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PeopleSoft HCM 9.2: Human Resources Monitor Health and Safety

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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.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft 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. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help Website.

Locally Installed Help

If you're setting up an on-premise PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. See Configuring Context-Sensitive Help Using a Locally Installed Online Help Website.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. 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.
& (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

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help
- Managing Hosted online help
- Managing locally installed PeopleSoft Online Help

Related Links for PeopleSoft HCM

Oracle Help Center

PeopleSoft Information Portal

My Oracle Support

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

PeopleSoft Spotlight Series

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Send your suggestions to psoft-infodev_us@oracle.com. Please include the applications update image or PeopleTools release that you're using.

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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.

Component Interfaces for Setup Components

This table lists the component interfaces that are delivered for setup components in Monitor Health and Safety:

Component	*Component Interface*	*References*
ACCIDN_TYPE_TBL (Accident Type Table)	ACCIDN_TYPE_TBL	See Defining Injuries and Illnesses.
DIAGNOSIS_TABLE (Diagnosis Table)	DIAGNOSIS_TABLE	See Diagnosis Table Page or Diagnosis Page.
HS_OCC_ILLNESS (Occupational Illnesses Table)	HS_OCC_ILLNESS	See Occupational Illnesses Table Page or Occupational Illnesses Page.
HS_TRANSPORT_TBL (Transport Table)	HS_TRANSPORT_TBL	See Transport Table Page or Transportation Page.
INJURY_NATURE_TBL (Nature Of Injury Table)	INJURY_NATURE_TBL	See Defining Injuries and Illnesses.
INJURY_SOURCE_TBL (Source Of Injury Table)	INJURY_SOURCE_TBL	See Defining Injuries and Illnesses.

Component	*Component Interface*	*References*
JOBCODE_HAZRDS_TBL (Job Code Hazards Table)	JOBCODE_HAZRDS_TBL	See Job Code Hazards Table Page or Job Code Hazards Page.
LOCATN_HAZRDS_TBL (Location Hazards Table)	LOCATN_HAZRDS_TBL	See Location Hazards Table Page or Location Hazards 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.

Component Interfaces for Transaction Components

All setup data must already be loaded or entered into the system prior to using transaction component interfaces.

This table lists the component interfaces that are delivered for transaction components in Monitor Health and Safety:

Component	*Component Interface*	*References*
HS_CLAIM_MGMT (Open Claim)	CI_HS_CLAIM_MGMT	See Managing Claims.
HS_INC_VEHICLE (Vehicles/Equipment Involved)	CI_HS_INC_VEHICLE	See Entering Incident Data for Vehicles and Equipment.
HS_INCIDENT (Incident Details)	CI_HS_INCIDENT	See Entering Health and Safety Incident Details.
HS_INCIDENT_ACTION (Identify Corr/Prevent Actions)	CI_HS_INCIDENT_ACTION	See Tracking Consequent Actions of Incidents.
HS_INJ_ILL_REHAB (Create Employee Rehab Plan)	CI_HS_INJ_ILL_REHAB	See Tracking Rehabilitation Plans.
HS_INJURY_ILL (Injury Details)	CI_HS_INJURY_ILL	See Entering Injury Details.
HS_NE_INJILL_REHAB (Create Non-Employee Rehab Plan)	CI_HS_NE_INJILL_REHAB	See Tracking Rehabilitation Plans.

Component	*Component Interface*	*References*
HS_NE_PERS_DATA Non-Employee Information	CI_HS_NE_PERS_DATA	See Entering Non-Employee Data.

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	(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	(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	(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	(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	(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	(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

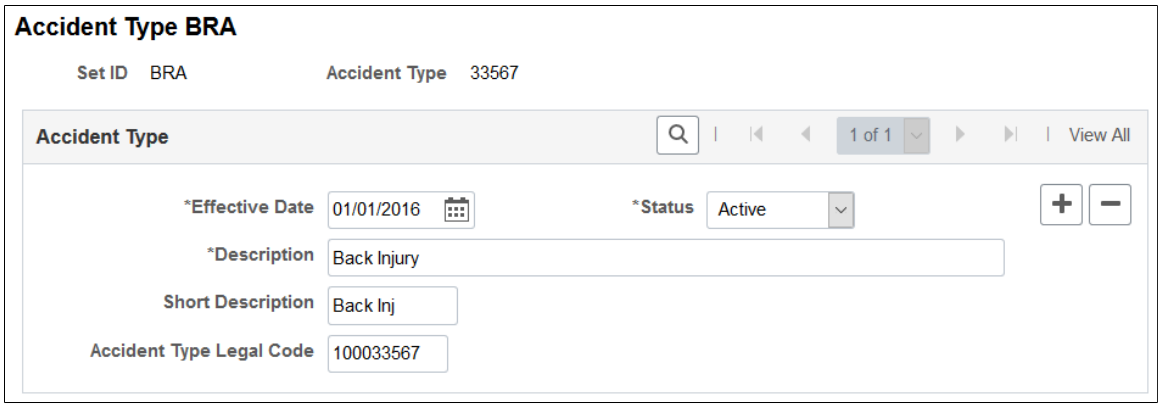
Use the Accident Type BRA page (ACCID_TYPE_TBL_BRA) to describe the events that can result in physical occupational injuries.

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 in length) is used in eSocial reporting (S-2210 event).

Accident Type eSocial BRA Page

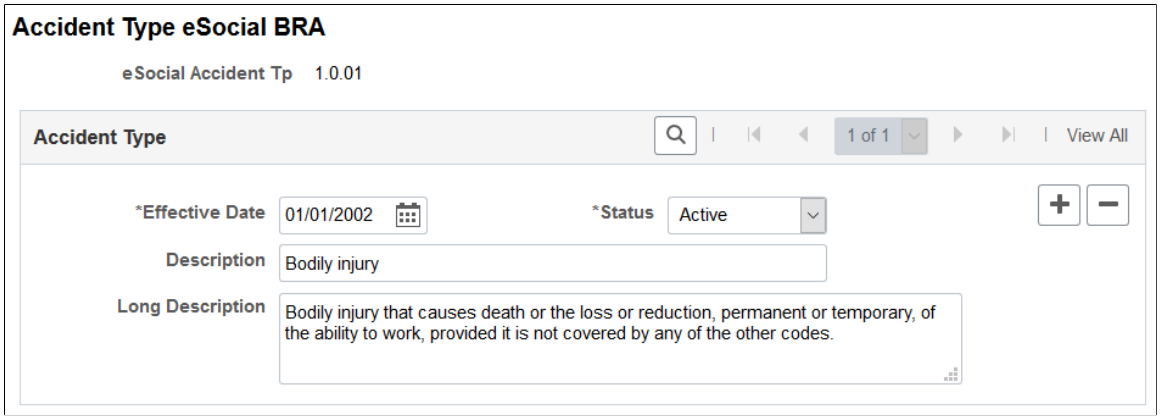
Use the Accident Type eSocial BRA page (ACCID_TYPE_ESO_BRA) to define types of work accidents.

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 in length).

Nature of Injury BRA Page

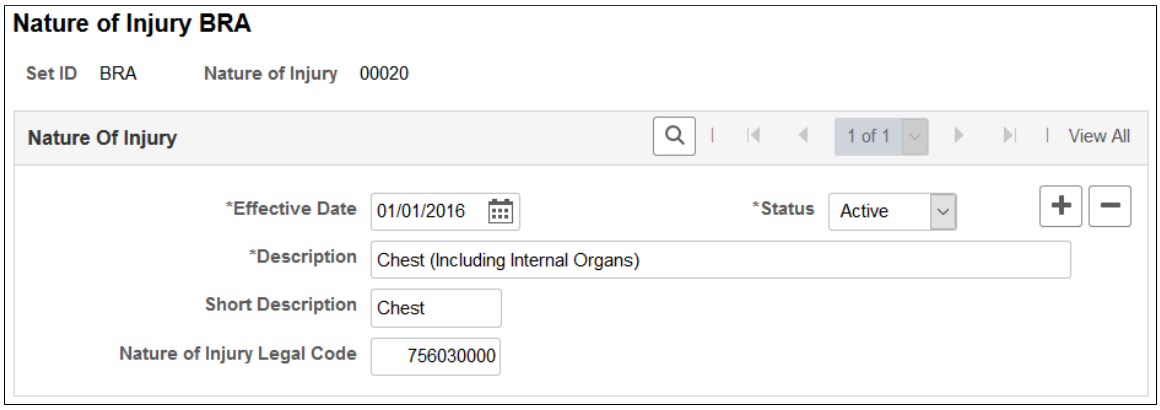
Use the Nature of Injury BRA page (INJURY_NAT_TBL_BRA) to identify natures of physical injuries.

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

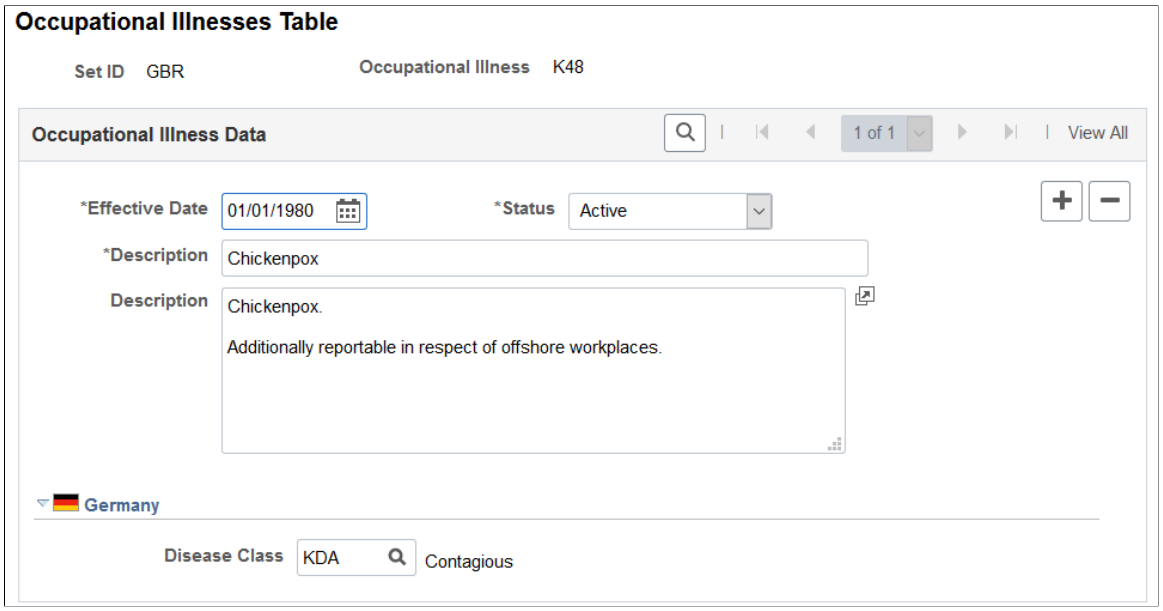
Use the Occupational Illnesses Table (or Occupational Illnesses) page (HS_OCC_ILLNESS) to enter standard types of occupational illnesses.

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 (maximum of 6 digits) 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.

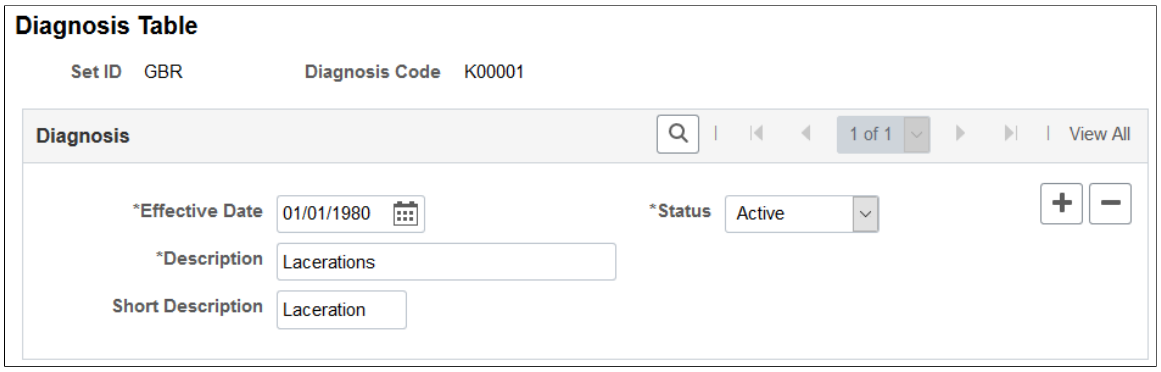
Track individual injuries and illnesses in the Incident Details and Rehabilitation Plans components.

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 page 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	(BRA) Define hazard units.
Hazard Concepts BRA Page	HAZ_CONCEPT_BRA	(BRA) Define hazard concepts.
Work Hazards BRA Page	HAZARD_TBL_BRA	(BRA) Define codes for occupational accidents, injuries, or illnesses.
Risk Questions BRA Page	RISK_QUESTIONS_BRA	(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.

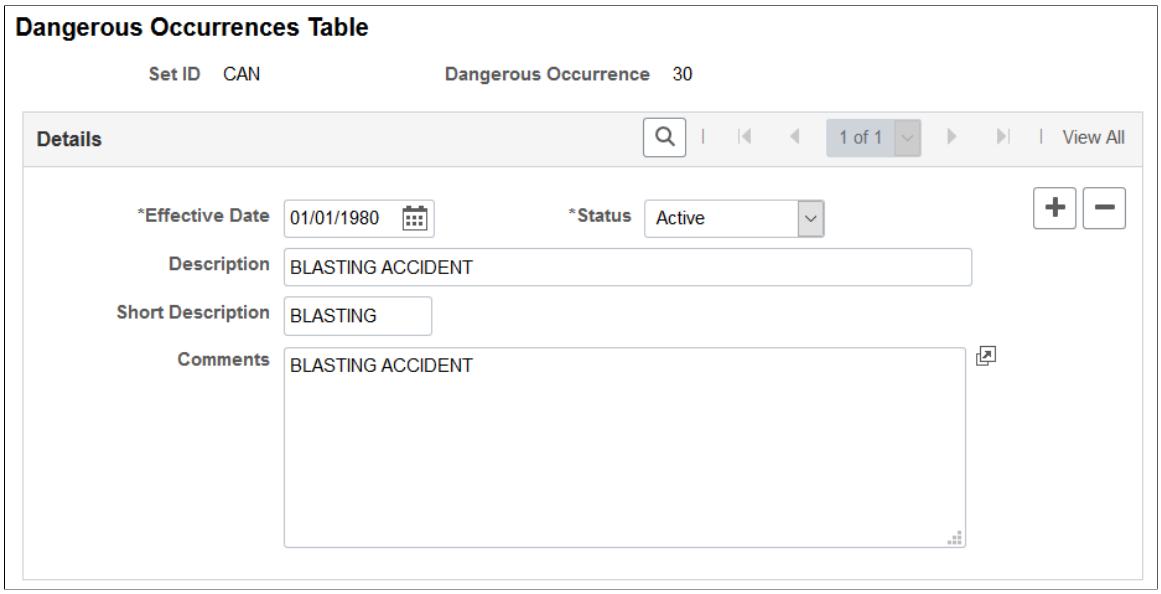
Use the codes that you define when you create a health and safety incident, using the Incident Details - Description page.

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.

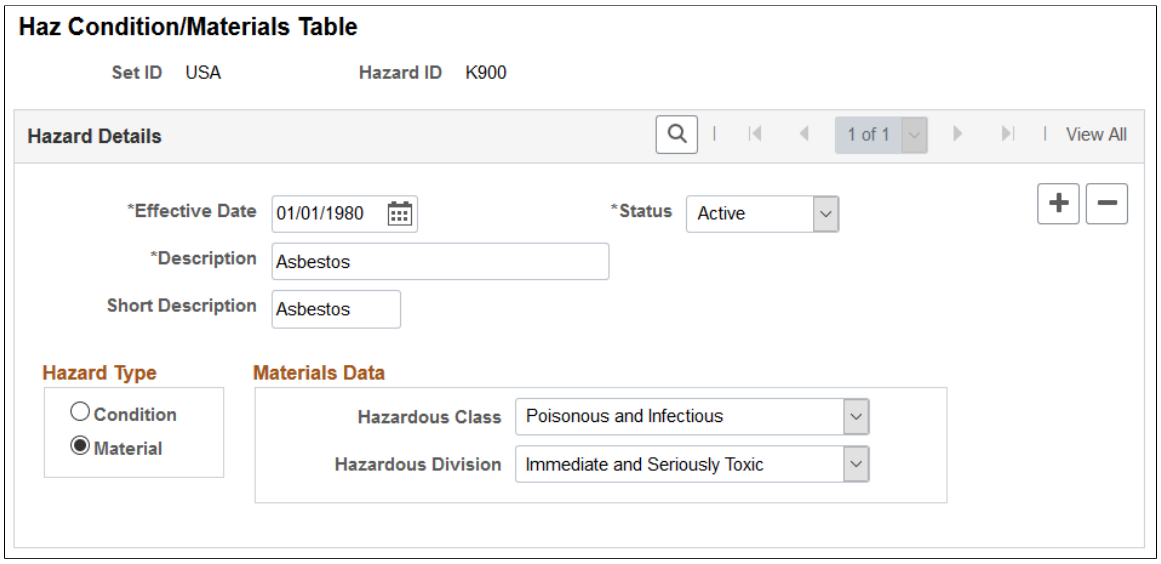
The codes that you define are used on the Corrective Actions and Preventive Actions pages.

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

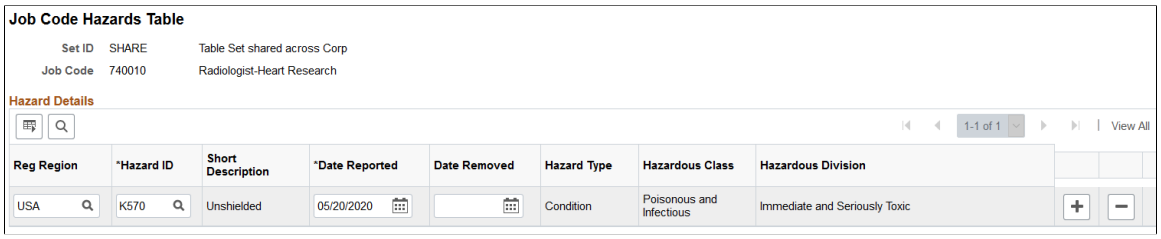
Use the Job Code Hazards Table (or Job Code Hazards) page (JOBCODE_HAZRDS_TBL) to track exposure to hazards experienced by employees in a particular job code.

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 or Hazardous Condition/Materials Page.

Location Hazards Table Page or Location Hazards Page

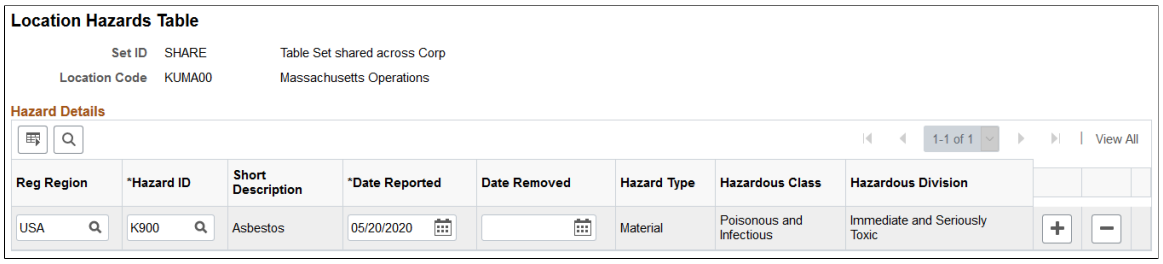
Use the Location Hazards Table (or Location Hazards) page (LOCATN_HAZRDS_TBL) to identify exposures to hazards that have occurred at specific locations in the organization.

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 or Hazardous Condition/Materials 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

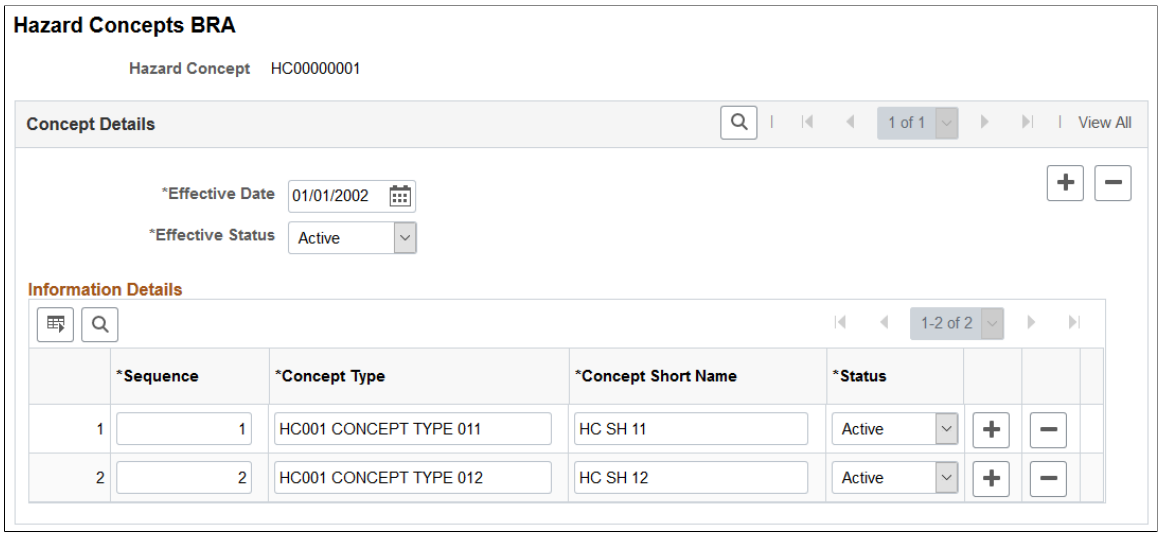
Use the Hazard Concepts BRA page (HAZ_CONCEPT_BRA) to define hazard concepts.

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

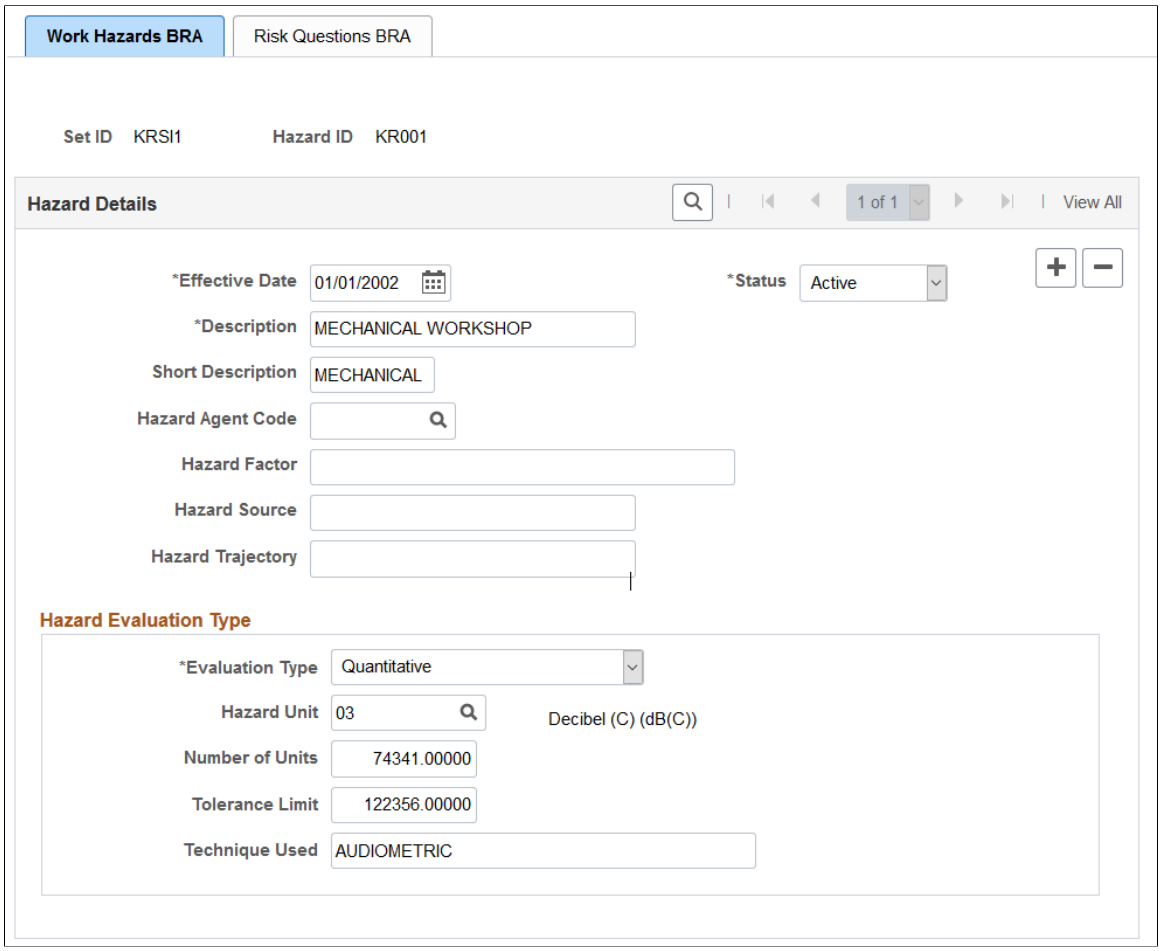
Use the Work Hazards BRA page (HAZARD_TBL_BRA) to define codes for occupational accidents, injuries, or illnesses.

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 work hazard you are defining, such as type, factor, evaluation type, and so on.

Hazard Agent Code Select the hazard agent code for the work hazard.

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 work 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 work 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

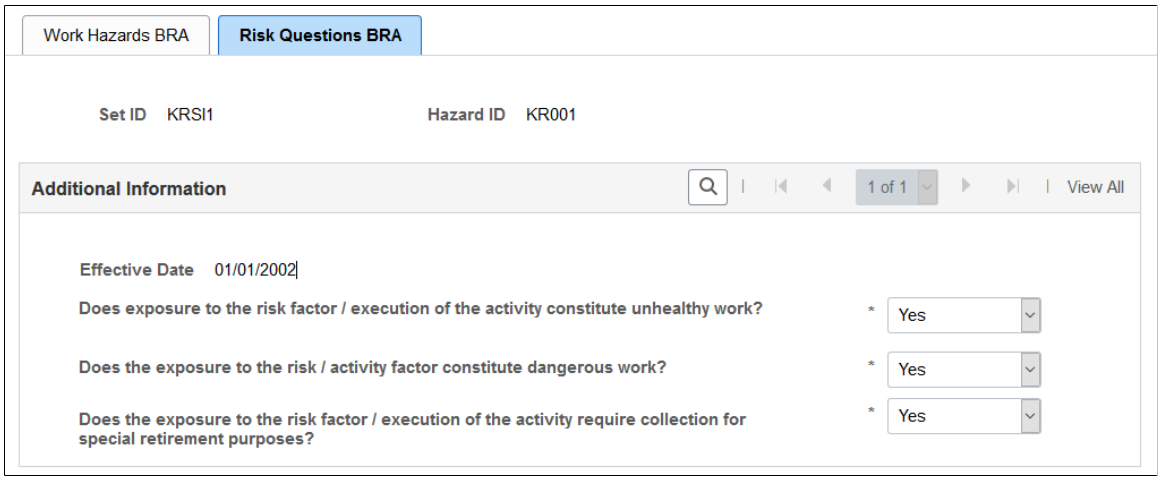
Use the Risk Questions BRA page (RISK_QUESTIONS_BRA) to perform risk evaluation for work hazards.

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.

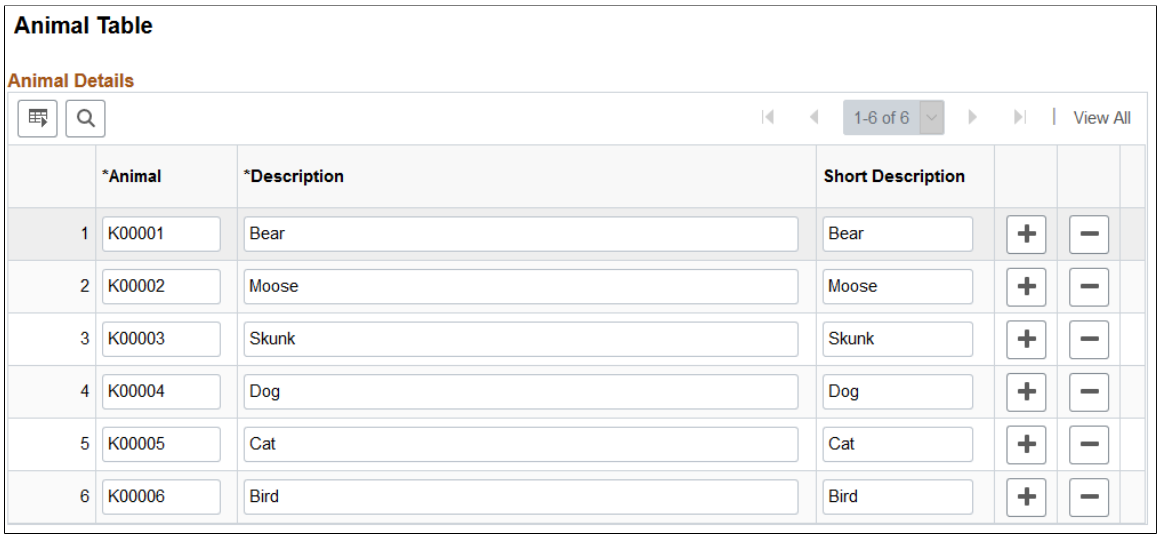
This data is used in the Incident Details - Travel page.

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.



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.

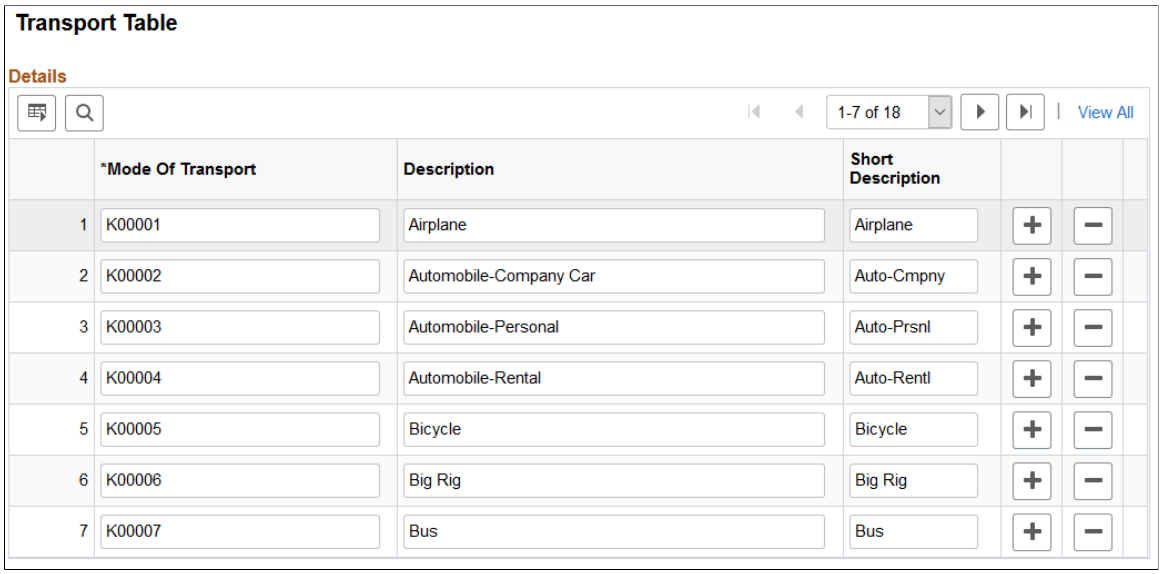
You use Mode of Transport codes on the Incident Details - Travel page.

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.



	*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

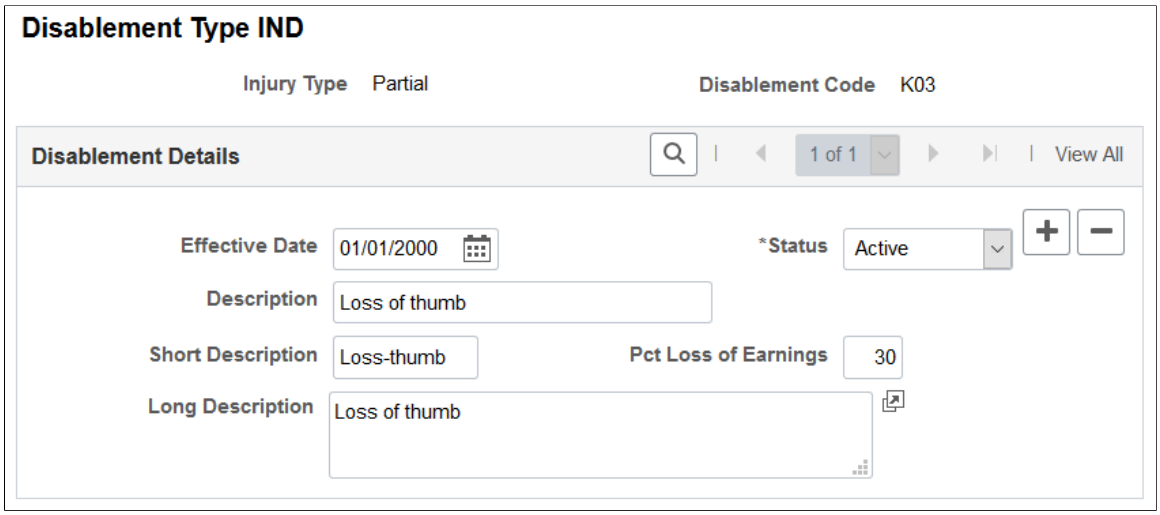
Use the Disablement Type IND page (HS_DISABL_TYPE_IND) to define disablement types.

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	(BRA) Enter basic contact information for medical laboratories.

Page Name	*Definition Name*	*Usage*
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	(BRA) Specify organ statutory information for physicians.
Laboratory Exams BRA Page	MED_TESTS_DET_BRA	(BRA) Define laboratory exams.
Chemical Agent Code BRA Page	BIOL_MONIT_BRA	(BRA) Define chemical agent codes for use in exam results. See Also Biological Monitor Result BRA Page.

Laboratory Provider Page

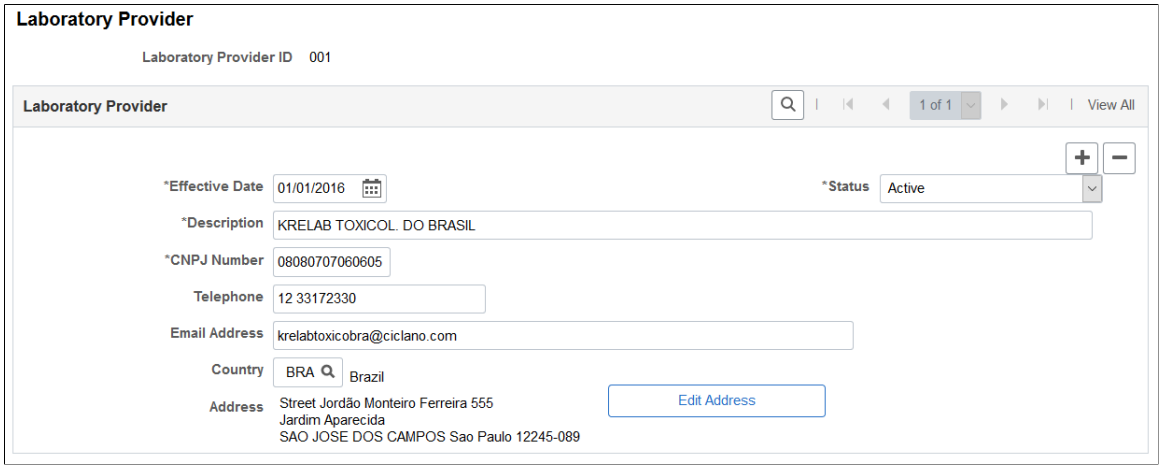
Use the Laboratory Provider page (LAB_PROVIDER_BRA) to enter basic contact information for medical laboratories.

