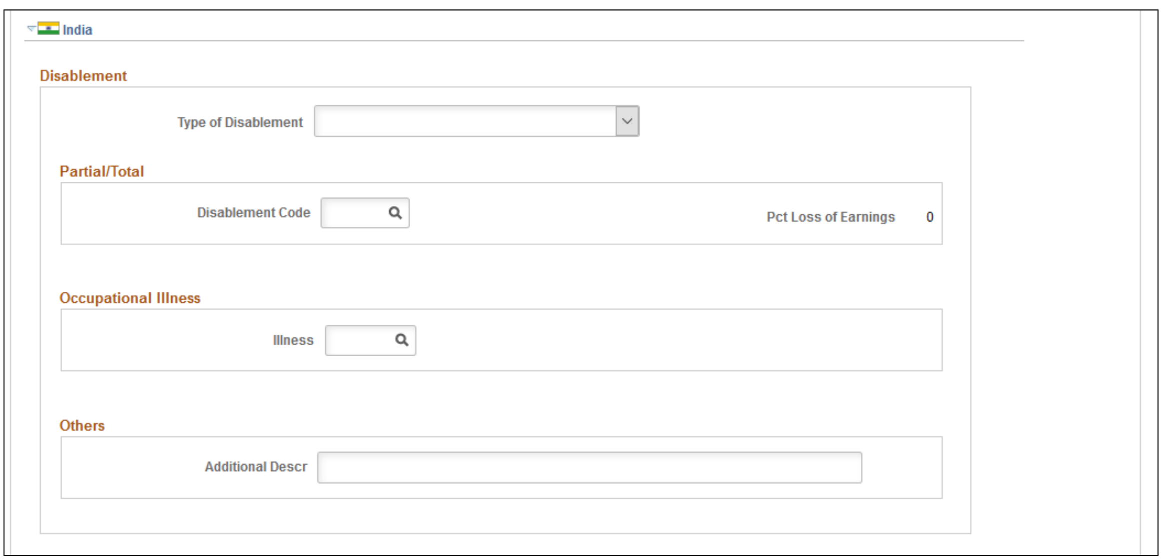
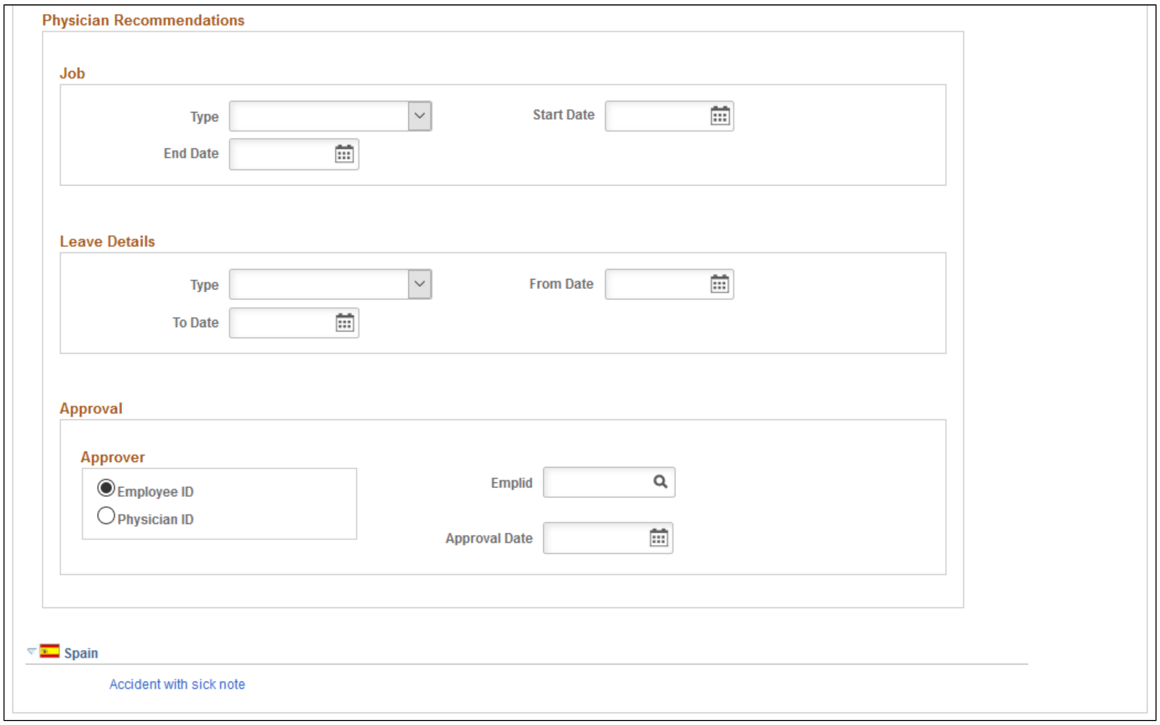


Image: Injury Details - Diagnoses page (3 of 3)

This example illustrates the fields and controls on the Injury Details - Diagnoses page (3 of 3). You can find definitions for the fields and controls later on this page.



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

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) Detailed PAT Data Page (Injury Details - Diagnoses)

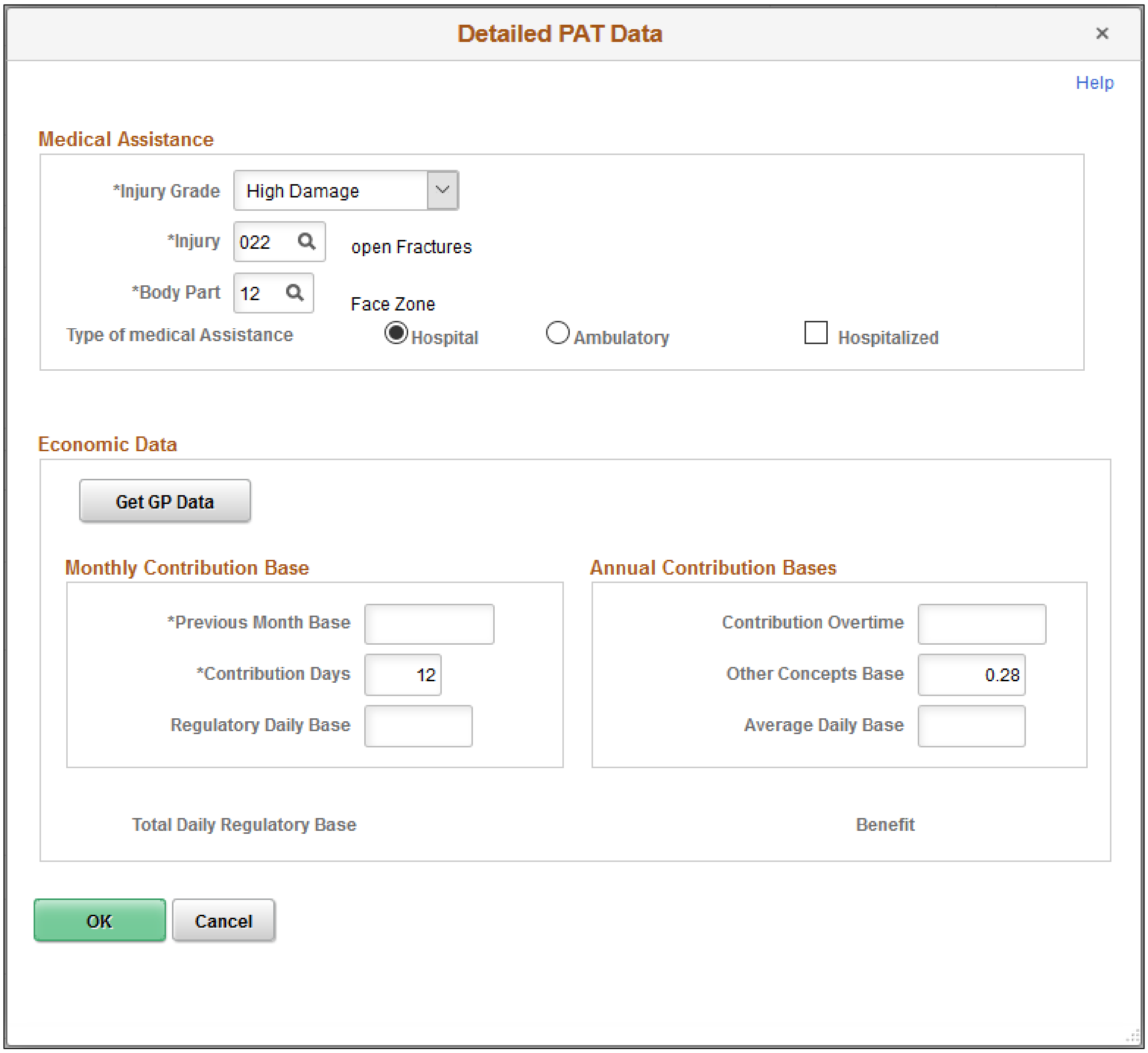
Use the Detailed PAT Data (Injury Details - Diagnoses) page (HS_PAT3_ESP_SEC) (ESP) to specify medical assistance and economic data for PAT incidents.

Navigation

Click the Accident with sick note link in the Spain section of the Injury Details - Diagnoses page.

Image: Detailed PAT Data page (HS_PAT3_ESP_SEC) accessed from the Injury Details - Diagnoses page

This example illustrates the fields and controls on the Detailed PAT Data (Injury Details - Diagnoses) page. You can find definitions for the fields and controls later on this 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 Damage, High Damage, Very High Damage* 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 monthly and annual information for benefits calculations.

Get GP Data	Click this button to load the contribution base values from tables in the core Global Payroll application.
Previous Month Base	Enter the previous monthly base amount for a full time employee or the previous three months base for a part time employee.
Contribution Days	Enter the number of contribution days, one month for an employee or three months for a part time employee, previous to the industrial accident. The system uses this value to fill the <dias> tag in the XML file.
Regulatory Daily Basis and **Total Daily Regulatory Base**	Displays the calculated daily regulatory base by dividing the previous base amount by the contribution days.
Contribution Overtime	Enter the annual contribution base due to overtime. The system uses this value to fill the <b1> tag in the XML file.

Related Links

"Managing Delta Communications" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Injury Details - Work-Related Page

Use the Injury Details - Work-Related page (HS_INJ_WORK) to record if the incident occurred while the person was involved in a work-related activity.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details > Work-Related
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details BRA > Work-Related

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

This example illustrates the fields and controls on the Injury Details - Work-Related page (1 of 3). You can find definitions for the fields and controls later on this page.

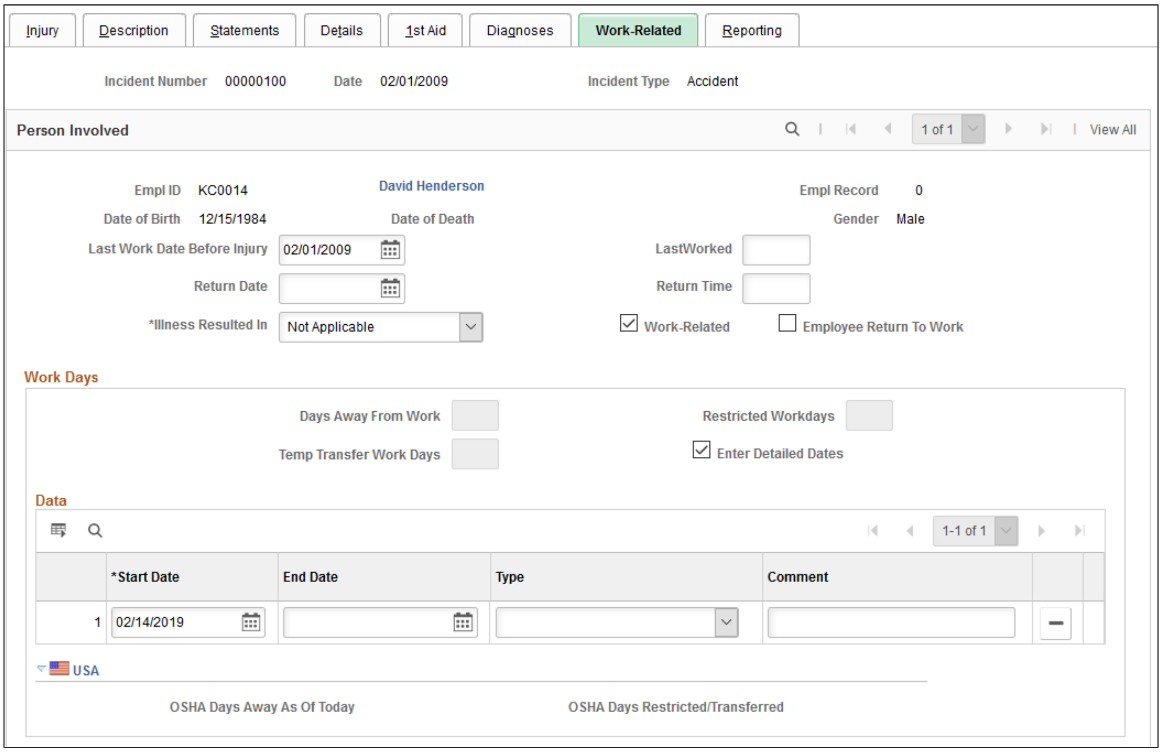


Image: Injury Details - Work-Related page (2 of 3)

This example illustrates the fields and controls on the Injury Details - Work-Related page (2 of 3). You can find definitions for the fields and controls later on this page.

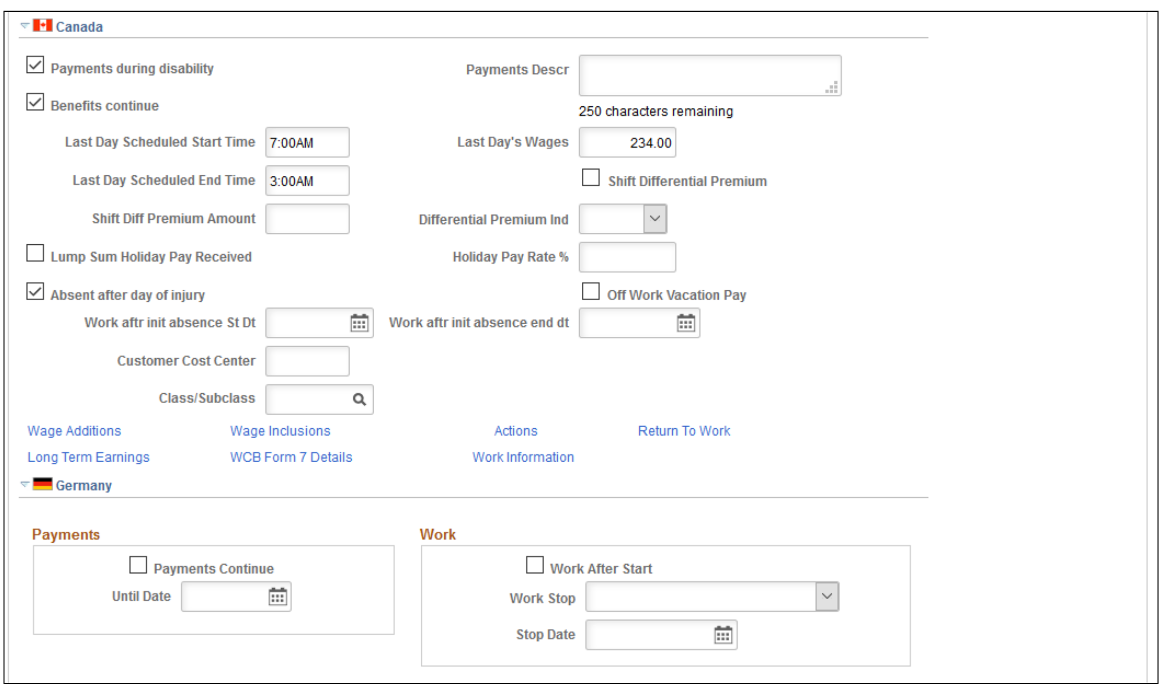
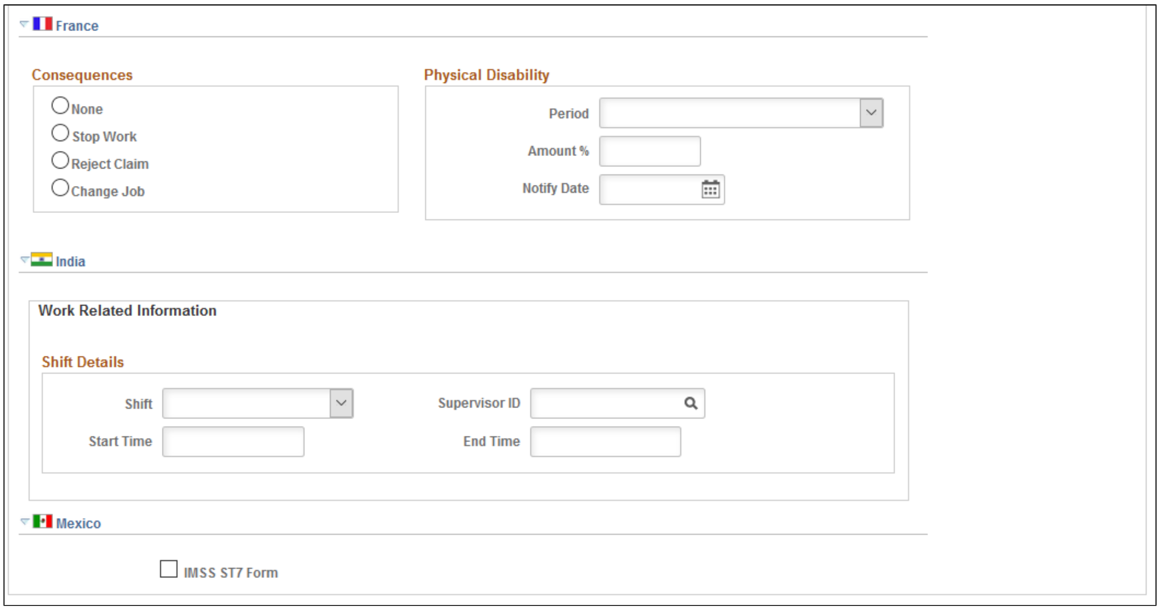


Image: Injury Details - Work-Related page (3 of 3)

This example illustrates the fields and controls on the Injury Details - Work-Related page (3 of 3). You can find definitions for the fields and controls later on this page.



Last Work Date Before Injury and **LastWorked**

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.

Enter Detailed Dates	Select this check box to enable entry of detailed dates. If the box is deselected, only the Days Away From Work andRestricted Workdays fields are editable and the detailed dates grid is not editable. When the box is selected, the detail dates grid is editable and theDays Away From Work andRestricted Workdays fields are automatically updated to show the total days from the detail dates.
Start Date, **End Date**, and **Type**	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 theRestricted Workdays are automatically updated depending on the type that is selected. For example, if the type is *Away from Work Due to Injury,* the Days Away from Work field is automatically updated with the number of days entered in theStart Date andEnd Date fields. **Important!** (USA) When a U.S. employee is terminated, you need to enter the work related end date here for the injury details incident.

(CAN) Canada

Payments during disability and **Payments Descr** (payments description)	Select if the employee is receiving payments and then describe the payments in the Payments Descr field.
Benefits continue	Select if the employee's benefits are continuing.
Last Day Scheduled Start Time and **Last Day Scheduled End Time**	Record information about lost work time.
Last Day's Wages	Enter the wages of the employee's last day.
Shift Diff Premium Amount (shift differential premium amount)	Enter the amount of the shift differential premium.
Differential Premium Ind (differential premium indicator)	Select the unit of measure for the differential premium amount. Valid values are Day and Hours.
Lump Sum Holiday Pay Received	Select if the employee received lump sum holiday pay.
Holiday Pay Rate % (holiday pay rate percent)	If the employee received lump sum holiday pay, enter the pay rate percentage.
Absent after day of injury	Select if the employee missed work after the injury and then enter the Start Date andEnd Date for the period of absence.
Off Work Vacation Pay	Select to continue to accrue vacation pay for the employee associated with the work-related incident while he or she is off work.
Customer Cost Center	Enter the employer's Customer Cost Center code that represents the cost center that the individual is in. The Customer Cost

Center code is assigned by the WBC in conjunction with the employer and helps to track claim costs at a given organizational level.

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:

Incident Outcome	***Required Fields***
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

Consequences Indicate the actions taken by the employer in response to the injury or illness.

Period Select whether the period of disability for the injured or ill employee is a *Permanent Disability* or a *Temporary Disability.*

Amount % (amount percent) Indicate the estimated degree of disability, which is determined by a doctor or medical specialist.

Notify Date Enter the date that the employer is notified regarding the employee's disability.

(IND) India

Shift Select *General Shift, Shift One, Shift Two,* or *Shift Three.*

For example, if the organization has a day shift and a night shift, you can use *Shift One* for the day shift and *Shift Two* for the night shift. If the organization has more than two shifts, you can use *Shift Three,* depending on the timing of the shift.

Supervisor ID Select the employee ID of the employee's shift supervisor.

Start Time and**End Time** Enter the employee's shift start and end time.

Long Term Earnings Page

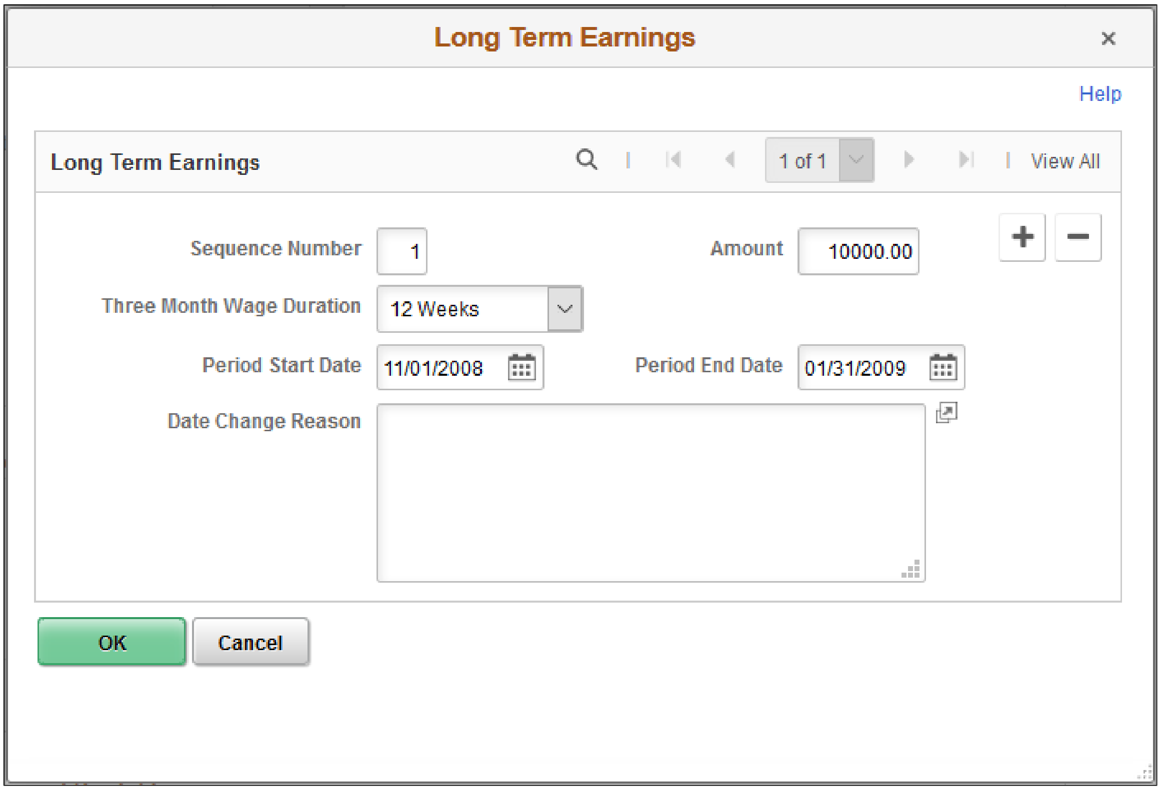
Use the Long Term Earnings page (HS_INJ_LTECAN_SEC) (CAN) to enter additional information about long term earnings for Canadian employees who have work-related injuries or illnesses.