Navigation

Set Up HCM >Product Related >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

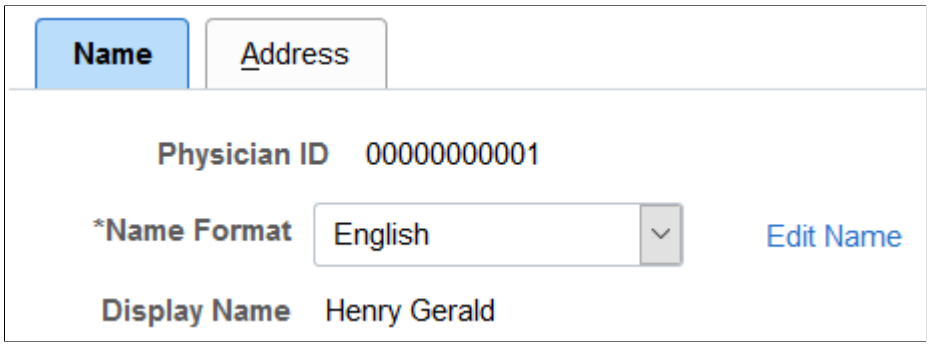
Use the Physician Table - Name page (HS_PHYSICIAN_DATA1) to enter doctors and other medical specialists to the Physician Table.

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

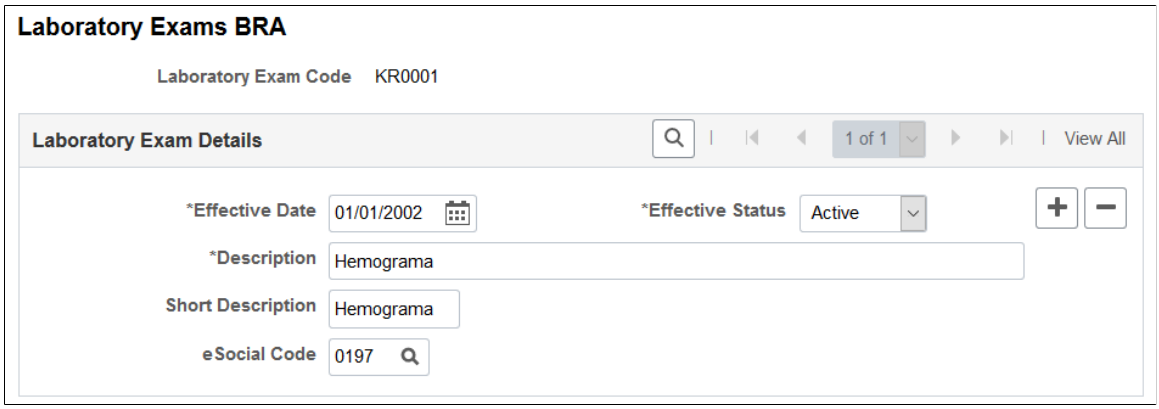
Use the Laboratory Exams BRA page (MED_TESTS_DET_BRA) to define laboratory exams.

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.
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 Worker 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 BRA 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.
Worker Conditions Page	WORKER_ENVIRON_BRA	List workplaces that are associated with workers.
Hazard Agent/IPE Page	WORKER_HAZARD_BRA	List work hazards and protection equipment that are associated with workers.
Environmental Responsible Page	WORKER_RESPON_BRA	Specify individuals who evaluate work environments and conditions for workers.

Workplace Table BRA Page

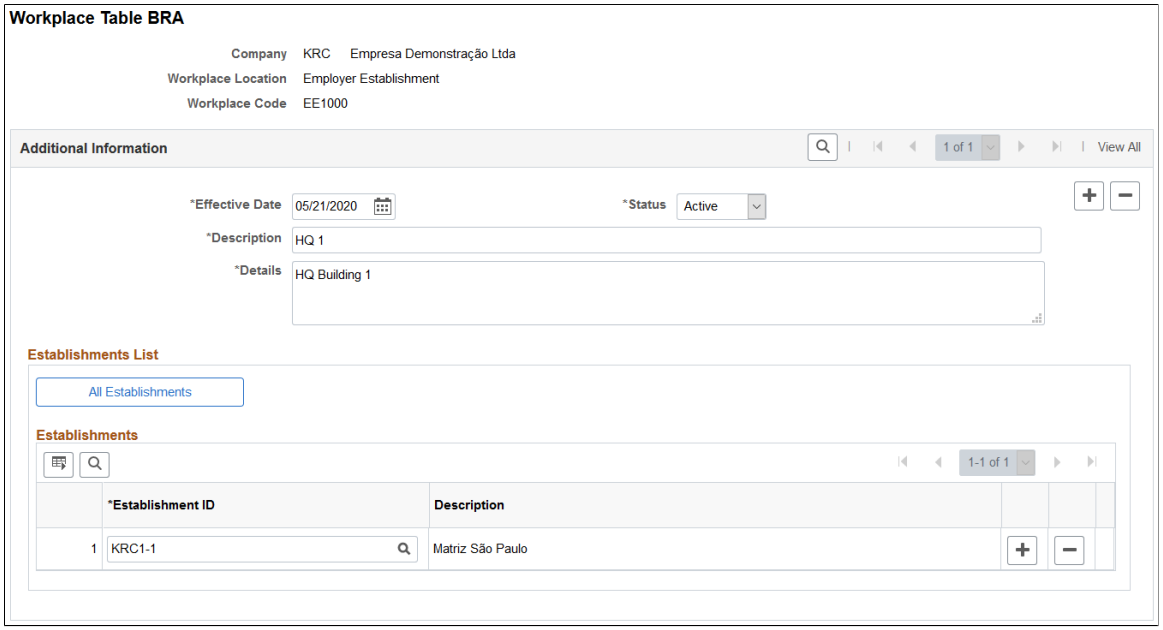
Use the Workplace Table BRA page (WORKPLACE_BRA) to define work environments.

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.

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 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 BRA Page

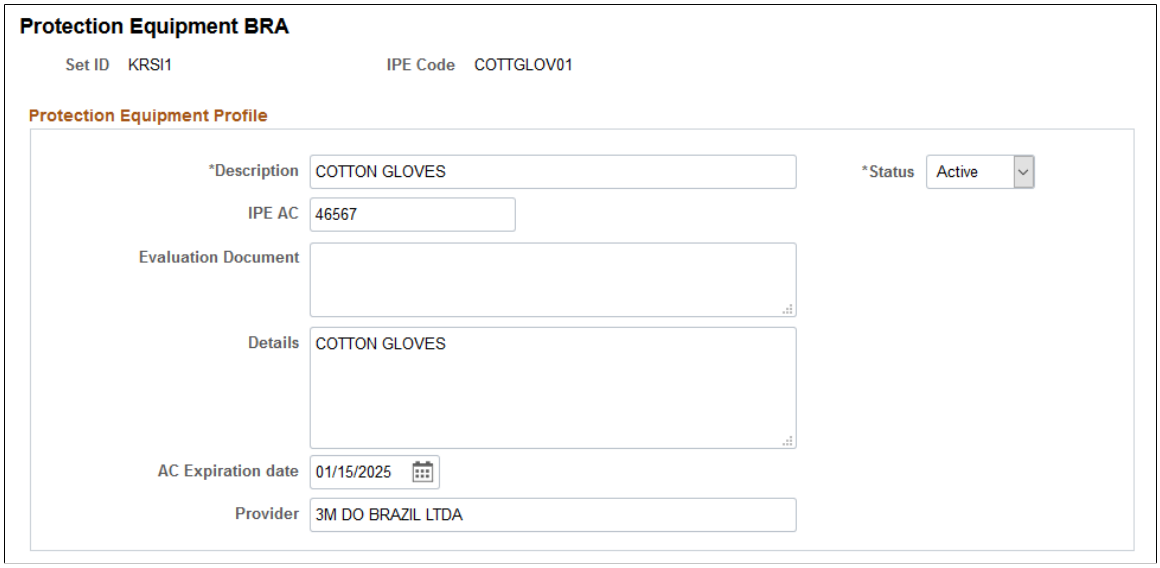
Use the Protection Equipment BRA page (PROT_EQUIPMENT_BRA) to define protection equipment for individual use.

Navigation

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

Image: Protection Equipment Table Page

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



Description Enter a short description for the IPE (individual protection equipment). It can be a description that is used in the PeopleSoft system as opposed to the official description from the manufacturer.

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.

Note: Enter information in one of these fields at a minimum: IPE CA, Evaluation Document or Details.

Evaluation Document Enter the description for the IPE from the manufacturer, if the IPE AC number is not available.

Details Enter the information or description for the IPE in the Details field, if the IPE does not have an IPE AC code or evaluation document description.

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

Provider Enter the provider of the IPE.

Environmental Responsible BRA - Name Page

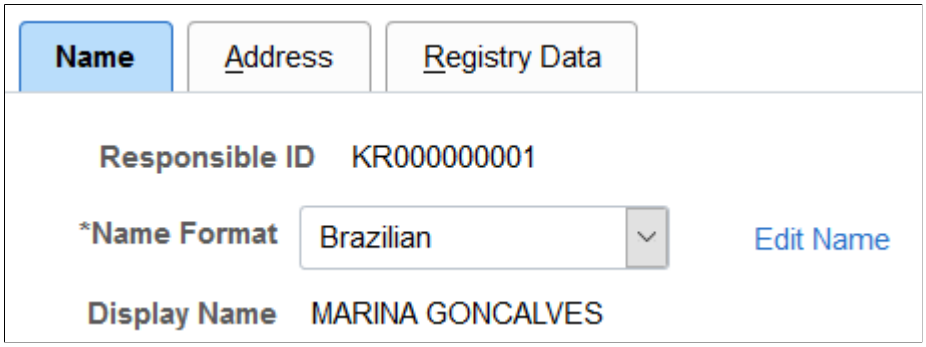
Use the Environmental Responsible BRA - Name page (HA_RESPONSIBLE_BRA) to enter names of individuals who evaluate work environments and conditions of workers.

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

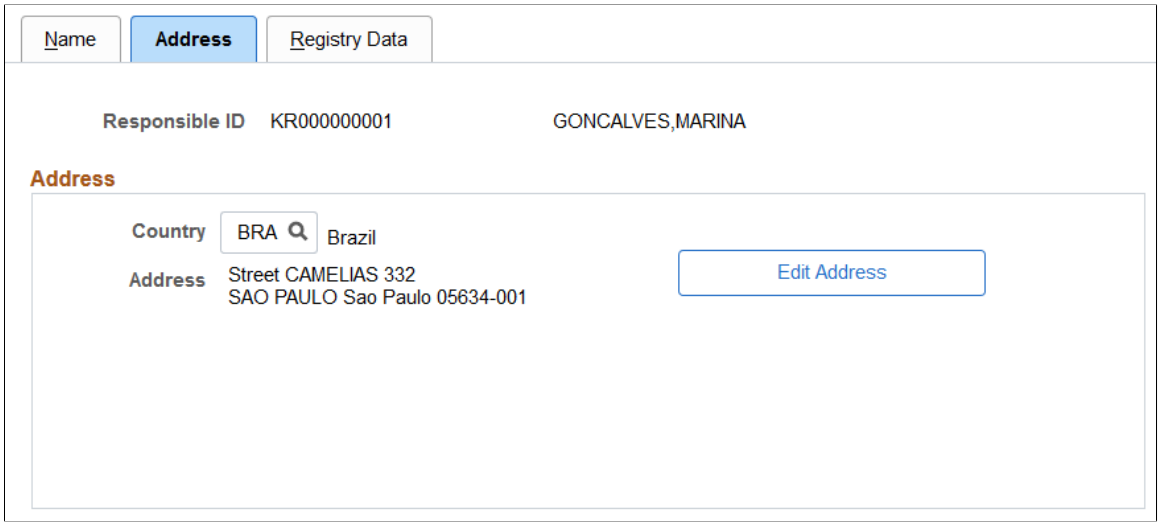
Use the Environmental Responsible BRA - Address page (HA_RESPO_ADDR_BRA) to enter addresses of individuals who evaluate work environments and conditions of workers.

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

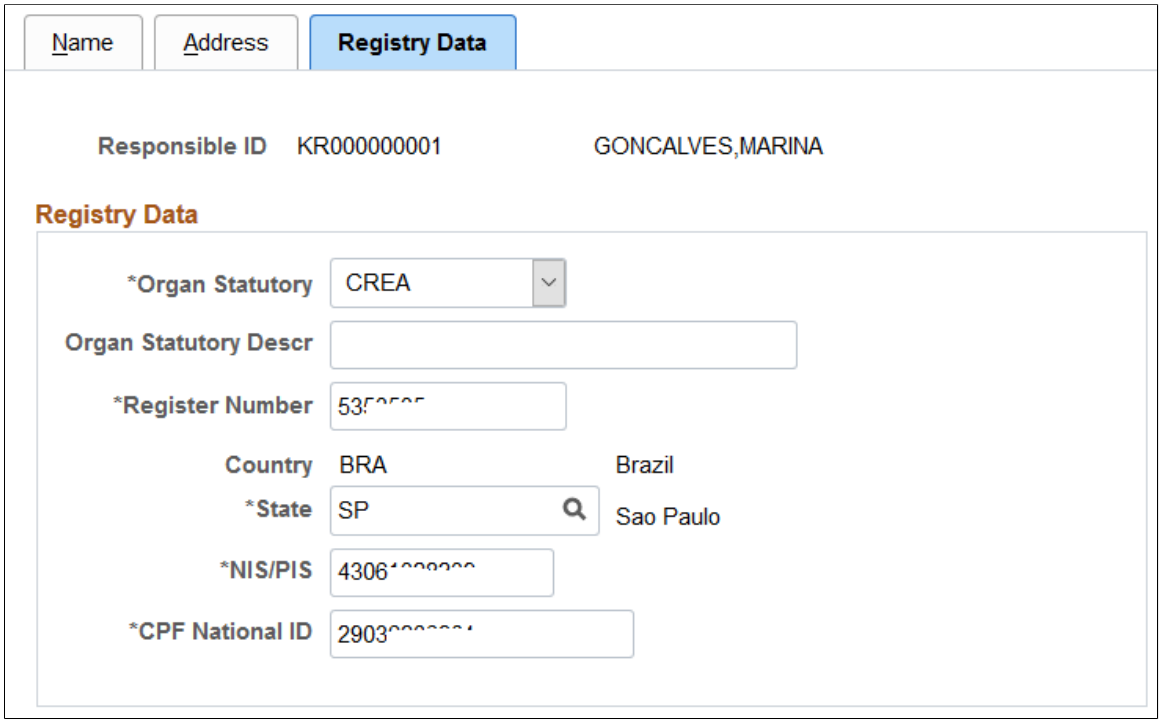
Use the Environmental Responsible BRA - Registry Data page (HA_RESPO_REGIS_BRA) to enter registration information of individuals who evaluate work environments and conditions of workers.

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*.

Worker Conditions Page

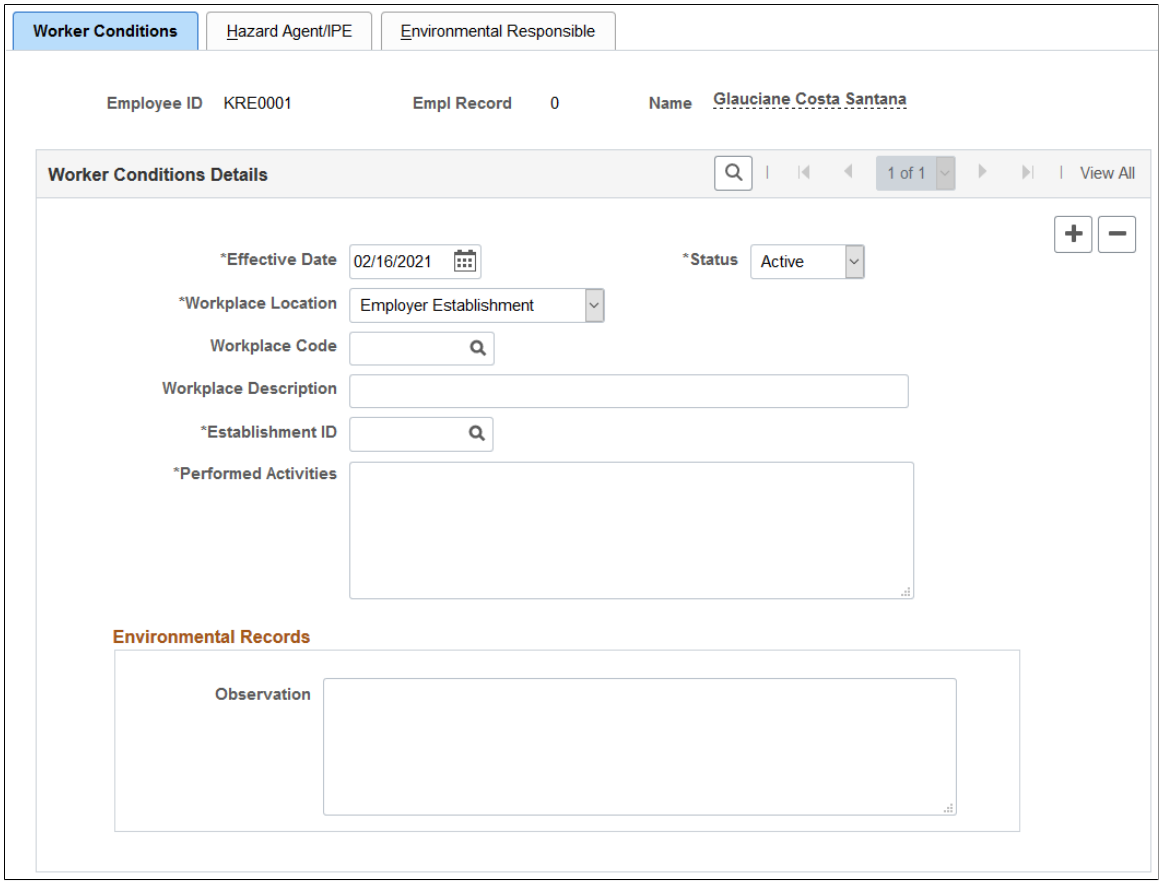
Use the Worker Conditions page (WORKER_ENVIRON_BRA) to list workplaces that are associated with workers.

Navigation

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

Image: Worker Conditions page

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



Use this and other pages of the Worker Conditions BRA component to specify the work environments for workers 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 or the worker is exposed to new work hazard, enter a new effective-dated row with the information for it to be reported to the Government properly.

Worker Conditions Details

Workplace Location

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

Workplace Code

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

Either the workplace code or workplace description must be specified.

Workplaces are defined on the Workplace Table BRA Page.

Workplace Description Displays the description of the selected workplace code. If no workplace code is selected, enter the description manually.

Establishment ID Select the applicable establishment, which is required. Only establishments that match the worker's company, selected workplace location and workplace code (if selected) are available for selection.

Service Taker Select the applicable service taker. Only service takers that match the worker's company, selected workplace location, workplace code (if selected) and establishment are available for selection.

This field appears if the selected workplace location is *Service Taker Establishment*. The field is required.

CEI/CNPJ and **CEI/CNPJ Description** Enter the CEI or CNPJ number and description of the applicable service taker. These fields are displayed instead of the Service Taker field, if the BRA - Brazil option is not selected on the Global Payroll Country Extensions page (INSTALL_GP_SEC) of the installation table. These fields are required.

See Also "Products Page" (PeopleSoft HCM 9.2: Application Fundamentals).

Performed Activities Enter the activities that the worker performs on the job. This field is required.

Environmental Records

Observation Enter any observation or information about the workplace environment in the specified establishment or service taker.

Hazard Agent/IPE Page

Use the Hazard Agent/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 >Worker Conditions BRA >Hazard Agent/IPE

Image: Hazard Agent/IPE Page (1 of 2)

This example illustrates the fields and controls on the Hazard Agent/IPE page (1 of 2).

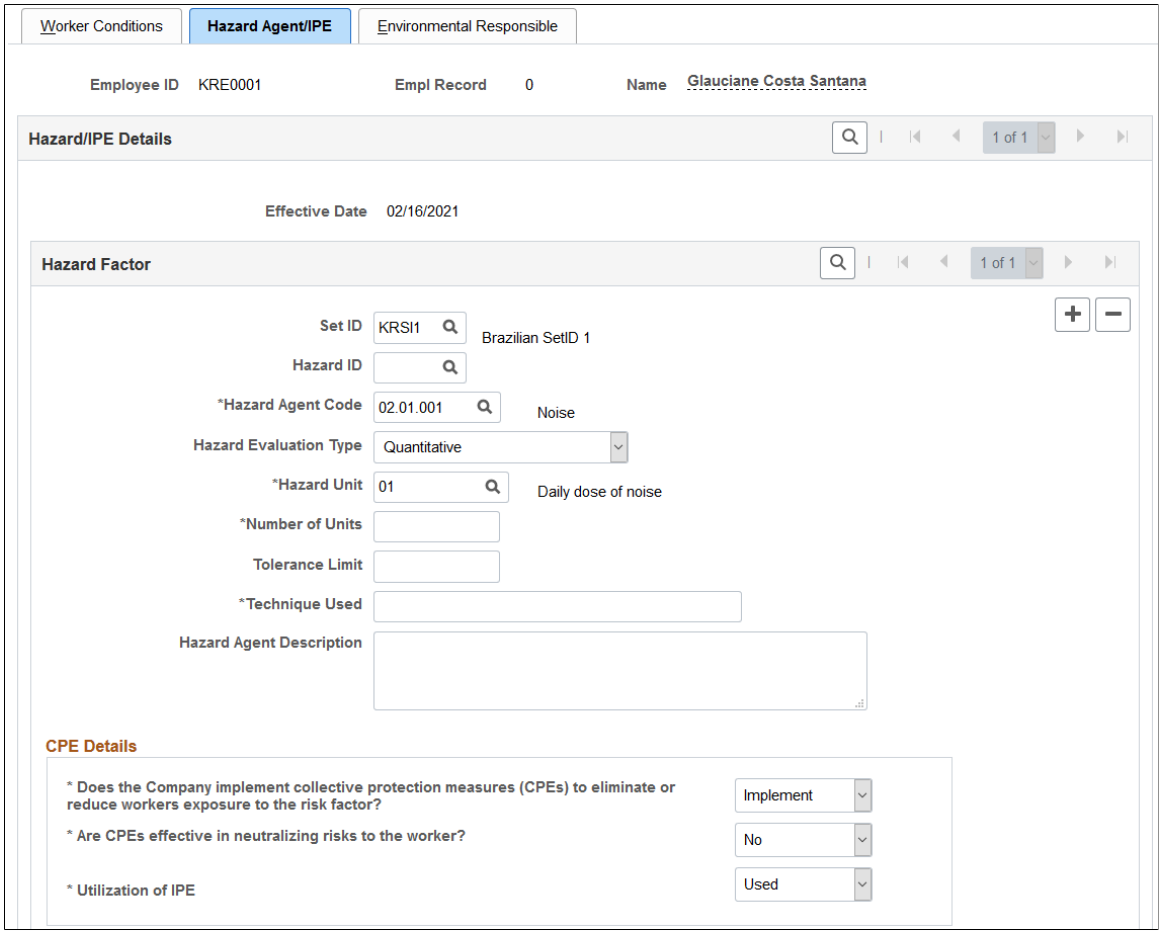
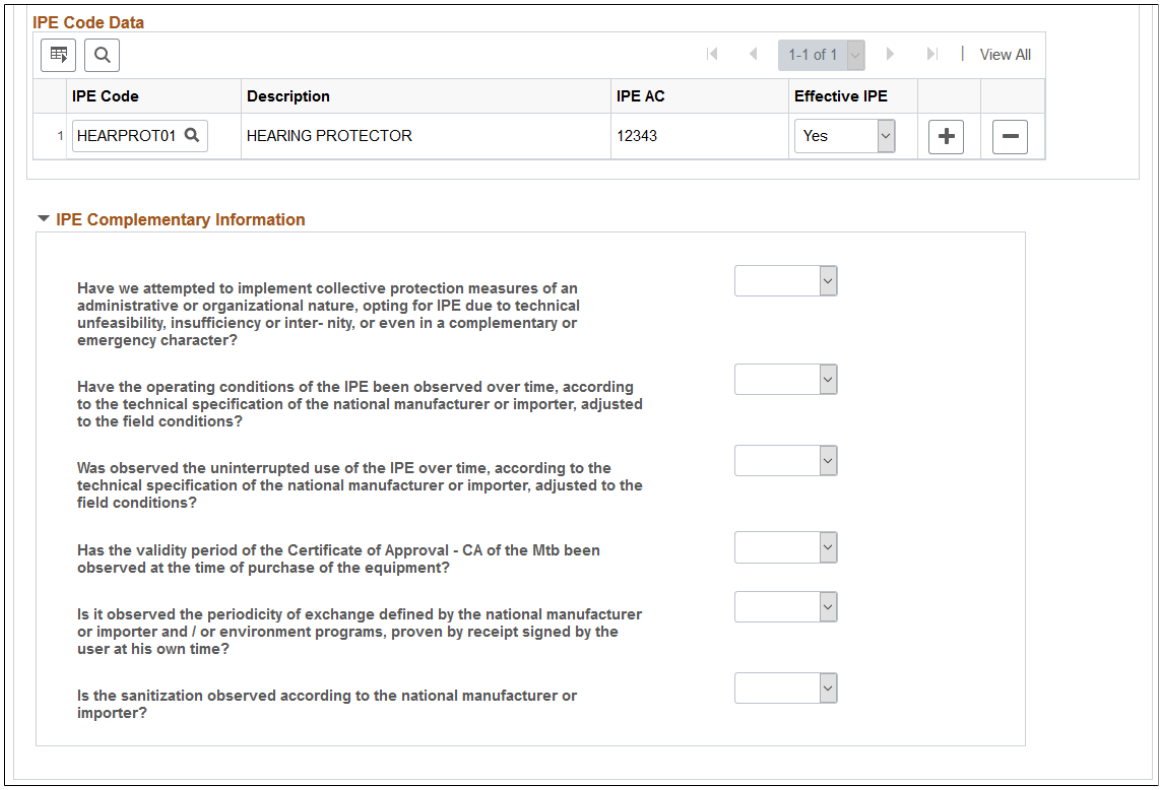


Image: Hazard Agent/IPE Page (2 of 2)

This example illustrates the fields and controls on the Hazard Agent/IPE page (2 of 2).



Hazard Factor

Set ID

Select the applicable setID. The system uses the specified setID to determine the list of available hazard IDs and IPE codes (in the IPE Code Data section).

Hazard ID

Select the ID of the work hazard to which the worker is exposed. The system populates other fields in this section based on the selected hazard ID.

Hazard Agent Code

Select the hazard agent code for the selected hazard. This field is required.

Note: Do not associate a worker with the *09.01.001* (Absence of harmful agents) hazard agent code and another hazard agent code for the same time period.

Hazard agent codes are defined on the "Hazard Agent Code BRA Page" (PeopleSoft HCM 9.2: Global Payroll for Brazil).

Hazard Evaluation Type

Select an evaluation type for the work hazard, *Qualitative* or *Quantitative*.

Hazard Unit

Select a unit of measure for the work hazard. This required field appears if the hazard evaluation type is *Quantitative*.

Hazard units are defined on the Hazard Units BRA Page.

Number of Units

Enter the unit number of the work hazard to which the worker is exposed to. This required field appears if the hazard evaluation type is *Quantitative*.

Tolerance Limit

Enter worker's highest acceptable limit of the work hazard. This field appears if the hazard evaluation type is *Quantitative*, and is required if the selected hazard agent code is *01.18.001* or *02.01.014*. The system generates a mapping error in eSocial if the required value does not exist for either hazard agent code.

Technique Used

Enter the technique used to measure the work hazard. This required field appears if the evaluation type is *Quantitative*.

Hazard Agent Description

Enter a description for the selected hazard agent code. This field is required if you select one of these hazard agent codes: *01.01.001*, *01.02.001*, *01.03.001*, *01.04.001*, *01.05.001*, *01.06.001*, *01.07.001*, *01.08.001*, *01.09.001*, *01.10.001*, *01.12.001*, *01.13.001*, *01.14.001*, *01.15.001*, *01.16.001*, *01.17.001*, *01.18.001*, or *05.01.001*.

The system generates a mapping error in eSocial if the required value does not exist for any hazard agent code previously mentioned.

CPE Details

Use this section to answer questions about the company's implementation of collective equipment to protect the worker from the specified work hazard. Answer all available questions.

Does the Company implement collective protection measures (CPEs) to eliminate or reduce workers exposure to the risk factor?

If you select *Implement*, the question on the CPE's effectiveness becomes available.

Are CPEs effective in neutralizing risks to the worker?

Select *Yes* or *No*.

Utilization of IPE

If you select *Used*, the IPE Code Data and IPE Complementary Information sections appear.

IPE Code Data

This section appears if the Utilization of IPE field in the CPE Details section is set to *Used*.

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 BRA Page.

IPE AC

Displays the approval certificate number of the IPE.

Effective IPE Select *Yes* if the IPE is effective in neutralizing the risk to the worker, and *No* if it is not.

IPE Complementary Information

This section appears if the Utilization of IPE field in the CPE Details section is set to *Used*. Answer questions about the company's implementation of individual protection equipment to protect the worker from the specified work hazard. All questions are required.

Environmental Responsible Page

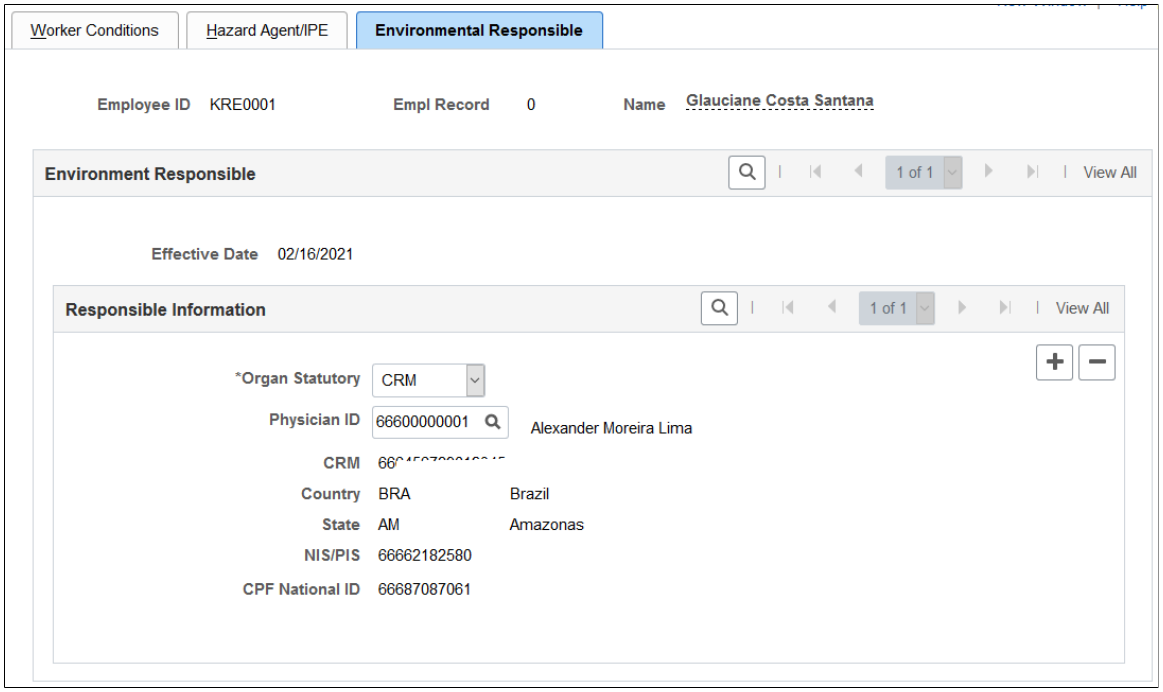
Use the Environmental Responsible page (WORKER_RESPON_BRA) to specify individuals who evaluate work environments and conditions for workers.

Navigation

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

Image: Environmental Responsible page

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



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

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.

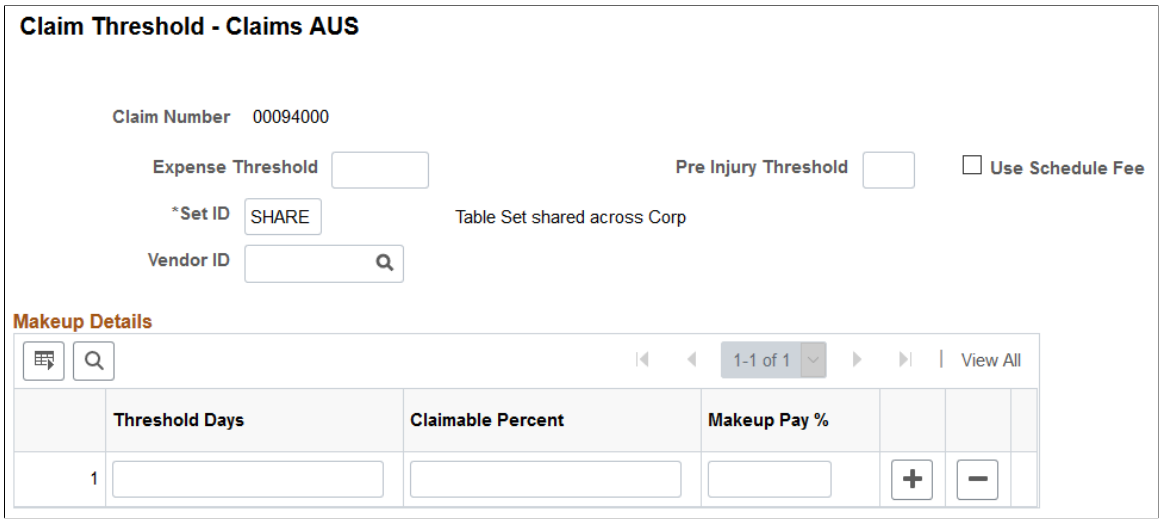
You must have a claim number to access this page.

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

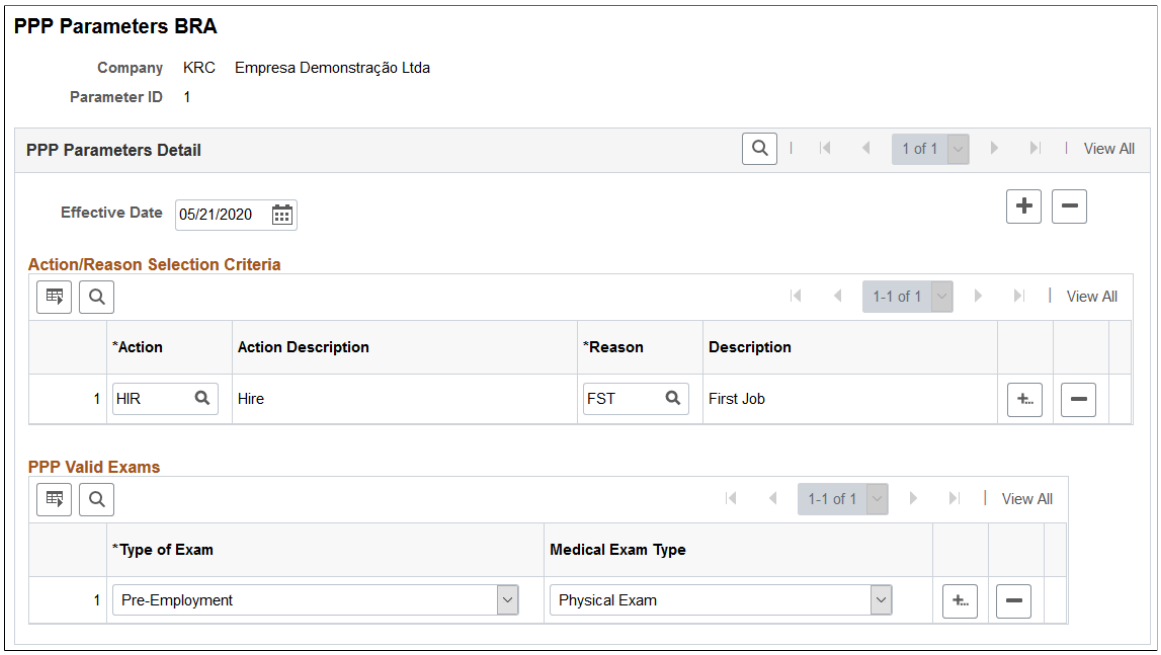
Use the PPP Parameters BRA page (PPP_PARAM_BRA) to identify PPP parameters that you will use when running the PPP report for Brazil.