Navigation

Click the Long Term Earnings link in the Canada section of the Injury Details - Work-Related page.

Image: Long Term Earnings page

This example illustrates the fields and controls on the Long Term Earnings page. You can find definitions for the fields and controls later on this 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.

Return To Work Page

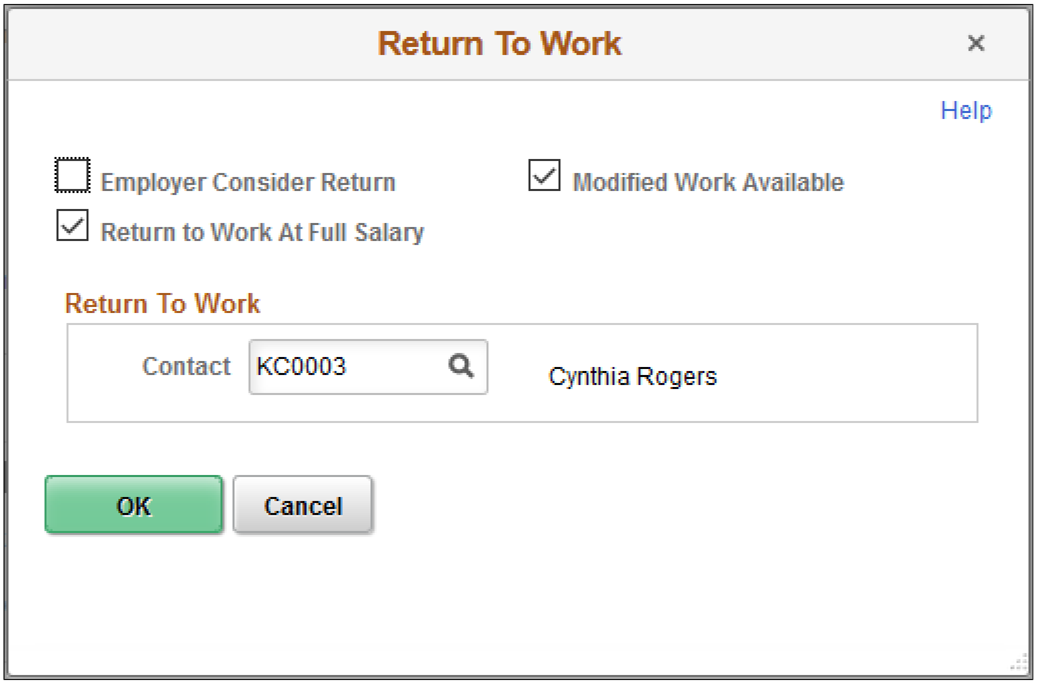
Use the Return To Work page (HS_INJ_RTWCAN_SEC) (CAN) to enter additional return-to-work details for Canadian employees who are injured or ill in work-related incidents.

Navigation

Click the Return to Work link in the Canada section of the Injury Details - Work-Related page.

Image: Return To Work page

This example illustrates the fields and controls on the Return To Work page. You can find definitions for the fields and controls later on this page.



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

Work Information Page

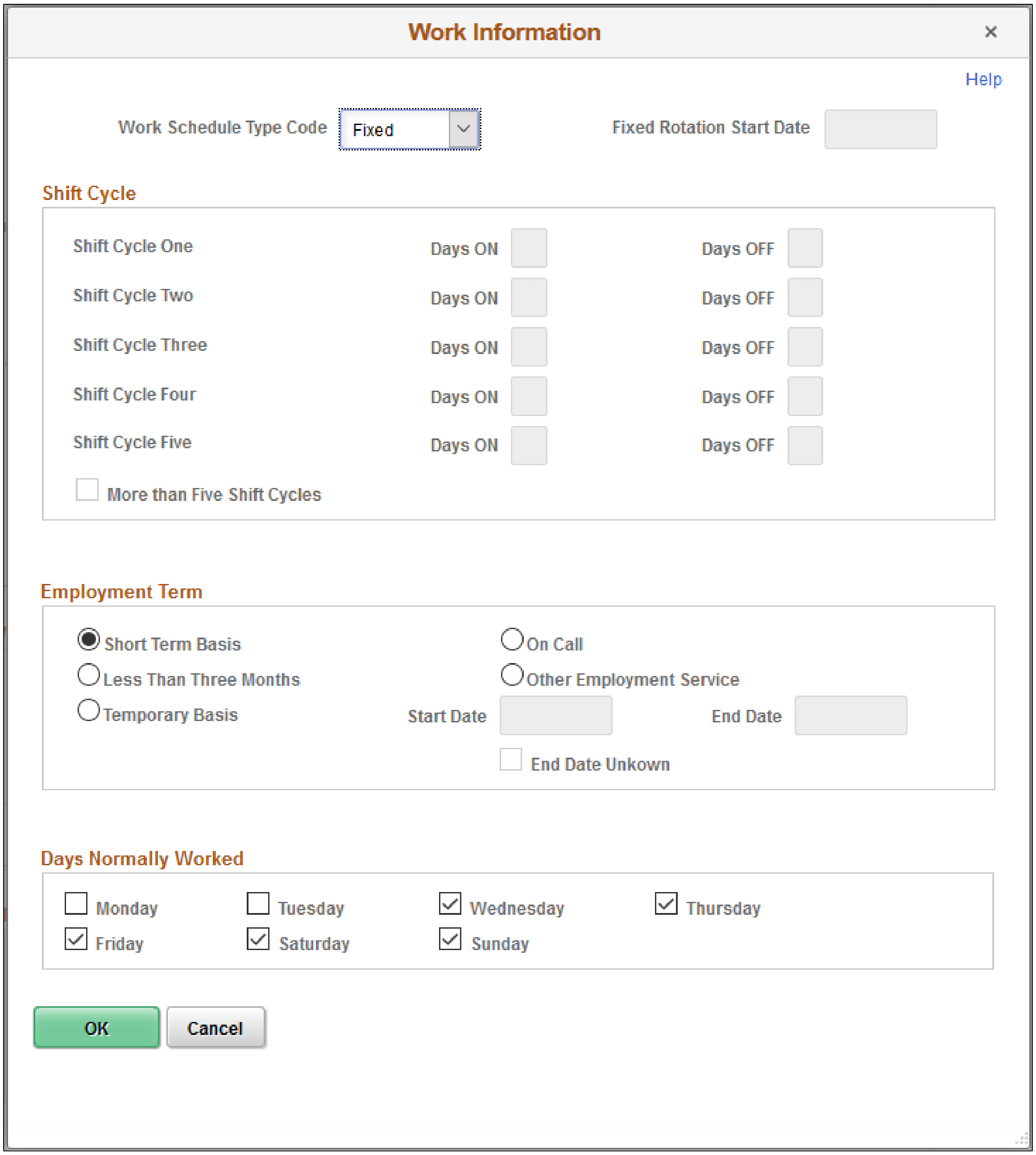
Use the Injury Details - Work Information page (WCB_WORK_INFO_SEC) (CAN) to enter additional work information for employees who are injured or ill in work-related incidents.

Navigation

Click the Work Information link in the Canada section of the Injury Details - Work-Related page.

Image: Work Information page

This example illustrates the fields and controls on the Work Information page. You can find definitions for the fields and controls later on this 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

Short Term Basis	Select if the employee is employed on a short-term basis.
On Call	Select if the employee is employed on an on-call basis.
Less Than Three Months	Select if the employee is employed for less than three months.
Other Employment Service	Select if the employee works for another employment service.
Temporary Basis	Select if the employee is employed on a temporary basis. If you select this radio button, the Start Date andEnd Date fields become available.
Start Date and**End Date**	Enter the start date and end date for the employee's temporary employment term.
End Date Unknown	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.

Injury Details - Reporting Page

Use the Injury Details - Reporting page (HS_INJ_REPORT) to track if incidents are reportable under the terms of an authority of a regulatory region.

Navigation

- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details > Reporting
- Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details BRA > Reporting

Image: Injury Details - Reporting page (1 of 2)

This example illustrates the fields and controls on the Injury Details - Reporting page (1 of 2). You can find definitions for the fields and controls later on this page.

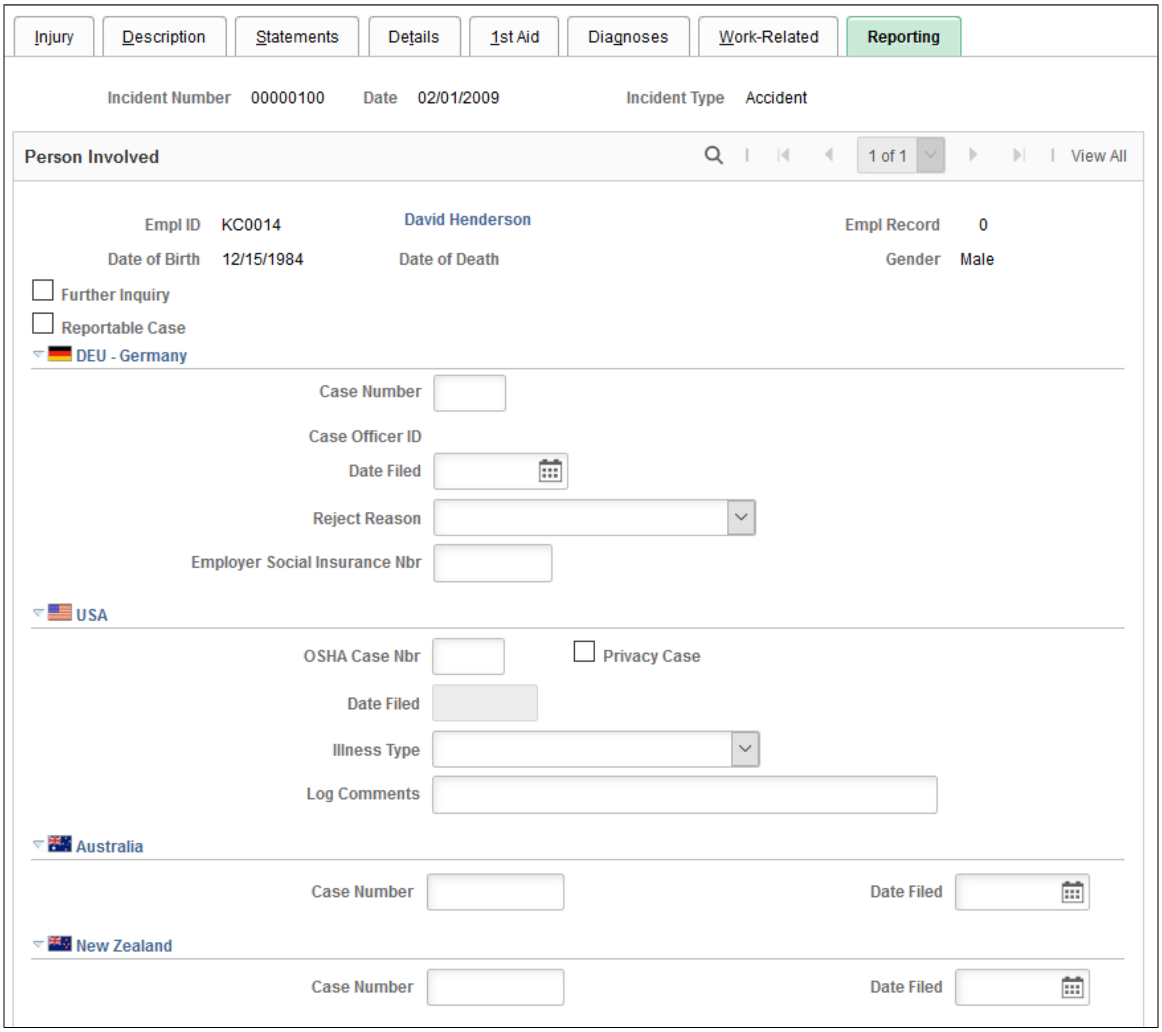
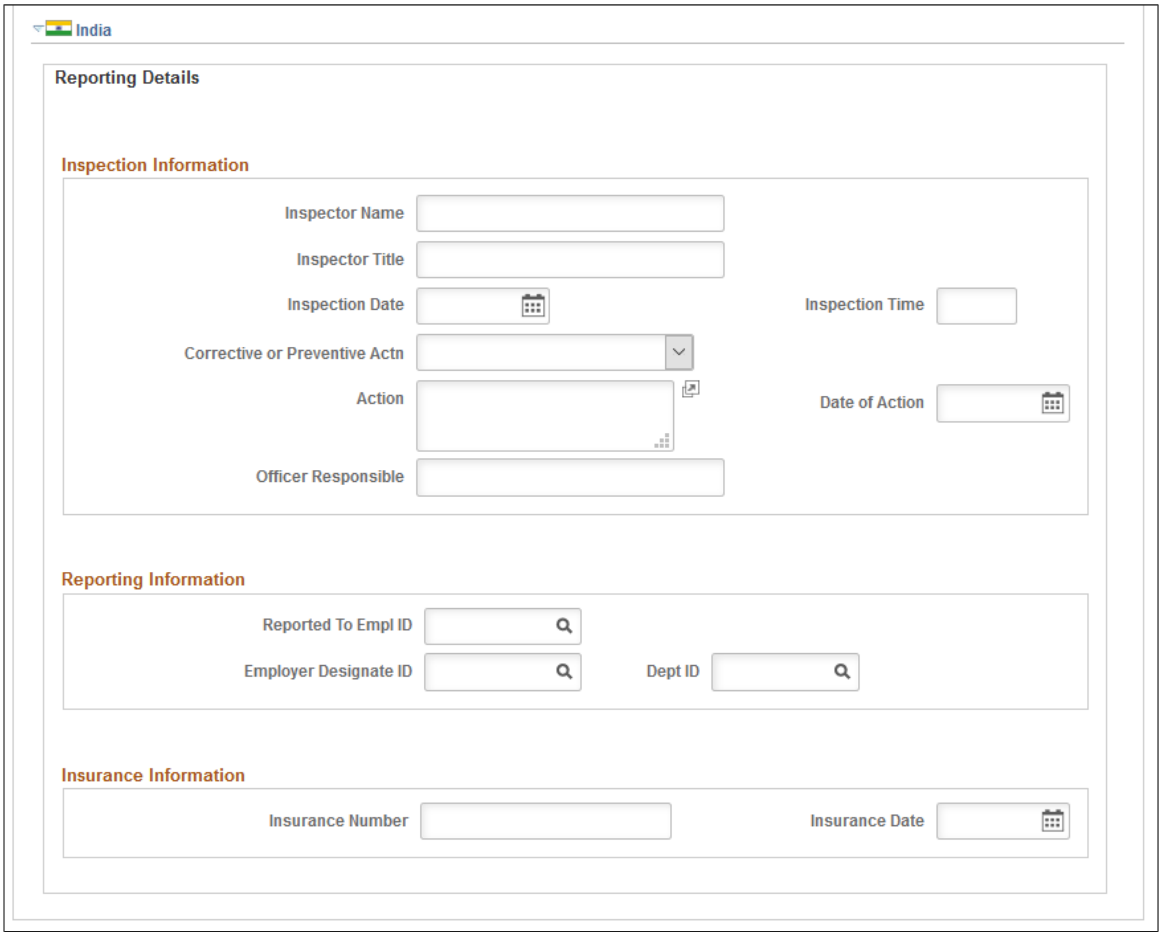


Image: Injury Details - Reporting page (2 of 2)

This example illustrates the fields and controls on the Injury Details - Reporting page (2 of 2). You can find definitions for the fields and controls later on this page.



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 Actn (corrective or preventive action)	Select if the inspector has directed *Corrective Action* 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 (reported to employee ID)	Select the ID of the employee to whom the injury is reported.
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.

Injury Details - Details BRA Page

Use the Injury Details - Details BRA page (HS_INJURY_BRA) to enter injury details for Brazil.

This information is used on the Work Risk report for Brazil.

Navigation

Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details BRA > Details BRA

Image: Details BRA page (1 of 2)

This example illustrates the fields and controls on the Details BRA page (1 of 2).

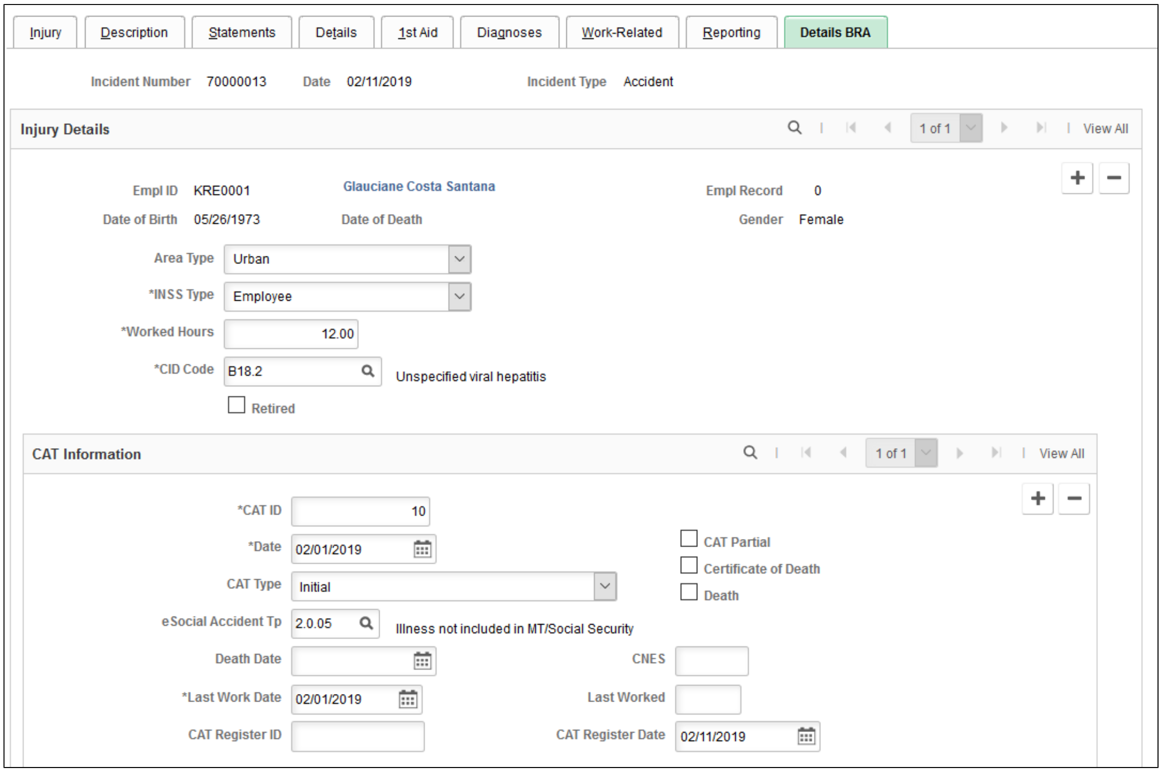
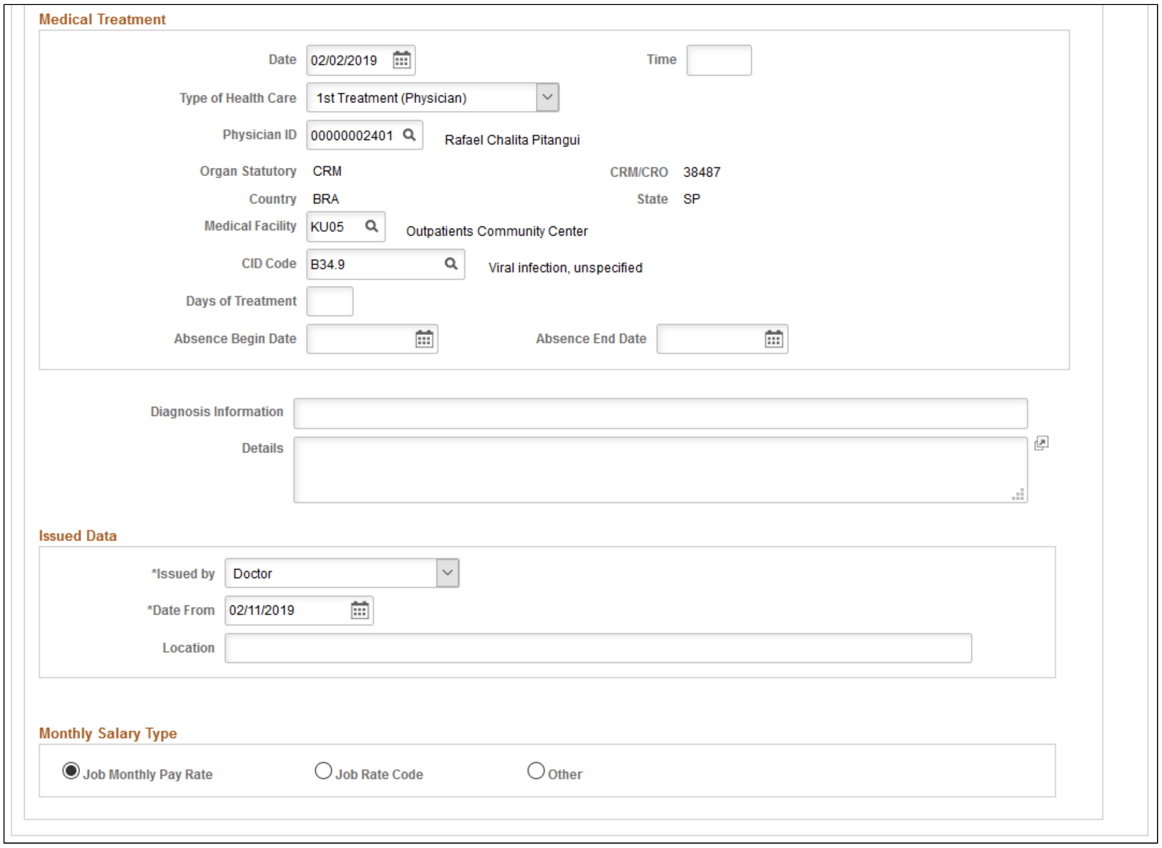


Image: Details BRA page (2 of 2)

This example illustrates the fields and controls on the Details BRA page (12 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.

Injury Details

Area Type	Valid values are *Rural* and *Urban.*
INSS Type	Valid values are *Employee, Medical Doctor, Non-Employee,* and *Special Security.*
Worked Hours	Enter the number of hours this employee worked prior to the injury.
CID Code	Enter the international disease code related to this injury. Valid values are defined in the CID Code BRA table. This code is used in CAT reporting (*BRCAT01* SQR report).
Retired	Select if the employee is retired.

CAT Information

CAT ID and **Date**	Enter the work risk ID and date.