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.
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

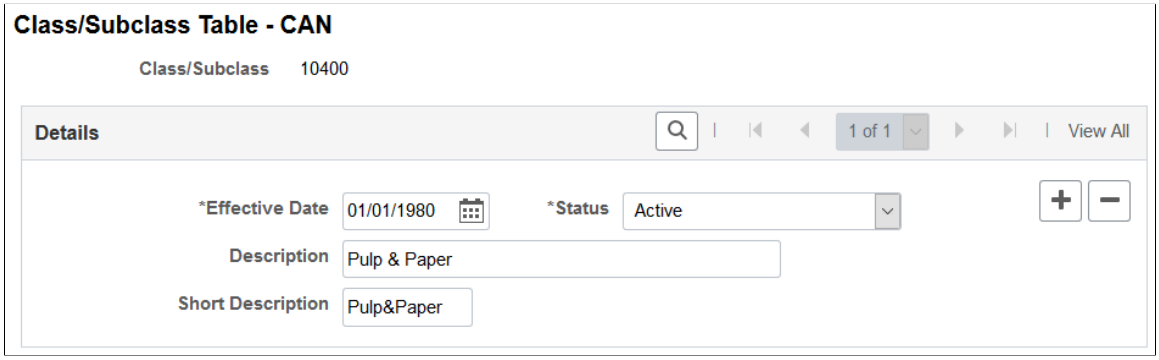
Use the Class/Subclass Table - CAN (or Class/Subclass CAN) page (HS_CLASS_CAN) to identify the standard industry classes and subclasses for Canadian business locations, based upon the classifications designated by the WCB.

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

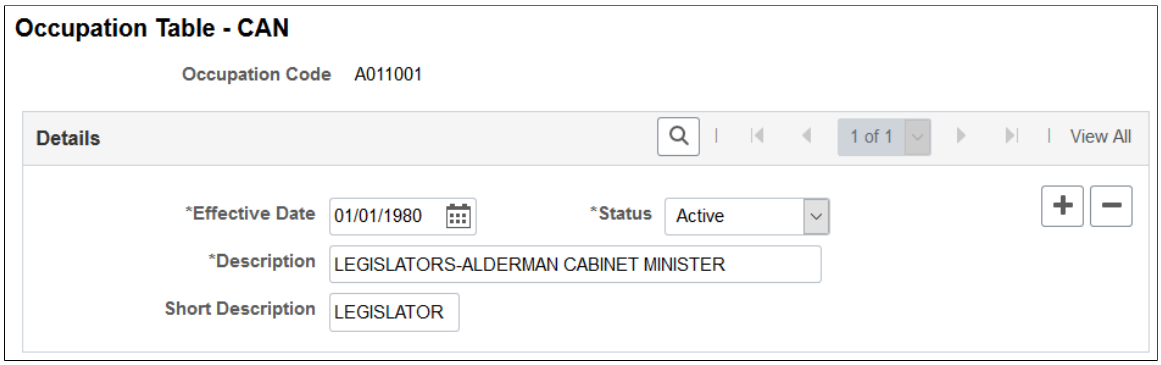
Use the Occupation Table - CAN (or Occupations CAN) page (HS_OCCUPATION_CAN) to set up the standard occupational classifications used by the WCB.

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

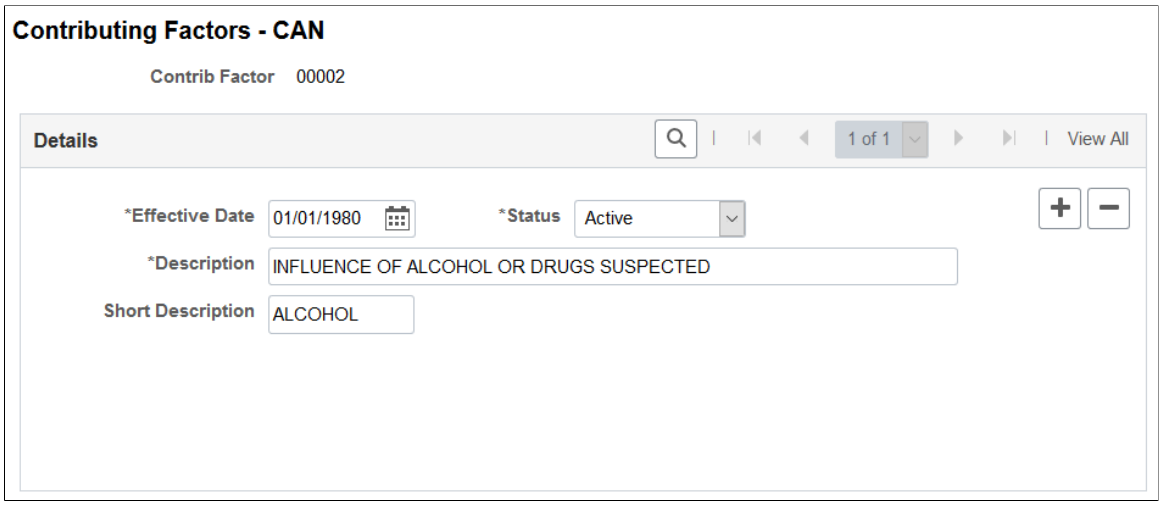
Use the Contributing Factors - CAN (or Contributing Factors CAN) page (HS_CONTFAC_CAN) to define the types of casual factors associated with a health and safety incident.

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

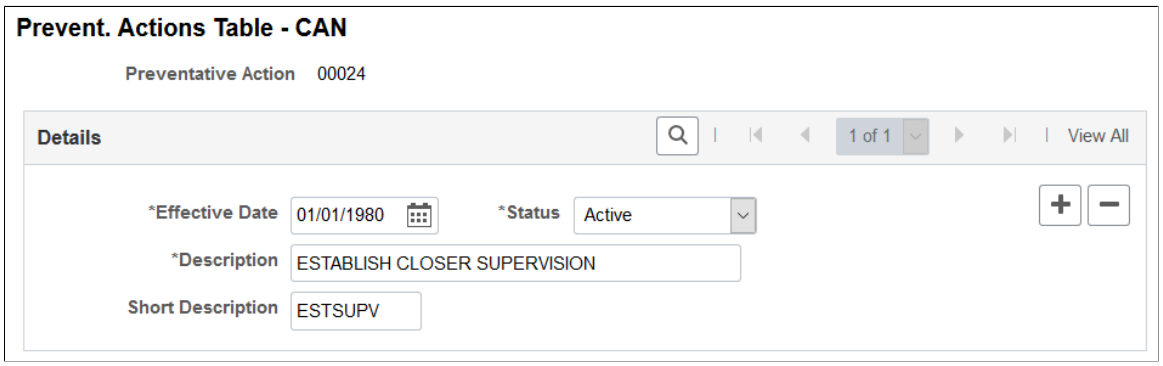
Use the Prevent. Actions Table - CAN page (HS_PREVENT_ACT_CAN) to identify the types of actions taken to prevent future occurrences of incidents and accidents.

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.
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.

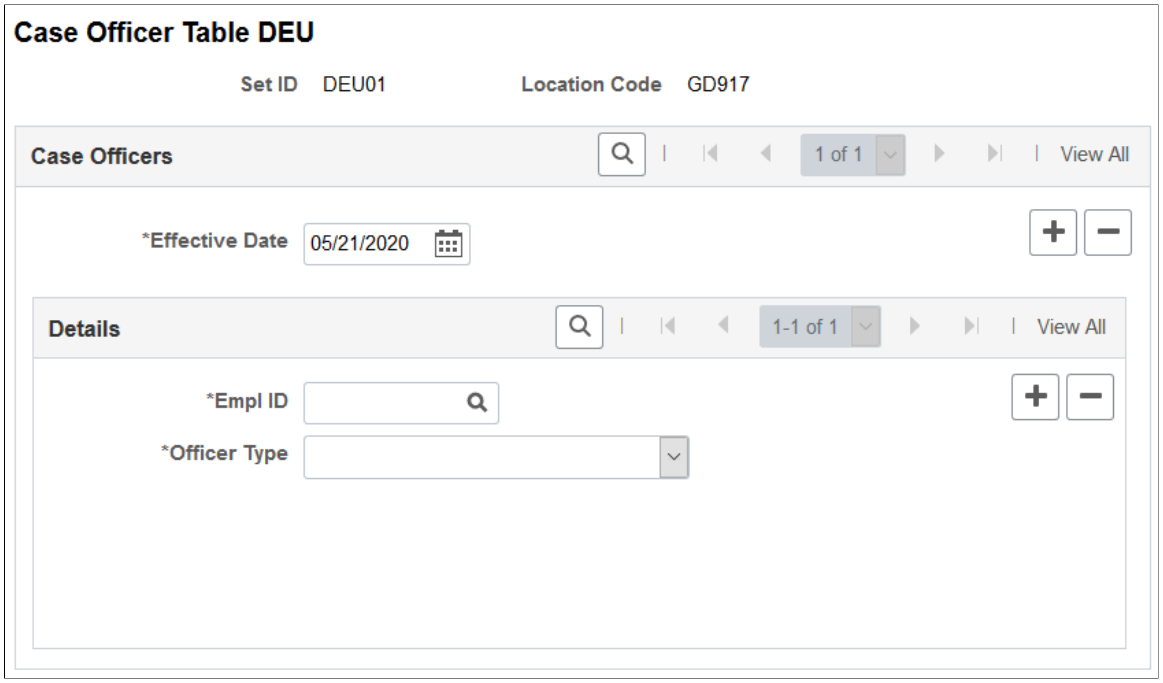
This information is used to identify incident case officers on the Employee page, the Injury Details - Reporting page, and the Case Officer Assignment page.

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*, a *Company Physician*, and so on.

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*).

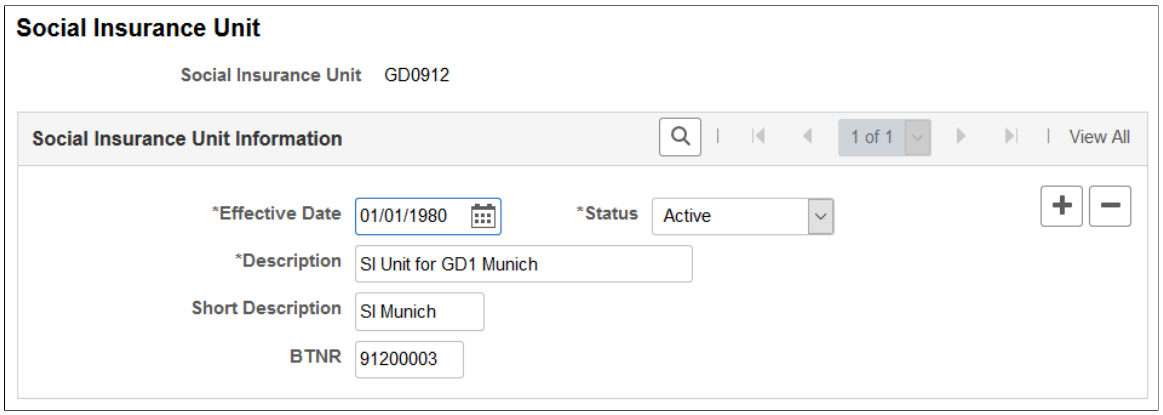
Use this number when reporting information to any public office.

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's social insurance number for this unit.

Correct. Actions Table DEU Page or Corrective Actions DEU Page

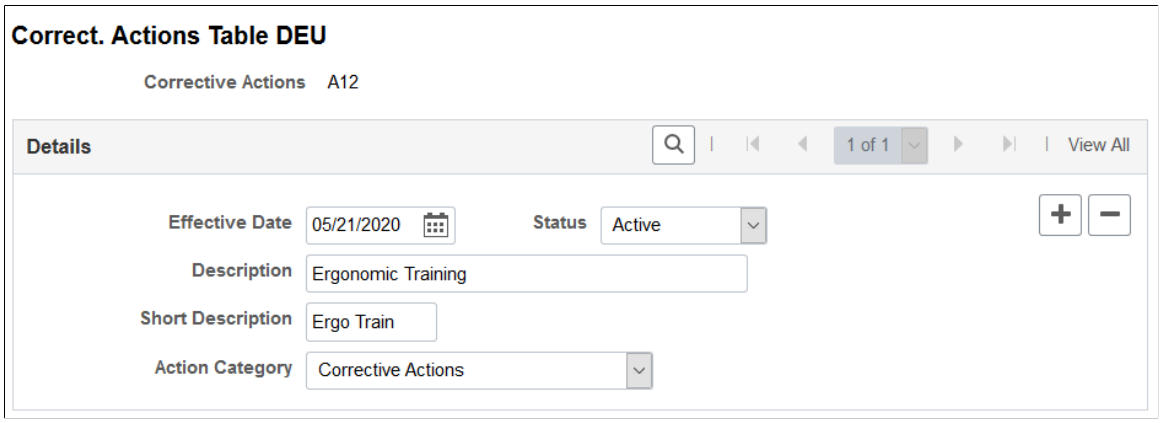
Use the Correct. Actions Table DEU (or Corrective Actions DEU) page (HS_CORRECT_ACT_GER) to define corrective actions that you have implemented and associate the corrective action with a corrective action category.

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

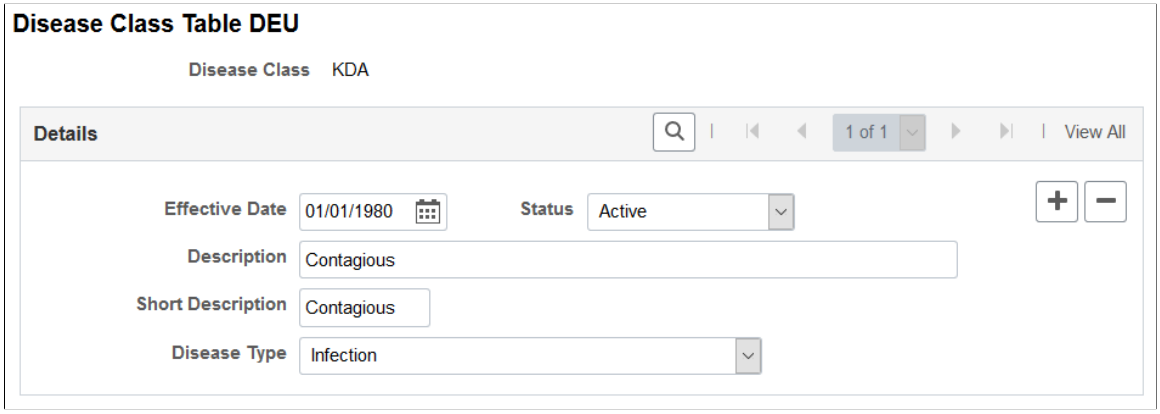
Use the Disease Class Table DEU (or Disease Class DEU) page (HS_DIS_CLASS_GER) to define disease classes and associate them with a disease type.

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

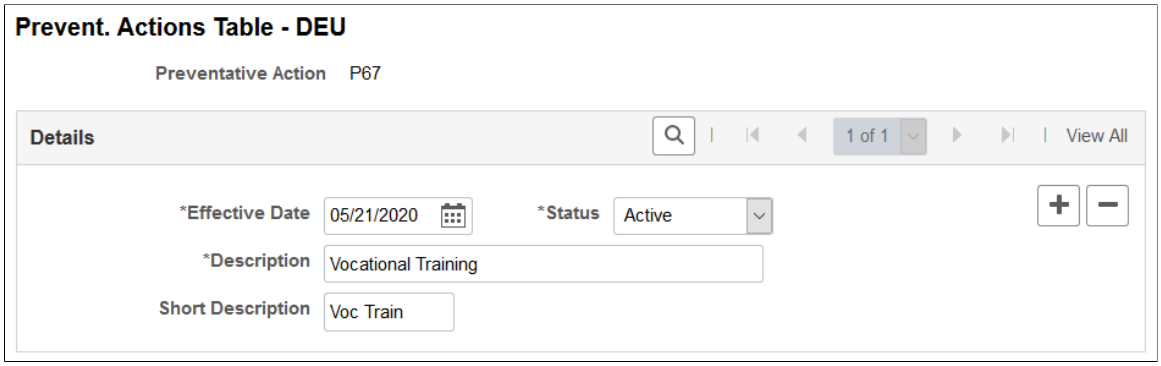
Use the Prevent. Actions Table - DEU (or Preventative Actions DEU) page (HS_PREVENT_ACT_GER) to define the actions that you have implemented to prevent workplace incidents or accidents.

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

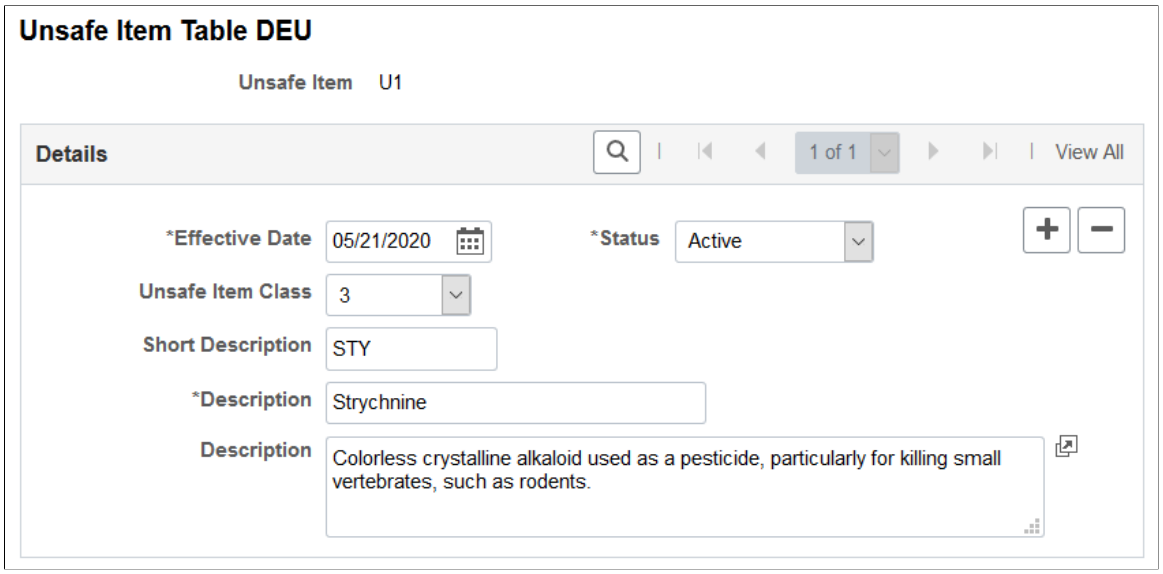
Use the Unsafe Item Table DEU (or Unsafe Items DEU) page (HS_UNSAFE_ITEM_GER) to define unsafe items and associate them with an unsafe item class.

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

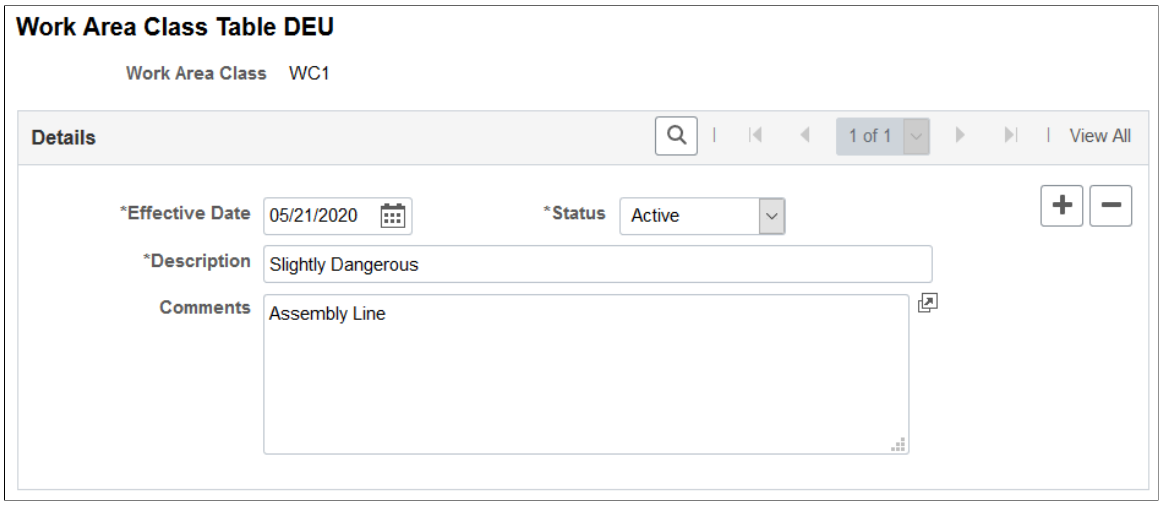
Use the Work Area Class Table DEU (or Work Area Class DEU) page (HS_WA_CLS_TBL_GER) to set up work area classes as defined by the employer's liability insurance association.

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

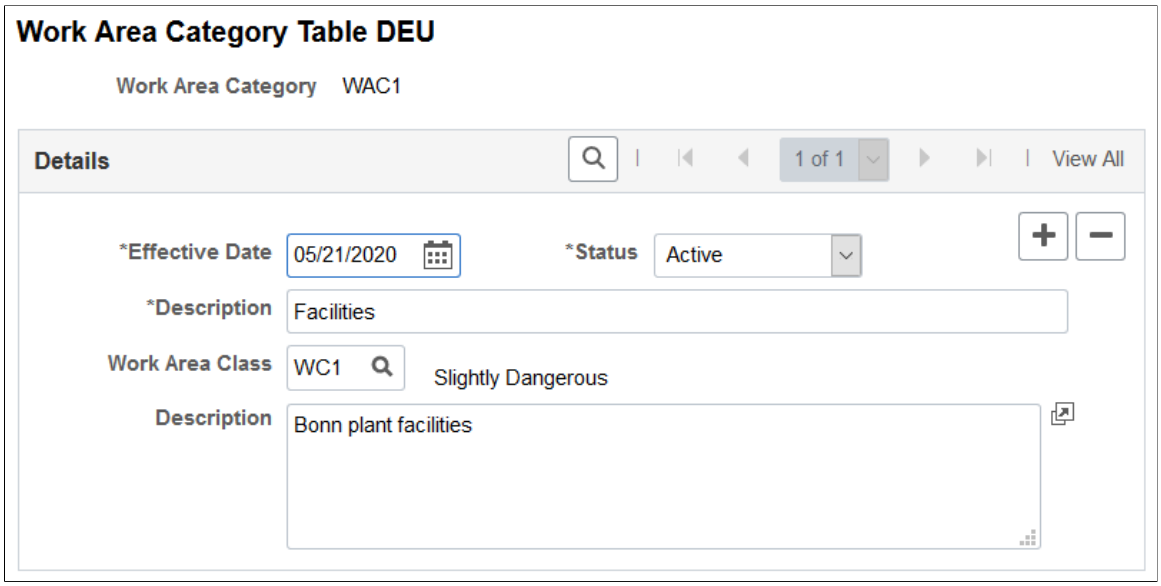
Use the Work Area Category Table DEU (or Work Area Category DEU) page (HS_WA_CTG_TBL_GER) to set up work area categories as defined by the employer's liability insurance association.

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

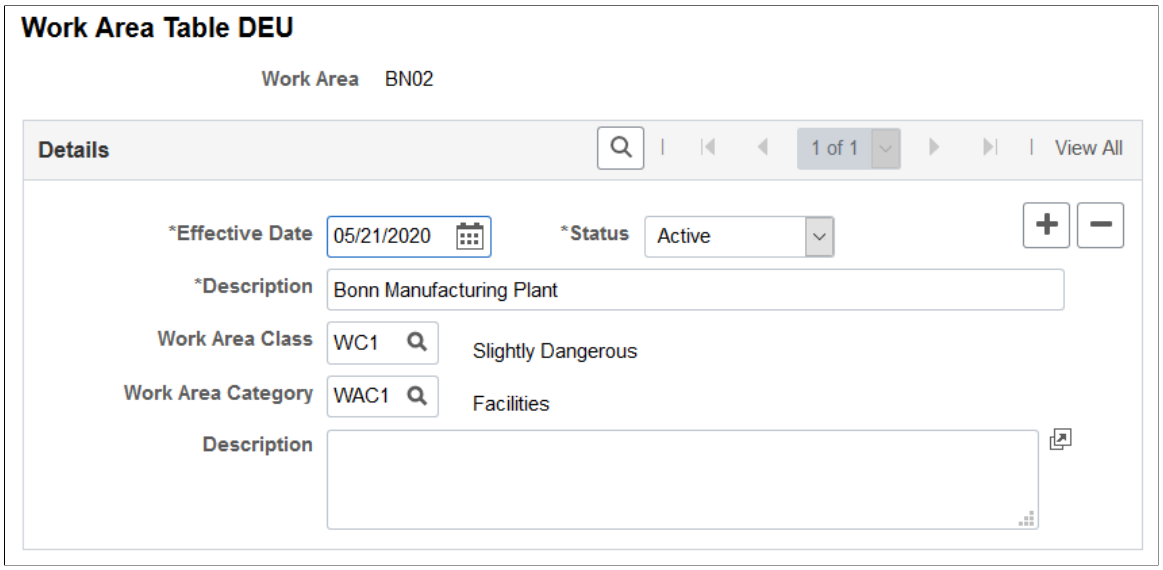
Use the Work Area Table DEU (or Work Area DEU) page (HS_WA_TBL_GER) to set up work areas as defined by the employer's liability insurance association.

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

Coop Society Data Page

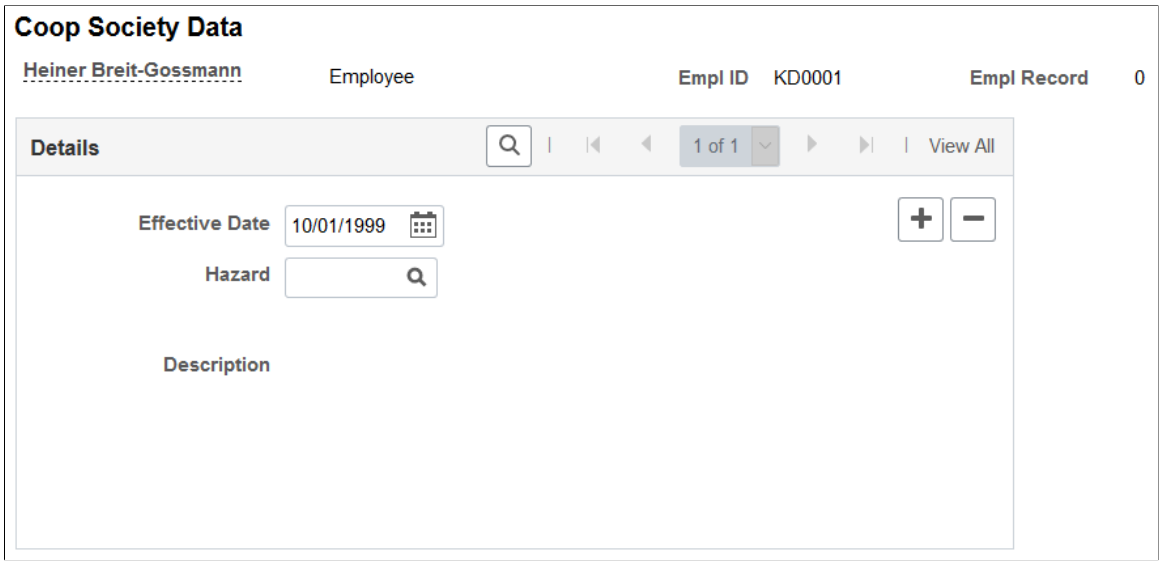
Use the Coop Society Data page (HS_COOP_SOC_GER) to associate an insurer's industrial hazard code with an employee.

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.

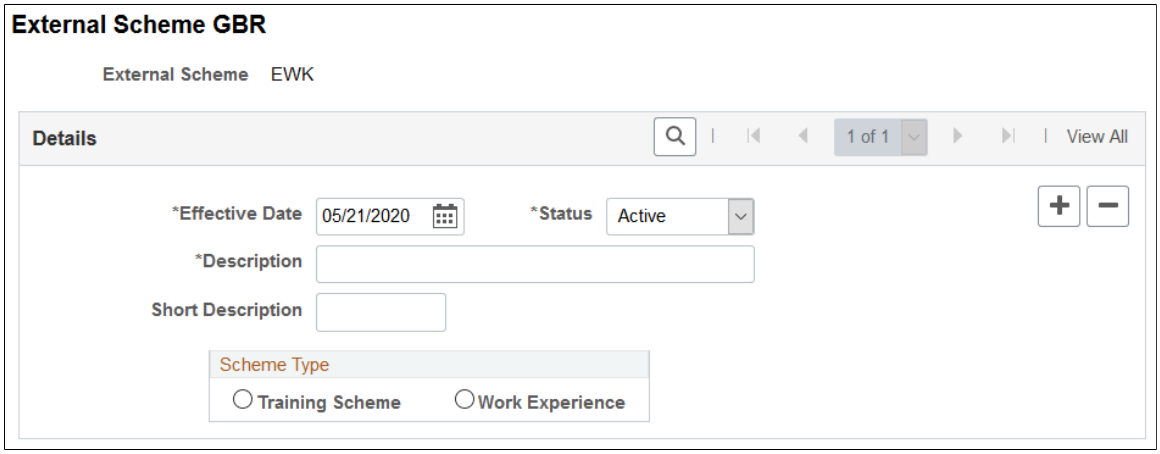
RIDDOR incident reports must indicate whether the individual involved is part of an External Scheme, which is a vocational training, education, or job placement program usually involving a contract between an employee, an employer, and the government.

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

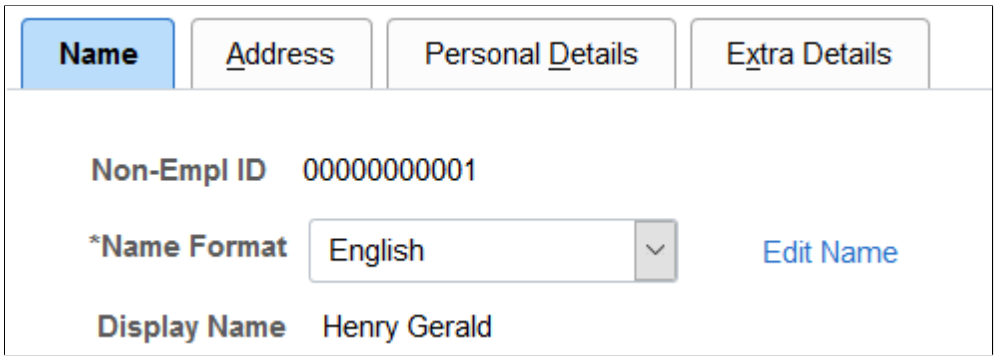
Use the Non-Employee - Name page (HS_NON_EMPL1) to maintain name information for non-employees involved in incidents.

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

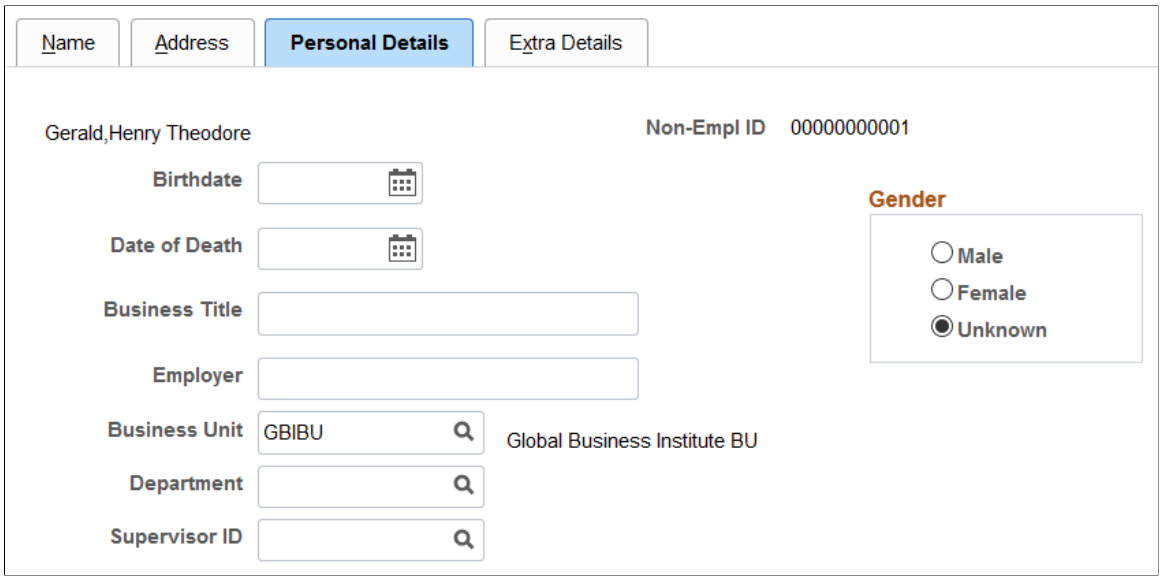
Use the Non-Employee - Personal Details page (HS_NON_EMPL2) to maintain additional details for the individual.

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.

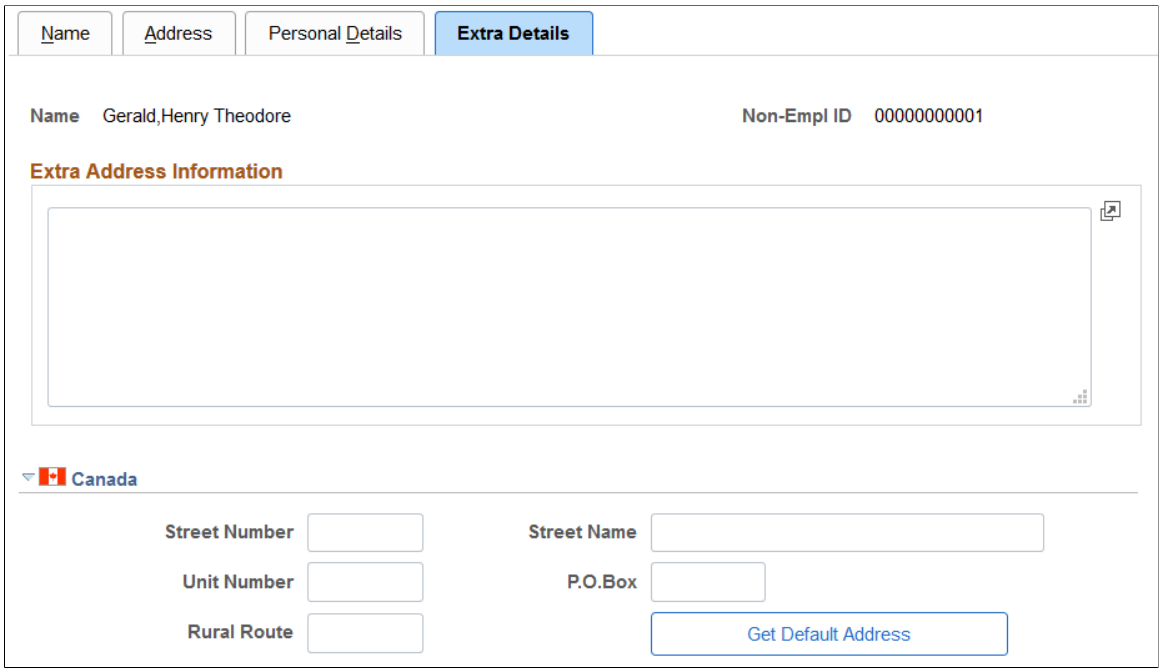
This information is required if the individual does not live at a normally recognized address.

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.

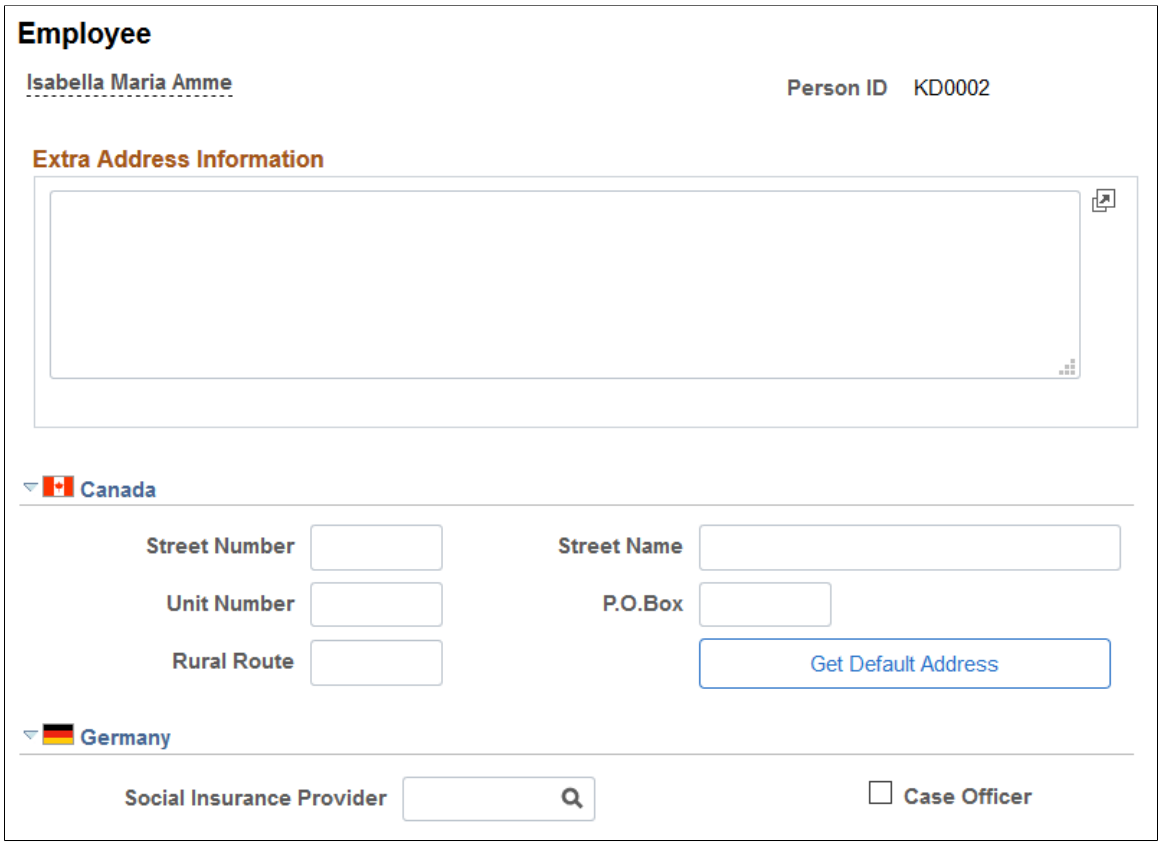
This information is required if the individual does not live at a normally recognized address.

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 (1 of 2)

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

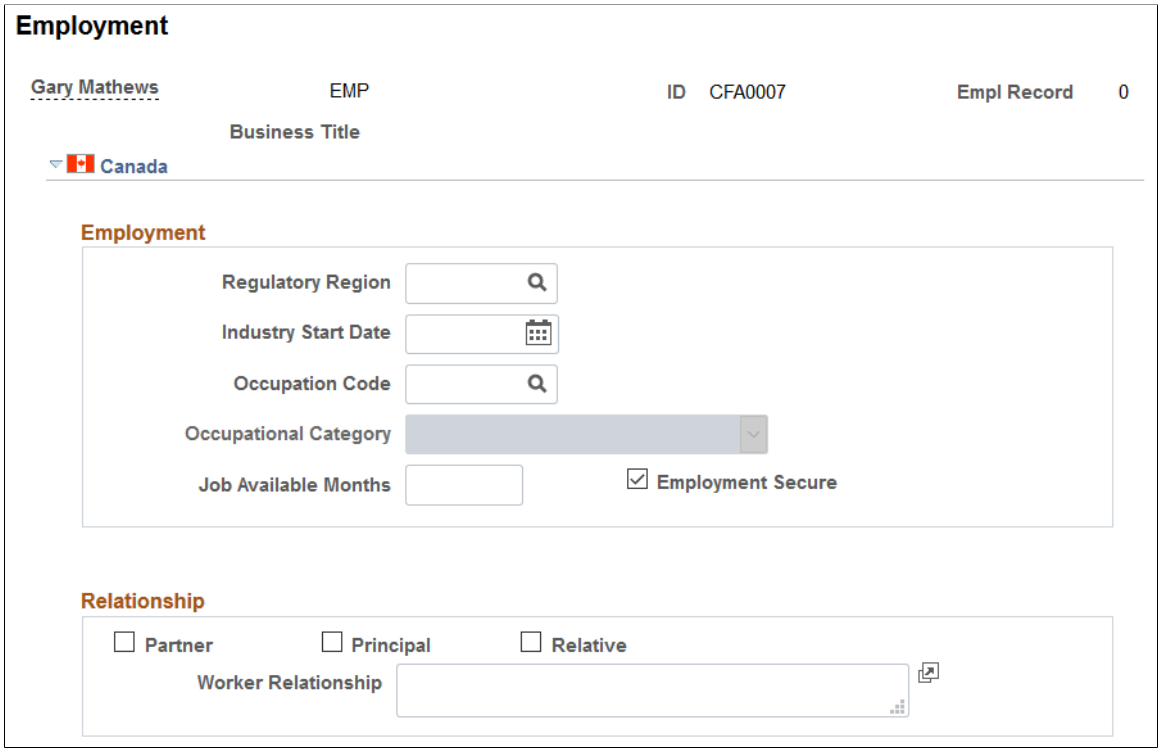
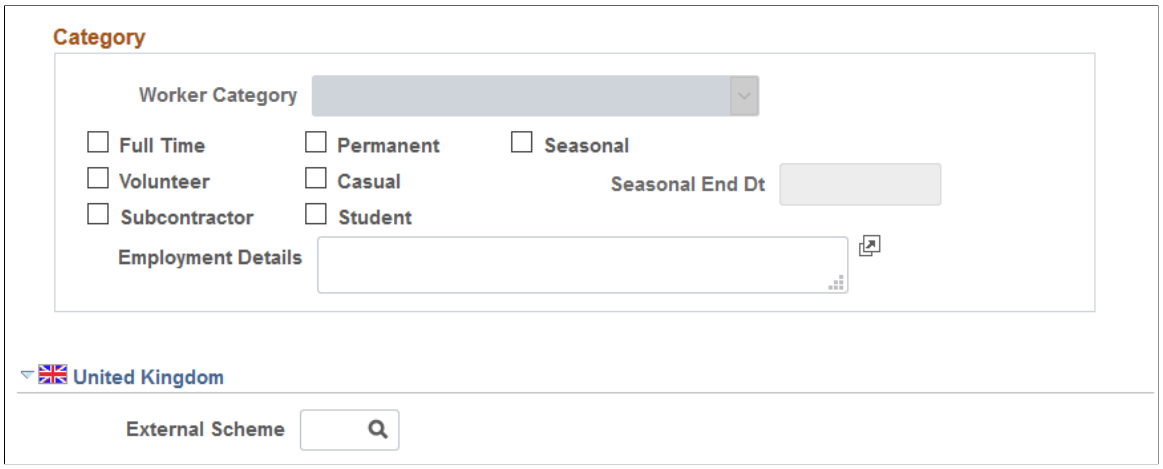


Image: Employment page (2 of 2)

This example illustrates the fields and controls on the Employment page (2 of 2). 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 and Reviewing Employee Health Card Information

This section discusses how to record and review employee health details.

The Health Card (GVT_HEALTH_CARD) component and the Review Health Card Info (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 Review Health Card Info components. The Review Health Card Info component also tracks the results of medical exams, such as physicals, eye, and ear exams.

Pages Used to Maintain and Review Employee Health Cards

Page Name	*Definition Name*	*Usage*
Health Card 1 page	GVT_HEALTH_CARD_1	Record physician contact information for employees.
Health Card 2 Page	GVT_HEALTH_CARD_2	Record drug allergies, specific test names, and dates for employees.
Health Card Review 1 Page	GVT_HEALTH_RVW_1	Review personal data for employees.
Health Card Review 2 Page	GVT_HEALTH_RVW_2	Review position information for employees.
Health Card Review 3 Page	GVT_HEALTH_CARD_1	Review physician contact information for employees.
Health Card Review 4 Page	GVT_HEALTH_CARD_2	Review any drug allergies, specific test names, and dates for employees.
Drug Test Review Page	GVT_DRUG_TEST2	Review drug test results, referrals, and comments for employees.
Hs Exam Audio1 Page	HS_EXAM_AUDIO1	Review basic appointment and physician contact information for audio exams.
Hs Exam Audio2 Page	HS_EXAM_AUDIO2	Review audiometric exam results, referrals, and comments for employees.
Hs Exam Eye1 Page	HS_EXAM_EYE1	Review basic appointment and physician contact information for eye exams.
Hs Exam Eye2 Page	HS_EXAM_EYE2	Review eye exam results, referrals, and comments for employees.
Hs Exam Physical1 page	HS_EXAM_PHYSICAL1	Review basic appointment and physician contact information for physical exams.
Hs Exam Physical2	HS_EXAM_PHYSICAL2	Review physical exam results, referrals, and comments for employees.
Hs Exam Respire1 (Hs exam respiratory 1) page	HS_EXAM_RESPIRE1	Review basic appointment and physician contact information for respiratory exams.
Hs Exam Respire2 (Hs exam respiratory 2) page	HS_EXAM_RESPIRE2	Review respiratory exam results, referrals, and comments for employees.

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 3)

This example illustrates the fields and controls on the Health Card 2 page (1 of 3). You can find definitions for the fields and controls later on this page.

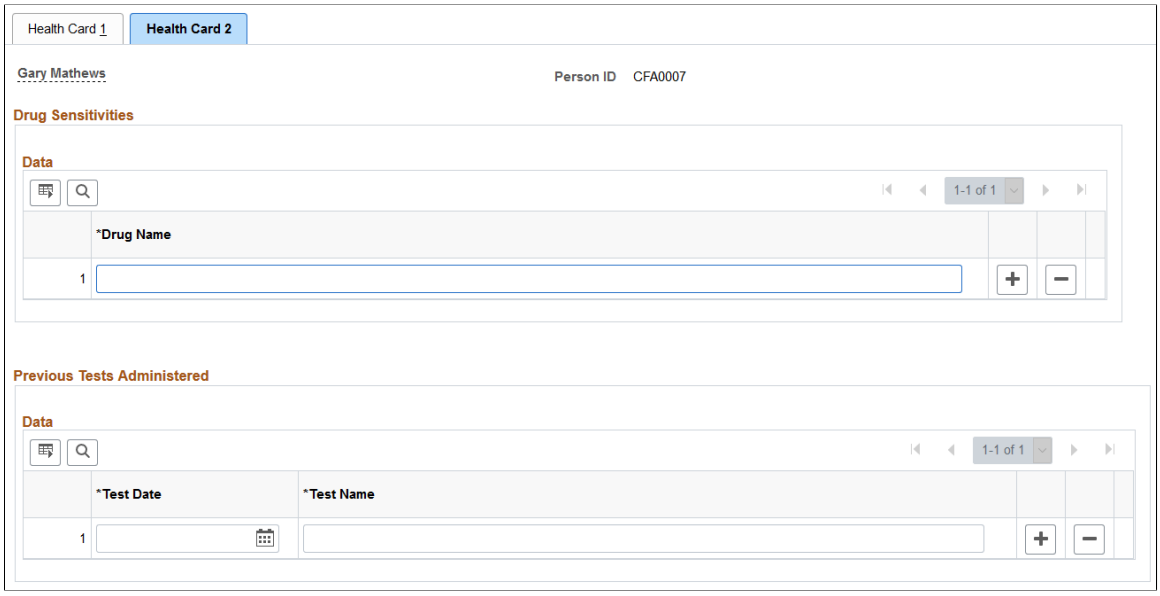


Image: Health Card 2 page (2 of 3)

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

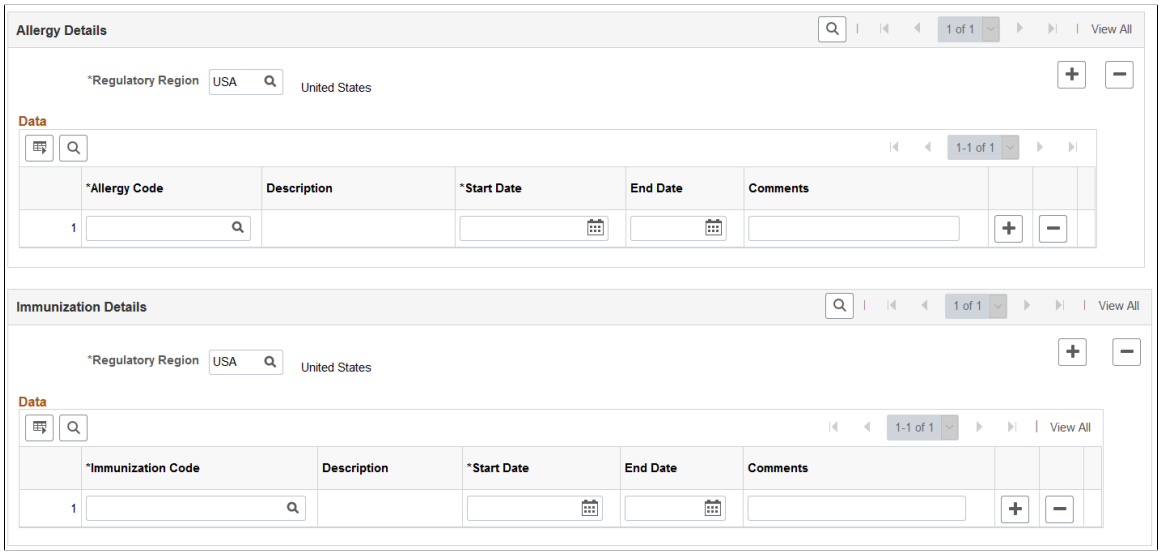
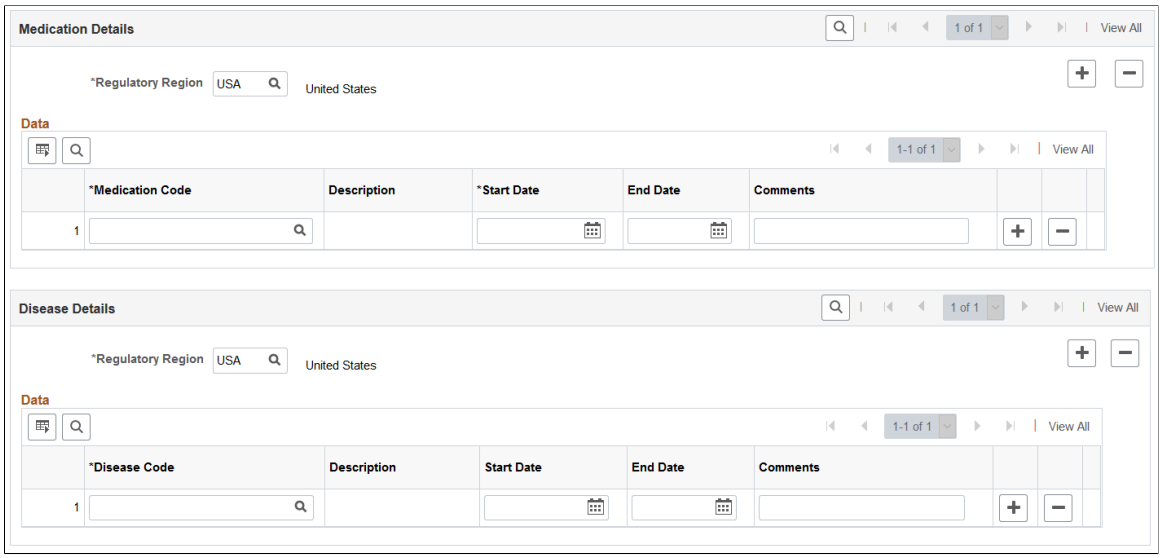


Image: Health Card 2 page (3 of 3)

This example illustrates the fields and controls on the Health Card 2 page (3 of 3). 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

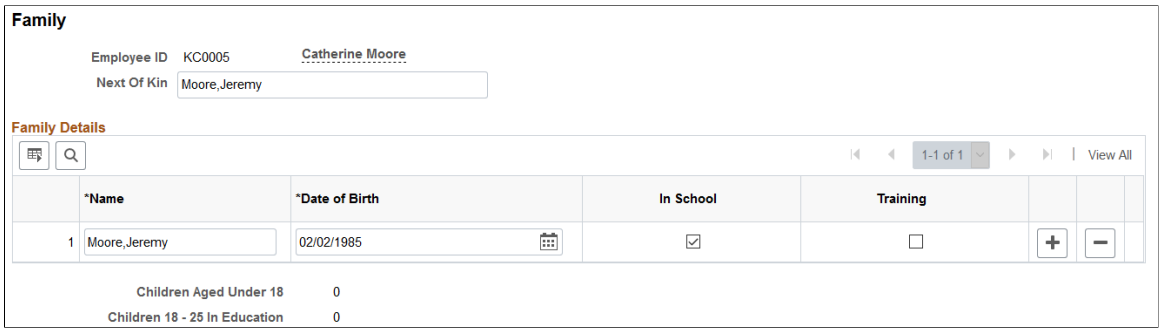
Use the Family page (HS_FAMILY) to enter additional family information for employees or for non-employees who are involved in a health and safety incident.

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.

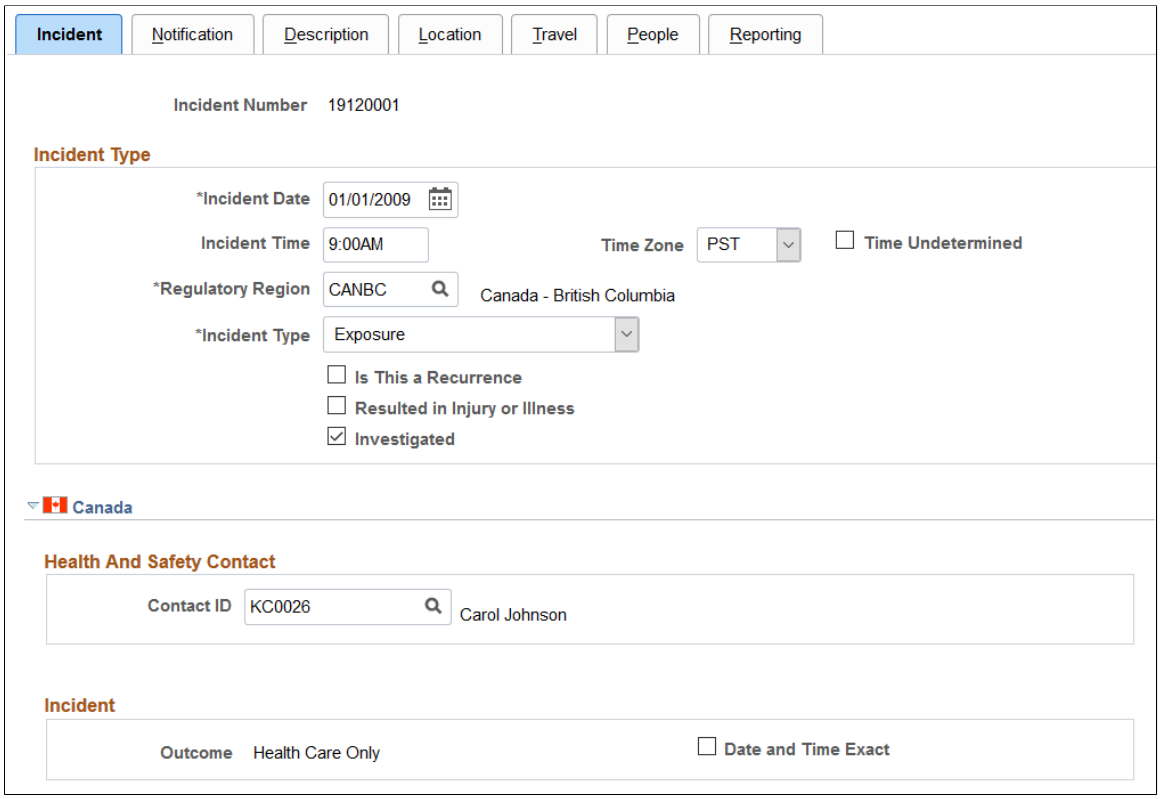


Image: Incident Details - Incident page (2 of 3)

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.

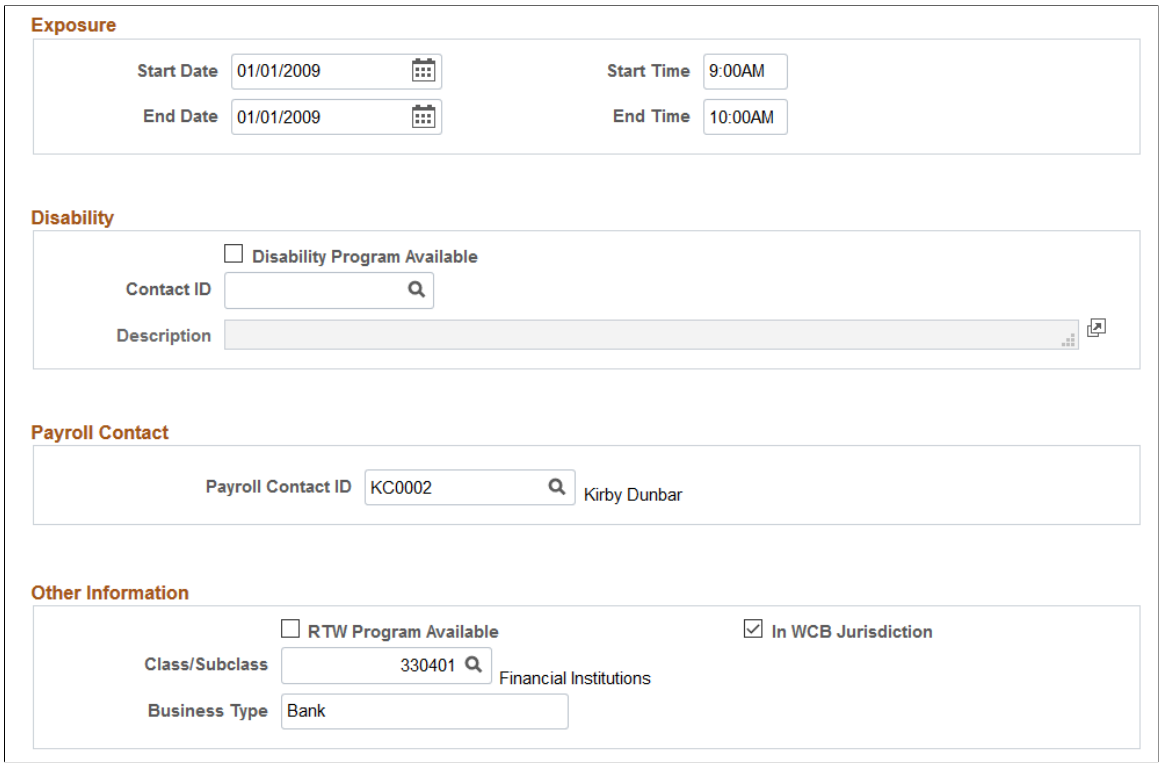
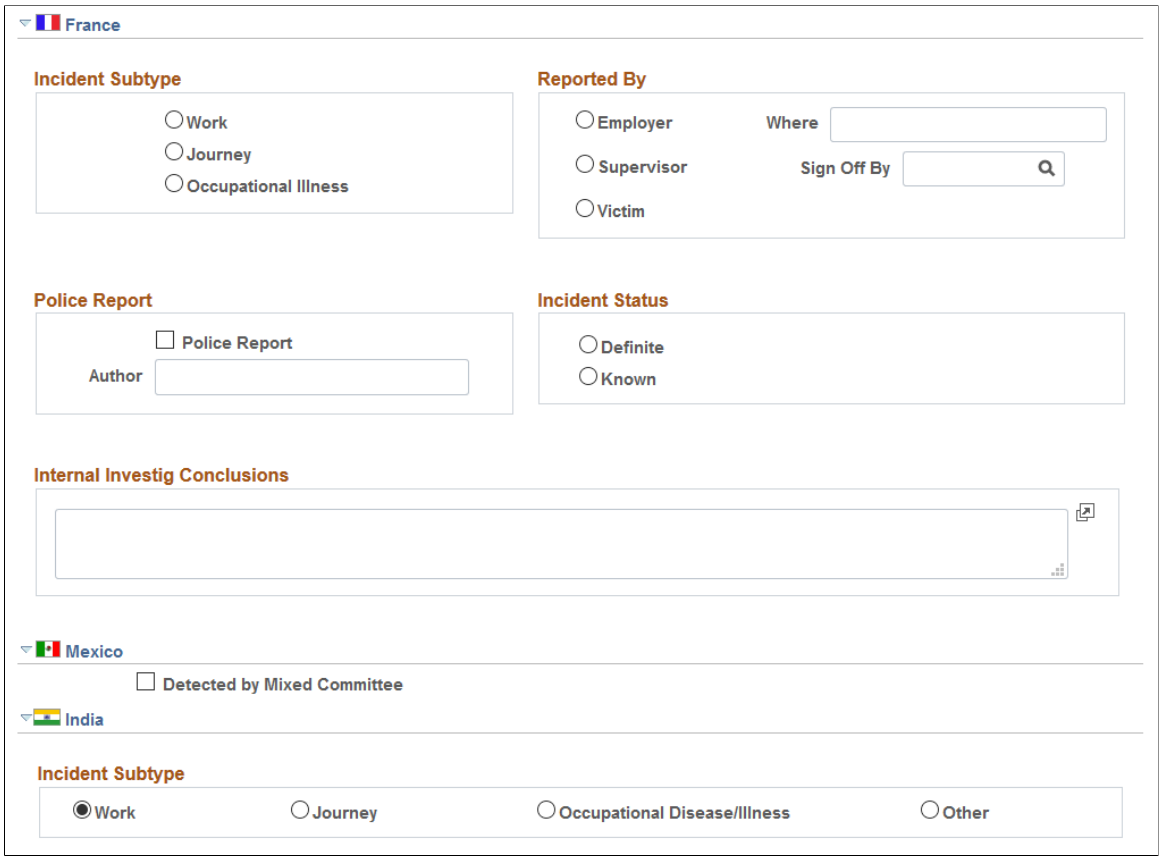


Image: Incident Details - Incident page (3 of 3)

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.

Incident Time and **Time Zone** Enter the time that the incident occurred, and the time zone for that time.

If you are unsure of the time that the incident occurred, select the Time Undetermined check box.

Incident Type Select the type of the incident. 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 (HS_INCIDENT_SEC).

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

Time Undetermined Select if you cannot determine the time the incident occurred.

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

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

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

Is This a Recurrence Select if this incident has happened before.

Resulted in Injury or Illness Select if the incident resulted in injury or illness and you want to track injury or illness data on the Injury or Illness pages.

When you select this check box, enter an employee ID in the Reported to Empl ID (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

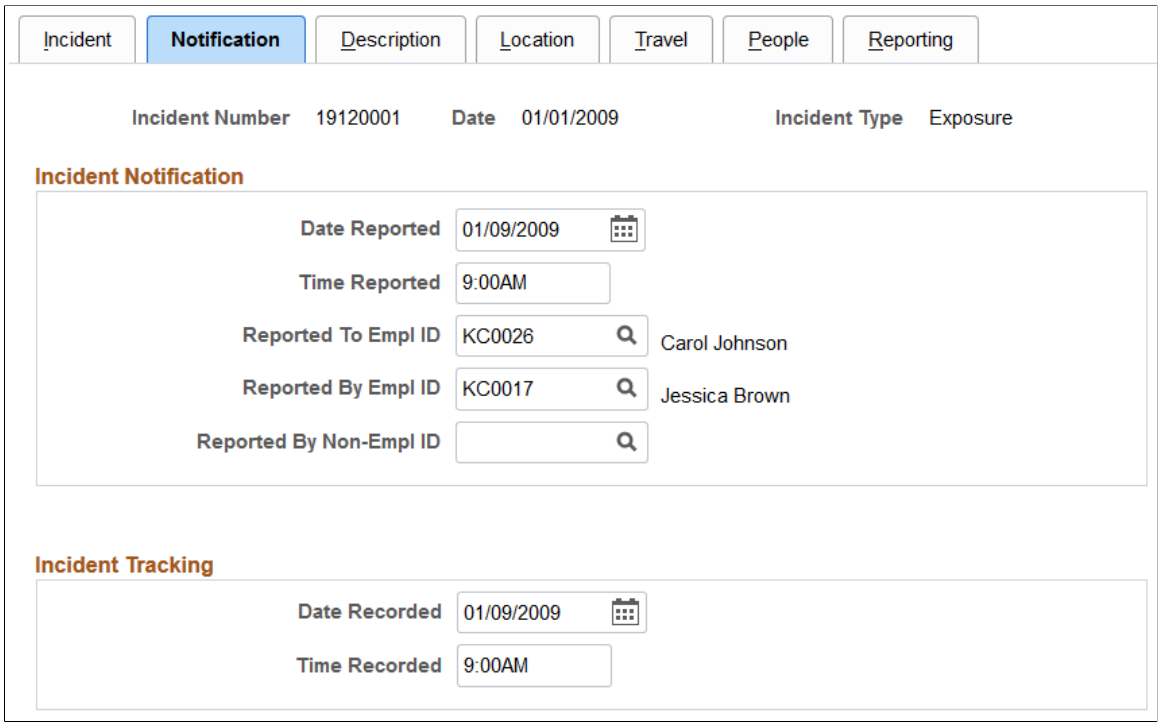
Use the Incident Details - Notification page (HS_INC_NOTIFY) to record incident details that employees generate.

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 Empl ID, and Reported By Empl ID 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

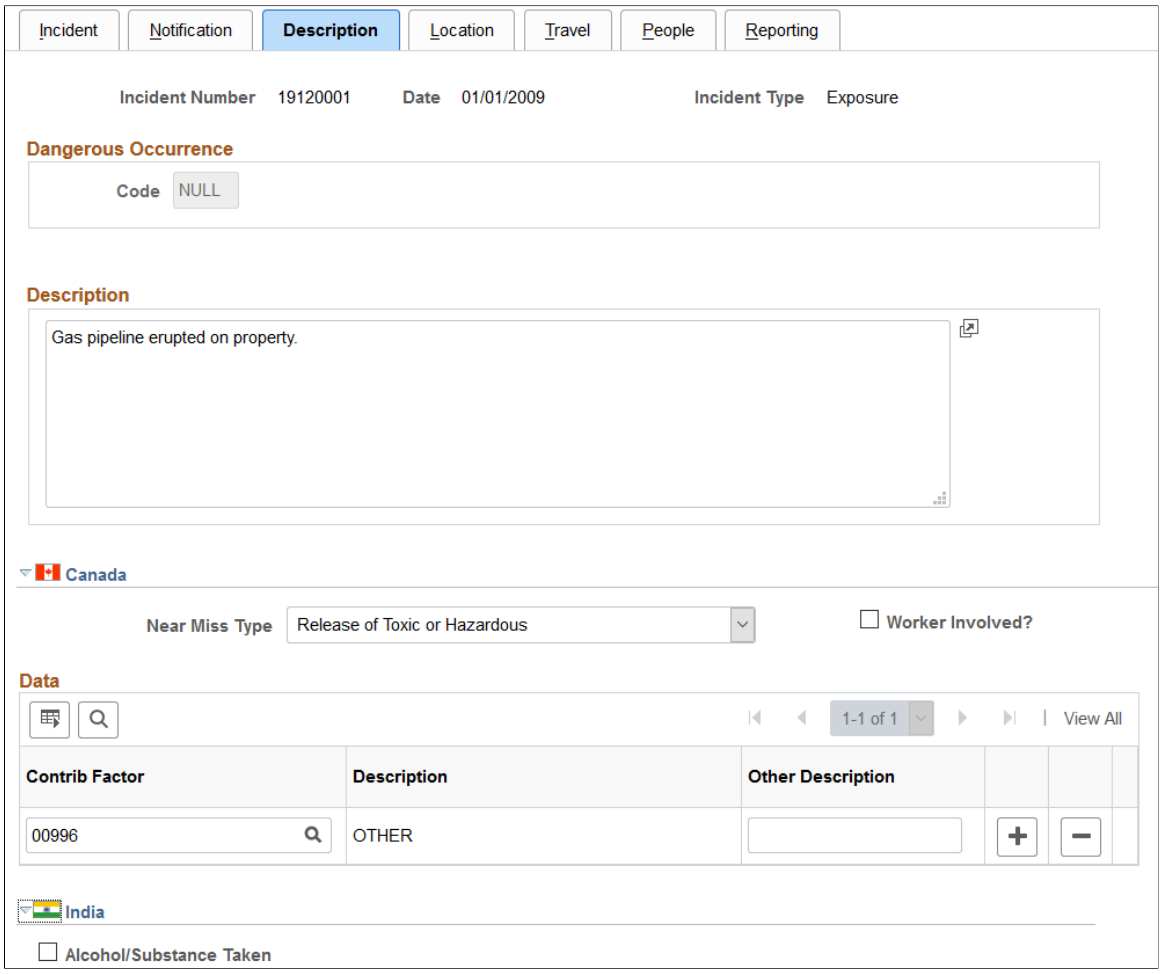
Use the Incident Details - Description page (HS_INC_DESCRIPTION) to describe the health and safety incident and record related data.

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.

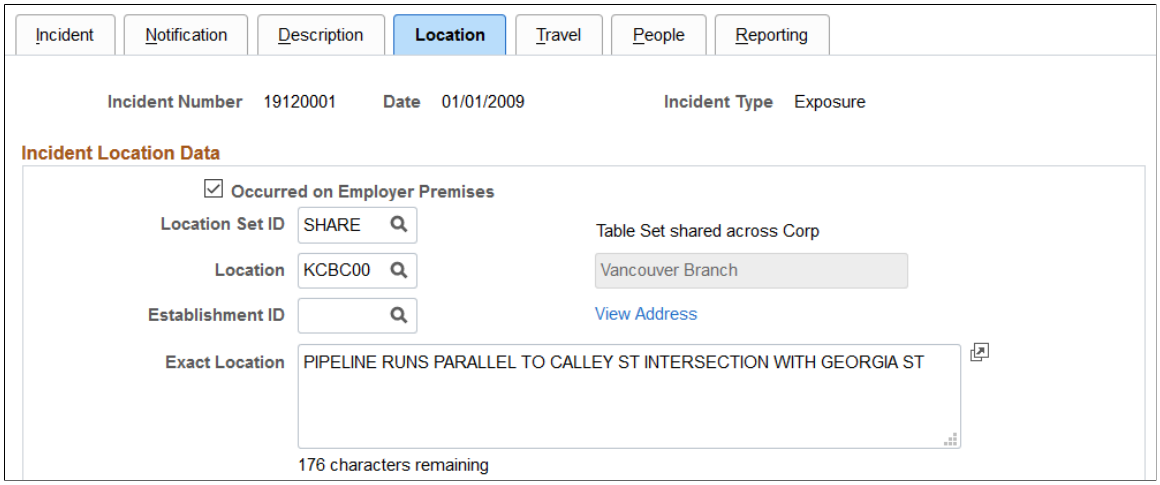


Image: Incident Details - Location page (2 of 3)

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.