	To add a new row to the CAT Information section, the (CAT) date entered must be later than all the rows that are available. Note that when you delete a row from this section, the system only allows the row with the latest date to be deleted.
CAT Type	Enter the work risk type. Valid values are *Death Communication, Initial,* and *Reopened.* **Note:** For each incident row, the system accepts only one row for the *Death Communication* CAT type and one row for the *Initial* CAT type in the CAT Information section.
CAT Partial	Select to use only part of the Details BRA page to record CAT information. When selected, the Medical Treatment section, Diagnostic Information and Details fields do not display.
Certificate of Death	Select if a death certificate has been issued.
eSocial Accident Tp (eSocial accident type)	Specify the accident type for the injury. This information is used in eSocial reporting. Accident type eSocial codes are defined on the Accident Type eSocial BRA Page.
Death and **Death Date**	Select if this injury resulted in a death and enter the date that the death occurred. You must enter a death date if the *Death Communication* CAT type is selected.
CNES	Enter the code of the National Register of Health Facility (7 alphanumeric characters).
CAT Register ID and **CAT Register Date**	Enter the work risk register ID and date related to this injury.
Diagnosis Information and **Details**	Enter diagnosis information of the injury. These fields appear if the CAT Partial option is deselected.

Medical Treatment

Use this section to provide treatment information for the injury, such as the date and time of treatment, type of care, physician and medical facility providing the treatment. This section appears if the CAT Partial option is deselected, and a CAT type is specified.

Date and **Time**	Enter the date and time when the employee received health care treatment.
Type of Health Care	Select the type of health care that the employee received at the hospital or clinic. Valid values are: *1st Treatment (Physician)* *Company Physician* *Emergency Care*

	Family Physician *Further Treatment (Hospital)* *Further Treatment (Physician)* *Hospital* *Ongoing Health Care* *Specialist*
Physician ID	Select the name of the employee's physician. Once selected, the Organ Statutory, Register Number, Country and State field values of the physician are populated automatically on the page. Physicians are defined using the Physician BRA (HS_ PHYSICIAN_BRA) component. See Also Defining Medical Services Information
Physician Name, **Organ Statutory**, **Register Number**, **Country** and **State**	If the physician is not defined in the system, enter this physician information manually.
Medical Facility	Select the medical facility to which the injured or ill employee was taken. Values come from the Medical Facilities table.
CID Code	Enter the international disease code related to this injury. Valid values are defined in the CID Code BRA table. This code is used in the eSocial S-2210 reporting.
Days of Treatment	Enter the number of days the injured employee received treatment.
Absence Begin Date	Enter the date that the employee begins to be absent from work due to the work accident and the date.
Absence End Date	Enter the date that the employee's absence from work ends due to a medical discharge or death of the employee.

Issued Data

Issued by, Date From, and **Location**	Valid issued by values are *Authority Public, Doctor, Employer, Seg o Dependen,* and *Union.*
Initiative Issued	Select the reason the injury report was initiated. This field appears if the *Employer* is selected in the Issued by field. Values are *Court Order, Determined by Supervisory Org,* and *Employer Initiative* (default value).

Monthly Salary Type

Job Monthly Pay Rate, **Job Rate Code**, or **Other**	Select the monthly salary type that applies: Job Monthly Pay Rate Job Rate Code: Select if the monthly salary type should be a specific compensation rate code. Other: Select if the monthly salary type is none of the above.
Comp Rate Code (compensation rate code)	Select the applicable compensation rate code from the Comp Rate Code table. This field appears if the Job Rate Code option is selected.
Monthly Salary and **Currency Code**	Enter the monthly salary amount and its related currency. These fields appear if the Other option is selected.

Related Links

"S-2210 - Accident at Work Communication (CAT)" (PeopleSoft HCM 9.2: Global Payroll for Brazil)

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

Page Name	***Definition Name***	***Usage***
Vehicles/Equipment Involved Page	HS_INC_VEHICLE	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	View additional information about equipment. The Equipment Details link is available only when the property type is *Equipment.*
Vehicles/Equipment Involved - Car Details	CAR_DATA_SUM_SEC	The Car Details link is available only when the property type is *Vehicle.* View additional information about vehicles.

Vehicles/Equipment Involved Page

Use the Vehicles/Equipment Involved page (HS_INC_VEHICLE) to enter the specifics of incidents involving vehicle or equipment accidents.

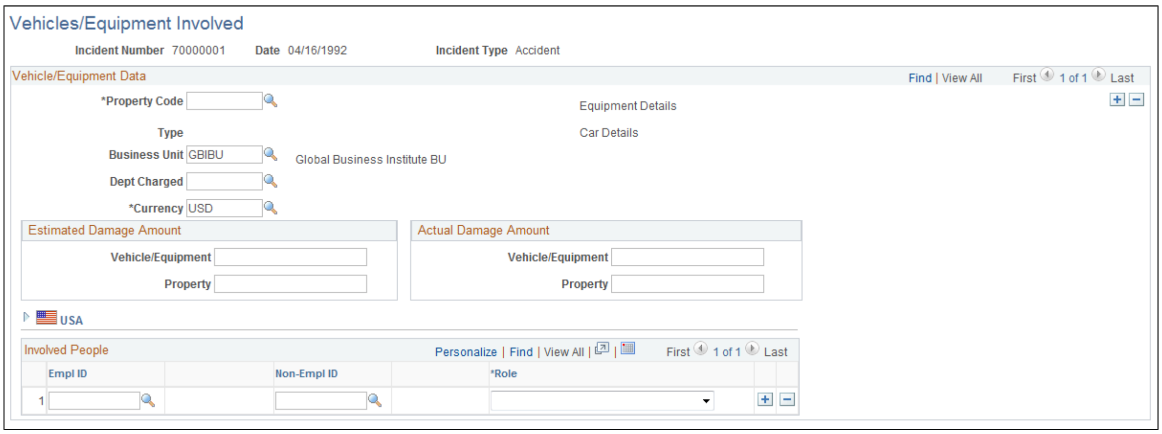
You must create the incident and assign it an incident type of Vehicle/Equipment Accident.

Navigation

Workforce Monitoring > Health and Safety > Obtain Incident Information > Vehicles/Equipment Involved > Vehicles/Equipment Involved

Image: Vehicles/Equipment Involved page

This example illustrates the fields and controls on the Vehicles/Equipment Involved page. You can find definitions for the fields and controls later on this 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 theEquipment 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 discusses the methods that you can use to document consequent actions of incidents.

Pages Used to Track Incident Consequent Actions

Page Name	*Definition Name*	*Usage*
Corrective Page	HS_INC_ACTION_CRCT	Enter corrective and preventive actions.
Preventive Page	HS_INC_ACTION_PREV	Enter preventive actions that are taken to prevent workplace incidents.

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.

Corrective Page

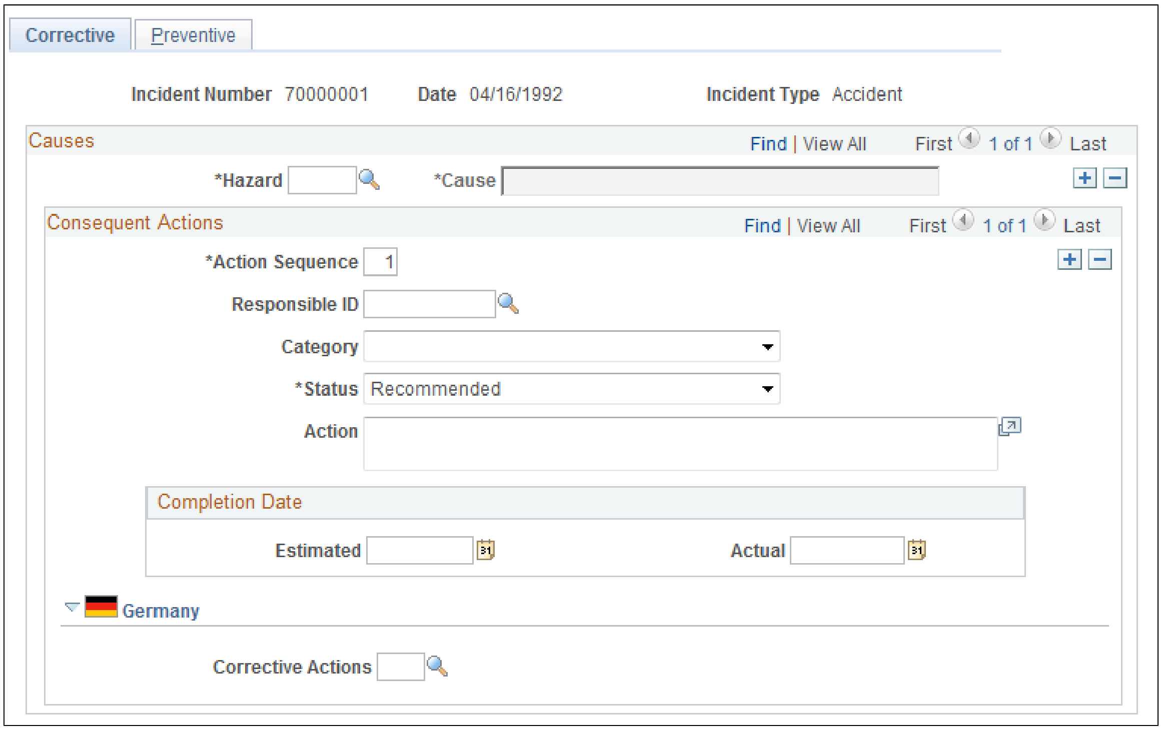
Use the Corrective page (HS_INC_ACTION_CRCT) to enter corrective and preventive actions.

Navigation

Workforce Monitoring > Health and Safety > Obtain Incident Information > Identify Corr/Prevent (Corrective/Preventive) Actions > Corrective

Image: Corrective page

This example illustrates the fields and controls on the Corrective page. You can find definitions for the fields and controls later on this 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.

Preventive Page

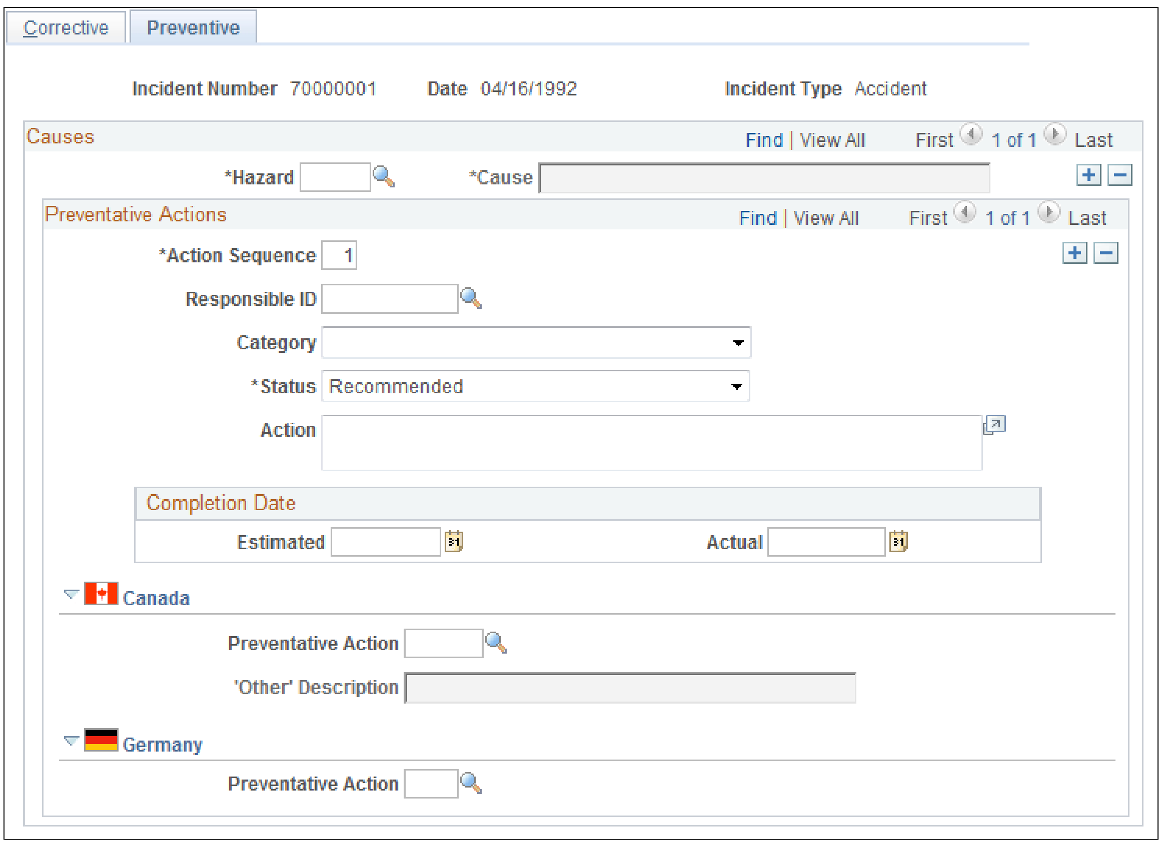
Use the Preventive page (HS_INC_ACTION_PREV) to enter preventive actions that are taken to prevent workplace incidents.

Navigation

Workforce Monitoring > Health and Safety > Obtain Incident Information > Identify Corr/Prevent (Corrective/Preventive) Actions > Preventive

Image: Preventive page

This example illustrates the fields and controls on the Preventive page. You can find definitions for the fields and controls later on this page.



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.

Pages Used to Summarize Employee Injuries

Page Name	*Definition Name*	*Usage*
Review Employee Injury Summary Page	INJURY_SUMMARY	View a summary of all the injuries that an employee has experienced and related incident data.

Page Name	***Definition Name***	***Usage***
Review Injury Summary BRA	INJURY_SUM_BRA	View a summary of all the injuries that an employee has experienced and related incident data for Brazil. This page is identical to the Employee Injury Summary page.

Related Links

Injury Details - Details Page

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.

Review Employee Injury Summary Page

Use the Review Employee Injury Summary page (INJURY_SUMMARY) to view a summary of all the injuries that an employee has experienced and related incident data.

Navigation

Workforce Monitoring > Health and Safety > Obtain Incident Information > Review Employee Injury Summary > Review Employee Injury Summary

Image: Review Employee Injury Summary page

This example illustrates the fields and controls on the Review Employee Injury Summary page. You can find definitions for the fields and controls later on this 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.

Page Used to Run the Collect RIDDOR Data Process

Page Name	*Definition Name*	*Usage*
Collect RIDDOR Data	RUNCTL_OHS_UK	Collect RIDDOR data for GBR Health and Safety reporting.

Related Links

"Monitor Health and Safety Reports" (PeopleSoft HCM 9.2: Application Fundamentals)

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).

(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.

Page Used to Define Mixed Committees

Page Name	*Definition Name*	*Usage*
Mixed Committee MEX Page	MIX_COM_TBL_MEX	Define details for the mixed committee, including class, representatives, location, and objectives.

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.

Mixed Committee MEX Page

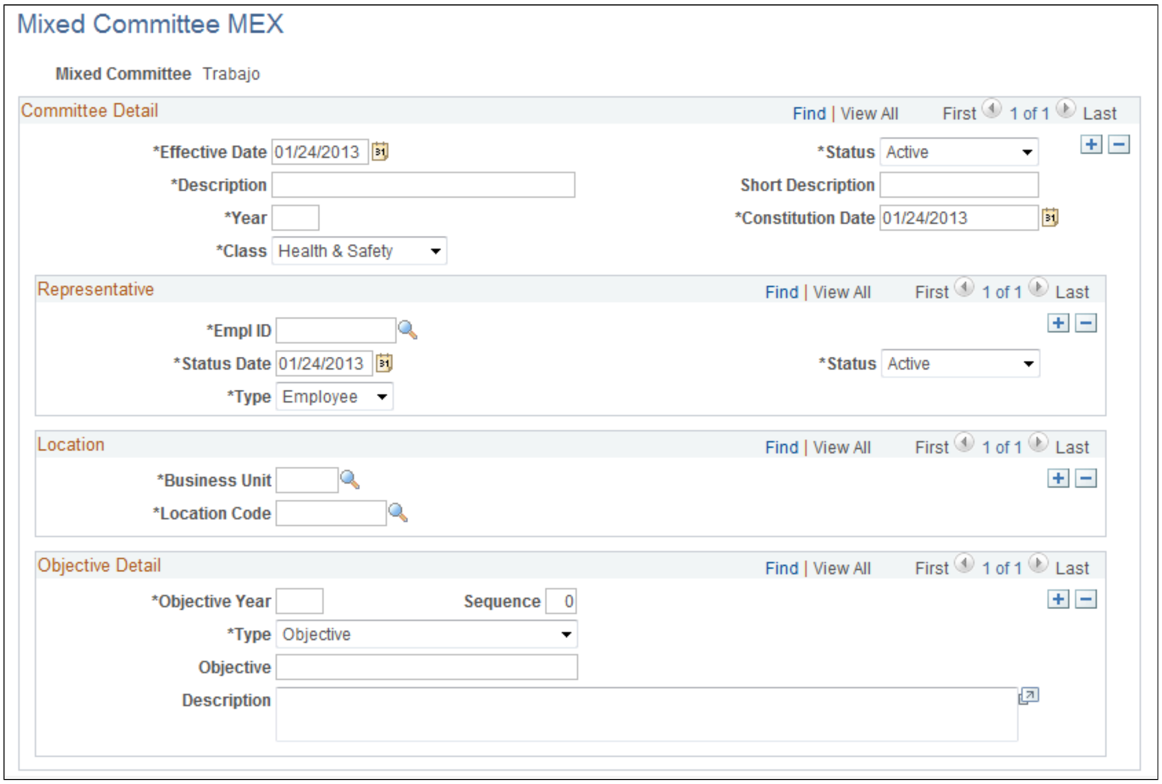
Use the Mixed Committee MEX page (MIX_COM_TBL_MEX) to define details for the mixed committee, including class, representatives, location, and objectives.

Navigation

Workforce Monitoring > Health and Safety > Collect Health/Safety Data > Mixed Committee MEX > Mixed Committee MEX

Image: Mixed Committee MEX page

This example illustrates the fields and controls on the Mixed Committee MEX page. You can find definitions for the fields and controls later on this page.



Committee Detail

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

Year

Enter the year for which the mixed committee is effective.

Constitution Date

Enter the date when the mixed committee is formed.

Class

Select the committee class. Values are *Health & Safety* and *Training*.

Representative

Define details for mixed committee representatives.

EmplID

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

Type

Identify the type of representative. Values are *Employee* and *Employer*.

Location

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

Objective Detail

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

Objective Year	Enter the year in which the mixed committee's objectives are effective.
Sequence	If you have more than one objective, you can identify each objective by assigning it a sequence number.
Type	Select the objective type. Values are: • *Function:* An activity that a mixed committee needs to do. • *Mechanism:* The way to achieve the functions or goals of a mixed committee. • *Objective:* The goals of the period in which the committee is valid. • *Other:* Any other information that you need to enter about the mixed committee.
Objective	Enter the objective of the mixed committee.
Description	Enter a description for the function, mechanism, objective, or other objective type.

Chapter 6

Processing Rehabilitation, Claims, and Examination Data

Managing Claims

This section provides an overview of claims management and reports.

Pages Used to Manage Claims

Page Name	***Definition Name***	***Usage***
Claim Details Page	HS_CLAIM_MGMT1	Open claims.
Appeal Details Page	HS_CLAIM_APPL_SEC	Enter details about the claim appeal.
Claim Charges Page	HS_CLAIM_MGMT2	Track charges related to injury claims, including one-time medical treatments and lengthy, multiple claim-incurred costs.
Payments and Deposits Page	HS_CST_IND_SEC	(IND) Enter specific information about claim payments.
Claim Provider Page	HS_CLAIM_MGMT3	Enter provider reference data, the claim assessment date, and its disposition.
Contact's Work Address	HS_CM3CAN_SEC	(CAN) Enter additional address details for the claim contact in Canadian claims.

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.*

Claims Reports

You can generate these claims reports:

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

Related Links

"Monitor Health and Safety Reports" (PeopleSoft HCM 9.2: Application Fundamentals)

Claim Details Page

Use the Claim Details page (HS_CLAIM_MGMT1) to open claims.

Navigation

Workforce Monitoring > Health and Safety > Obtain Incident Information > Open Claim > Claim Details

Image: Claim Details page (1 of 2)

This example illustrates the fields and controls on the Claim Details page (1 of 2). You can find definitions for the fields and controls later on this page.

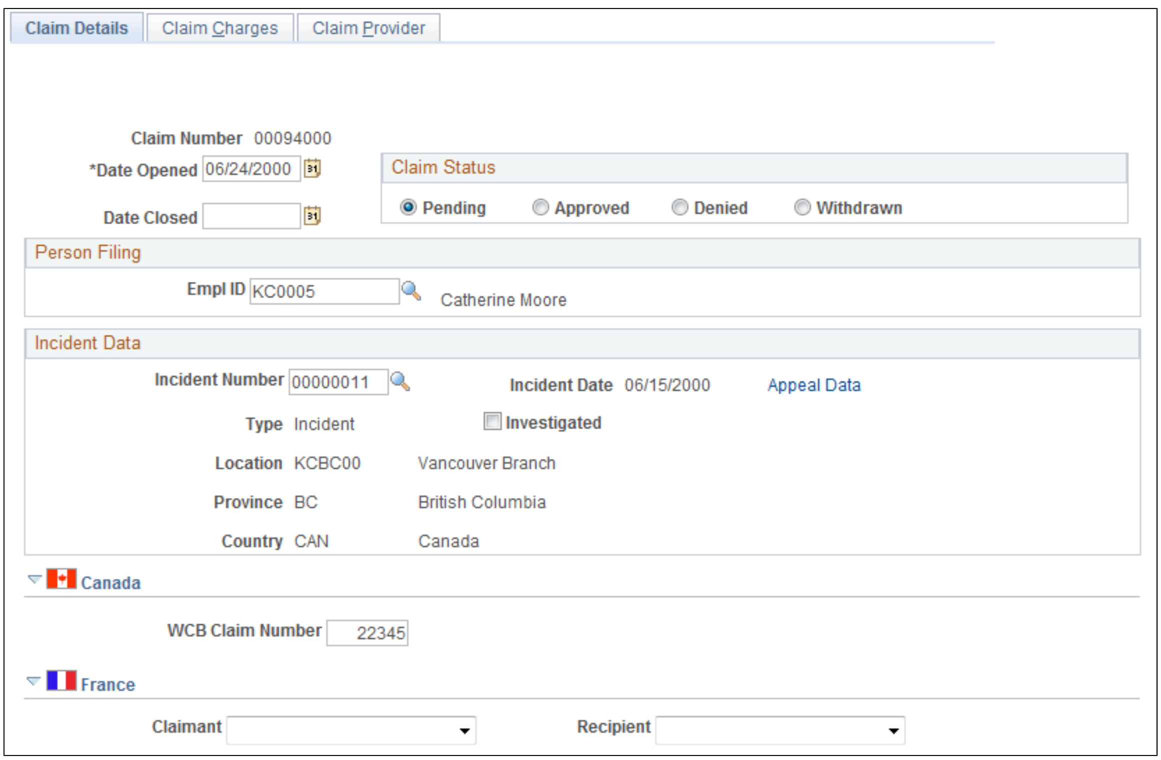
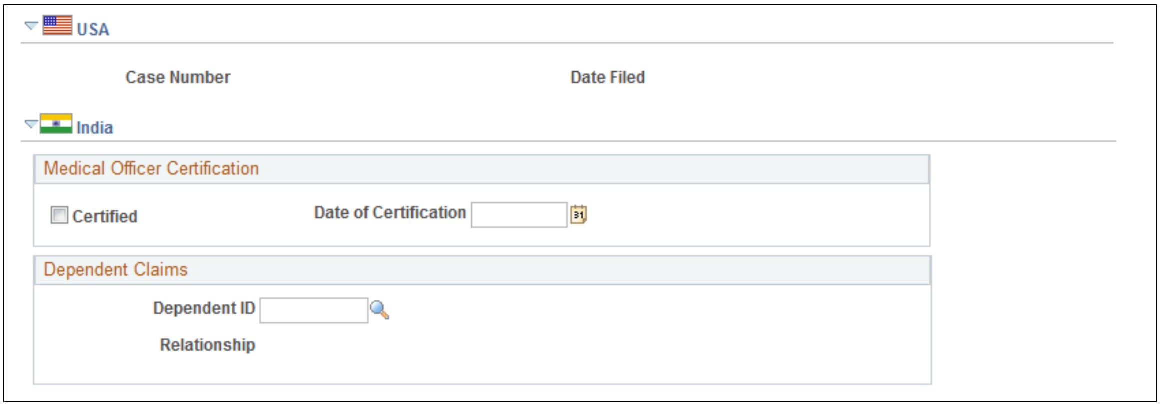


Image: Claim Details page (2 of 2)

This example illustrates the fields and controls on the Claim Details page (2 of 2). You can find definitions for the fields and controls later on this page.