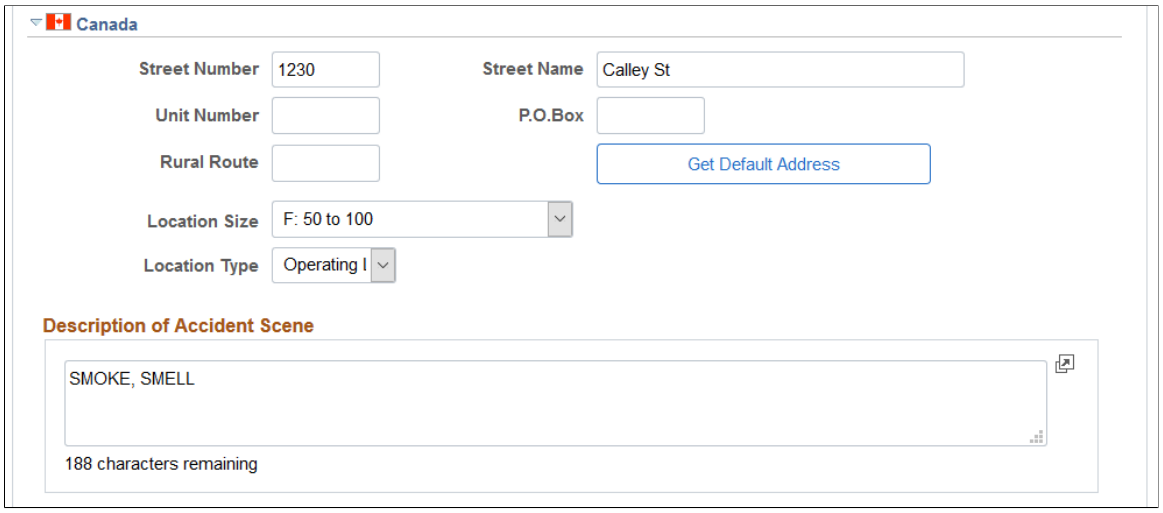
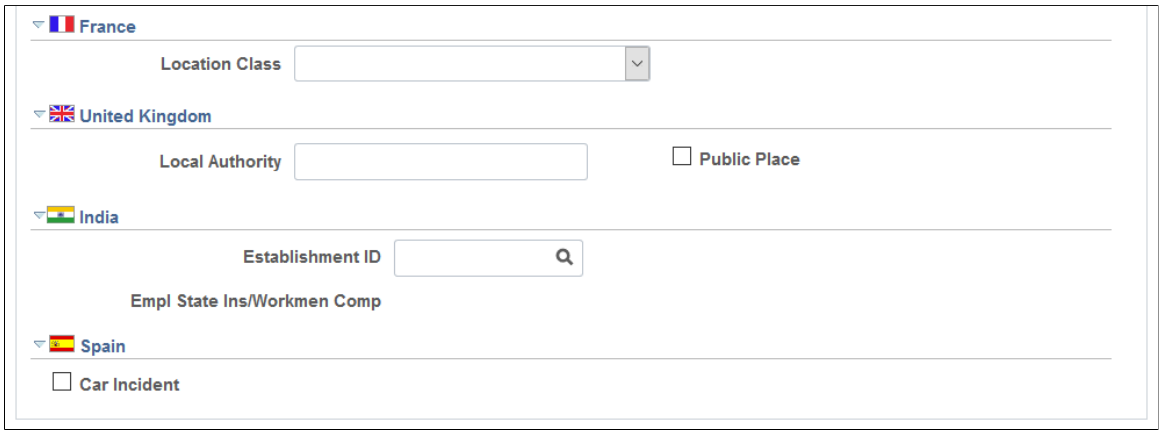


Image: Incident Details - Location page (3 of 3)

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.

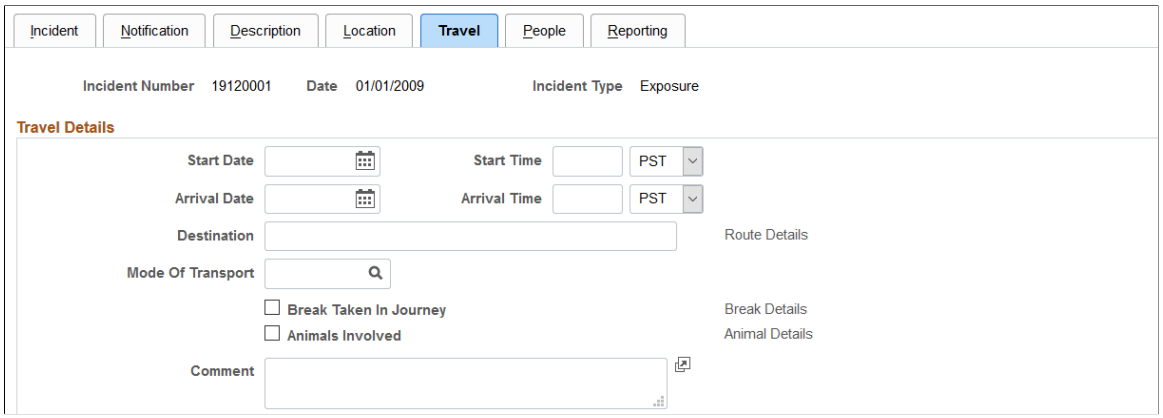
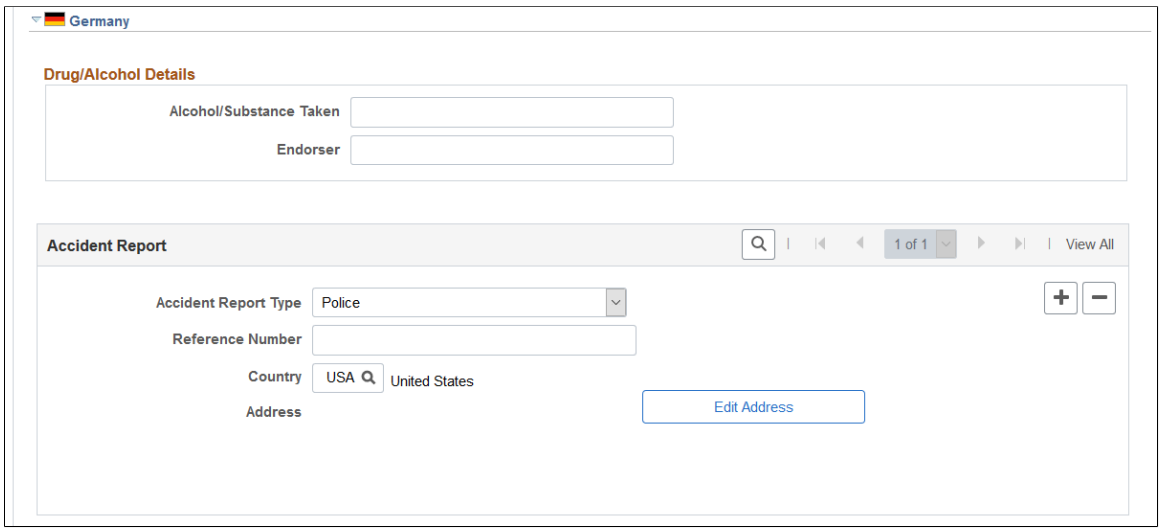


Image: Incident Details - Travel page (2 of 2)

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

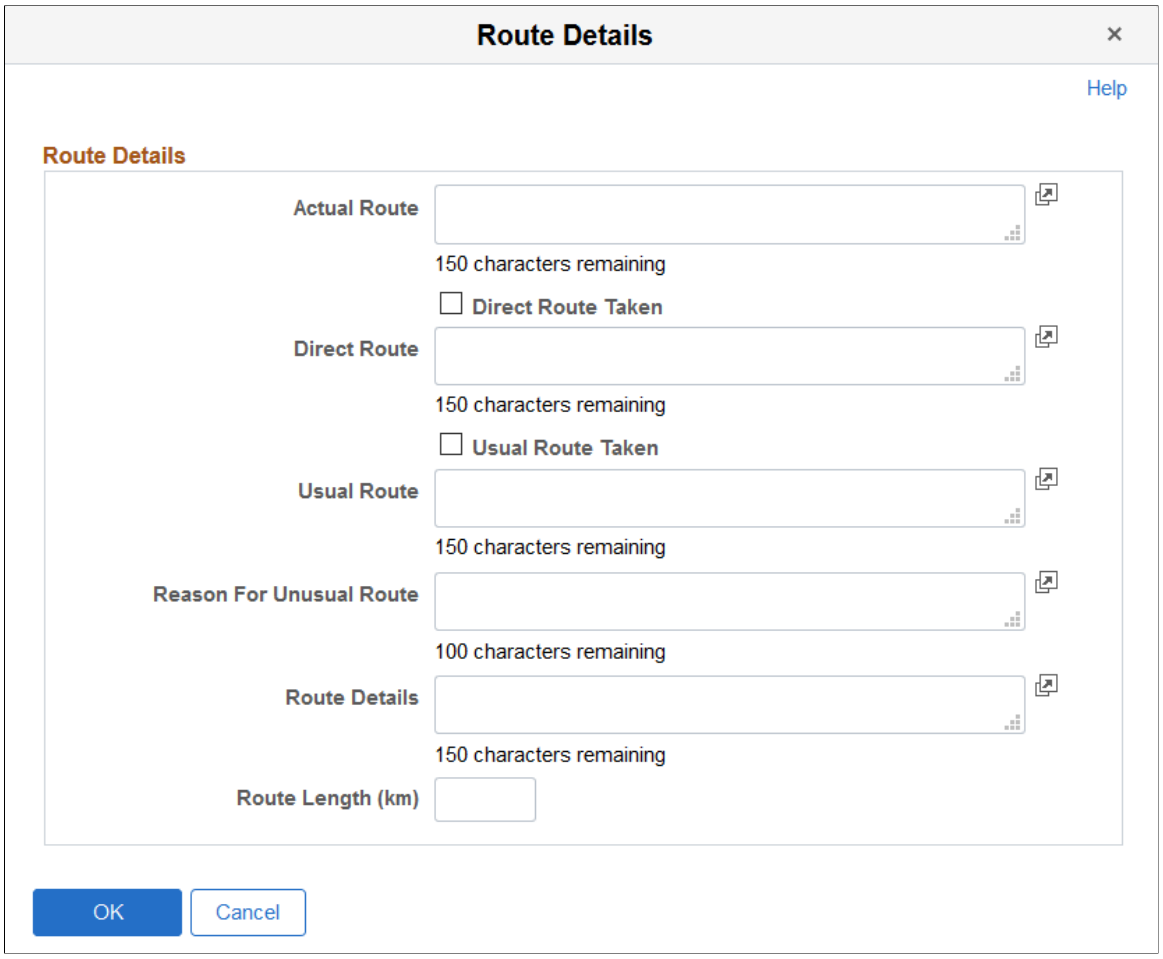
Use the Route Details page (HS_INC_ROUTE_SEC) to provide additional travel route details for health and safety incidents.

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.

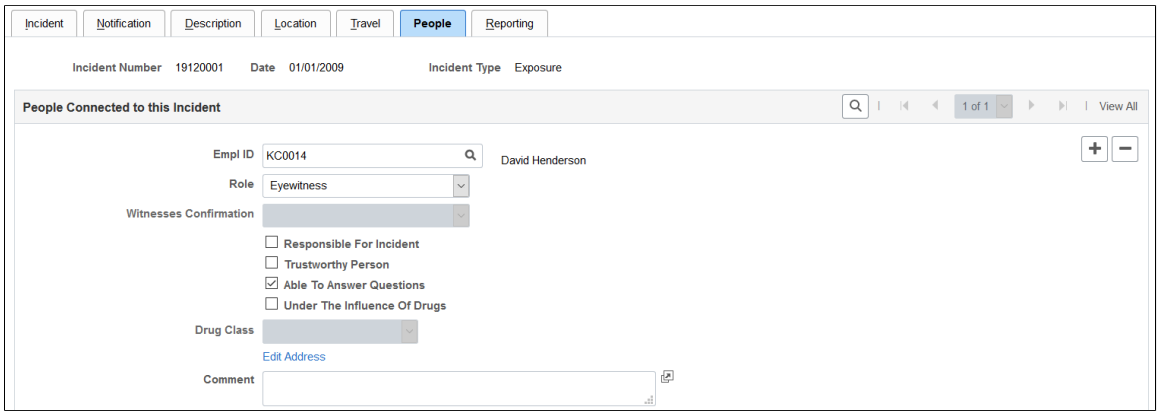


Image: Incident Details - People page (2 of 2)

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

Empl ID (employee ID) or **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 (indicated in the Role field) when the report is a final report. This is true for all incident outcomes other than reported only. 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.

Investigator Type Select the type of investigator assigned to the incident. This field is available when the individual is identified as an investigator.

(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 (1 of 2)

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

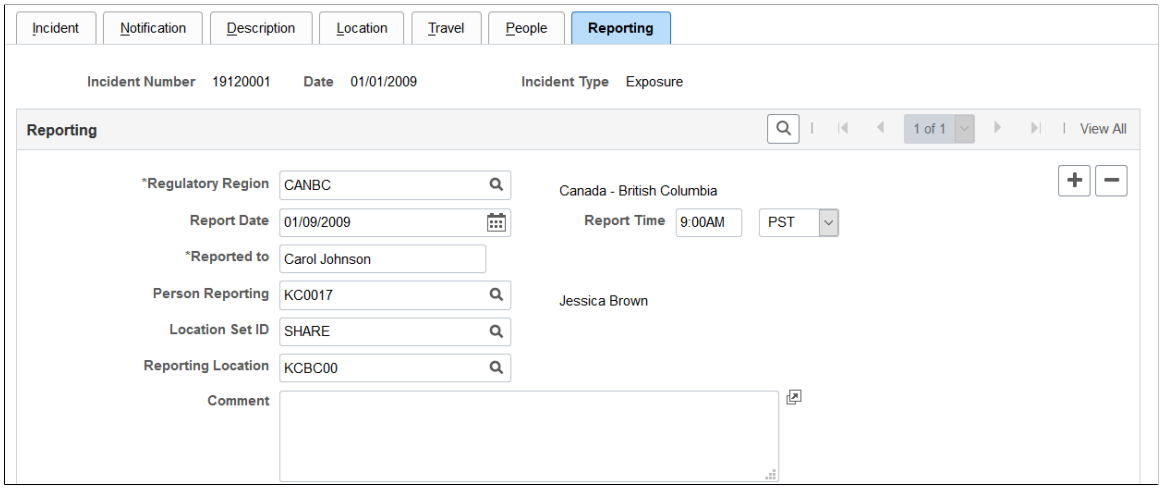
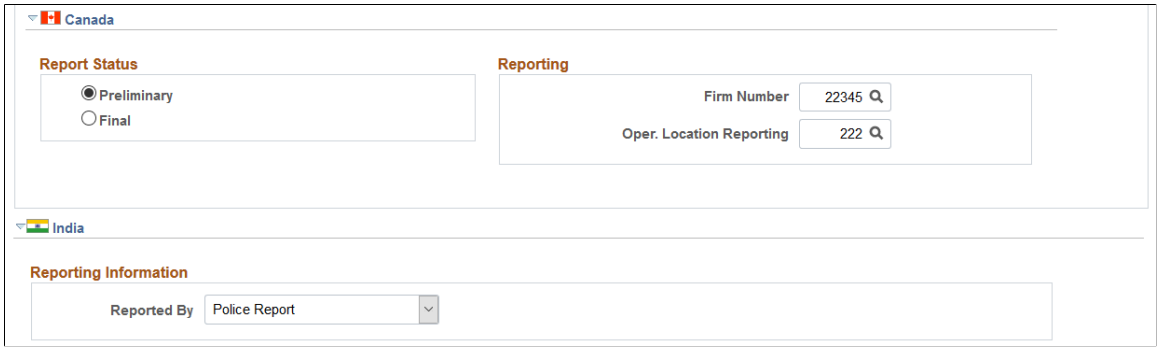


Image: Incident Details - Reporting page (2 of 2)

This example illustrates the fields and controls on the Incident Details - Reporting page (2 of 2). 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 the Regulatory Region field. This is critical because warning messages for the BC WCB EDI file functionality is activated only when this is set.

Report Status Select an option to indicate whether the report is preliminary or final.

Reporting Enter the Canadian WCB firm number and location code.

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

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

(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 and eSocial reporting for Brazil.

Navigation

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

Image: CAT Information page (1 of 2)

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

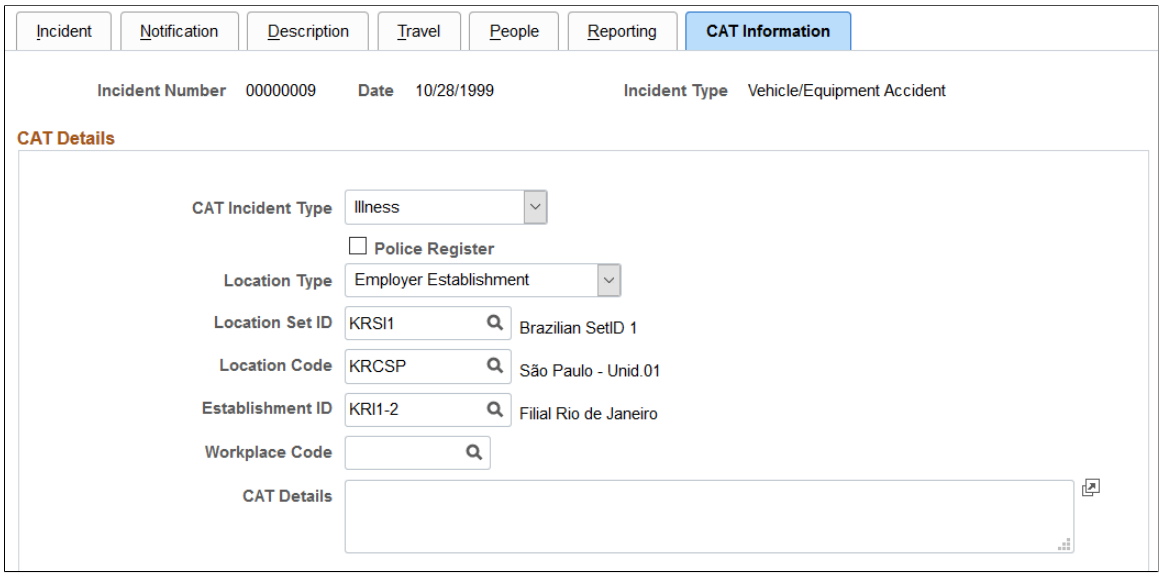
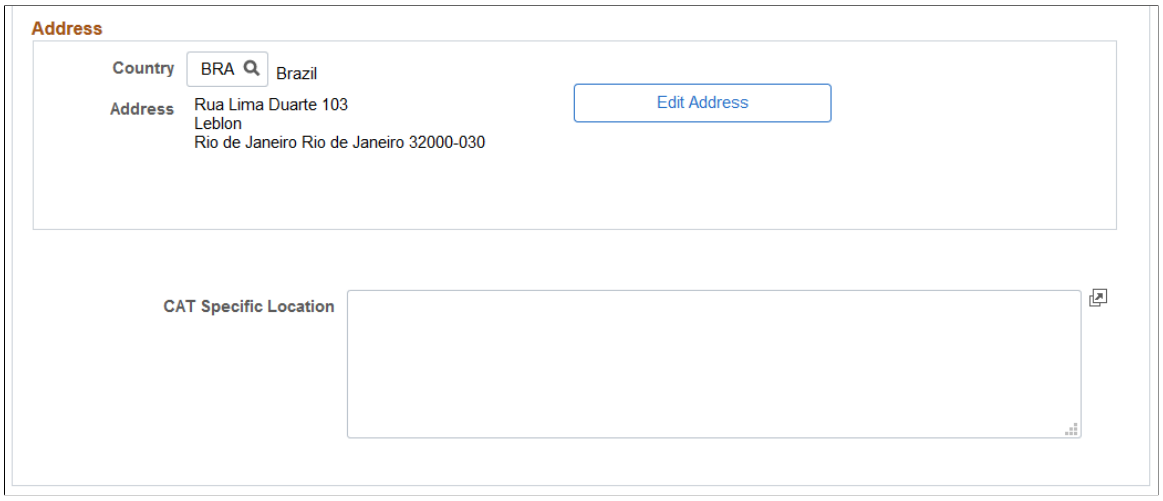


Image: CAT Information page (2 of 2)

This example illustrates the fields and controls on the CAT Information page (2 of 2). 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*.

If the selected CAT incident type is *Typical*, and the Worked Hours field is blank for the associated injury details on the Injury Details - Details BRA Page, the system generates a mapping error in eSocial.

See Also "eSocial Events Monitor Page" (PeopleSoft HCM 9.2: Global Payroll for Brazil).

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.

Page Name	*Definition Name*	*Usage*
(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.
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.

Page Name	*Definition Name*	*Usage*
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.
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.

Page Name	Definition Name	Usage
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	(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 3)

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

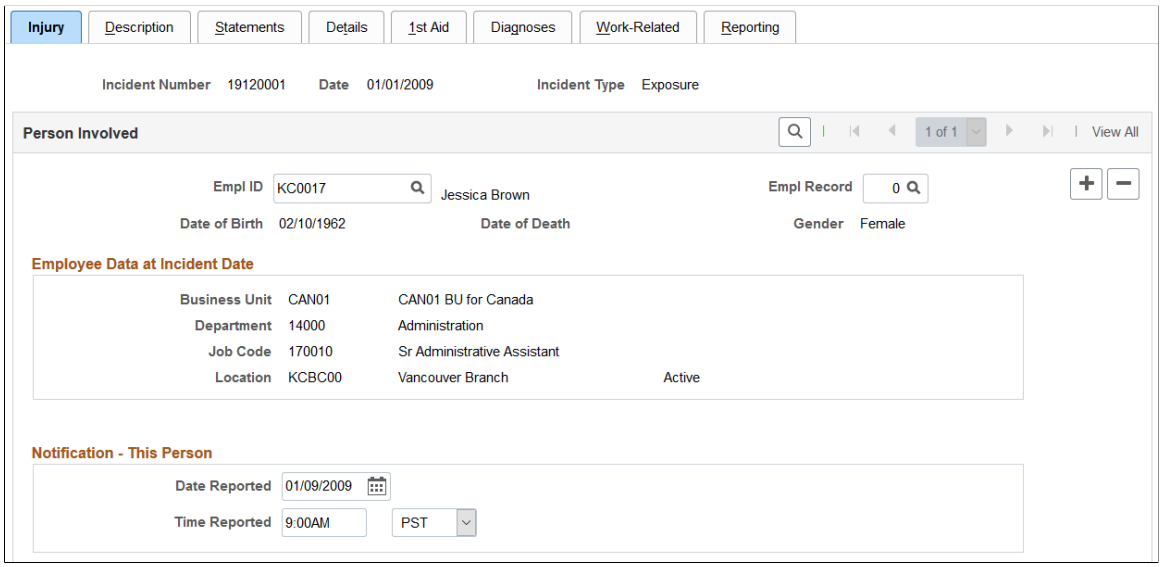


Image: Injury Details - Injury page (2 of 3)

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

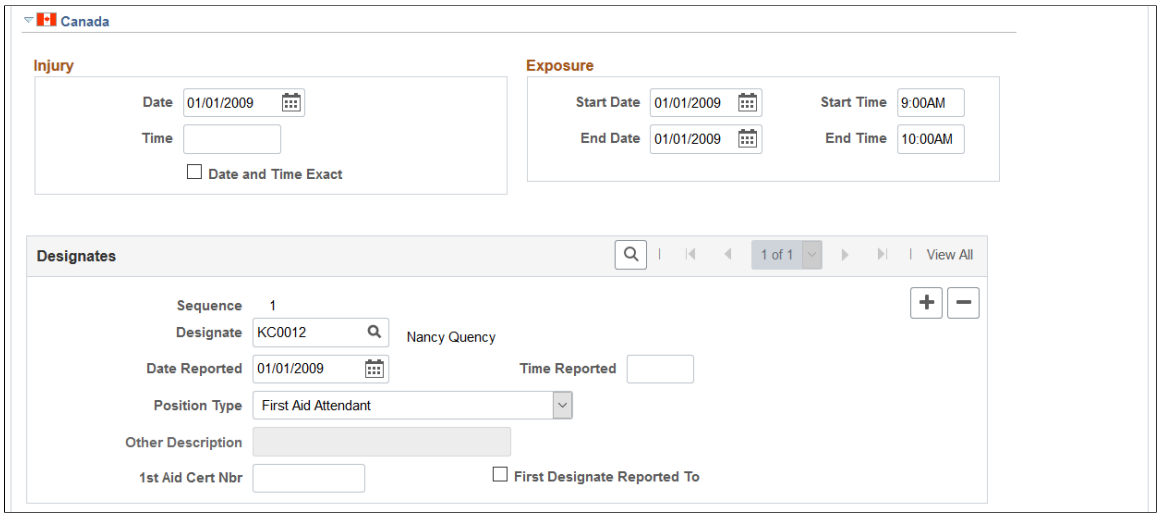
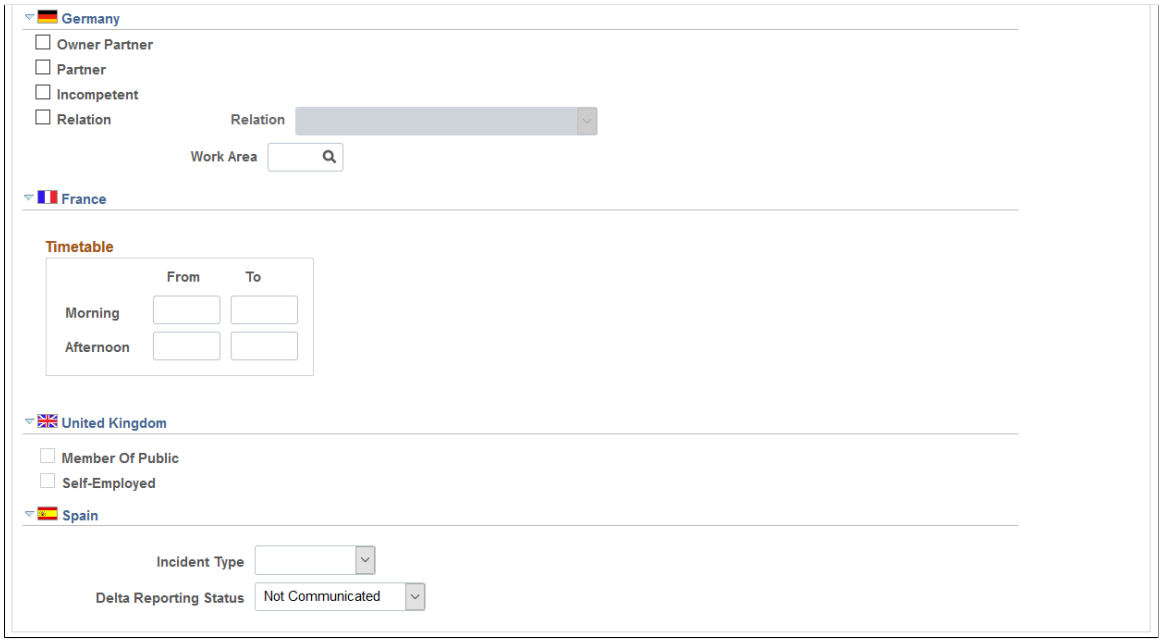


Image: Injury Details - Injury page (3 of 3)

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.



Empl ID

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 in the group box. For example, if you select nothing or the *Worker's Supervisor* type, the system makes the Other Description and 1st Aid Cert Nbr fields unavailable for entry.

Other Description — If you select *Other* as the position type, 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.

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 link when 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)

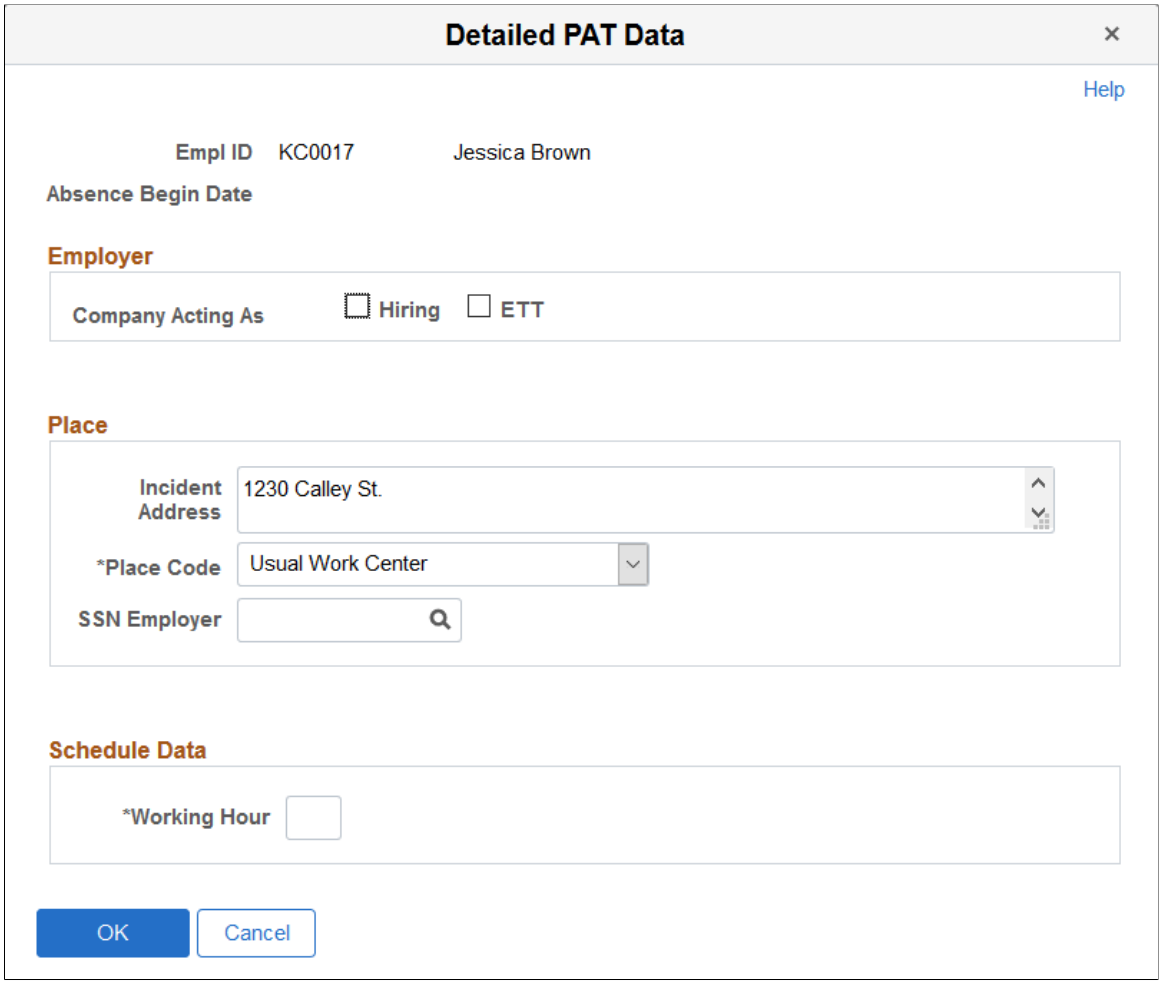
Use the Detailed PAT Data (Injury Details - Injury) page (HS_PAT1_ESP_SEC) to enter detailed information about the accident that caused the injury for PAT reporting.

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.



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.

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.

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)

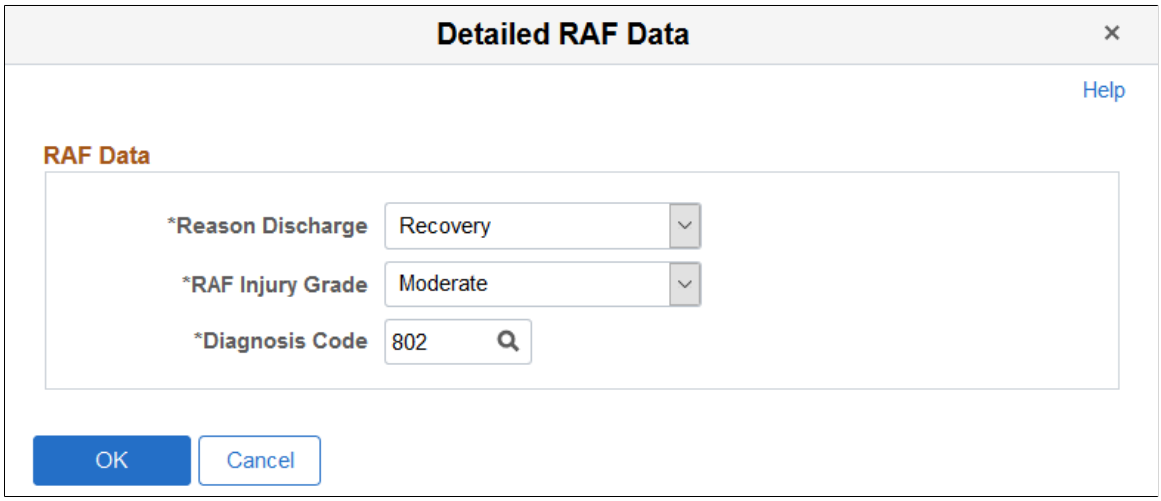
Use the Detailed RAF Data (Injury Details - Injury) page (HS_RAF1_ESP_SEC) to enter the reason for discharge, the injury grade, and the diagnosis code for the RAF incident.

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.