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.

Claim Status

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

Date Opened

The date the claim is opened appears. By default, this is the current date, which you can change if needed.

Date Closed

Enter the date that the claim is resolved.

Person Filing

Select either an EmplID or a Non-EmplID for the person filing.

Investigated

Select if the claim is investigated.

Incident Data

Incident Number

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 toApproved.

Appeal Data

If the claim is appealed, click this link to access the Appeal Details page.

Note: For users in British Columbia who report incidents to the BC WCB electronically, the Date Opened, Person Filing, and Incident Number fields are required for all Incident Outcome types except *Dangerous Occurrences.*

(CAN) Canada

(WCB) Claim Number	Enter the Workers' Compensation Board (WCB) claim number.

(FRA) France

Claimant	Select the claimant type.
Recipient	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.

Appeal Details Page

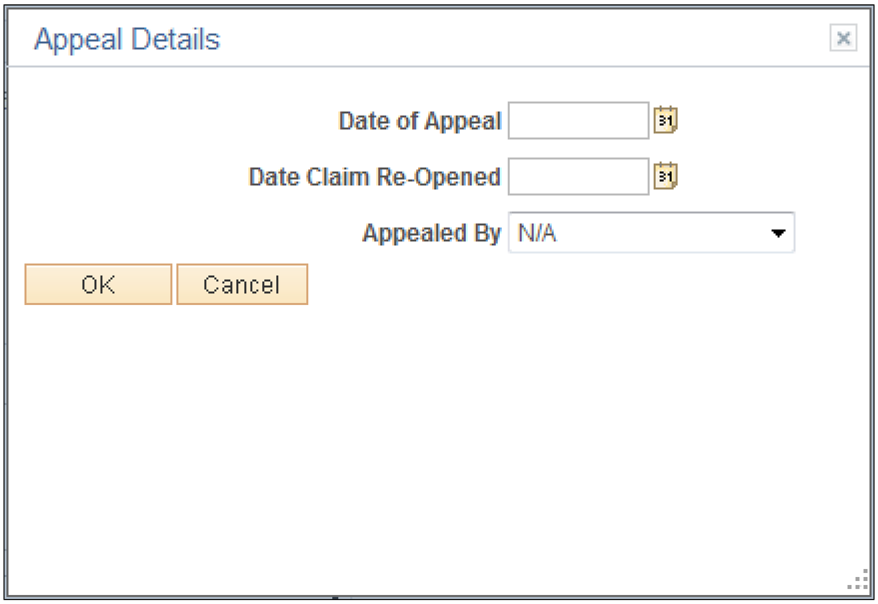
Use the Appeal Details page (HS_CLAIM_APPL_SEC) to enter details about the claim appeal.

Navigation

Click the Appeal Data link on the Claim Details page.

Image: Appeal Details page

This example illustrates the fields and controls on the Appeal Details page. You can find definitions for the fields and controls later on this 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.

Claim Charges Page

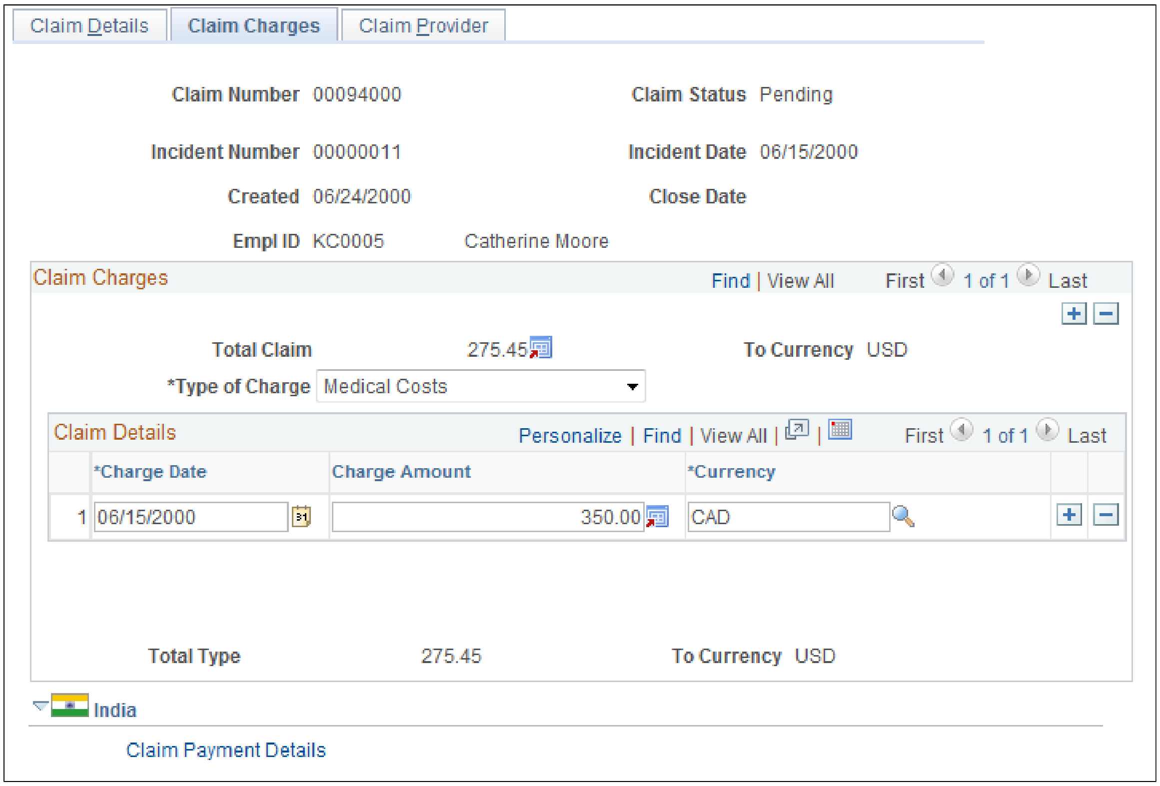
Use the Claim Charges page (HS_CLAIM_MGMT2) to track charges related to injury claims, including one-time medical treatments and lengthy, multiple claim-incurred costs.

Navigation

Workforce Monitoring > Health and Safety > Obtain Incident Information > Open Claim > Claim Charges

Image: Claim Charges page

This example illustrates the fields and controls on the Claim Charges page. You can find definitions for the fields and controls later on this 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 theCurrency andTotal 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.

Payments and Deposits Page

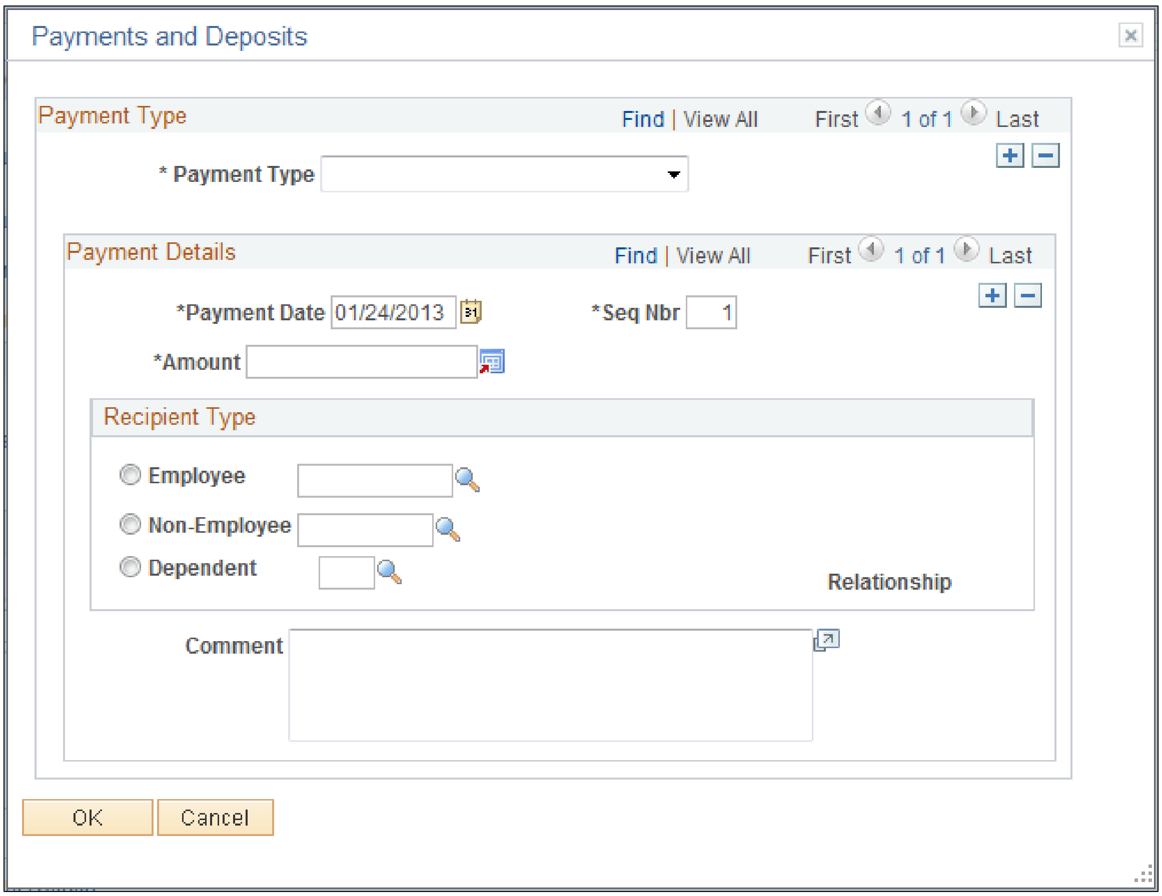
Use the Payments and Deposits page (HS_CST_IND_SEC) (IND) to enter specific information about claim payments.

Navigation

Click the Claim Payment Details link in the India section of the Claim Charges page.

Image: Payments and Deposits page

This example illustrates the fields and controls on the Payments and Deposits page. You can find definitions for the fields and controls later on this 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.

Claim Provider Page

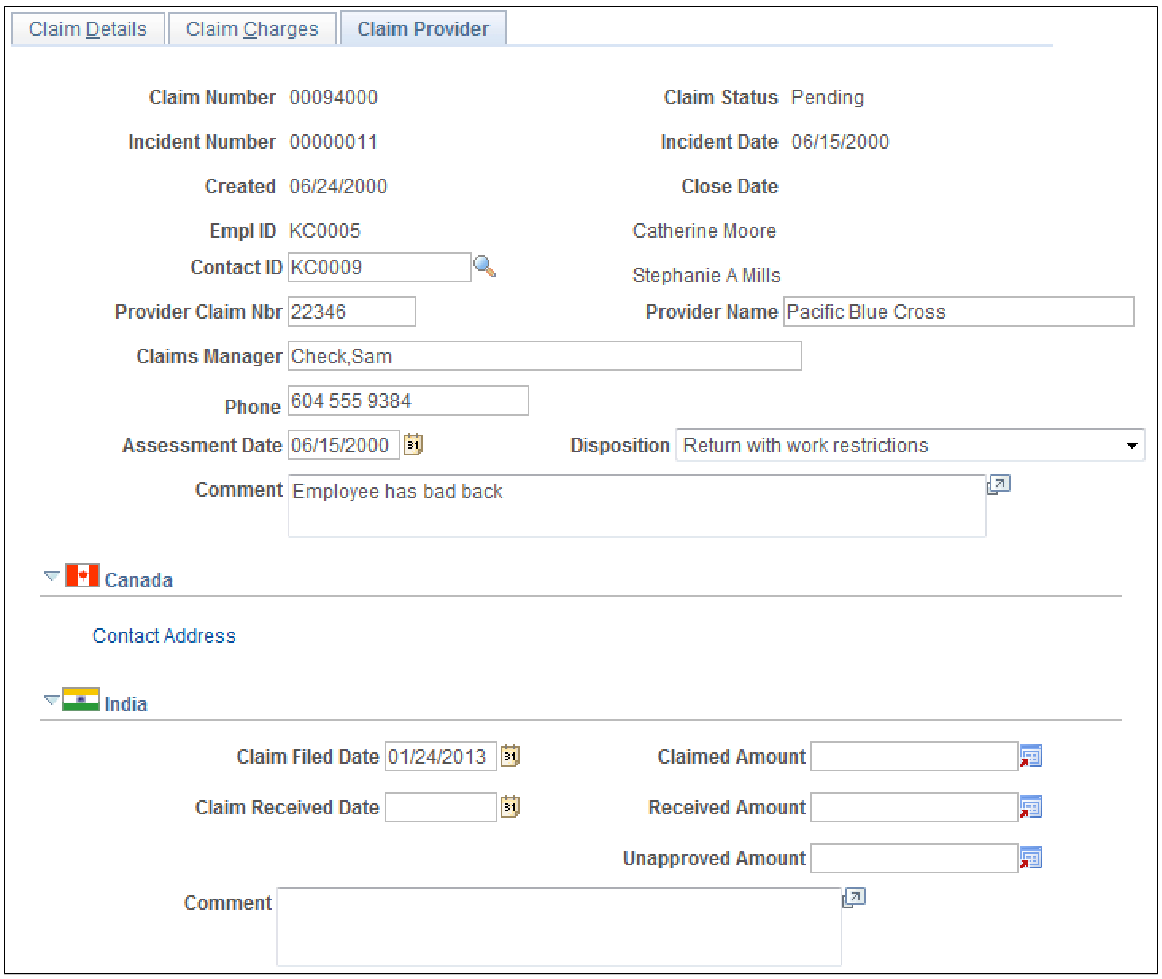
Use the Claim Provider page (HS_CLAIM_MGMT3) to enter provider reference data, the claim assessment date, and its disposition.

Navigation

Workforce Monitoring > Health and Safety > Obtain Incident Information > Open Claim > Claim Provider

Image: Claim Provider page

This example illustrates the fields and controls on the Claim Provider page. You can find definitions for the fields and controls later on this page.



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

Provider Claim Nbr (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.
Provider Name	Enter the provider name.
Claims Manager	Enter the name of the claims manager.
Assessment Date	Enter an assessment date.
Disposition	Select the claim disposition from the available values in the 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 theContact Address link to access the Claim Provider: Contact's Work Address page.

(IND) India

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

Tracking Rehabilitation Plans

This section discusses how to track rehabilitation plans.

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

Page Name	***Definition Name***	***Usage***
Claims Page	HS_INJ_REHAB1	Associate an incident and essential claims data to rehabilitation plan details for either an employee or non-employee.
Restrictions Page	HS_INJ_REHAB2	Monitor an employee or non-employee's work restrictions and modified duties included in the rehabilitation plan.
Actions Page	HS_INJ_REHAB3	Track the details of actions taken in the rehabilitation plan.
Employee Work Restriction Smry Page	HR_WORK_RESTR_SUM	View the list of valid and current work restrictions by employee.

Claims Page

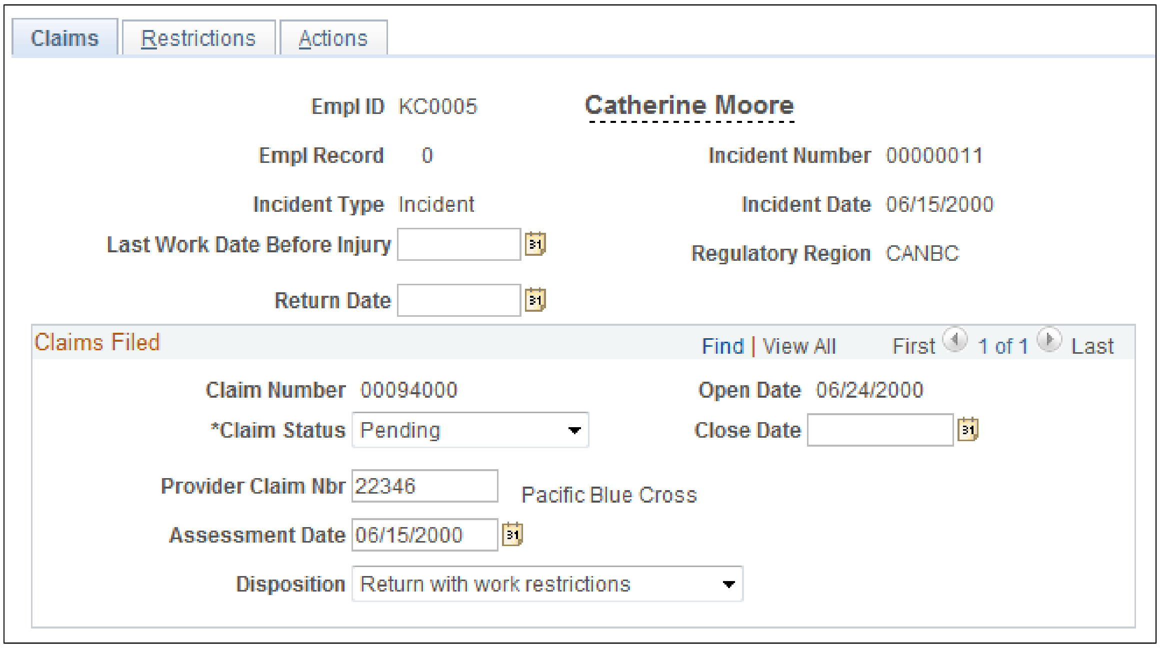
Use the Claims page (HS_INJ_REHAB1) to associate an incident and essential claims data to rehabilitation plan details for either an employee or non-employee.

Navigation

- Workforce Monitoring >Health and Safety >Obtain Incident Information >Create Employee Rehab Plan >Claims
- Workforce Monitoring >Health and Safety >Obtain Incident Information >Create Non-Employee Rehab Plan >Claims

Image: Claims page

This example illustrates the fields and controls on the Claims page. You can find definitions for the fields and controls later on this page.



You can enter the Last Work Date Before Injury andClaims 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 andDisposition 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.

Restrictions Page

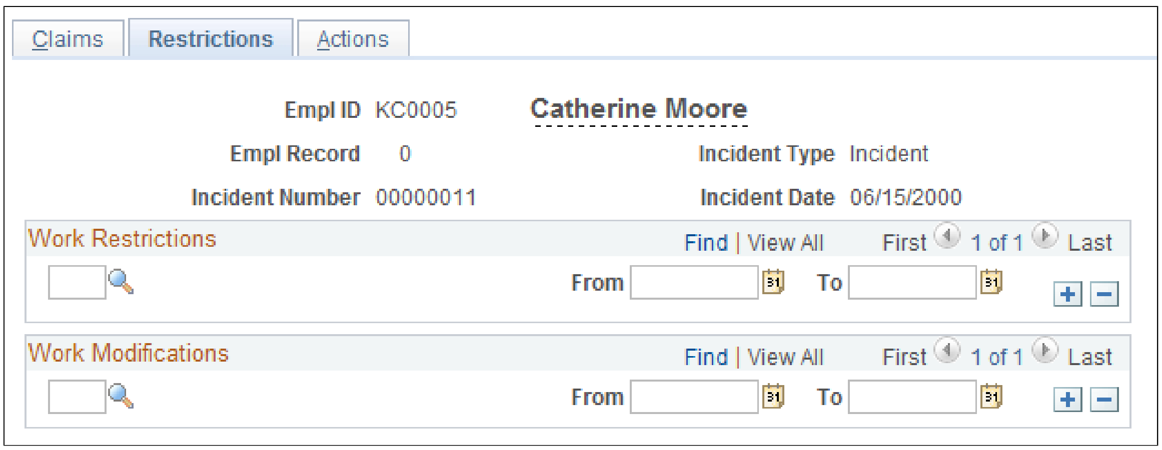
Use the Restrictions page (HS_INJ_REHAB2) to monitor an employee or non-employee's work restrictions and modified duties included in the rehabilitation plan.

Navigation

- Workforce Monitoring >Health and Safety >Obtain Incident Information >Create Employee Rehab Plan >Restrictions
- Workforce Monitoring >Health and Safety >Obtain Incident Information >Create Non-Employee Rehab Plan >Restrictions

Image: Restrictions page

This example illustrates the fields and controls on the Restrictions page. You can find definitions for the fields and controls later on this 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.

Actions Page

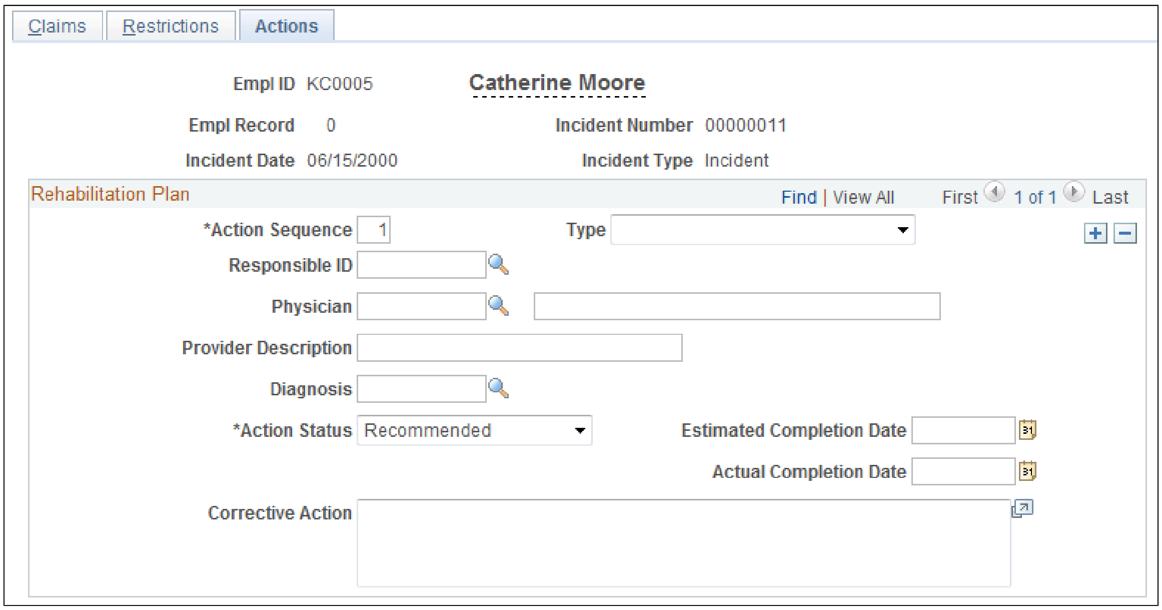
Use the Actions page (HS_INJ_REHAB3) to track the details of actions taken in the rehabilitation plan.