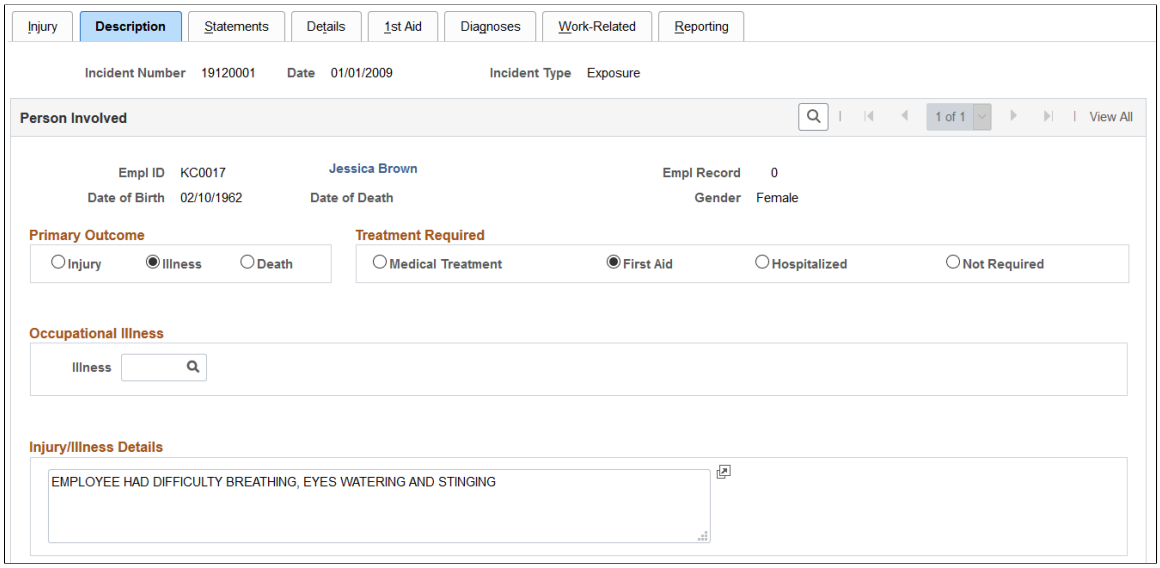
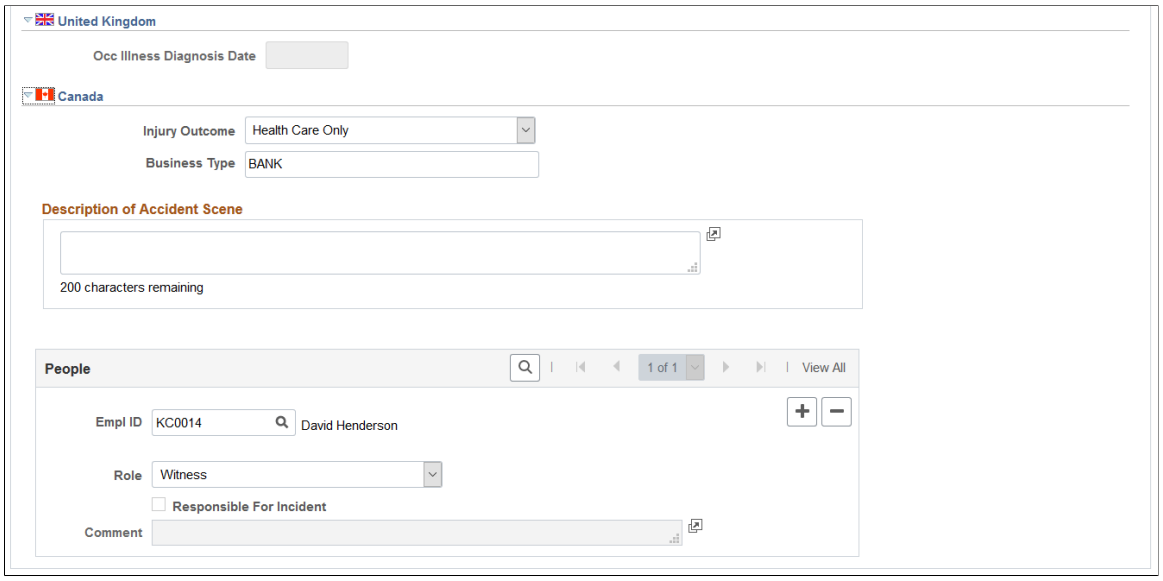


Image: Injury Details - Description page (2 of 2)

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 *Not Required.*

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.

Empl ID 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 the Role field, you can select this check box if applicable. Enter additional comment as needed.

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

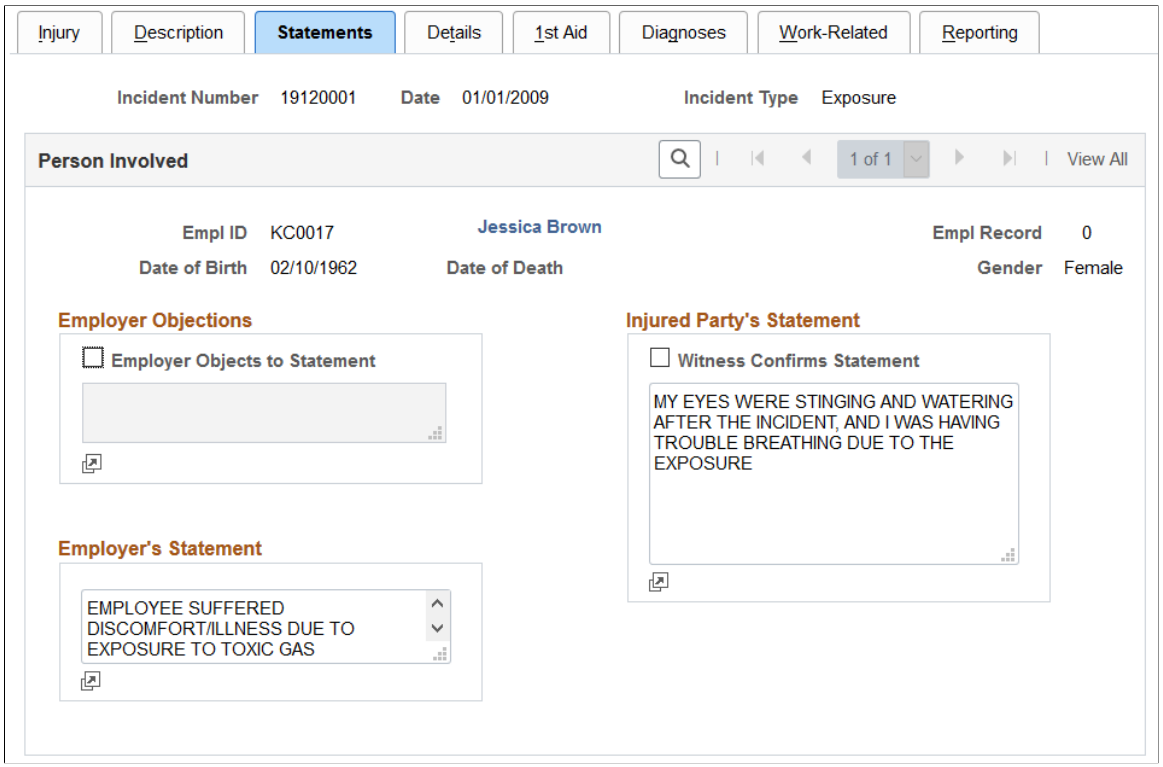
Use the Injury Details - Statements page (HS_INJ_STATEMENT) to document the statements that are made by the injured or ill party, the employer, and witnesses.

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.

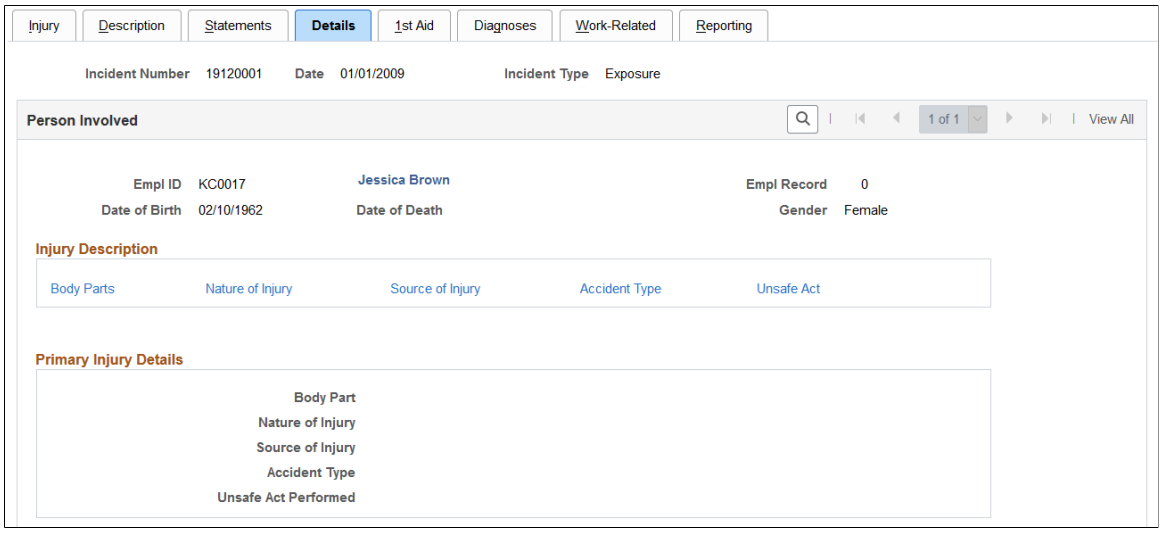
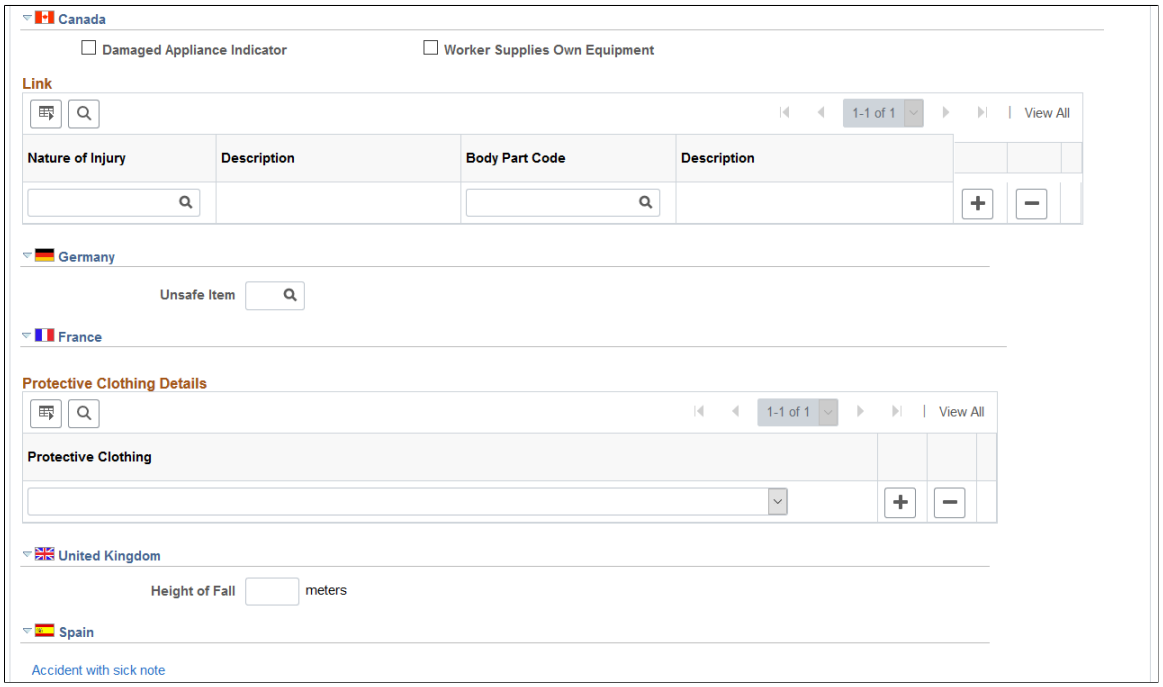


Image: Injury Details - Details page (2 of 2)

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 note link. 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.

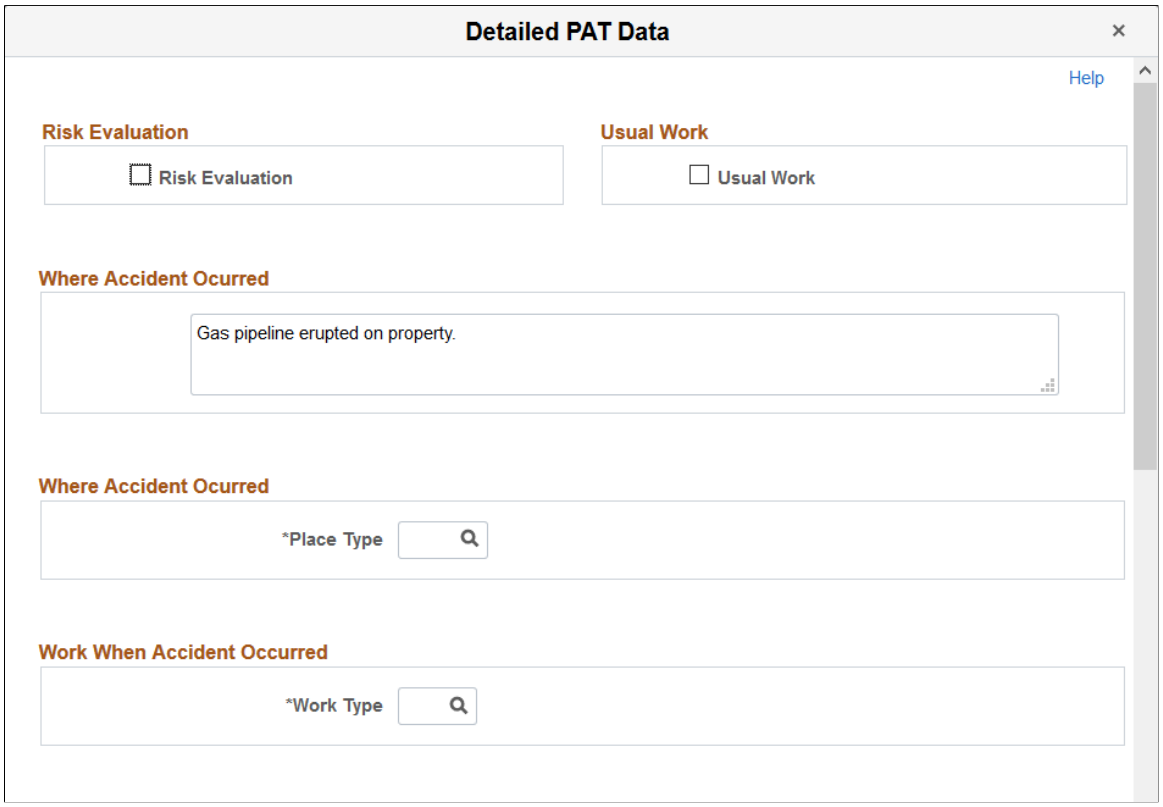
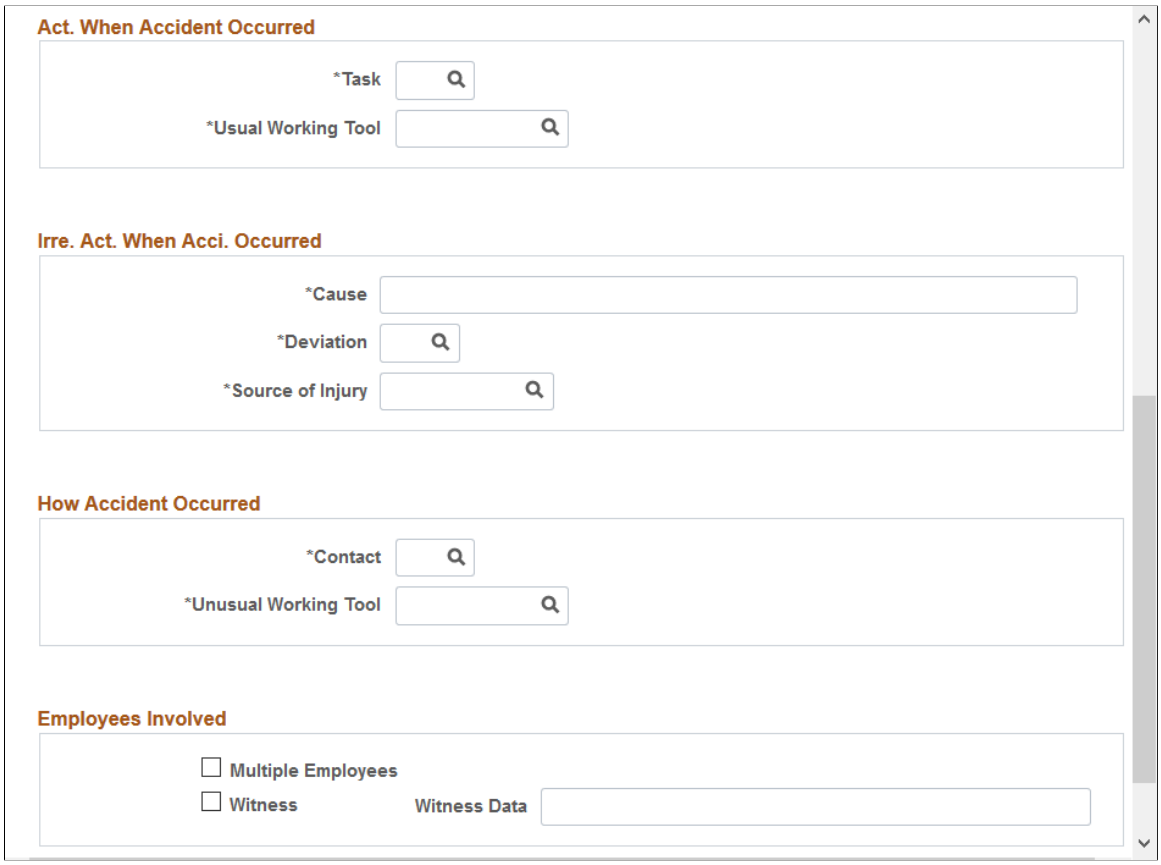


Image: Detailed PAT Data page (HS_PAT2_ESP_SEC) accessed from the Injury Details - Details page (2 of 2)

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)

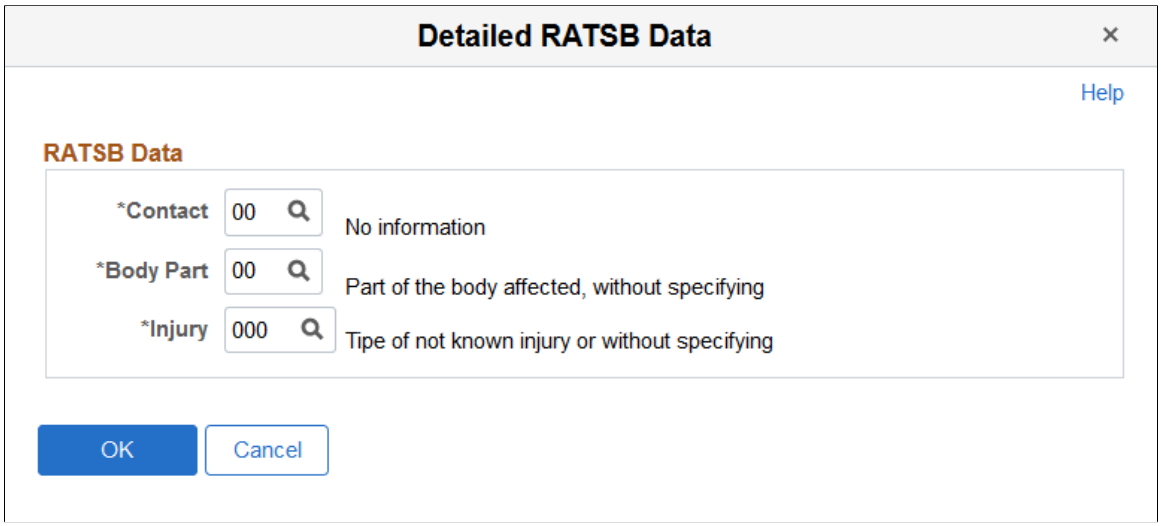
Use the Detailed RATSB Data (Injury Details - Details) page (HS_RATSB_ESP_SEC) to enter detailed data for RATSB reporting.

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.

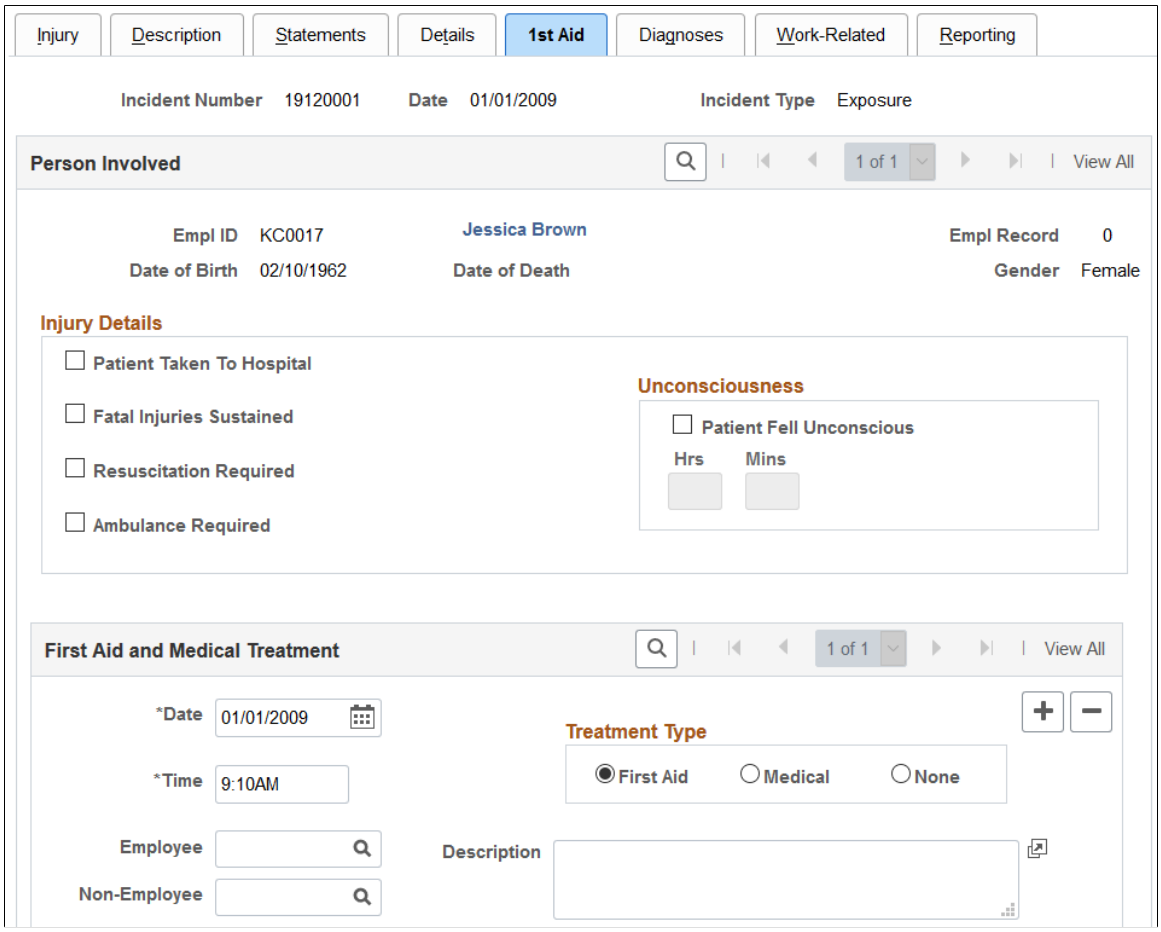


Image: Injury Details - 1st Aid page (2 of 3)

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.

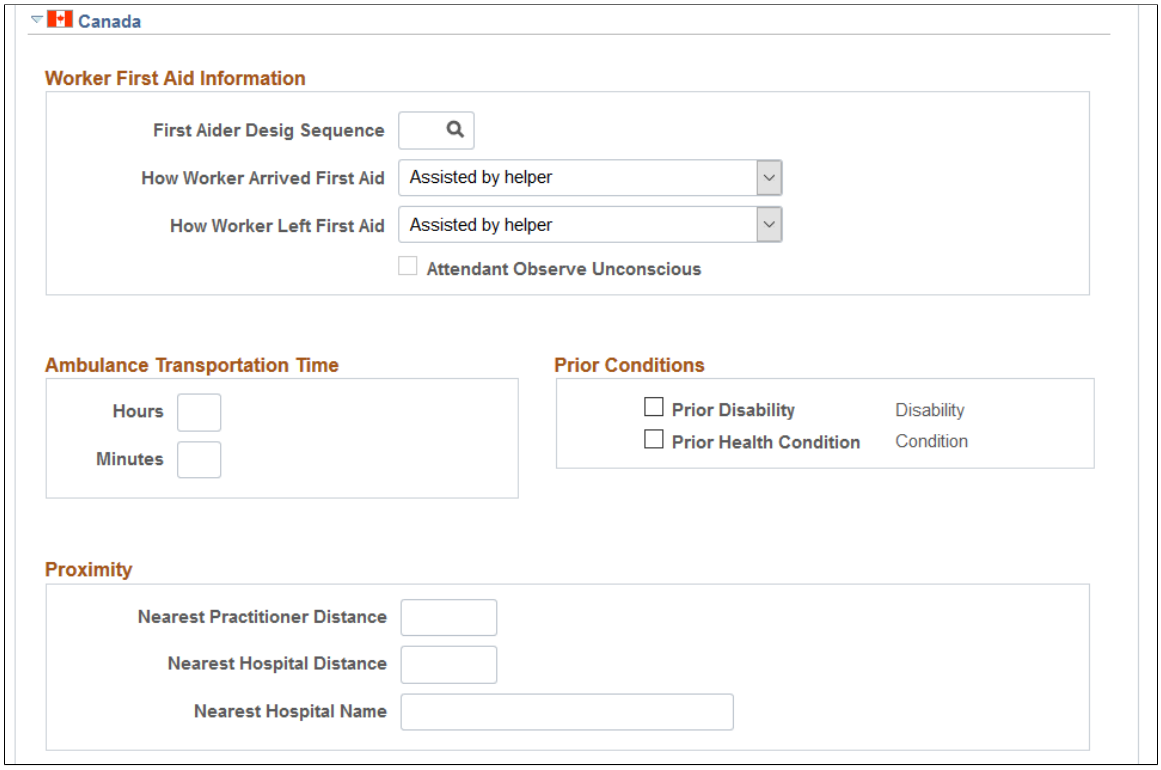
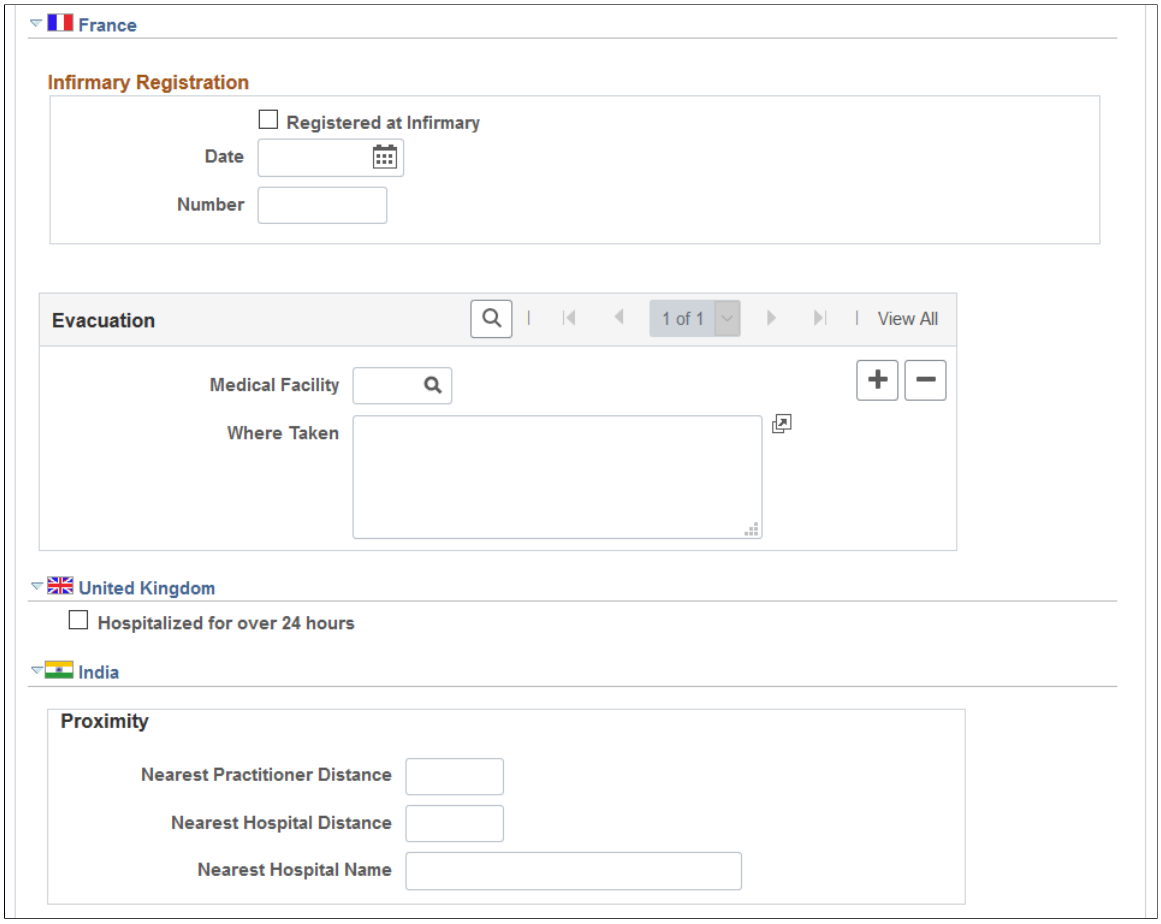


Image: Injury Details - 1st Aid page (3 of 3)

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 or Condition link is available. Click these links to access to the Prior Disability and Prior Health Condition pages.

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

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

(FRA) France

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

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

Medical Facility
Select the medical facility to which the injured or ill person was taken. Values come from the Medical Facilities table.

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

(GBR) United Kingdom

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

(IND) India

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

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

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

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.

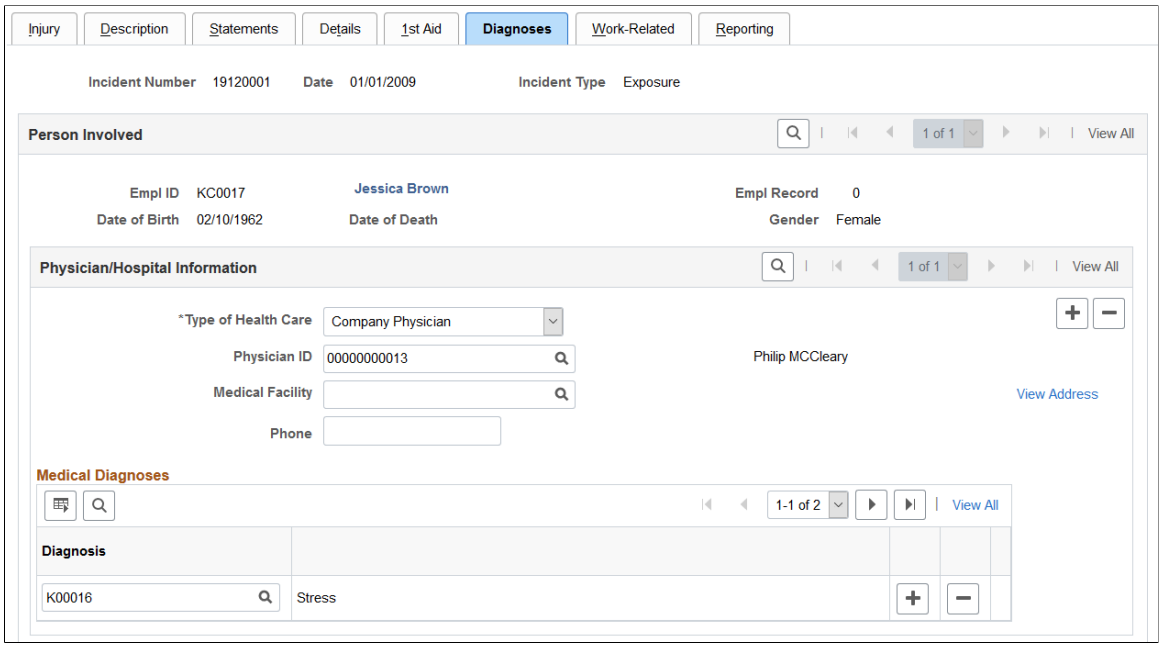


Image: Injury Details - Diagnoses page (2 of 3)

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.

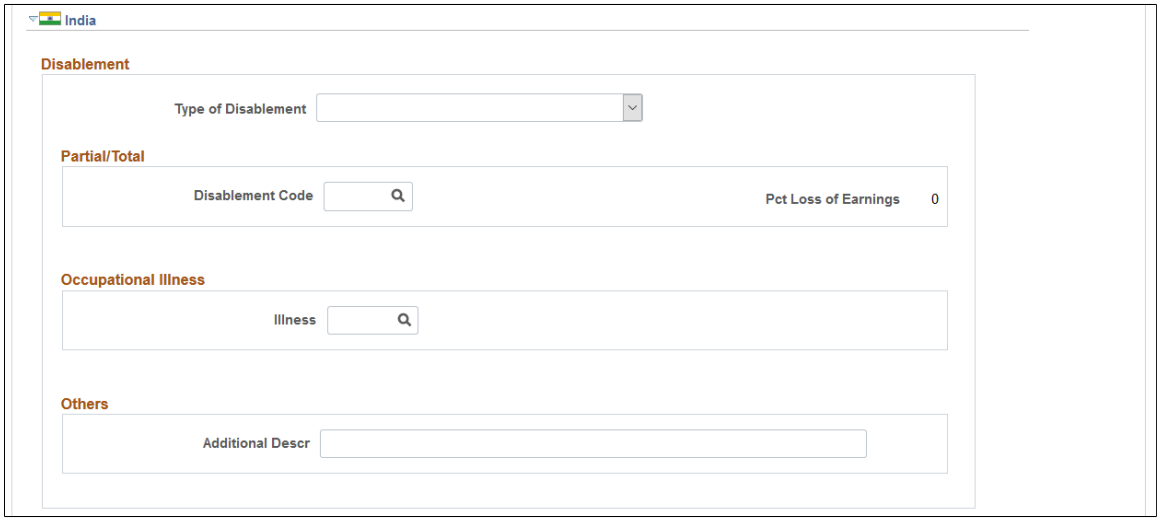
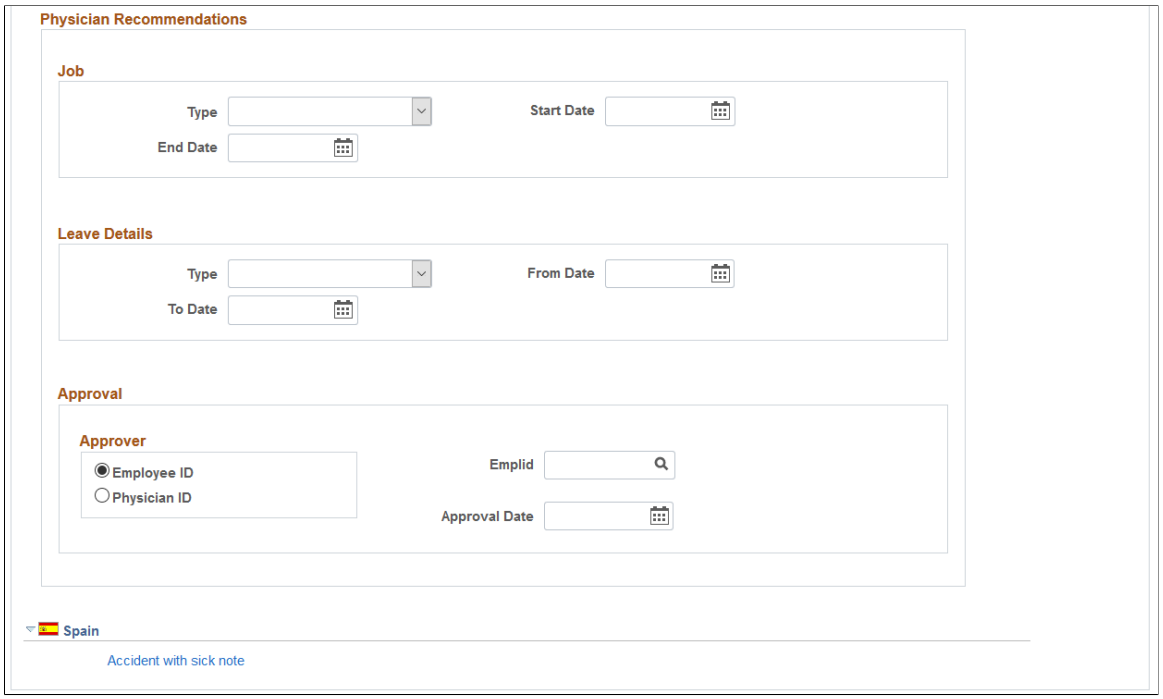


Image: Injury Details - Diagnoses page (3 of 3)

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 (for Job)	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 (for Leave Details)	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.
Employee ID	Select if an employee approved the physician recommendations and select the employee's 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)

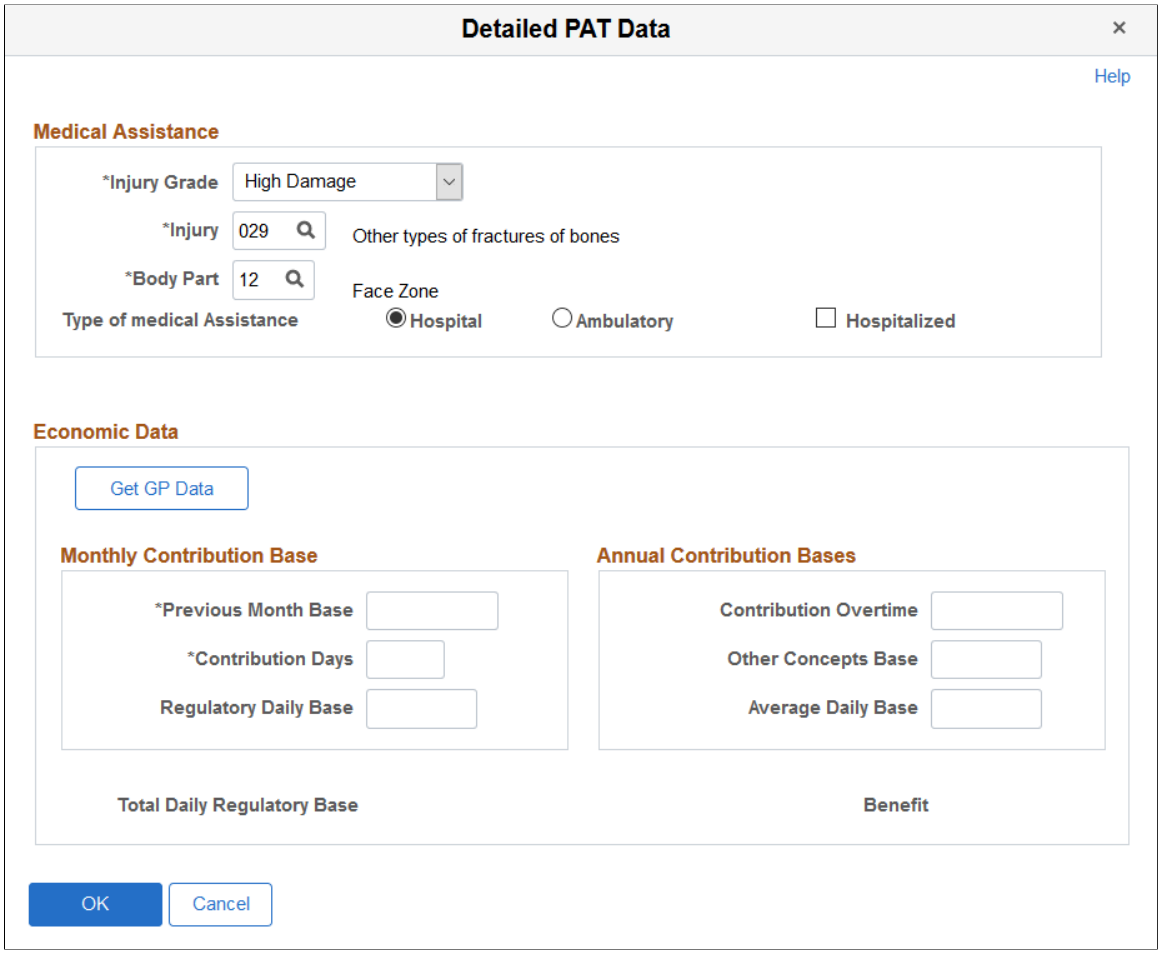
Use the Detailed PAT Data (Injury Details - Diagnoses) page (HS_PAT3_ESP_SEC) (ESP) to specify medical assistance and economic data for PAT incidents.

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.

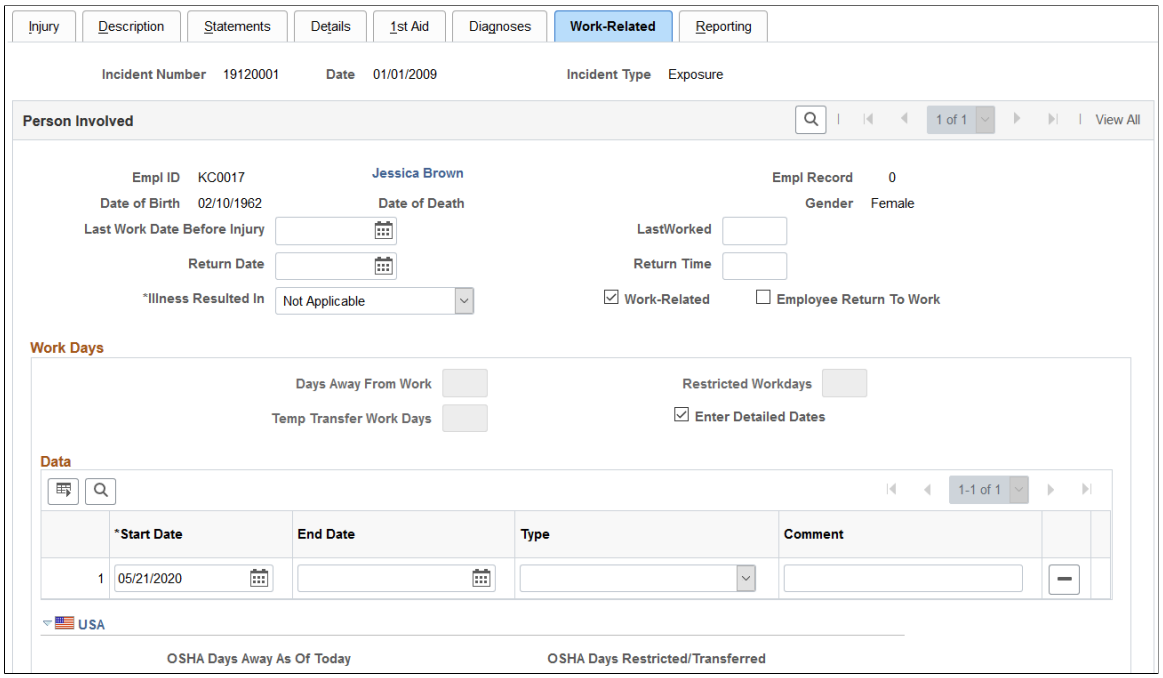


Image: Injury Details - Work-Related page (2 of 3)

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.

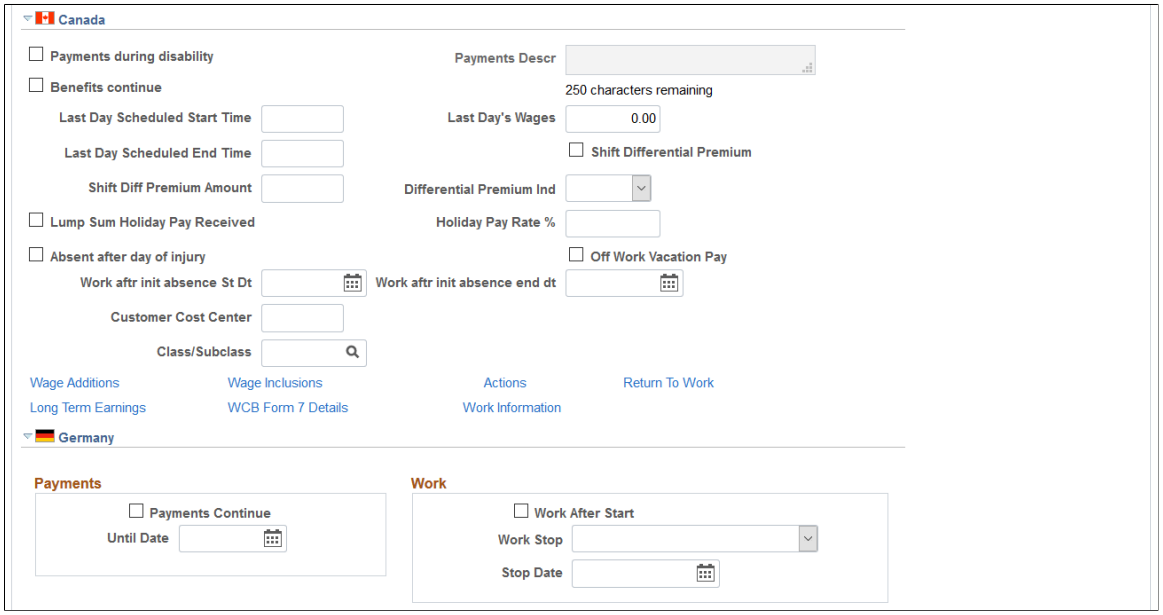
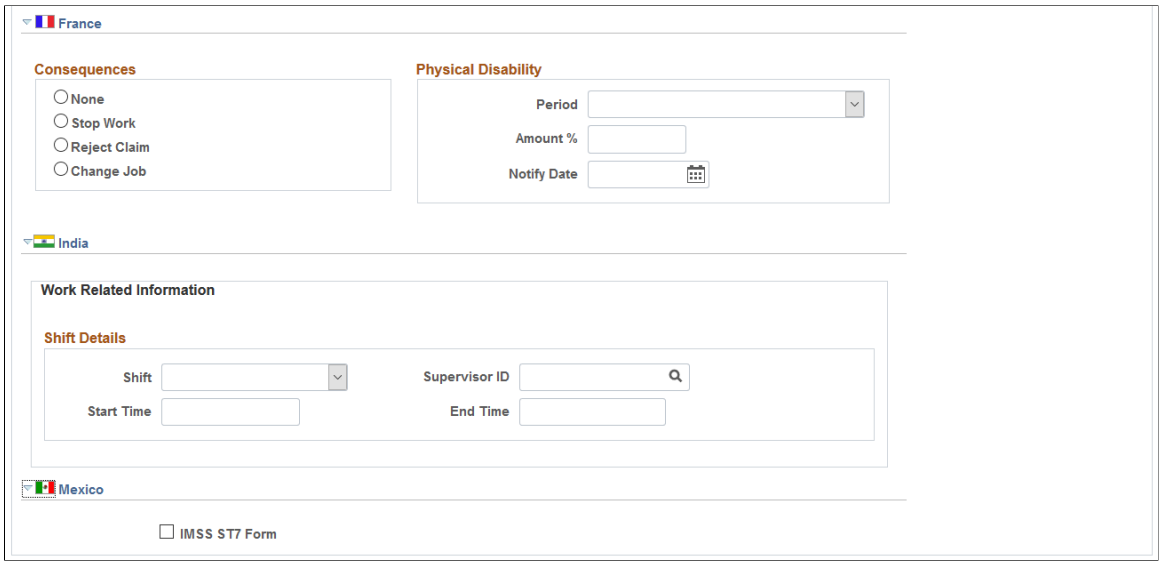


Image: Injury Details - Work-Related page (3 of 3)

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 *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 the Days Away From Work and Restricted 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 the Restricted 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 the Start Date and End 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.

(USA) USA

OSHA Days Away As Of Today (occupational safety and health administration days away as of today)

Displays the total number of calendar days included in the start and end date periods specified in the Data group box, when the selected type is *Away from Work Due to Injury*.

For example, if there are two rows set to the *Away from Work Due to Injury* type, and the specified date periods are Jan 1 through Jan 2, and Jan 5 through Jan 6 respectively. The value displayed for this field is *4*.

OSHA Days Restricted/Transferred

Displays the total number of calendar days included in the start and end date periods specified in the Data group box, when the selected type is *Temp. Transfer Due to Injury*.

For example, if there is a row set to the *Temp. Transfer Due to Injury* type, and the specified date period Jan 1 through Jan 15. The value displayed for this field is *15*.

(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 and End 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

Incident Outcome	*Required Fields*
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

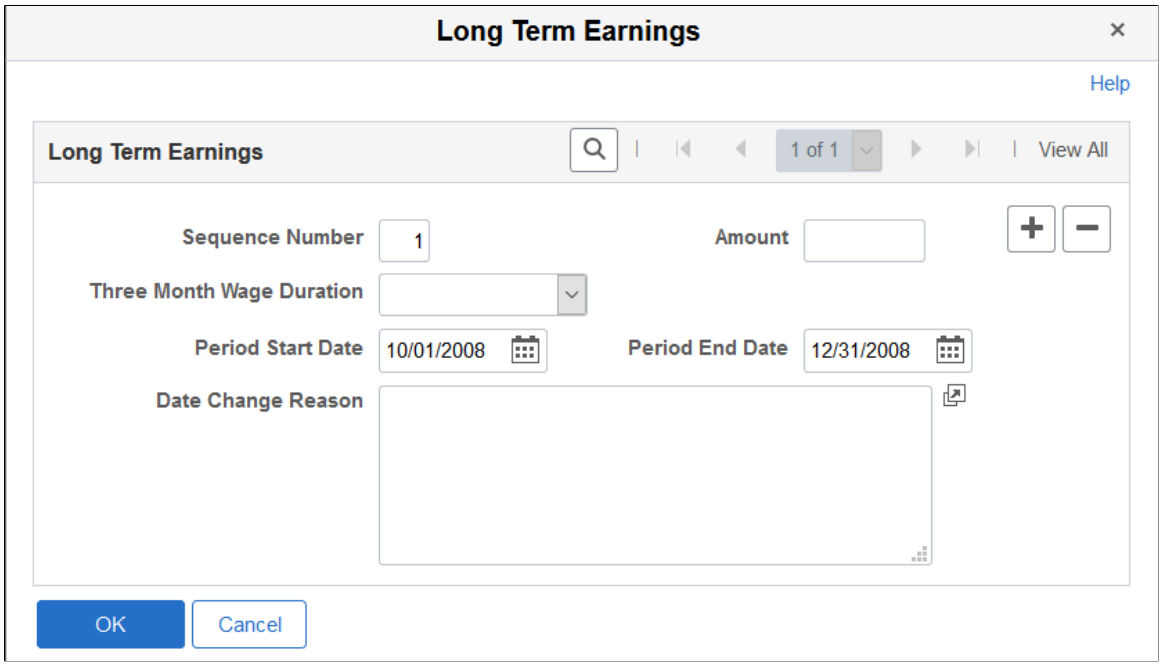
Use the Long Term Earnings page (HS_INJ_LTECAN_SEC) (CAN) to enter additional information about long term earnings for Canadian employees who have work-related injuries or illnesses.

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

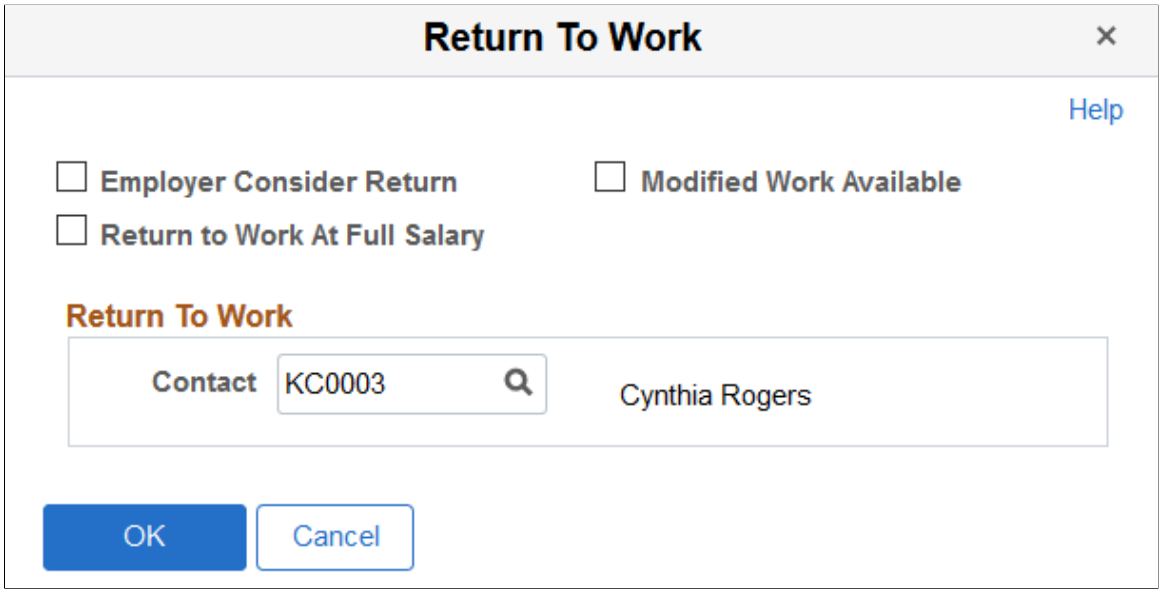
Use the Return To Work page (HS_INJ_RTWCAN_SEC) (CAN) to enter additional return-to-work details for Canadian employees who are injured or ill in work-related incidents.

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

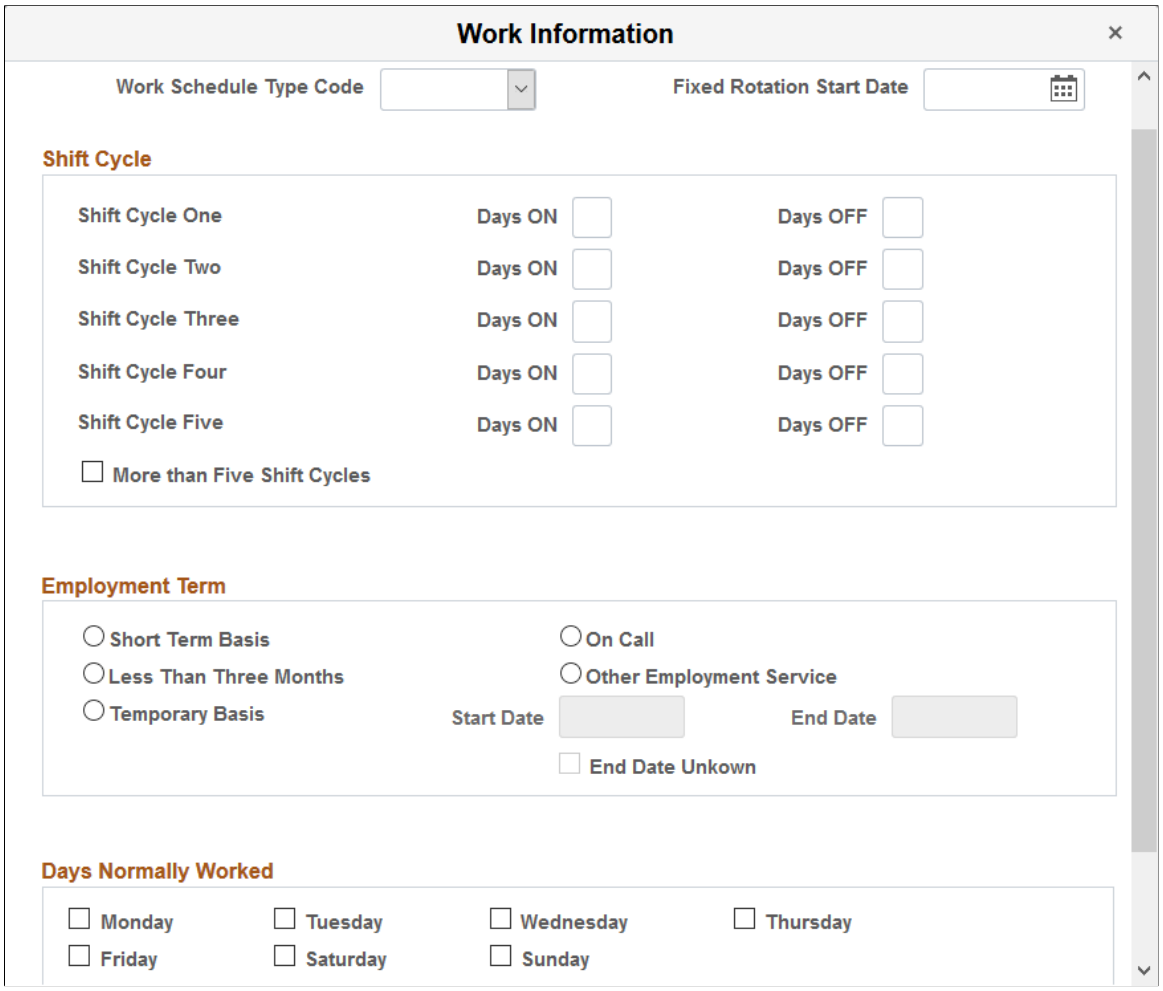
Use the Injury Details - Work Information page (WCB_WORK_INFO_SEC) (CAN) to enter additional work information for employees who are injured or ill in work-related incidents.

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 and End 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.

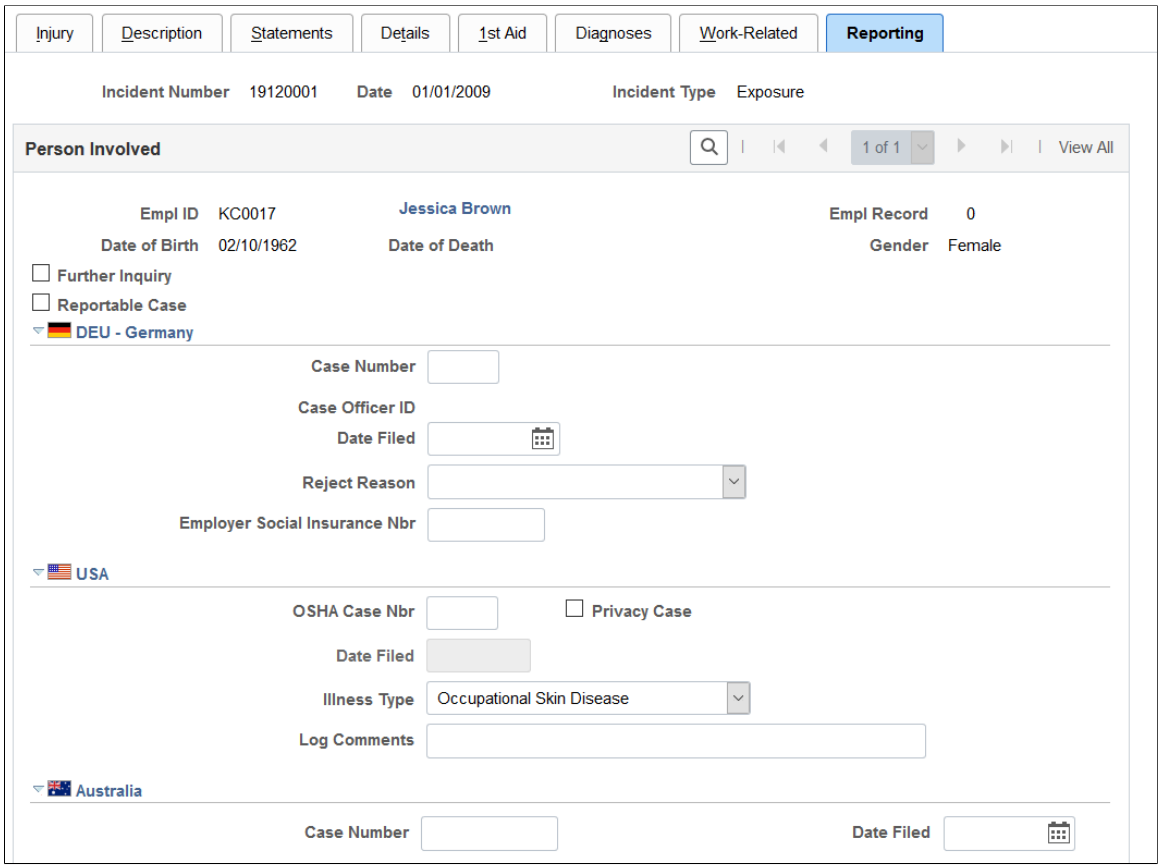
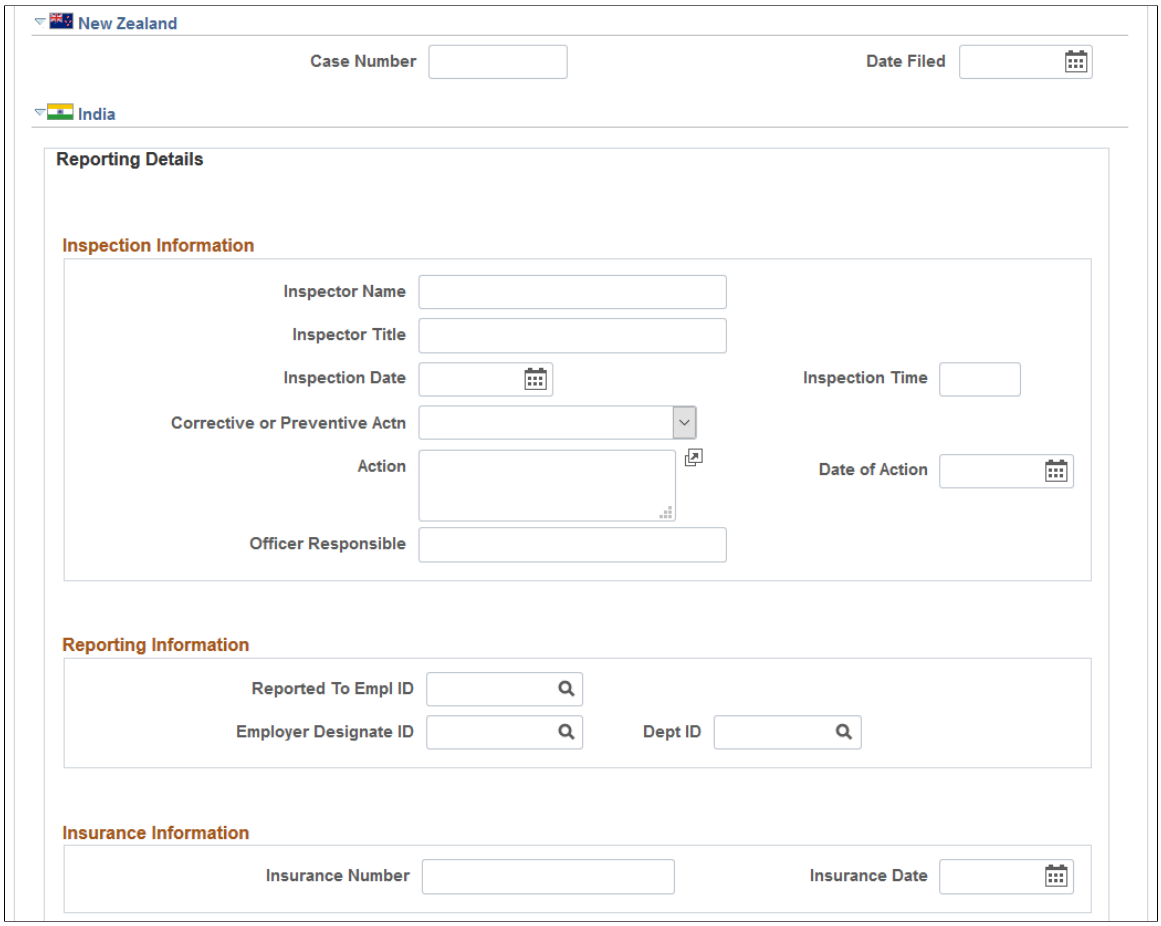


Image: Injury Details - Reporting page (2 of 2)

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 administration 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).

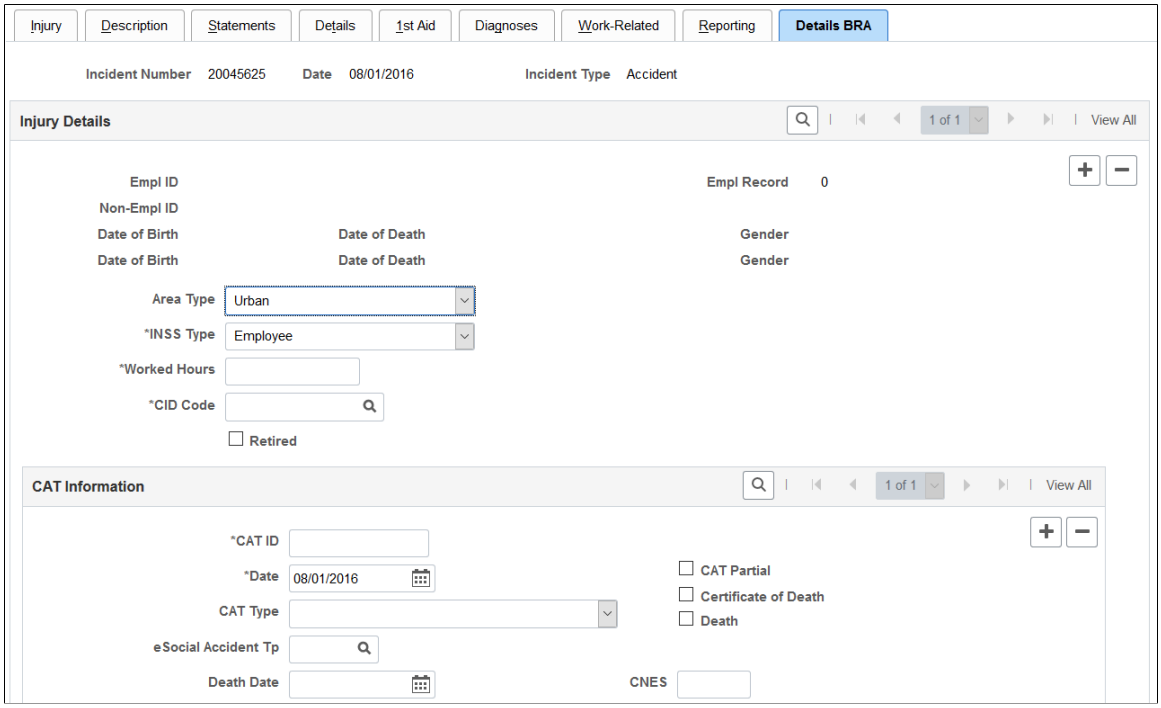
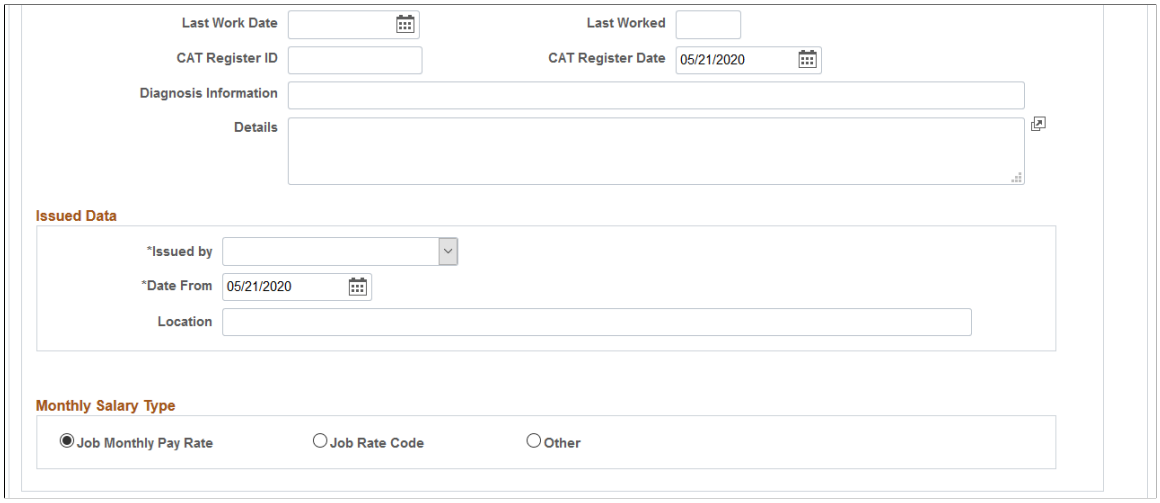


Image: Details BRA page (2 of 2)

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



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

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. Complete this section for the eSocial S-2210 reporting.

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 vehicles or equipment.
Vehicles/Equipment Involv MEX Page	HS_INC_VEHICLE_MEX	(MEX) Enter the specifics of incidents involving vehicles or equipment.

Page Name	*Definition Name*	*Usage*
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	View additional information about vehicles. The Car Details link is available only when the property type is *Vehicle.*

Vehicles/Equipment Involved Page

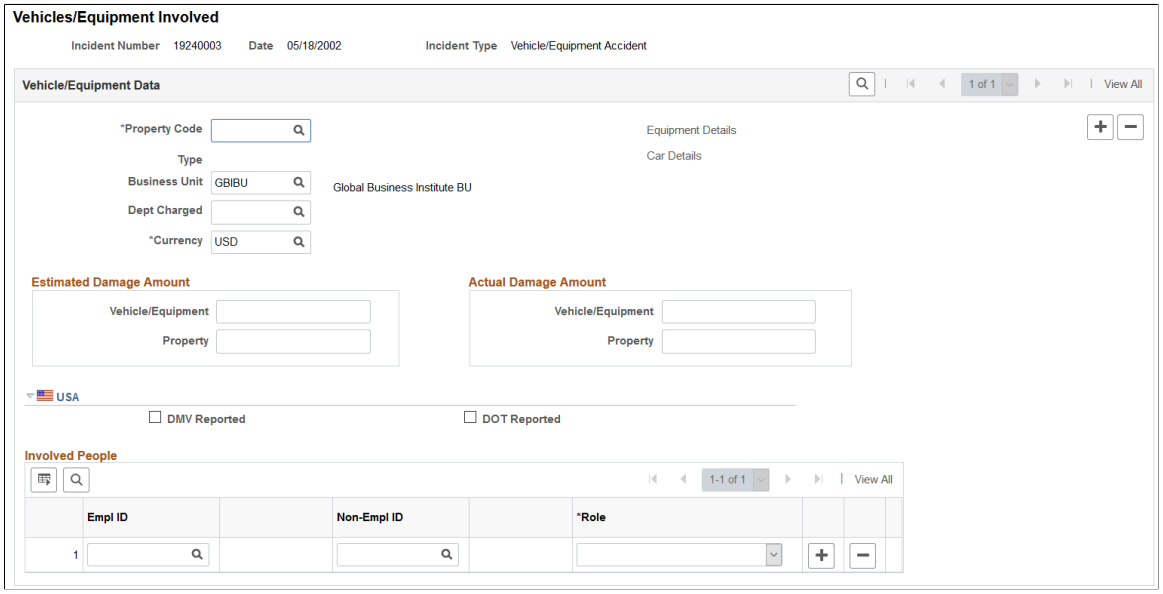
Use the Vehicles/Equipment Involved page (HS_INC_VEHICLE) to enter the specifics of incidents involving vehicles or equipment.

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 the Equipment Details link available. Click the links for the associated pages.

Business Unit and **Dept Charged** (department charged)	If you assign this company property to a business unit and department in the Company Property table, the business unit and department that is charged for the incident appears here. Otherwise, select the business unit, if needed. The values come from the Business Unit table. Select the department charged, if needed. The values come from the Department table.
Estimated Damage Amount	Enter an estimated damage amount for the vehicle or equipment and any other property that is damaged in the incident, if an estimate is provided.
Actual Damage Amount	Enter an actual damage amount for the vehicle or equipment and any other property that is damaged in the incident, when that information is known.

(USA) USA

DMV Reported (Department of Motor Vehicles reported)	Select if the incident is reported to the state Department of Motor Vehicles.
DOT Reported (Department of Transportation reported)	Select if the incident is reported to the federal Department of Transportation.
Empl ID (employee ID) and **Non-Empl ID** (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.