Navigation

- Workforce Monitoring >Health and Safety >Obtain Incident Information >Create Employee Rehab Plan >Actions
- Workforce Monitoring >Health and Safety >Obtain Incident Information >Create Non-Employee Rehab Plan >Actions

Image: Actions page

This example illustrates the fields and controls on the Actions page. You can find definitions for the fields and controls later on this page.



Action Sequence

The system assigns each data row with an action sequence in numerical order.

Type

Select an action type from the list of available options.

Responsible ID

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.

Physician

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.

Provider Description

Enter a description of the provider.

Diagnosis

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.

Employee Work Restriction Smry Page

Use the Employee Work Restriction Smry (employee work restriction summary) page (HR_WORK_RESTR_SUM) to view the list of valid and current work restrictions by employee.

Navigation

Workforce Monitoring > Health and Safety > Employee Work Restriction Smry > Employee Work Restriction Smry

Image: Employee Work Restriction Smry page

This example illustrates the fields and controls on the Employee Work Restriction Smry page. You can find definitions for the fields and controls later on this page.

Tracking Employee Medical Exam Results

This section includes common elements used in tracking employee medical exam results.

An organization can require employees to have medical examinations for a number of different reasons.

Tracking medical exam results is useful for observing and protecting the health of employees who 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 to educate employees about work-related health issues.

Track this information for employees only.

Pages Used to Track Medical Exam Results

Page Name	***Definition Name***	***Usage***
Physical Exam Address/Phone Page	HS_EXAM_PHYSICAL1	Maintain the exam date and type, indicate the next exam date, and enter physician address information.
Physical Exam - Exam Details Page	HS_EXAM_PHYSICAL2	Maintain physical exam results.

Page Name	***Definition Name***	***Usage***
Audio Exam Address/Phone	HS_EXAM_AUDIO1	Maintain audiometric exam results, referrals, and comments. Indicate the next audiometeric exam date, and enter physician information.
Audiometric Exam - Exam Details Page	HS_EXAM_AUDIO2	Maintain audiometric exam details.
Eye Exam Address/Phone	HS_EXAM_EYE1	Maintain exam results, referrals, and comments.
Eye Exam - Exam Details Page	HS_EXAM_EYE2	Maintain exam results, referrals, and comments.
Respiratory Exam Addr/Phone (respiratory exam address/phone)	HS_EXAM_RESPIRE1	Maintain exam results, referrals, restrictions, and comments.
Respiratory Exam - Exam Details Page	HS_EXAM_RESPIRE2	Maintain exam results, referrals, restrictions, and comments.
Drug Test Data 1 Page	GVT_DRUG_TEST1	Set up physician and test information for a drug test.
Drug Test Data 2 Page	GVT_DRUG_TEST2	Maintain test results, referrals, and comments.
ASO Exam Results BRA Page	ASO_EXAM_RSLT_BRA	Maintain basic ASO exam and physician information.
Biological Monitor Result BRA Page	MONI_BIOL_RSLT_BRA	Maintain biological exam and physician information.
Medical Exam Results BRA Page	MED_EXAM_RSLT_BRA	Review medical exam results
Drug Test BRA Page	EMPL_DRUG_TEST_BRA	Enter worker’s drug test information.

Common Elements Used in Tracking Medical Exam Results

Baseline

Select if this is a baseline exam.

Referral

Select a physician referral code from the list of available options, or enter a referral directly.

Physical Exam Address/Phone Page

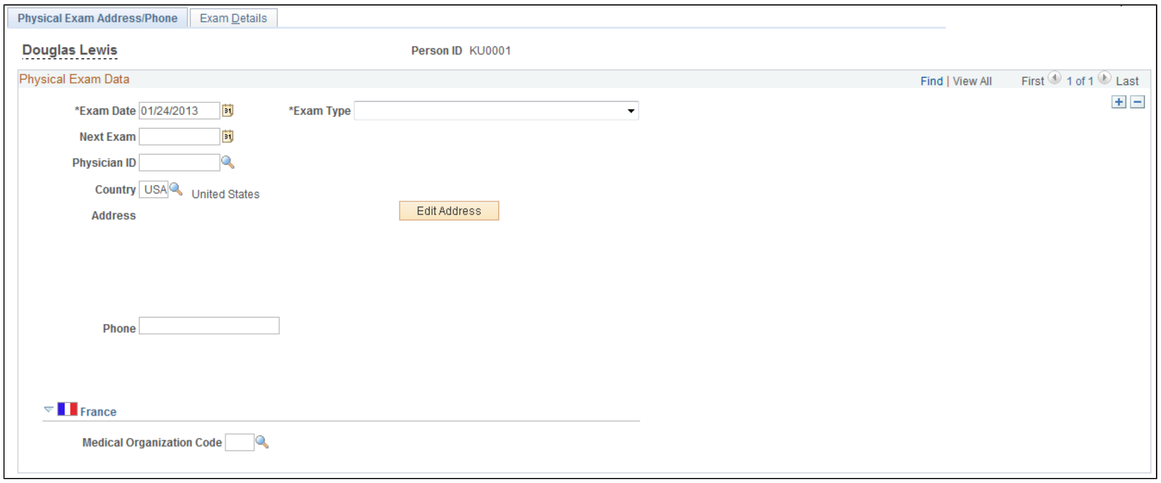
Use the Physical Exam Address/Phone page (HS_EXAM_PHYSICAL1) to maintain the exam date and type, indicate the next exam date, and enter physician address information.

Navigation

Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam > Physical Exam Address/Phone

Image: Physical Exam Address/Phone page

This example illustrates the fields and controls on the Physical Exam Address/Phone page. You can find definitions for the fields and controls later on this 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.

Exam Date	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.
Exam Type	Select an option from the available values.
Next Exam	The next exam date appears by default for the following exam types. You can override the defaults if the actual dates are different. • *Annual:* Next exam is one year later. • *Exposure:* Next exam is six weeks later. • *Periodic Surveillance:* Next exam is six months later.
Physician ID	Select from the available values, which come from the Physician Table. If you 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.

Related Links

"Administering Country Codes" (PeopleSoft HCM 9.2: Application Fundamentals)

Physical Exam - Exam Details Page

Use the Physical Exam - Exam Details page (HS_EXAM_PHYSICAL2) to maintain physical exam results.

Navigation

Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam > Exam Details

Image: Physical Exam - Exam Details page (1 of 2)

This example illustrates the fields and controls on the Physical Exam - Exam Details page (1 of 2). You can find definitions for the fields and controls later on this page.

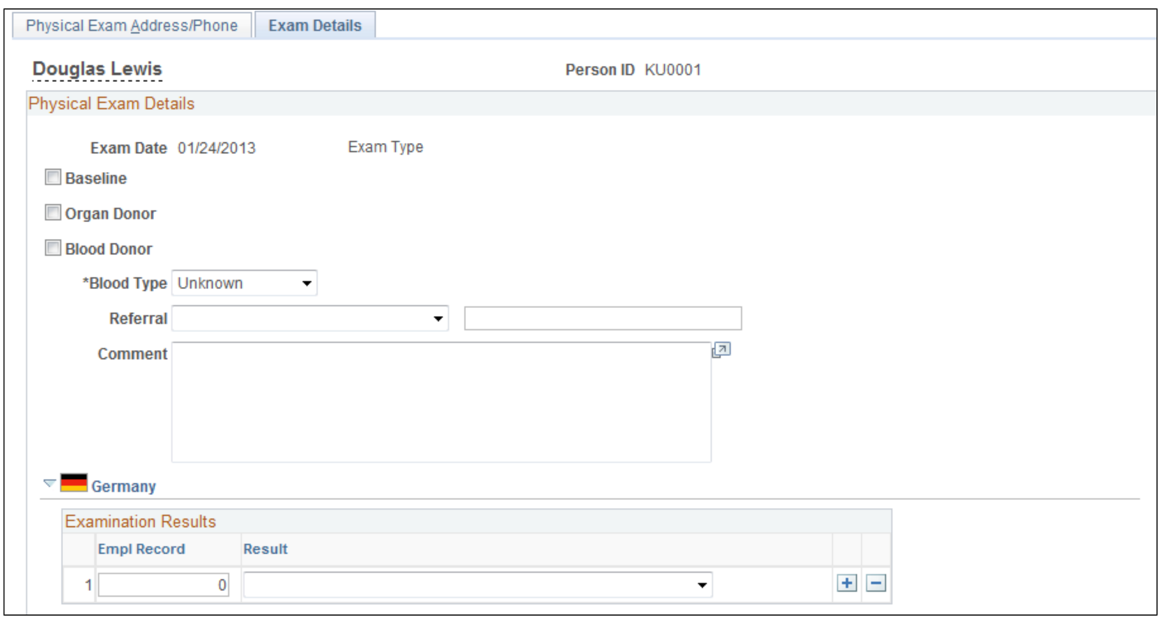
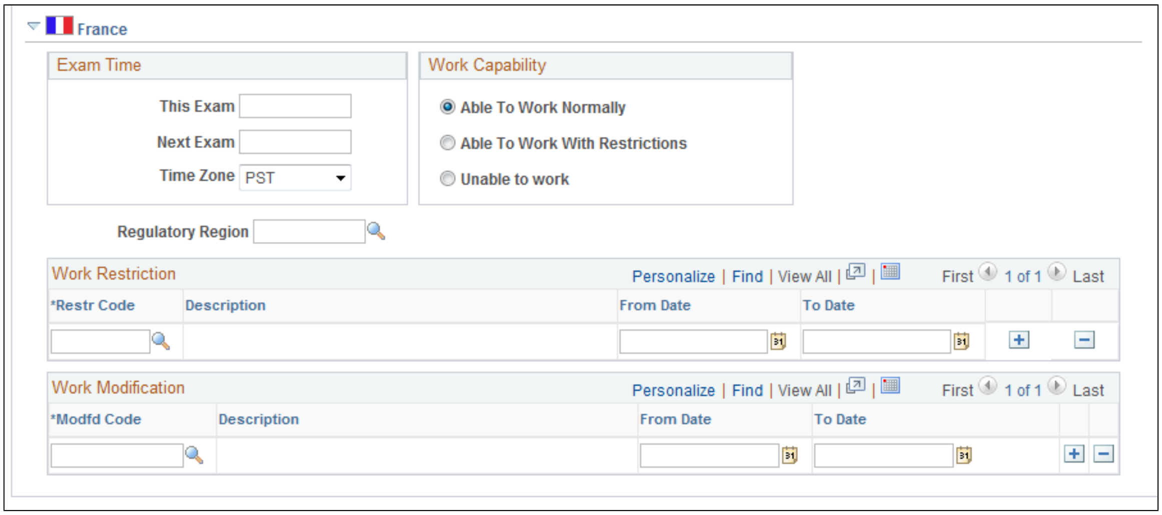


Image: Physical Exam - Exam Details page (2 of 2)

This example illustrates the fields and controls on the Physical Exam - Exam Details page (2 of 2). You can find definitions for the fields and controls later on this page.



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 andTo 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 andTo Date for which the modification applies.

Audiometric Exam - Exam Details Page

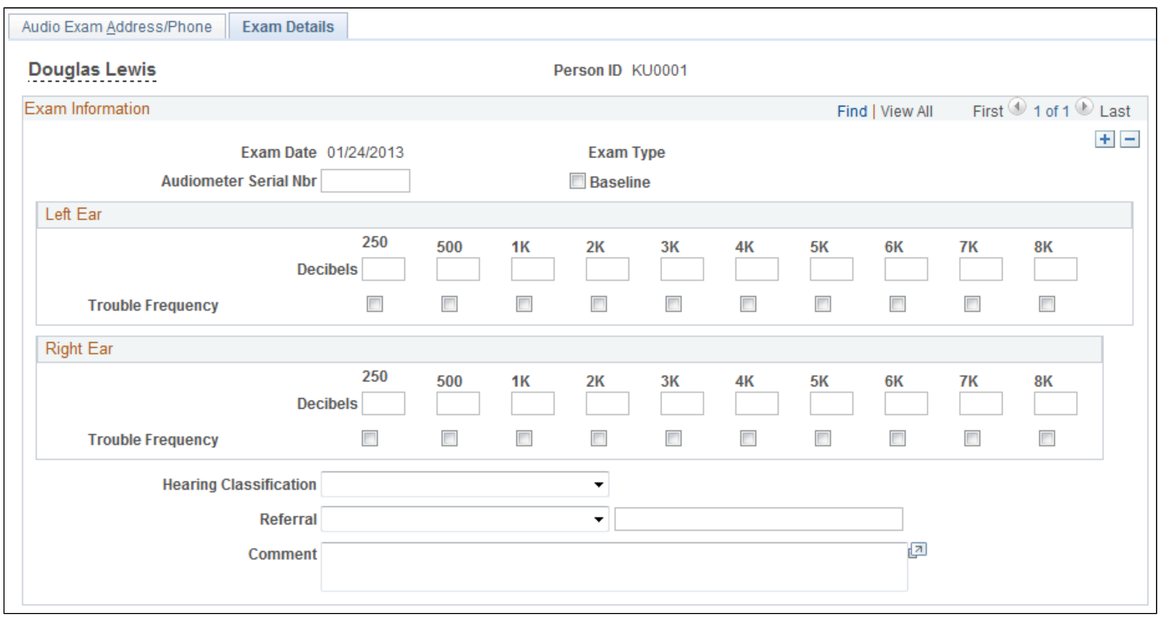
Use the Audiometric Exam - Exam Details page (HS_EXAM_AUDIO2) to maintain audiometric exam details.

Navigation

Workforce Monitoring > Health and Safety > Record Medical Exam Results > Audiometric Exam > Exam Details

Image: Audiometric Exam - Exam Details page

This example illustrates the fields and controls on the Audiometric Exam - Exam Details page. You can find definitions for the fields and controls later on this 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.

Eye Exam - Exam Details Page

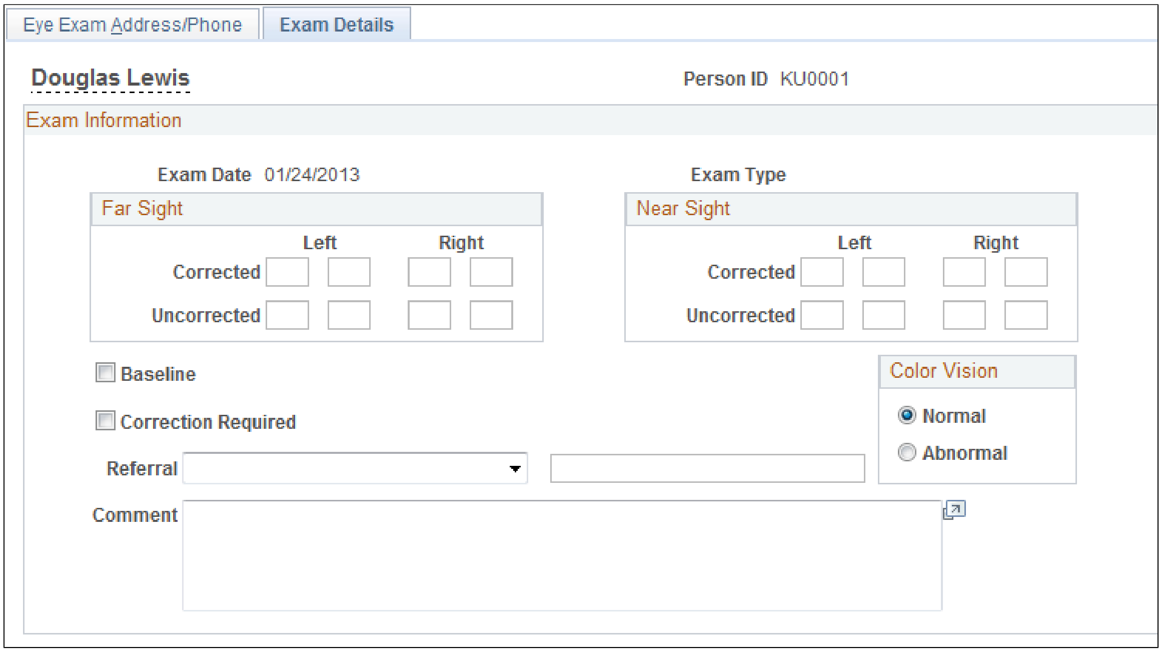
Use the Eye Exam - Exam Details page (HS_EXAM_EYE2) to maintain exam results, referrals, and comments.

Navigation

Workforce Monitoring > Health and Safety > Record Medical Exam Results > Eye Exam > Exam Details

Image: Eye Exam - Exam Details page

This example illustrates the fields and controls on the Eye Exam - Exam Details page. You can find definitions for the fields and controls later on this page.



Far Sight/Near Sight — Enter the specific exam results for the Left andRight eyes, bothCorrected andUncorrected.

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 orAbnormal.

Respiratory Exam - Exam Details Page

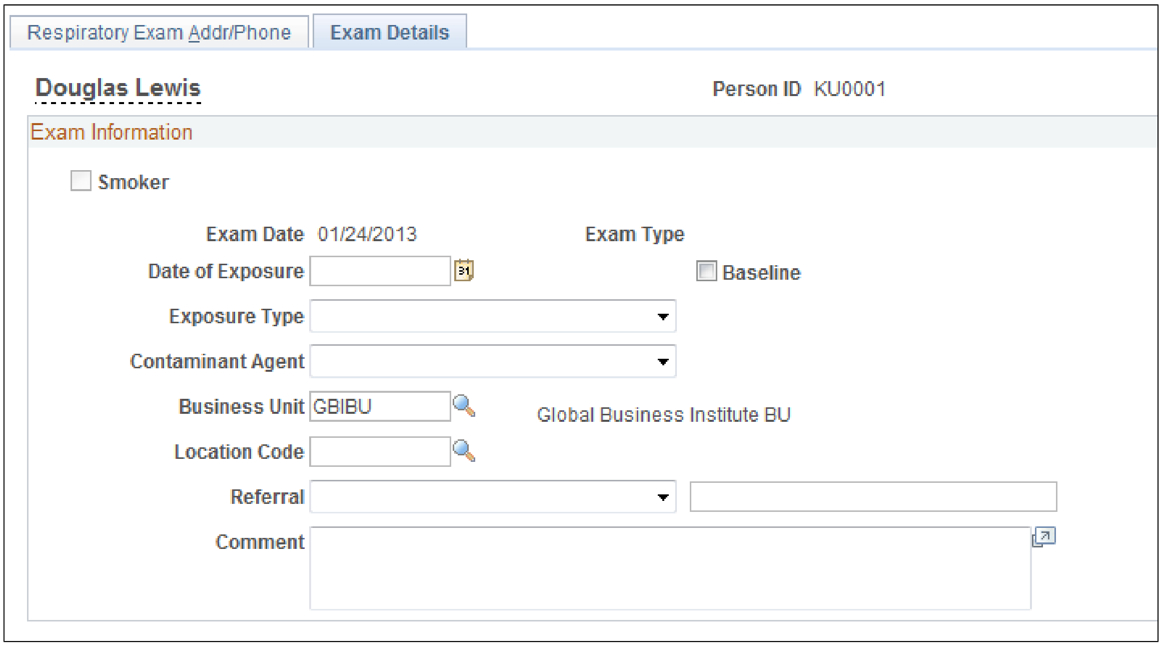
Use the Respiratory Exam - Exam Details page (HS_EXAM_RESPIRE2) to maintain exam results, referrals, restrictions, and comments.

Navigation

Workforce Monitoring > Health and Safety > Record Medical Exam Results > Respiratory Exam > Exam Details

Image: Respiratory Exam - Exam Details page

This example illustrates the fields and controls on the Respiratory Exam - Exam Details page. You can find definitions for the fields and controls later on this page.



Smoker	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.
Date of Exposure	If it applies, enter the exposure date.
Exposure Type	If it applies, select a value from the list of available options.
Contaminant Agent	If it applies, select a value from the list of available options.
Business Unit	Select a business unit for the employee's work location. Define business units in the Business Unit Table. The system automatically enters the associated description.
Location Code	Select a location code for the employee's work location. You define location codes in the Location Code table. The system automatically enters the associated description.

Drug Test Data 1 Page

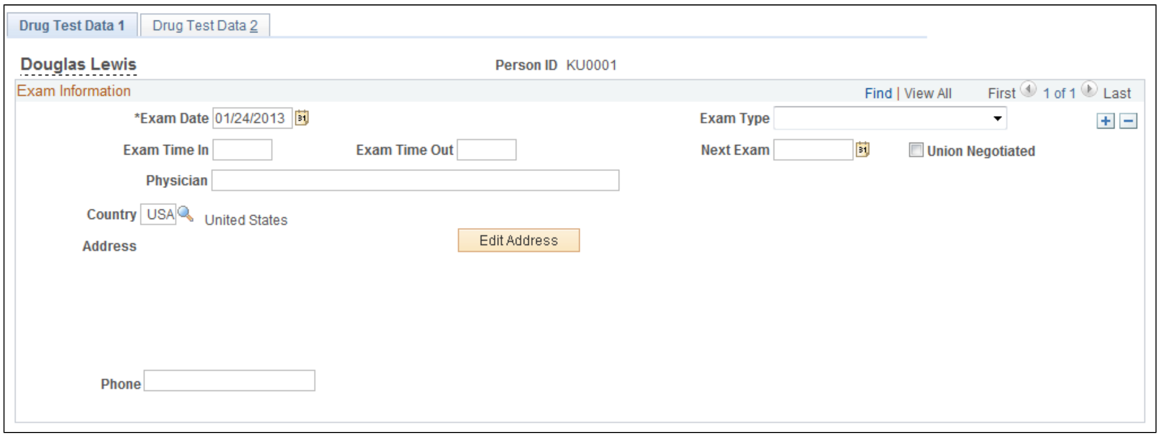
Use the Drug Test Data 1 page (GVT_DRUG_TEST1) to set up physician and test information for a drug test.

Navigation

Workforce Monitoring > Health and Safety > Record Medical Exam Results > Drug Test > Drug Test Data 1

Image: Drug Test Data 1 page

This example illustrates the fields and controls on the Drug Test Data 1 page. You can find definitions for the fields and controls later on this 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.

Drug Test Data 2 Page

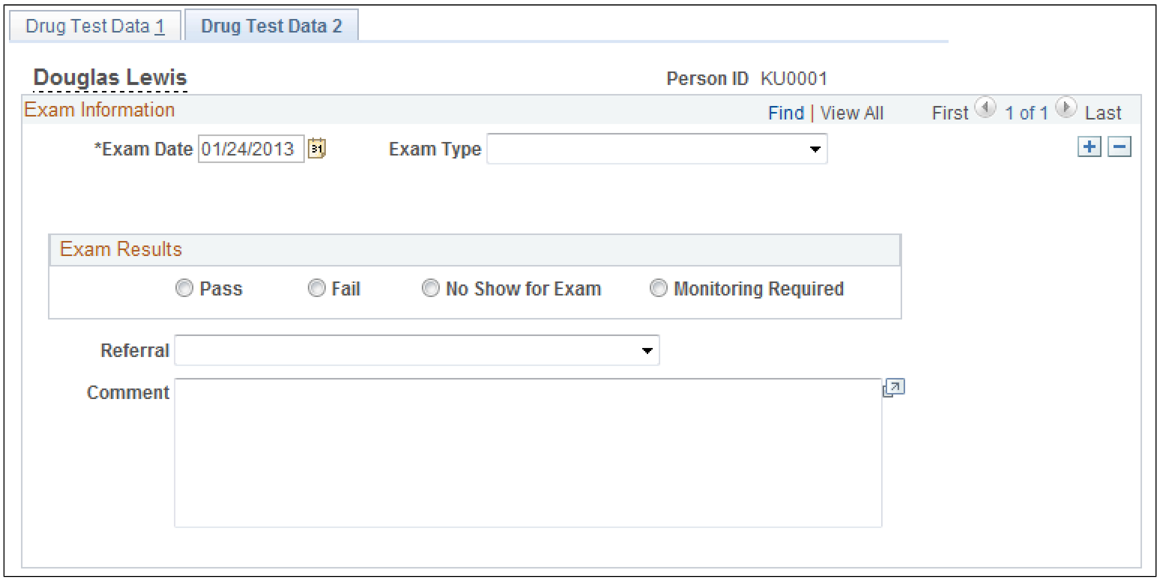
Use the Drug Test Data 2 page (GVT_DRUG_TEST2) to maintain test results, referrals, and comments.

Navigation

Workforce Monitoring > Health and Safety > Record Medical Exam Results > Drug Test > Drug Test Data 2

Image: Drug Test Data 2 page

This example illustrates the fields and controls on the Drug Test Data 2 page. You can find definitions for the fields and controls later on this page.



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

ASO Exam Results BRA Page

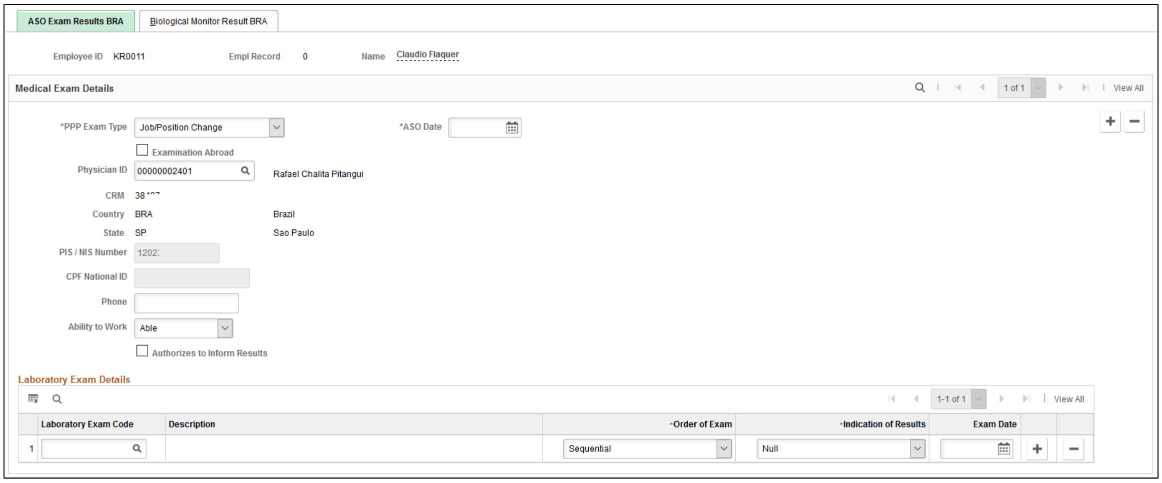
Use the ASO Exam Results BRA page (ASO_EXAM_RSLT_BRA) to maintain medical exam and physician information.

Navigation

Workforce Monitoring > Health and Safety > Record Medical Exam Results > ASO Exam Results BRA > ASO Exam Results BRA

Image: ASO Exam Results BRA page

This example illustrates the fields and controls on the ASO Exam Results BRA page.



PPP Exam Type

Select the type for the ASO exam. Values are:

Job/Position Change

New Hire

Note: Only one *New Hire* exam is allowed for the same employee and employee record.

Periodical according to PCMSO

Return to Work

Specific Monitoring

Termination

ASO Date

Select the date for the ASO exam.

For each PPP exam type selected, the ASO date of the exam result must be unique for the employee.

Examination Abroad

Select if the ASO exam was taken outside of Brazil.

If this field is selected, all physician-related fields are no longer displayed.

Physician ID

Enter the ID of the physician who conducted the exam. Only physicians with CRM setup are available for selection. The system populates the information of the selected physician in the Medical Exam Details section.

Be sure to specify a physician in the PCMSO Coordinator section of the Biological Monitor Result BRA Page as well.

Physicians are defined using the Physician BRA (HS_PHYSICIAN_BRA) component.

	See Also Defining Medical Services Information.
Physician, CRM, Country, and **State**	If the physician who conducted the exam is not in the system and the physician ID is not available, enter this required information manually.
PIS/NIS Number	Enter the valid PIS or NIS number of the physician, if the field is editable.
CPF National ID	Enter the valid CPF number of the physician, if the field is editable.
Phone	Enter the phone number of the physician.
Ability to Work	Specify if the employee is able to perform his or her job duties. Values are: *Able* *Able with restrictions* *Unable*
Authorizes to Inform Results	Select if the employee agrees to submit the exam result to the Government using the S-2220 event in eSocial. When selected, eSocial includes the exam result information (selected in the Indication of Results field) in the S-2220 event for reporting. Clear this field if the employee does not wish to disclose the exam result to the Government. In this case, eSocial excludes the exam result information (selected in the Indication of Results field) from the S-2220 event.

Laboratory Exam Details

Laboratory Exam Code	(Required) Specify the code of a lab exam performed as part of the ASO exam. The same laboratory exam code can be entered multiple times as long as they have different exam dates. Laboratory exam codes are defined on the Laboratory Exams BRA Page.
Order of Exam	(Required) Select *Initial* if this is the *first* exam done for the laboratory exam code in an ASO exam. Select *Sequential* for the ones (with the same code) that are performed after the first exam. Suppose that the employee performs another ASO exam and it includes the same laboratory exam as the previous ASO exam. Set the order of this laboratory exam to *Sequential*, and the laboratory exam date to be greater than the last one taken with the same code.
Indication of Results	Enter the result of the exam. Values are: *Aggravation*

	Altered or Modified
	Normal
	Null
	Stable
Exam Date	(Required) Enter the date that the laboratory exam was conducted, which must be earlier than the ASO date.

Related Links

"S-2220 - Worker Health Monitoring – ASO" (PeopleSoft HCM 9.2: Global Payroll for Brazil)

Biological Monitor Result BRA Page

Use the Biological Monitor Result BRA page (MONI_BIOL_RSLT_BRA) to maintain biological exam and physician information.

Navigation

Workforce Monitoring > Health and Safety > Record Medical Exam Results > ASO Exam Results BRA > Biological Monitor Result BRA

Image: Biological Monitor Result BRA page

This example illustrates the fields and controls on the Biological Monitor Result BRA page.

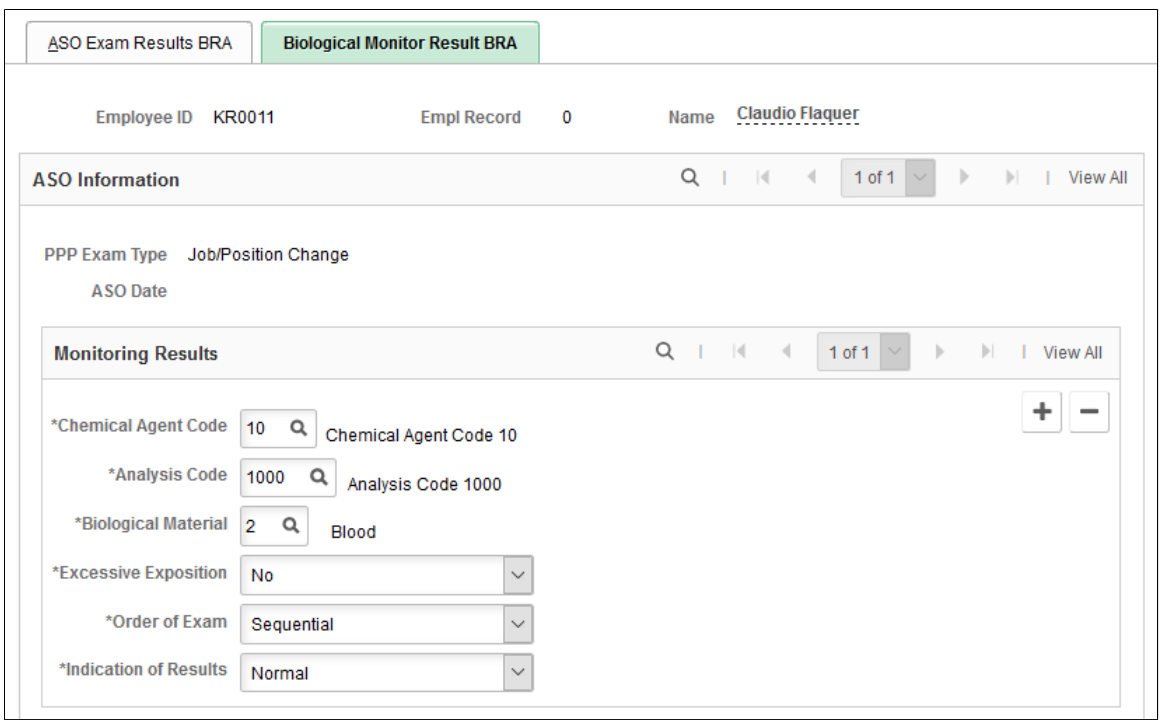


Image: Biological Monitor Result BRA page (2 of 2)

This example illustrates the fields and controls on the Biological Monitor Result BRA page (2 of 2).

Monitoring Results

Chemical Agent Code, **Analysis Code** and **Biological Material**

Specify the chemical agent code, analysis code, and biological material of the ASO exam.

These codes are defined on the Chemical Agent Code page (BRA BIOL_MONIT_BRA). Available analysis codes are filtered by the chemical agent code selected, and the selected analysis code determines the biological material values that are available for selection.

Excessive Exposition

Select *Yes* if the employee is exposed to an unusually high amount of the selected chemical agent. Otherwise, select *No*.

Order of Exam

Select:

Not Applicable if the exam order is irrelevant.

Referential if this is the *first* ASO exam done for the employee.

Sequential for the ASO exams that are performed subsequently.

Indication of Results

Enter the result of the exam. Values are:

Aggravation

Modified

Normal

Not Occupational

Occupational

Stable

PCMSO Coordinator

Physician ID

Enter the ID of the physician who serves as the PCMSO coordinator of this exam. Only physicians who are identified as *PCMSO Coordinator* on the Medical Register Page are available for selection.

Physicians are defined using the Physician BRA (HS_PHYSICIAN_BRA) component.

See Also Defining Medical Services Information

Physician,CRM,Country, and **State**

If the physician is not in the system and the physician ID is not available, enter this required information manually.

NIS/PIS

Enter the valid PIS or NIS number of the physician.

CPF National ID

Enter the valid CPF number of the physician.

Related Links

"S-2220 - Worker Health Monitoring – ASO" (PeopleSoft HCM 9.2: Global Payroll for Brazil)

Medical Exam Results BRA Page

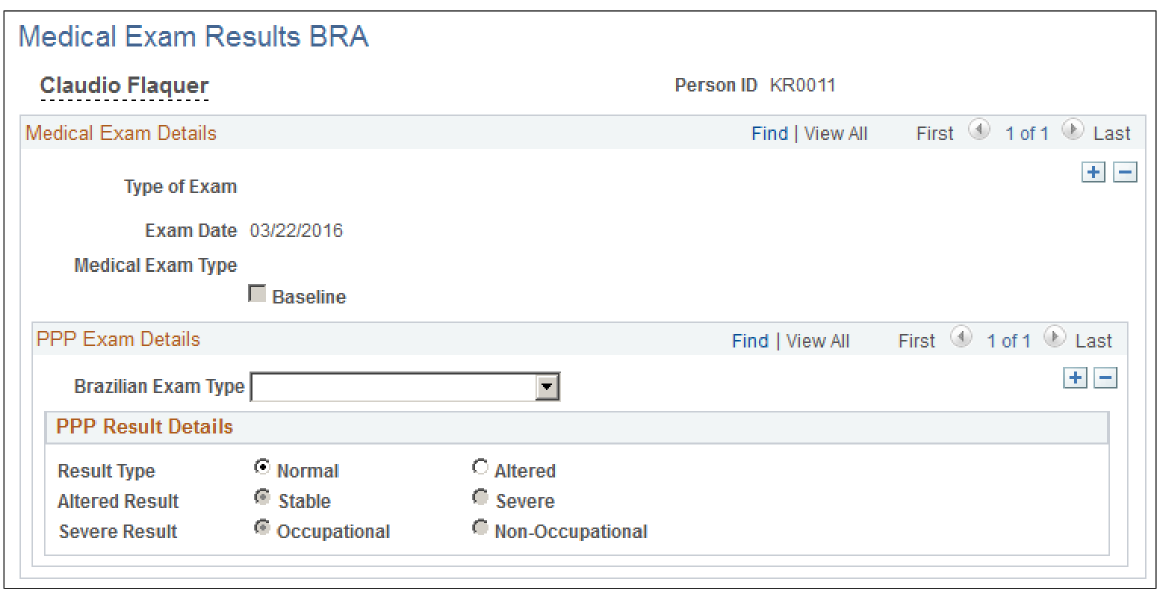
Use the Medical Exam Results BRA page (MED_EXAM_RSLT_BRA) to review medical exam results.

Navigation

Workforce Monitoring > Health and Safety > Record Medical Exam Results > Medical Exam Results BRA > Medical Exam Results BRA

Image: Medical Exam Results BRA page

This example illustrates the fields and controls on the Medical Exam Results BRA page.



Drug Test BRA Page

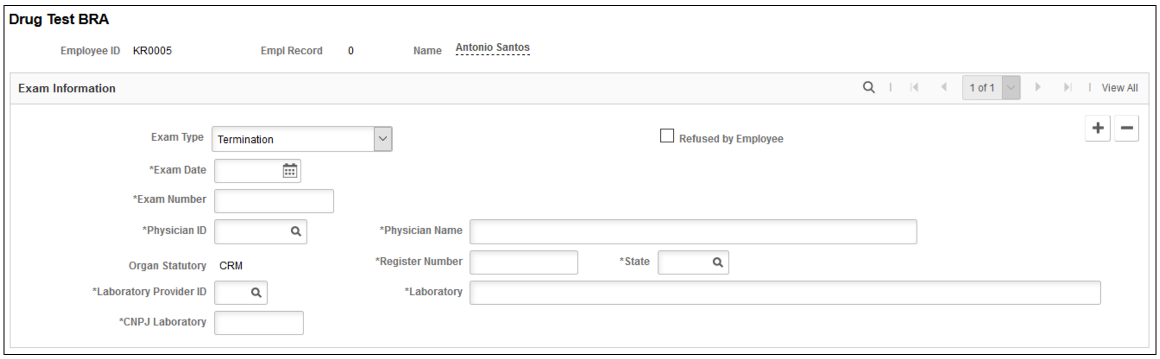
Use the Drug Test BRA page (EMPL_DRUG_TEST_BRA) to enter worker's drug test information.

Navigation

Workforce Monitoring >Health and Safety >Record Medical Exam Results >Drug Test BRA >Drug Test BRA

Image: Drug Test BRA page

This example illustrates the fields and controls on the Drug Test BRA page.



Exam Type

Select the type of the drug test. Values are:

Hire

Termination

Do not enter more than one drug test of the same exam type for the same exam date.

Refused by Employee

Select if the employee did not agree to and therefore did not perform a drug test before termination. This field appears if the selected exam type is *Termination.*

Expected Termination Date

Enter the expected termination date of the employee. This field appears if the Refused by Employee field is selected.

If the employee refused to take the drug test before termination, the system uses the expected termination date as the exam date for the drug test. The rest of the fields on this page are no longer displayed.

Exam Date

Enter the date when the drug test was taken.

Exam Number

Enter the 17-digit drug test number in this format, *AAAAAAXX999999999*, where *AAAAAA* is a 6-digit alphanumeric string, *XX* a 2-digit alphabetical string, and *999999999* a 9-digit numeric string.

Physician ID

Select the name of the employee's physician. Once selected, the Organ Statutory, Register Number and State field values of the

	physician are populated automatically on the page. These values are required for CAGED and eSocial (S-2221) reporting. Physicians are defined using the Physician BRA (HS_ PHYSICIAN_BRA) component. See Also Defining Medical Services Information
Physician Name, **Register Number**, and **State**	If the physician is not defined in the system, enter this physician information manually.
Organ Statutory	Displays *CRM* by default. The value may be updated automatically when a physician is selected.
Laboratory Provider ID	Select the laboratory from where the drug test was taken. Once selected, its associated CNPJ number is populated automatically on this page. The laboratory’s CNPJ number is required for CAGED and eSocial (S-2221 reporting. Laboratory providers are defined on the Laboratory Provider Page.
Laboratory and **CNPJ Laboratory**	If the laboratory is not defined in the system, enter its name and CNPJ number (14 digits) manually.

Related Links

"S-2221 - Toxicological Exam for Professional Drivers" (PeopleSoft HCM 9.2: Global Payroll for Brazil)

Chapter 7

(BRA) Running Health and Safety Reports for Brazil

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

Page Name	***Definition Name***	***Usage***
CAT Report BRA Page	CATRC_INCIDENT_BRA	Monitor work risks by establishment ID, department ID, employee, and incident ID.

CAT Report BRA Page

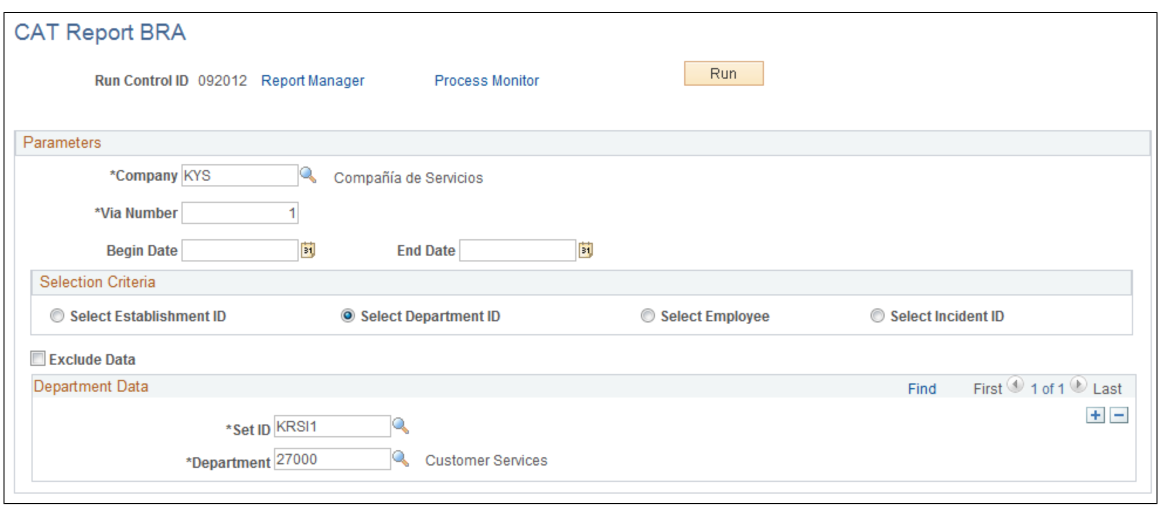
Use the CAT Report BRA page (CATRC_INCIDENT_BRA) to monitor work risks by establishment ID, department ID, employee, and incident ID.

Navigation

Workforce Monitoring > Health and Safety > Reports > CAT Report BRA

Image: CAT Report BRA page

This example illustrates the fields and controls on the CAT Report BRA page. You can find definitions for the fields and controls later on this 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

Page Name	***Definition Name***	***Usage***
PPP Report BRA Page	PPP_RC_BRA	Add profile information to the system by establishment ID, department ID, group ID, or worker.

PPP Report BRA Page

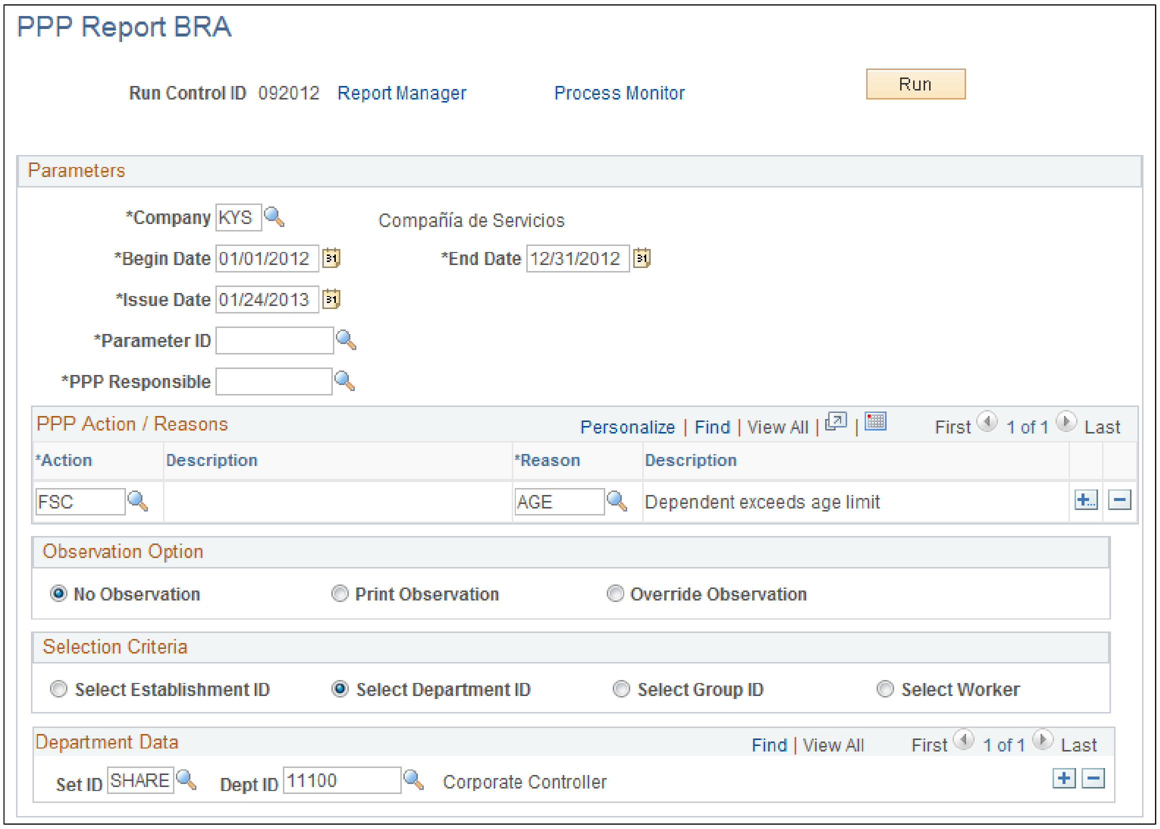
Use the PPP Report BRA page (PPP_RC_BRA) to add profile information to the system by establishment ID, department ID, group ID, or worker.

Navigation

Workforce Monitoring > Health and Safety > Reports > PPP Report BRA

Image: PPP Report BRA page

This example illustrates the fields and controls on the PPP Report BRA page. You can find definitions for the fields and controls later on this 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

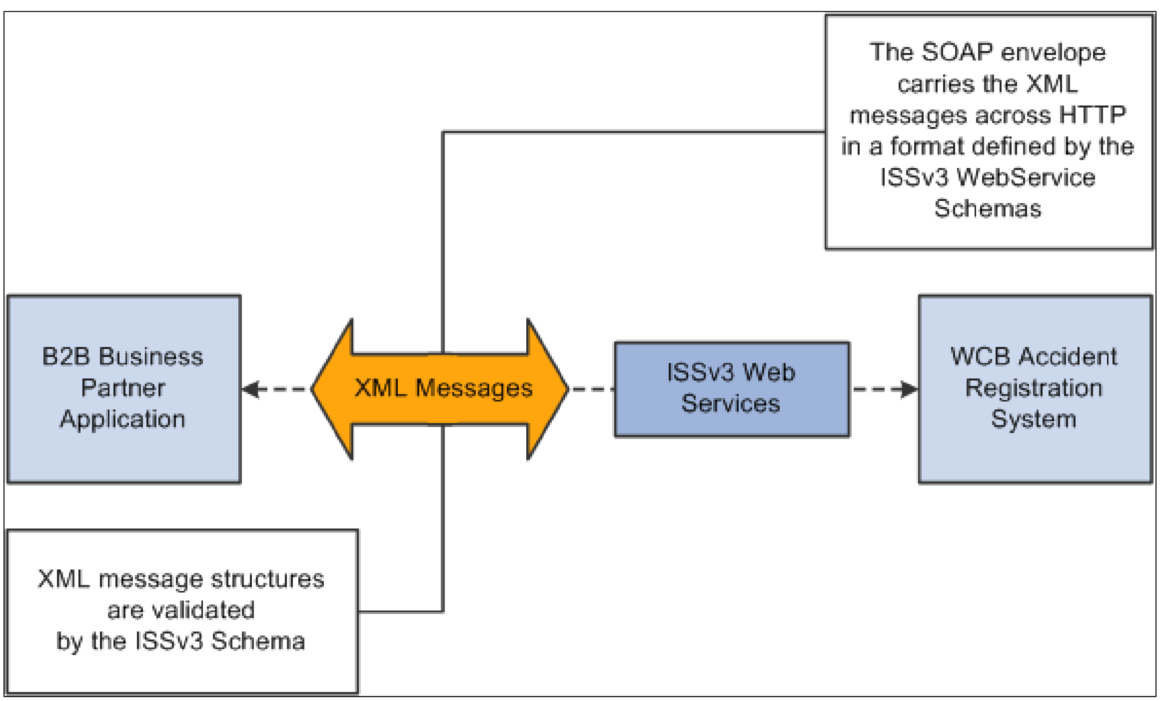
Understanding the WorkSafeBC Web Service

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:

Image: WorkSafeBC Web Service process

WorkSafeBC web service process flow



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.

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: Integration Broker*

Related Links

"Establishing Locations" (PeopleSoft HCM 9.2: Application Fundamentals)

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.

Incident Outcome	***Definition***
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.

Incident Outcome	***Definition***
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.

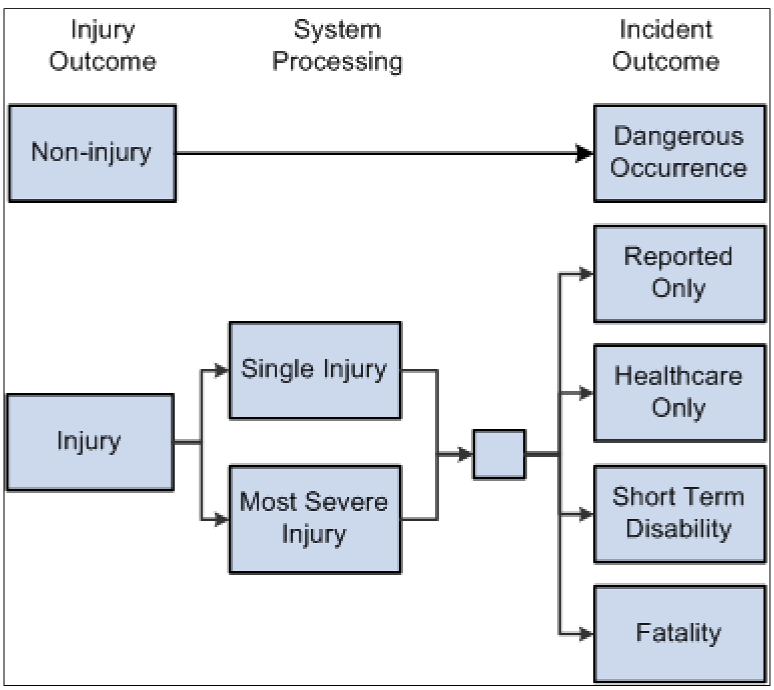
As a general rule, the more severe the incident outcome, the more information that you report to the BC WCB. As the amount of information required for an incident increases, the number of checks carried out by the WCB mainframe system also increases, and so does the number of checks and warnings built 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:

Image: Injury outcome and incident outcome

Diagram showing how incident outcome is derived from injury outcome.



Processing Data for WorkSafeBC's Web Service

This section provides an overview of processing data for WorkSafeBC's web service.

Pages Used to Process Data for WorkSafeBC's Web Service

Page Name	*Definition Name*	*Usage*
Employer Web Srv Registration Page	WCB_WEB_REG_DTLS	Enter employer WCB registration details.
Employer-Related Codes Page	WCB_EMPLR_REL_CD	Request employer codes.
System Codes Page	WCB_SYSTEM_CD	Request system codes.
Extract WCB Injury Data CAN Page	RUNCTL_WCB_501	Run the OHS501BC SQR process to populate staging tables with WCB injury data.
Submit Injury Report Page	INIT_BC_WCB_WEB	Create and transmit injury reports.
Review Error Messages Page	WCB_INJ_ERR_RESP	Review error messages received from the WCB.
Request Submission Status Page	WCB_SUB_STAT	Request submission status.
Review Submission Status Page	WCB_INC_SUB_STAT	Review the submission status of an injury report.
Review Success Messages Page	WCB_INJ_RPT_RESP	Review success messages received from the WCB.

Understanding WorkSafeBC's Web Service Processes

Using the WorkSafeBC web service you can:

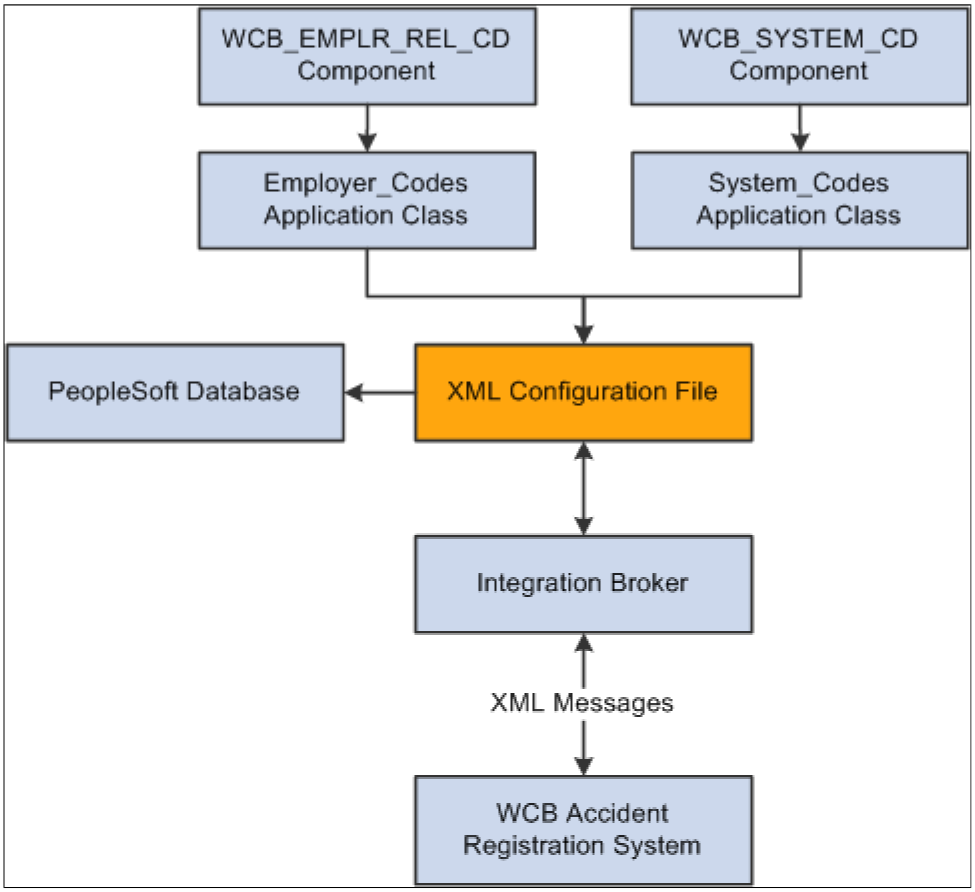
- Request employer and system codes.
- Submit injury reports.
- Request submission statuses.

Requesting Employer and System Codes

This diagram illustrates the process flow for requesting employer and system codes using the WorkSafeBC web service:

Image: Employer and system code request process

Process flow for requesting employer and system code through WorkSafeBC web service.



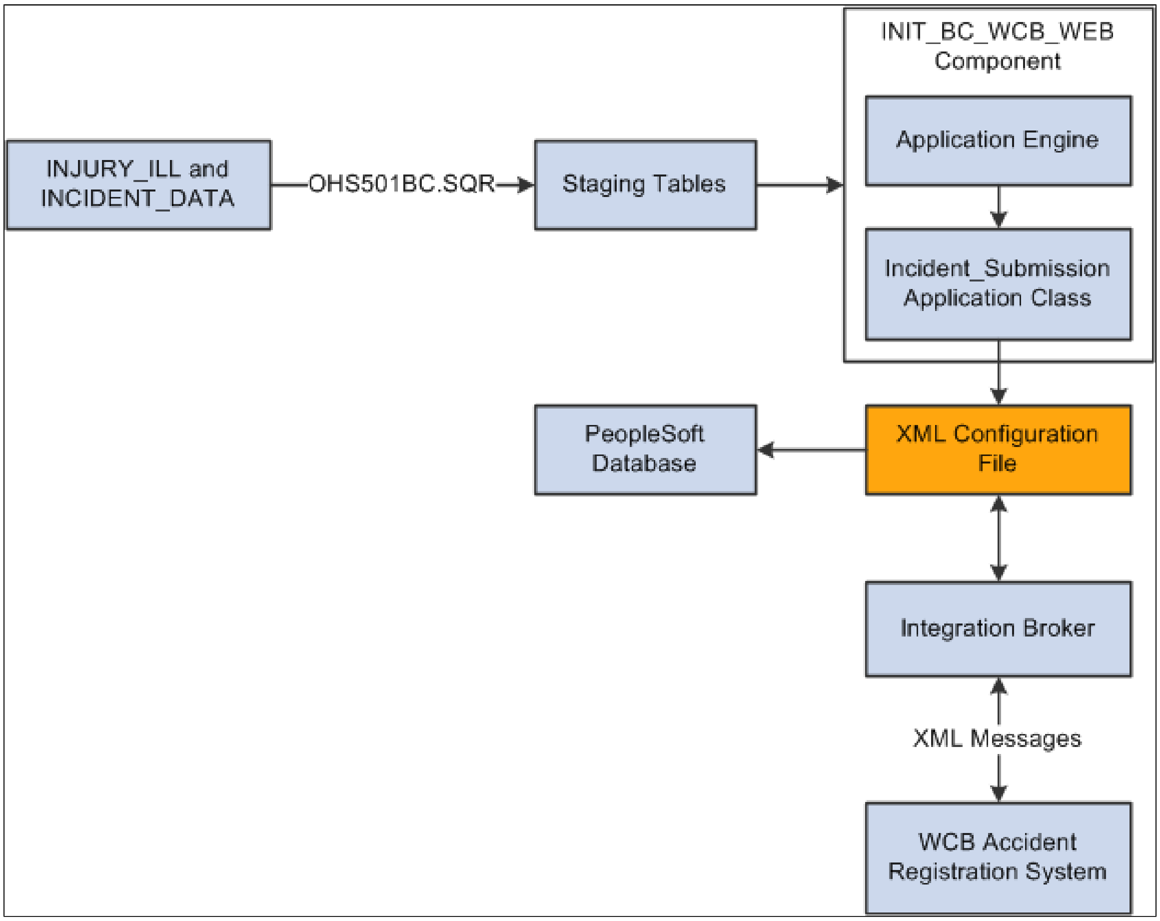
1. Using the WCB_EMPLR_REL_CD or WCB_SYSTEM_CD component, you initiate the Employer_Codes or System_Codes application class, respectively.
2. Both application classes generate an XML file and initiate a web service operation through Integration Broker to send the XML file as a SOAP envelope to WCB's 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:

Image: Injury report submittal process

Process flow for submitting injury reports using WorkSafeBC web service.



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.

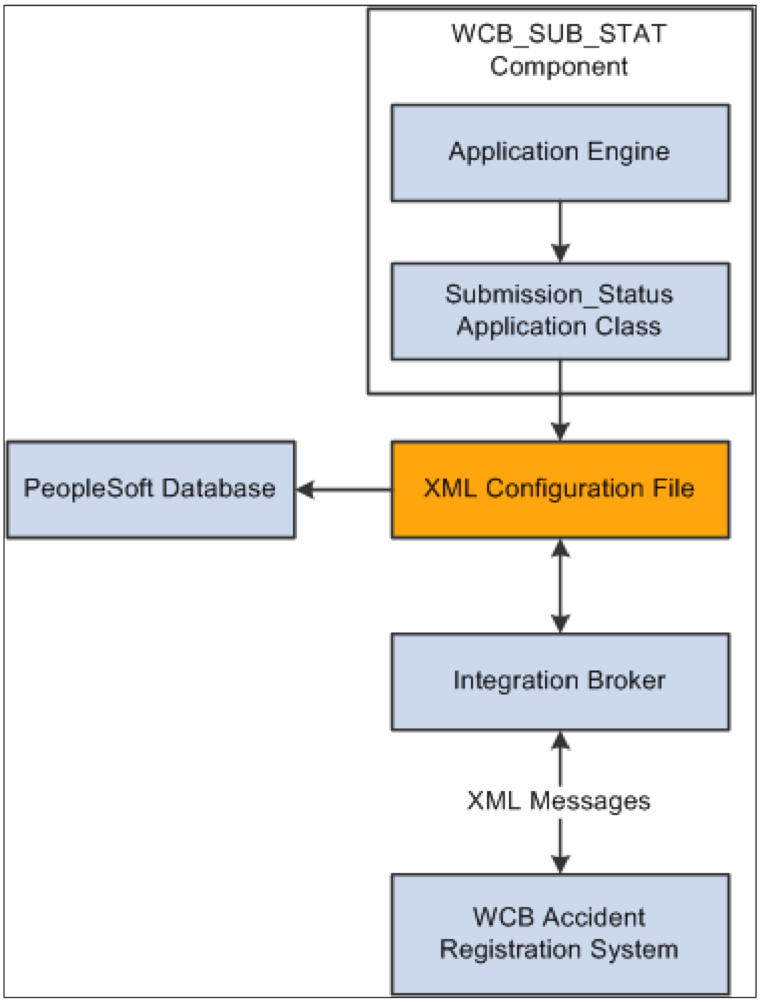
4. Based on the response from WCB, the PeopleSoft system parses the XML file and extracts the data to update the database.

Requesting Submission Statuses

This diagram illustrates the process flow for requesting submission statuses using the WorkSafeBC web service:

Image: Submission status request process

Process flow for requesting submission statuses using WorkSafeBC web service.



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.

Employer Web Srv Registration Page

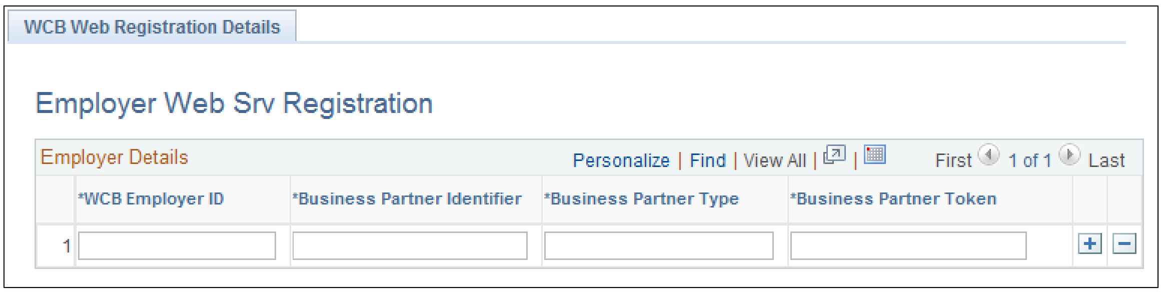
Use the Employer Web Srv Registration page (WCB_WEB_REG_DTLS) to enter employer WCB registration details.

Navigation

Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > WCB Web Service CAN > Employer Web Srv Registration > Employer Web Srv Registration

Image: Employer Web Srv Registration page

This example illustrates the fields and controls on the Employer Web Srv Registration page. You can find definitions for the fields and controls later on this 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.

Employer-Related Codes Page

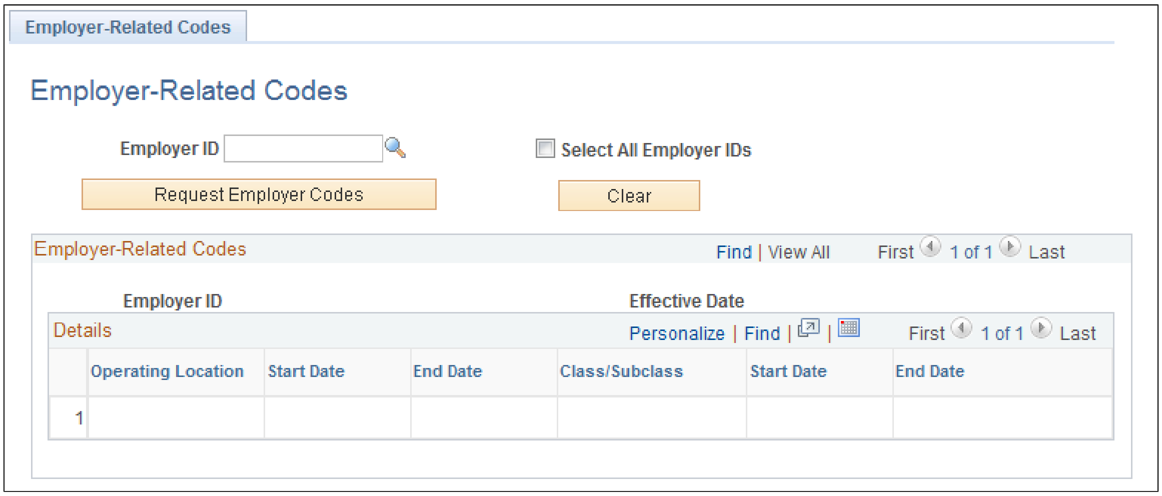
Use the Employer-Related Codes page (WCB_EMPLR_REL_CD) to request employer codes.

Navigation

Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > WCB Web Service CAN > Employer-Related Codes > Employer-Related Codes

Image: Employer-Related Codes page

This example illustrates the fields and controls on the Employer-Related Codes page. You can find definitions for the fields and controls later on this 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 andEnd 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 andEnd 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.

System Codes Page

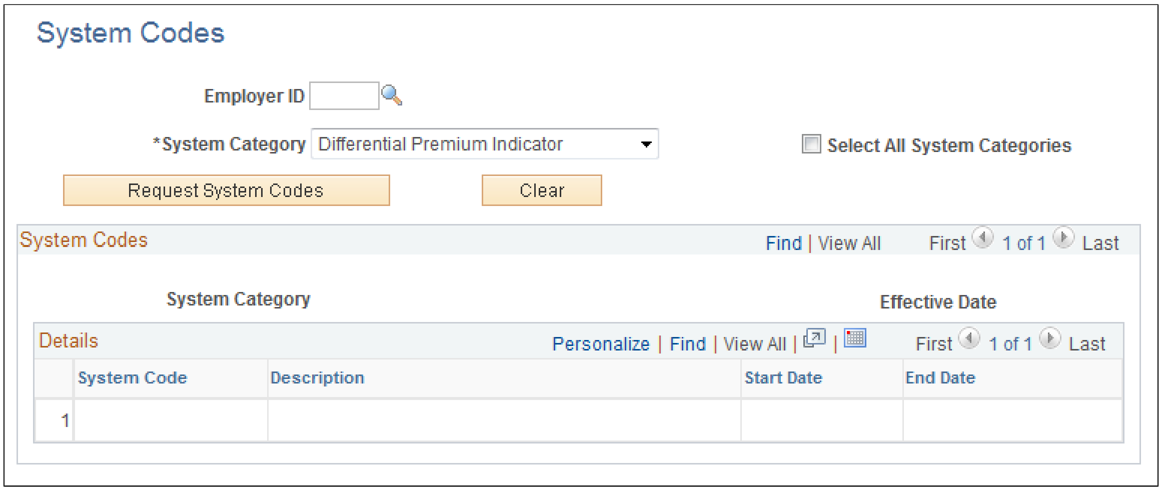
Use the System Codes page (WCB_SYSTEM_CD) to request system codes.

Navigation

Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > WCB Web Service CAN > System Codes > System Codes

Image: System Codes page

This example illustrates the fields and controls on the System Codes page. You can find definitions for the fields and controls later on this 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.

Employer ID	Select the ID of the employer for which you are requesting system codes.
System Category	Select the system category for which you are requesting codes.
Select All System Categories	Select to request system codes for all valid system categories.
Request System Codes	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.
Clear	Click to deselect the displayed information in the System Code group box.
System Code	Displays the system codes of the system category that you select.
Description	Displays the description of the system code.
Start Date	Indicates the date on which the system code became active.
End Date	Indicates the date on which the system code became inactive.

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.

Extract WCB Injury Data CAN Page

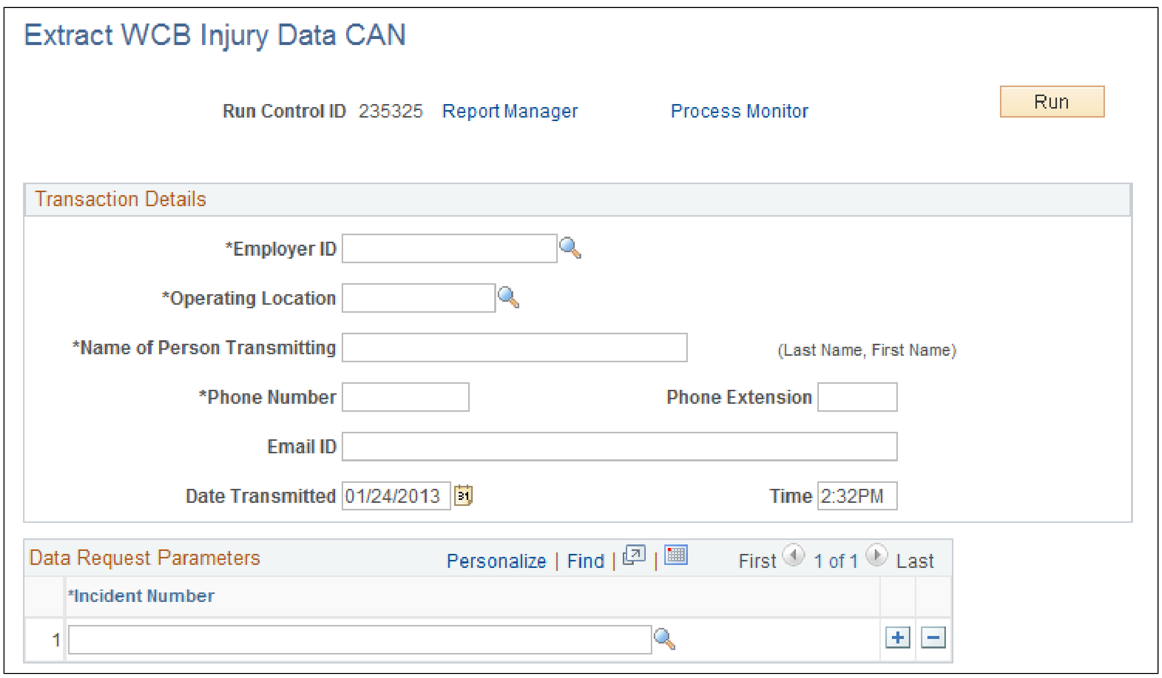
Use the Extract WCB Injury Data CAN page (RUNCTL_WCB_501) to run the OHS501BC SQR process to populate staging tables with WCB injury data.

Navigation

Workforce Monitoring > Health and Safety > Collect Health/Safety Data > Extract WCB Injury Data CAN > Extract WCB Injury Data CAN

Image: Extract WCB Injury Data CAN page

This example illustrates the fields and controls on the Extract WCB Injury Data CAN page. You can find definitions for the fields and controls later on this 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.

Transaction Details

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.
Phone Extension	Enter the phone extension of the primary point of contact for the transmitting organization.
Email ID	Enter the email address of the primary point of contact for the transmitting organization.
Date Transmitted	Enter the date on which the injury report data was extracted.
Time	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.

Submit Injury Report Page

Use the Submit Injury Report page (INIT_BC_WCB_WEB) to create and transmit injury reports.

Navigation

Workforce Monitoring > Health and Safety > WCB Web Services CAN > Submit Injury Report > Submit Injury Report

Incident Number	Enter the unique identifying number of the incident you want to report to the WCB.
Event Report Type	Displays the event report type of the incident number you select.
Resubmission	Indicates that the employer has made updates to a previously reported incident and is resubmitting it.
Transaction Identifier	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.
Message Status	Indicates whether a transmitted message resulted in success or error.
Details	Click to open the Review Error Messages page or Review Success Messages page depending on whether the message was transmitted successfully.
Submit Injury Report	Click to submit the selected injury reports.

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.

Review Error Messages Page

Use the Review Error Messages page (WCB_INJ_ERR_RESP) to review error messages received from the WCB.

Navigation

Workforce Monitoring > Health and Safety > WCB Web Services CAN > Monitor Web Services > Review Error Messages

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.

Request Submission Status Page

Use the Request Submission Status page (WCB_SUB_STAT) to request submission status.

Navigation

Workforce Monitoring > Health and Safety > WCB Web Services CAN > Monitor Web Services > Request Submission Status

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.

Incident Number	Enter the unique identifying number of the incident for which you want to review the status.
Transaction Identifier	Displays the unique identifier returned by the WCB as part of the response to a successfully validated transmission.
Request Submission Status	Click to retrieve the submission status of the selected incidents.
View Submission Status	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.

Review Submission Status Page

Use the Review Submission Status page (WCB_INC_SUB_STAT) to review the submission status of an injury report.

Navigation

Workforce Monitoring > Health and Safety > WCB Web Services CAN > Review Submission Status > Review Submission Status

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:

Submission Status Code	***Submission Status Message***	***Description***
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:

Claim Status Code	***Claim Status Message***	***Description***
AC	This claim has been accepted.	The claim has been accepted.
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.

Review Success Messages Page

Use the Review Success Messages page (WCB_INJ_RPT_RESP) to review success messages received from the WCB.

Navigation

Workforce Monitoring > Health and Safety > WCB Web Services CAN > Monitor Web Services > Review Success Messages

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

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).

Related Links

"Monitor Health and Safety Reports" (PeopleSoft HCM 9.2: Application Fundamentals)

Reviewing German Employee Checklist Data

This section describes prerequisites for reviewing checklist data and discusses how to use checklists to update medical exam information.

Page Used to Update Medical Exam Information

Page Name	***Definition Name***	***Usage***
Employee Checklist Page	HS_EMPL_MEDCHK_GER	View and update medical examination dates and status.

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, andChecklist Item fields. Use these fields to configure checklists for employees.

See "Understanding Checklists" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

Employee Checklist Page

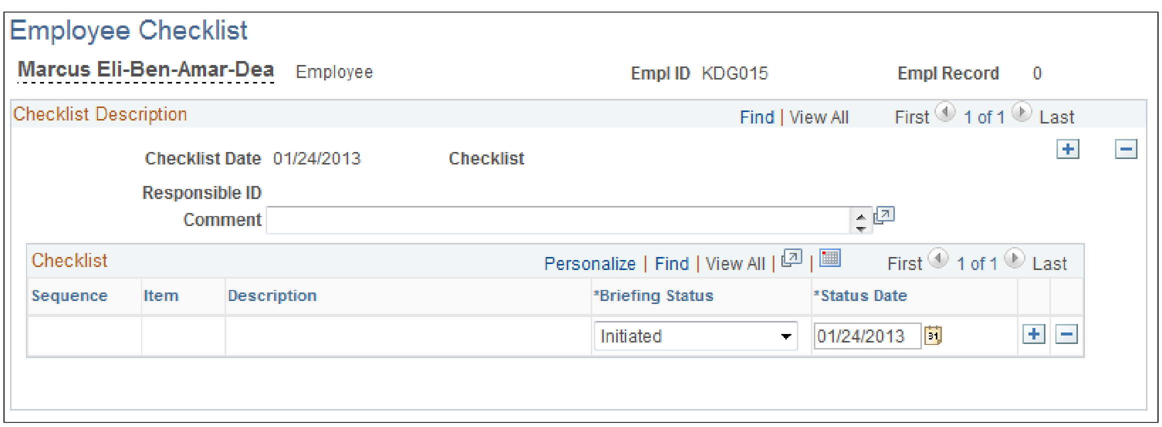
Use the Employee Checklist page (HS_EMPL_MEDCHK_GER) to view and update medical examination dates and status.

Navigation

Workforce Monitoring > Health and Safety > Details DEU > Employee Checklist

Image: Employee Checklist page

This example illustrates the fields and controls on the Employee Checklist page. You can find definitions for the fields and controls later on this 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 track illnesses for German employees.

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

Pages Used to Track Illnesses

Page Name	***Definition Name***	***Usage***
Illness Profile Page	HS_ILLNESS1_GER	Establish an illness number and track details about an employee's illnesses.
Job Details Page	HS_ILLNESS2_GER	Describe employee circumstances.
Job-Related Cause Page	HS_ILLNESS3_GER	Enter information about the job-related cause for each of the individual's illnesses.
Payment/Work Page	HS_ILLNESS4_GER	Enter data about employee compensation and insurance related to an illness.
Medical Details Page	HS_ILLNESS5_GER	Enter information about the attending doctor, hospital, medical diagnoses, and autopsy.
Corrective Actions Page	HS_ILLNESS6_GER	Enter the causes and corrective actions for occupational illnesses.
Preventative Actions Page	HS_ILLNESS7_GER	Enter the causes and preventative actions for occupational illnesses.

Illness Profile Page

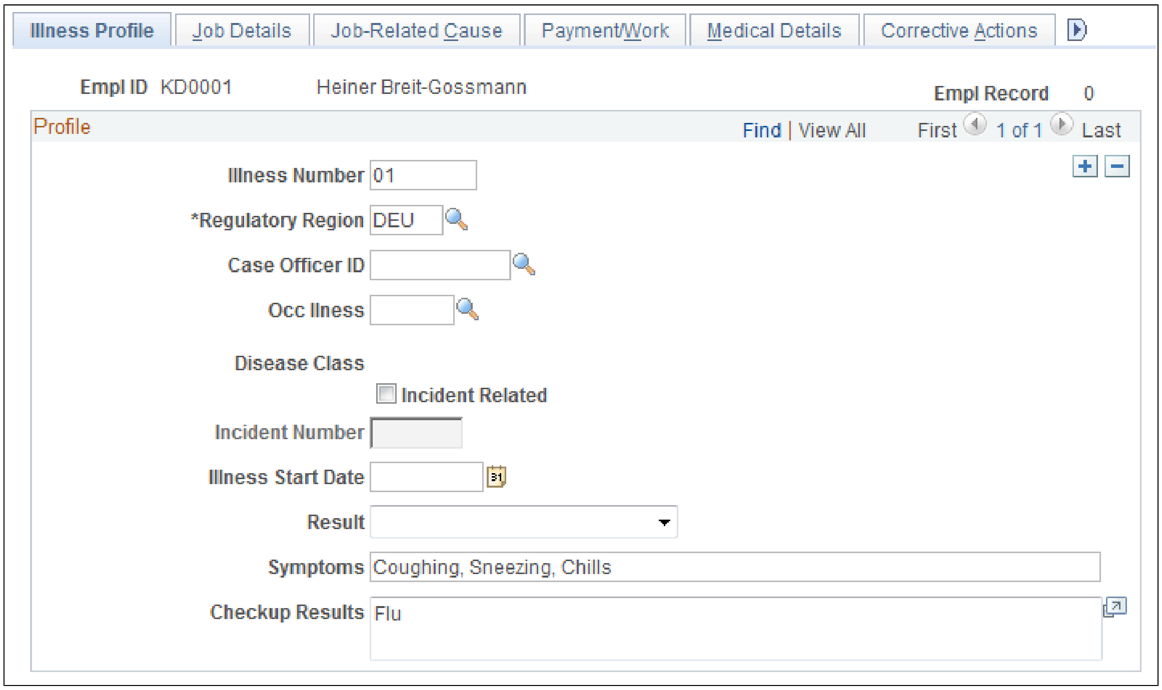
Use the Illness Profile page (HS_ILLNESS1_GER) to establish an illness number and track details about an employee's illnesses.

Navigation

Workforce Monitoring > Health and Safety > Details DEU > Illness Tracking > Illness Profile

Image: Illness Profile page

This example illustrates the fields and controls on the Illness Profile page. You can find definitions for the fields and controls later on this 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.
Incident Number	If you select the Incident Related check box, this field is available for entry. Define incident numbers using the Incident Details component.
Illness Start Date	Enter the illness start date.
Result	Select a value from the list of available options: *N/A* (not applicable),*Terminate,* and *Transfer.*
Symptoms	Enter a brief description.
Checkup Results	Enter exam results.

Job Details Page

Use the Job Details page (HS_ILLNESS2_GER) to describe employee circumstances.

Navigation

Workforce Monitoring > Health and Safety > Details DEU > Illness Tracking > Job Details

Image: Job Details page

This example illustrates the fields and controls on the Job Details page. You can find definitions for the fields and controls later on this 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.

Illness Number	You can insert a new row to add information for another illness. Enter the illness number on the Illness Tracking - Illness Profile page.
Current Job	If the individual is a non-employee, enter a brief description of the current job.
Owner Partner	Select this check box, if appropriate; Partner and Relation check boxes 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.

Job-Related Cause Page

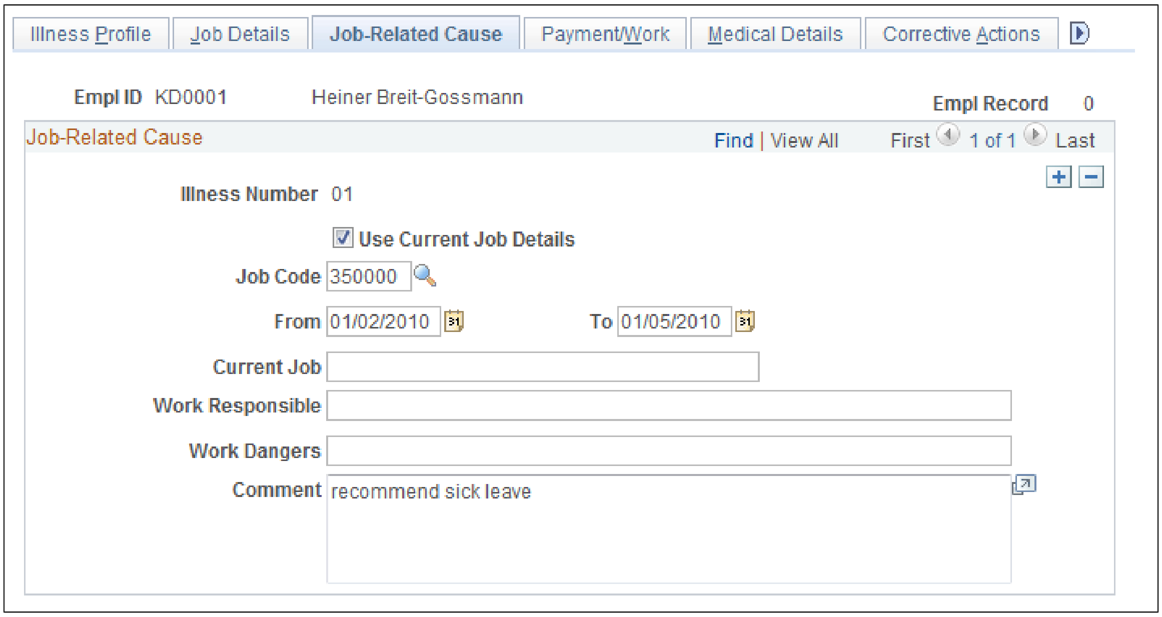
Use the Job-Related Cause page (HS_ILLNESS3_GER) to enter information about the job-related cause for each of the individual's illnesses.

Navigation

Workforce Monitoring > Health and Safety > Details DEU > Illness Tracking > Job-Related Cause

Image: Job-Related Cause page

This example illustrates the fields and controls on the Job-Related Cause page. You can find definitions for the fields and controls later on this 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 theJob Code andCurrent Job fields. These fields are then unavailable for data entry. If the individual is an employee and you do not select theUse Current Job Details check box, then you must enter theCurrent Job information directly into the field. For non-employees, the Use Current Job Details check box andJob Code field are unavailable for data entry. You can enter information directly into theCurrent 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.

Payment/Work Page

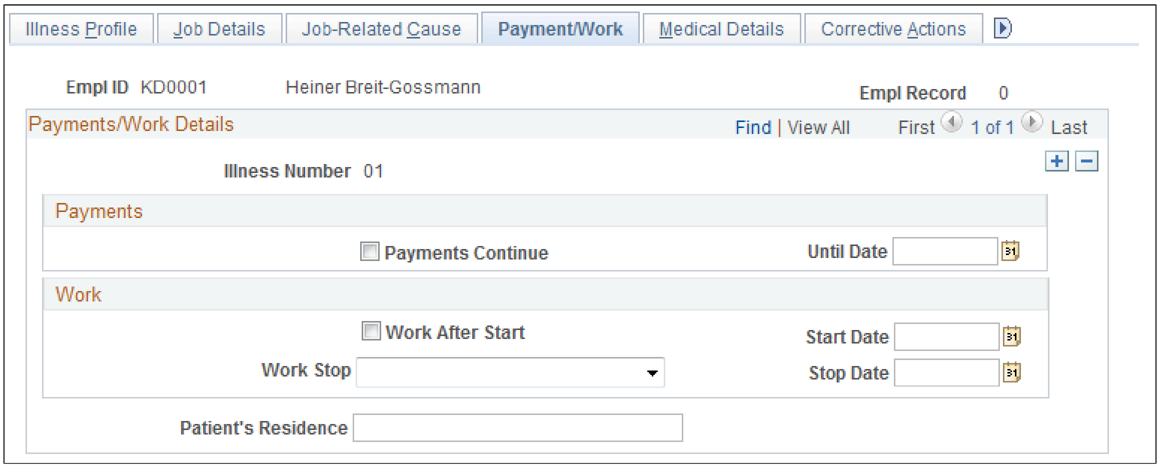
Use the Payment/Work page (HS_ILLNESS4_GER) to enter data about employee compensation and insurance related to an illness.

Navigation

Workforce Monitoring > Health and Safety > Details DEU > Illness Tracking > Payment/Work

Image: Payment/Work page

This example illustrates the fields and controls on the Payment/Work page. You can find definitions for the fields and controls later on this 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 theUntil 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.

Medical Details Page

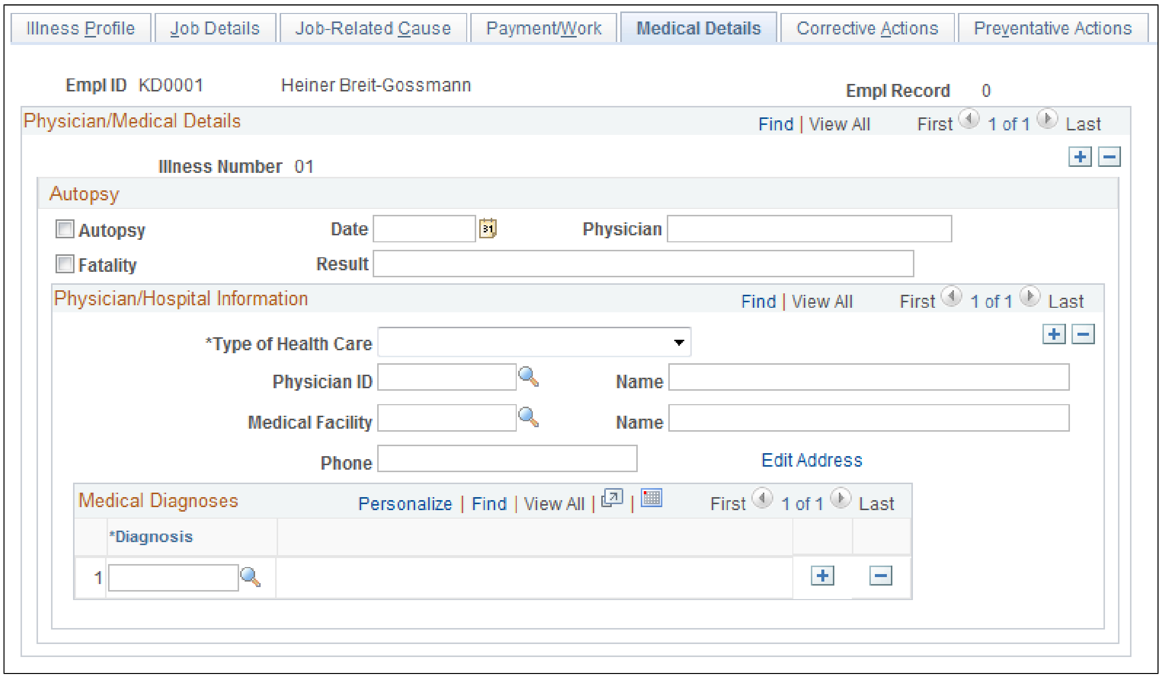
Use the Medical Details page (HS_ILLNESS5_GER) to enter information about the attending doctor, hospital, medical diagnoses, and autopsy.

Navigation

Workforce Monitoring > Health and Safety > Details DEU > Illness Tracking > Medical Details

Image: Medical Details page

This example illustrates the fields and controls on the Medical Details page. You can find definitions for the fields and controls later on this 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

Type of Health Care

If the individual received health care, enter the type of health care from the list of available options.

Physician ID

Select a physician ID (non-employee ID). This data comes from the Physicians table. When you select a physician, the physician's name appears.

Medical Facility

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.

Edit Address

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

Diagnosis	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.

Corrective Actions Page

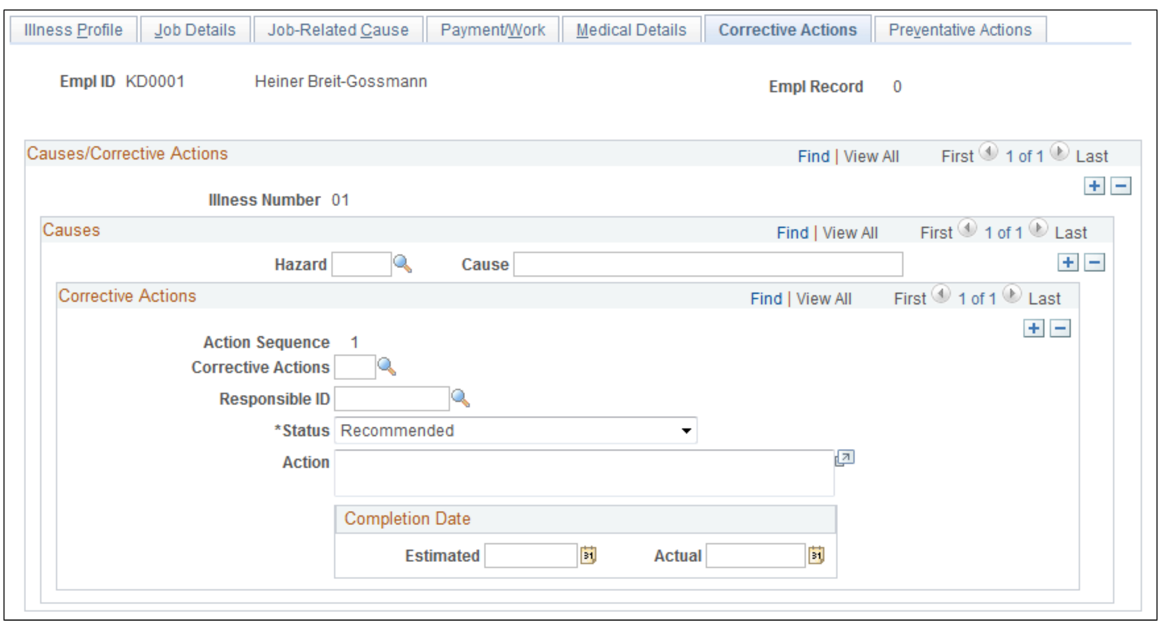
Use the Corrective Actions page (HS_ILLNESS6_GER) to enter the causes and corrective actions for occupational illnesses.

Navigation

Workforce Monitoring > Health and Safety > Details DEU > Illness Tracking > Corrective Actions

Image: Corrective Actions page

This example illustrates the fields and controls on the Corrective Actions page. You can find definitions for the fields and controls later on this 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.

Preventative Actions Page

Use the Preventative Actions page (HS_ILLNESS7_GER) to enter the causes and preventative actions for occupational illnesses.

Navigation

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

Page Name	***Definition Name***	***Usage***
Case Officer Assignment Page	HS_JOB_DATA_GER	Assign case officers from a particular setID and location that are responsible for an injured or ill employee's case.

Case Officer Assignment Page

Use the Case Officer Assignment page (HS_JOB_DATA_GER) to assign case officers from a particular setID and location that are responsible for an injured or ill employee's case.

Navigation

Workforce Monitoring > Health and Safety > Details DEU > Case Officer Assignment

Image: Case Officer Assignment page

This example illustrates the fields and controls on the Case Officer Assignment page. You can find definitions for the fields and controls later on this 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

Page Name	***Definition Name***	***Usage***
Illness Report	RUNCTL_OHS504GR	Collect illness data for generating the Illness report (OHS004GR). 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.