Vehicles/Equipment Involv MEX Page

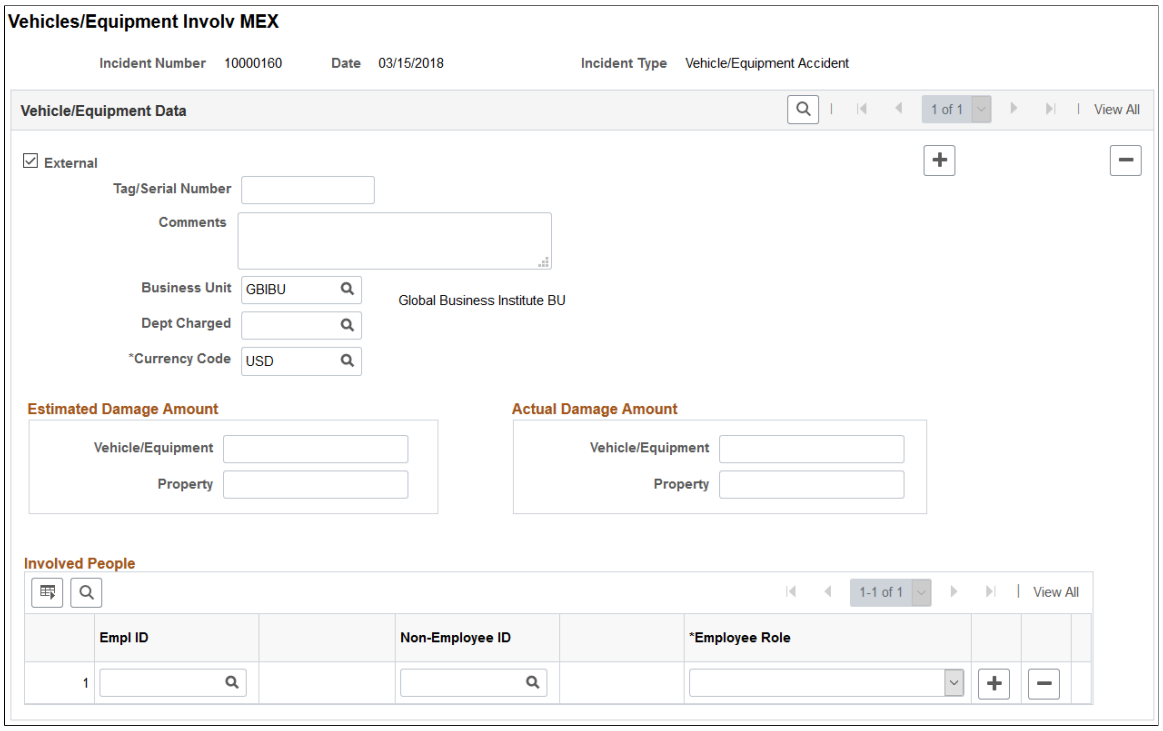
(MEX) Use the Vehicles/Equipment Involv MEX page (Vehicles/Equipment Involved MEX) (HS_INC_VEHICLE_MEX) to enter the specifics of incidents involving vehicles or equipment.

Navigation

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

Image: Vehicles/Equipment Involv MEX page

This example illustrates the fields and controls on the Vehicles/Equipment Involv MEX page. You can find definitions for the fields and controls later on this page.



The layout of the Vehicles/Equipment Involv MEX page is mostly identical to the Vehicles/Equipment Involved Page, except that on the Vehicles/Equipment Involv MEX page, the USA section is not visible, and the availability of these fields:

External

Select if the vehicle or heavy equipment to be reported is not available in the system as company property.

When selected, the system displays the Tag/Serial Number and Comments fields for you to enter free text about the property. It hides the Property Code and Type fields, as well as the Equipment Details, and *Car Details* links.

Tag/Serial Number and **Comments**

Enter a tag or serial number to identify the property and any information to describe it (for example, if the property is a vehicle, enter the year and model).

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

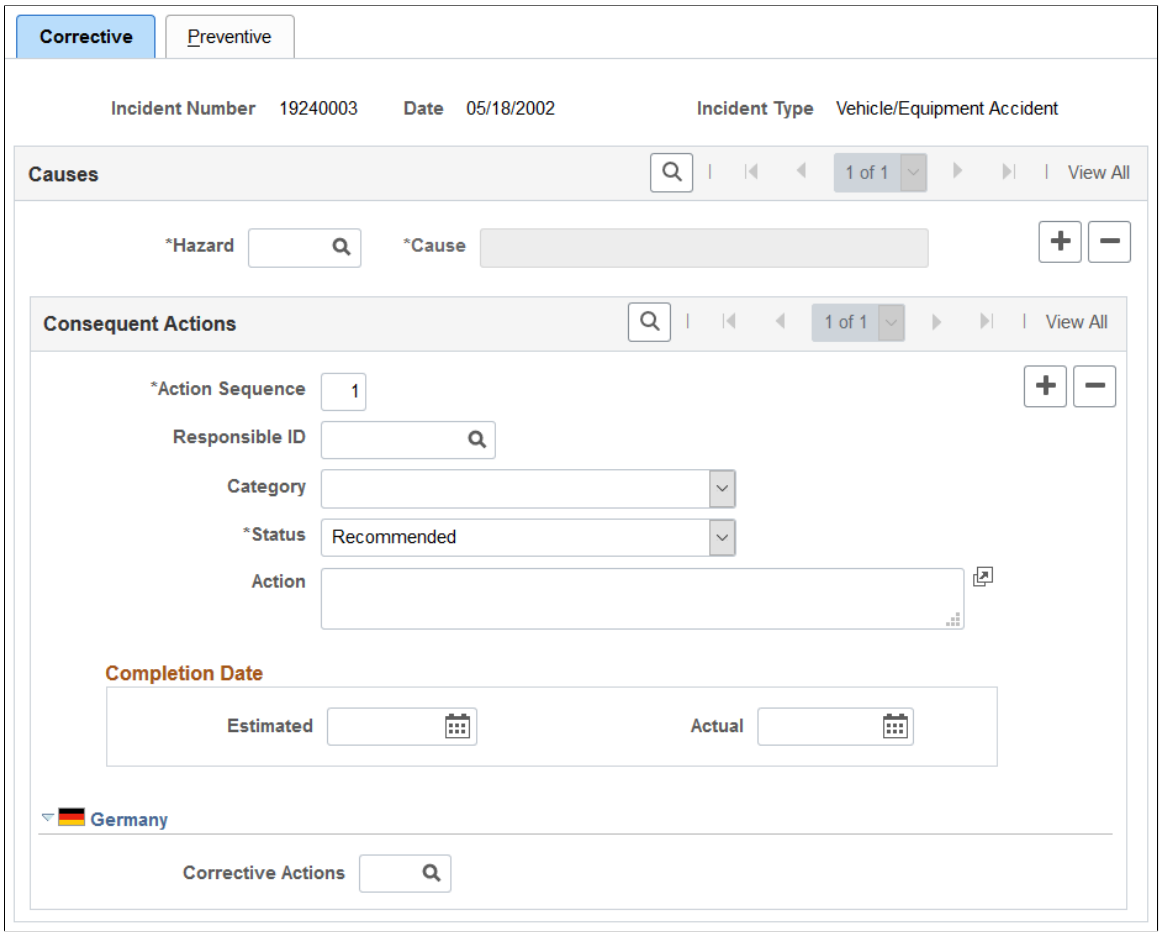
Use the Corrective page (HS_INC_ACTION_CRCT) to enter corrective and preventive actions.

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.
Responsible ID	Select the ID of the employee who is responsible for following through on the action.
Category	Select a category for 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

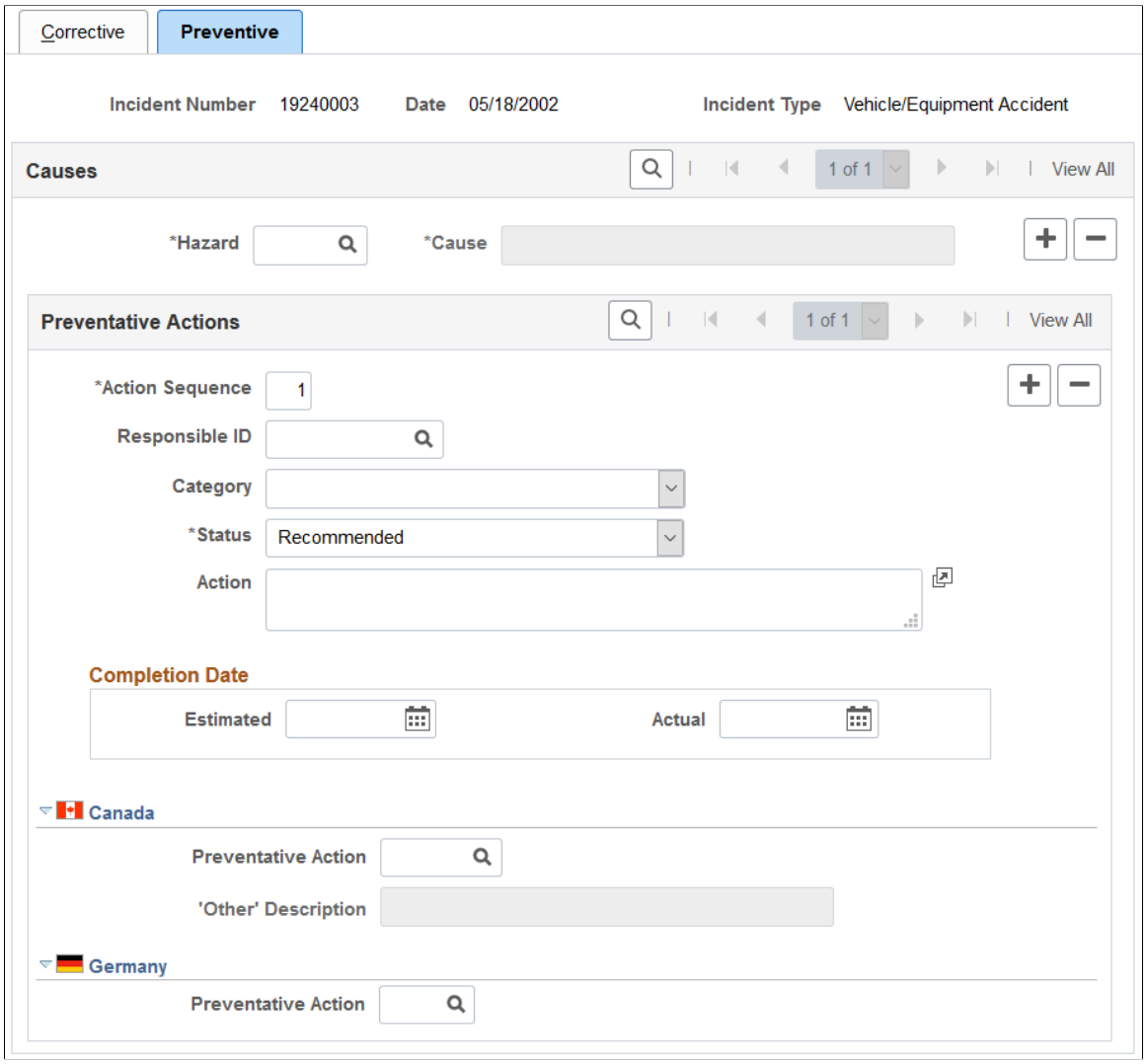
Use the Preventive page (HS_INC_ACTION_PREV) to enter preventive actions that are taken to prevent workplace incidents.

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.
Review Injury Summary BRA	INJURY_SUM_BRA	(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 Review 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

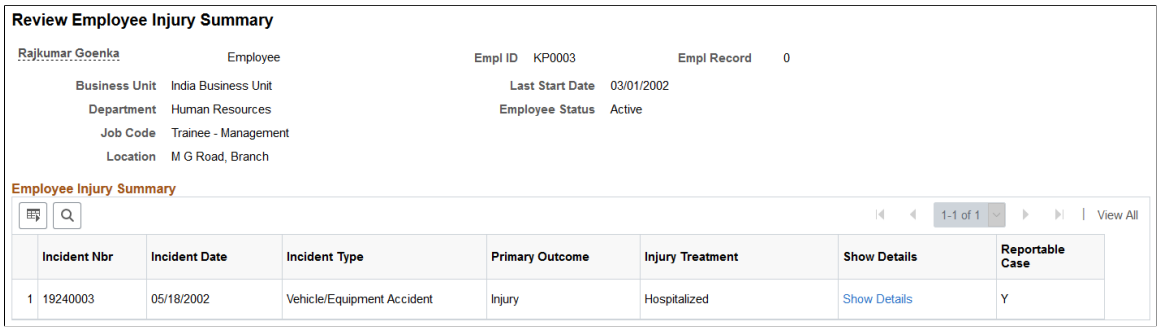
Use the Review Employee Injury Summary page (INJURY_SUMMARY) to view a summary of all the injuries that an employee has experienced and related incident data.

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 - Details page 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

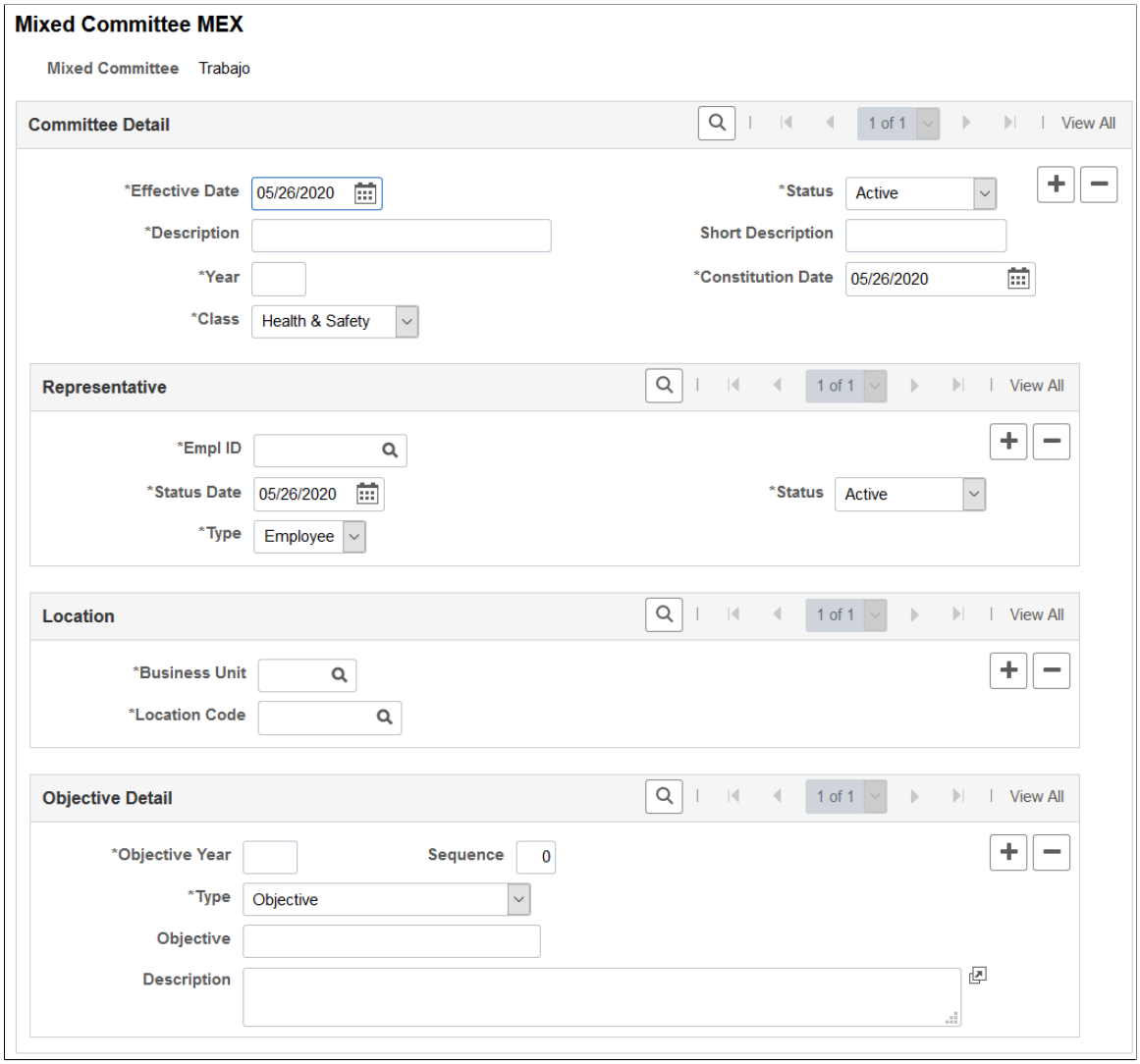
Use the Mixed Committee MEX page (MIX_COM_TBL_MEX) to define details for the mixed committee, including class, representatives, location, and objectives.

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.

Empl ID	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.

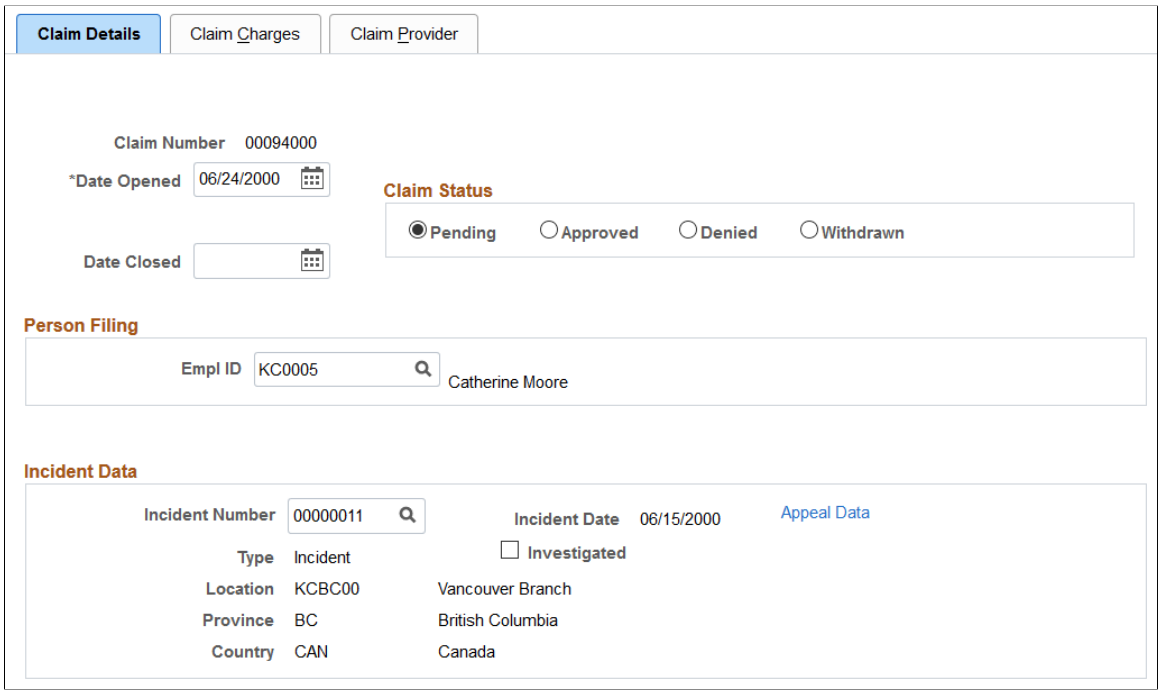
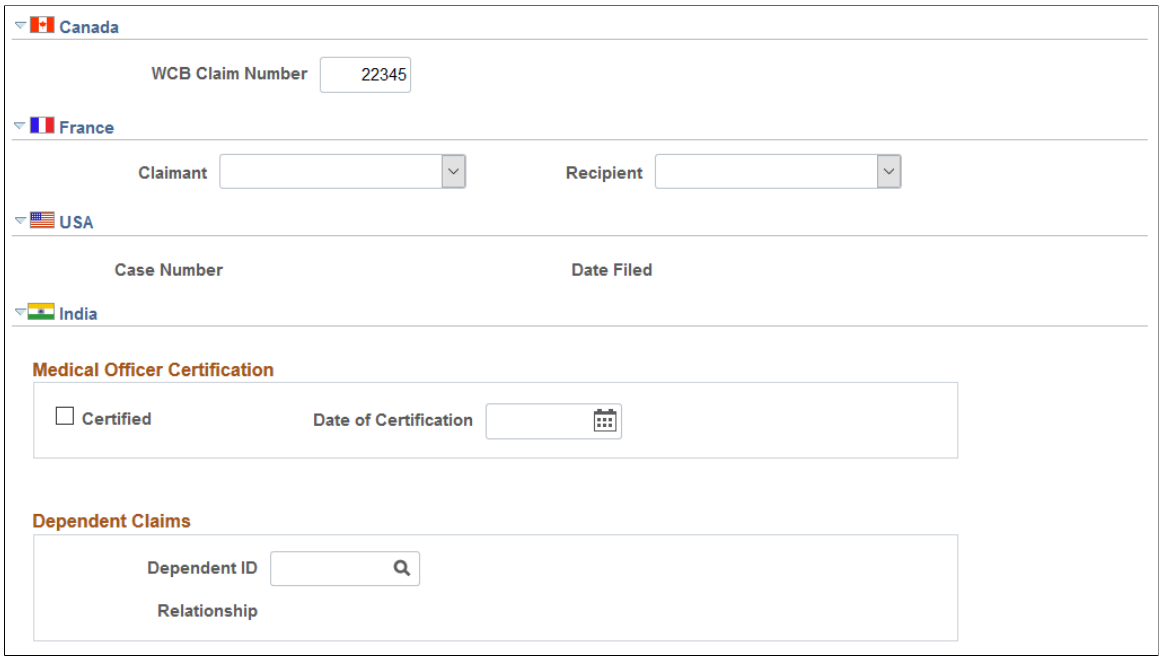


Image: Claim Details page (2 of 2)

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 Empl ID or a Non-Empl ID for the person filing.

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 to Approved.
Appeal Data	If the claim is appealed, click this link to access the Appeal Details page (HS_CLAIM_APPL_SEC).
Investigated	Select if the claim is investigated.

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

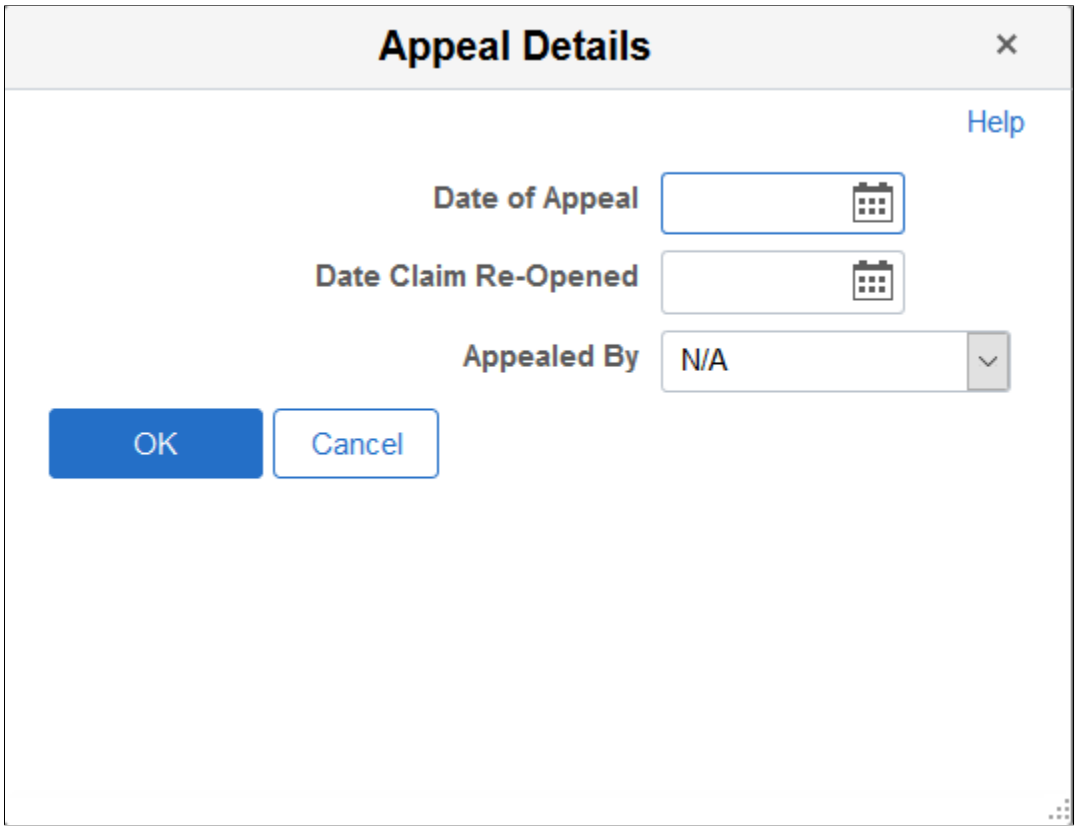
Use the Appeal Details page (HS_CLAIM_APPL_SEC) to enter details about the claim appeal.

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

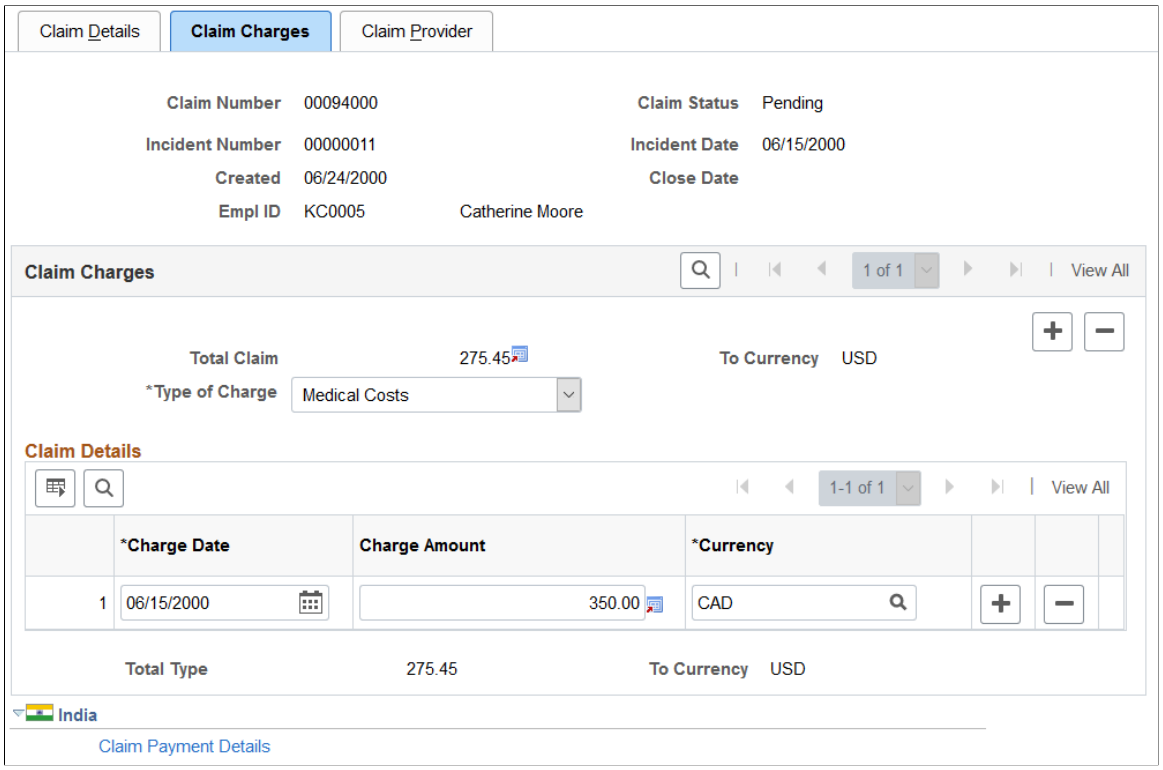
Use the Claim Charges page (HS_CLAIM_MGMT2) to track charges related to injury claims, including one-time medical treatments and lengthy, multiple claim-incurred costs.

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 the Currency and Total Type fields.)

Type of Charge

Select one: *Medical Costs, Other Costs,* or *Wage Loss*.

To add more charge types, insert additional data rows.

Claim Details

Charge Date

Enter the charge date for the claim.

Charge Amount

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

Total Type

The total charges for this claim type in the currency specified for the user ID in the Operator Preferences table.

(IND) India

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

Payments and Deposits Page

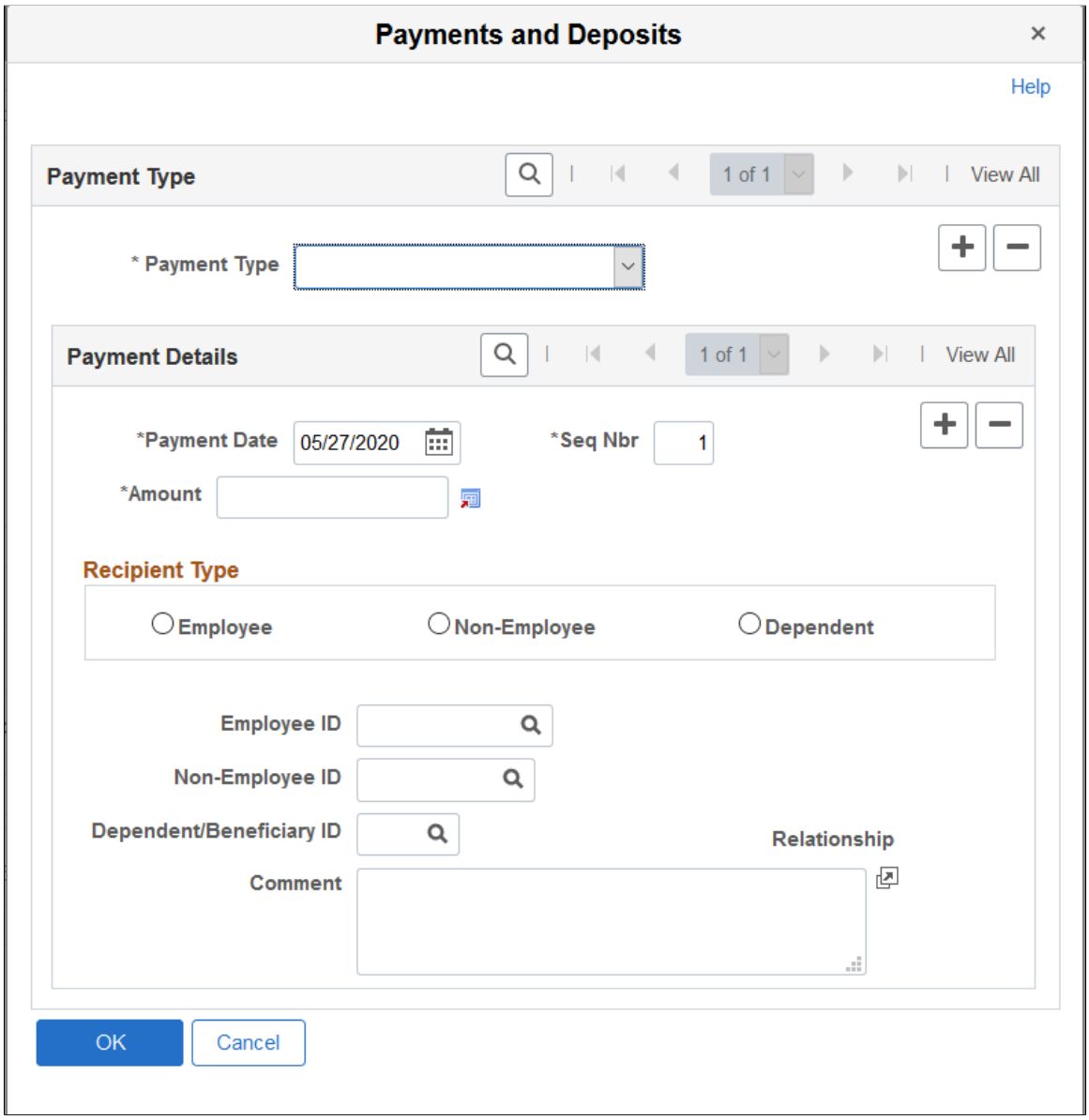
Use the Payments and Deposits page (HS_CST_IND_SEC) (IND) to enter specific information about claim payments.

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

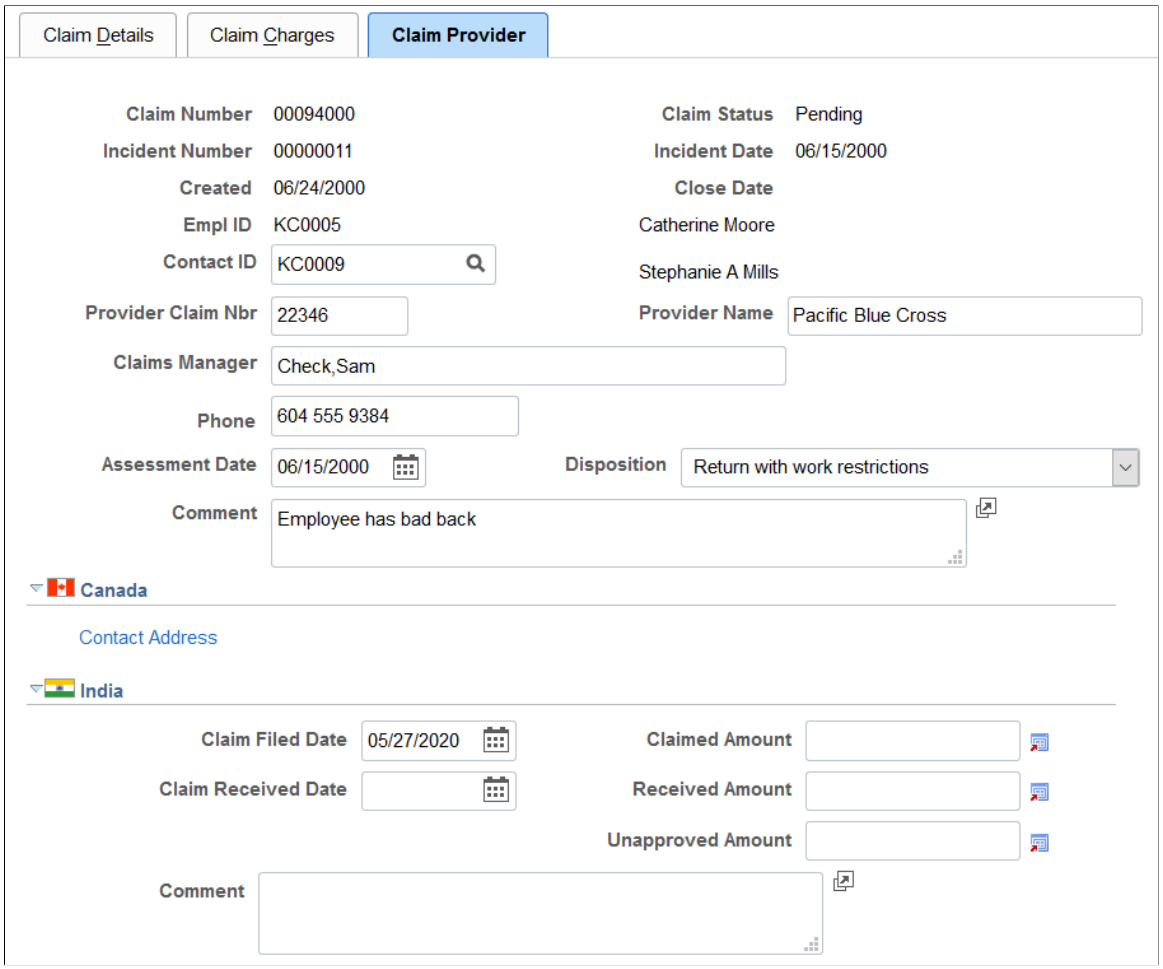
Use the Claim Provider page (HS_CLAIM_MGMT3) to enter provider reference data, the claim assessment date, and its disposition.

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 the Contact 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

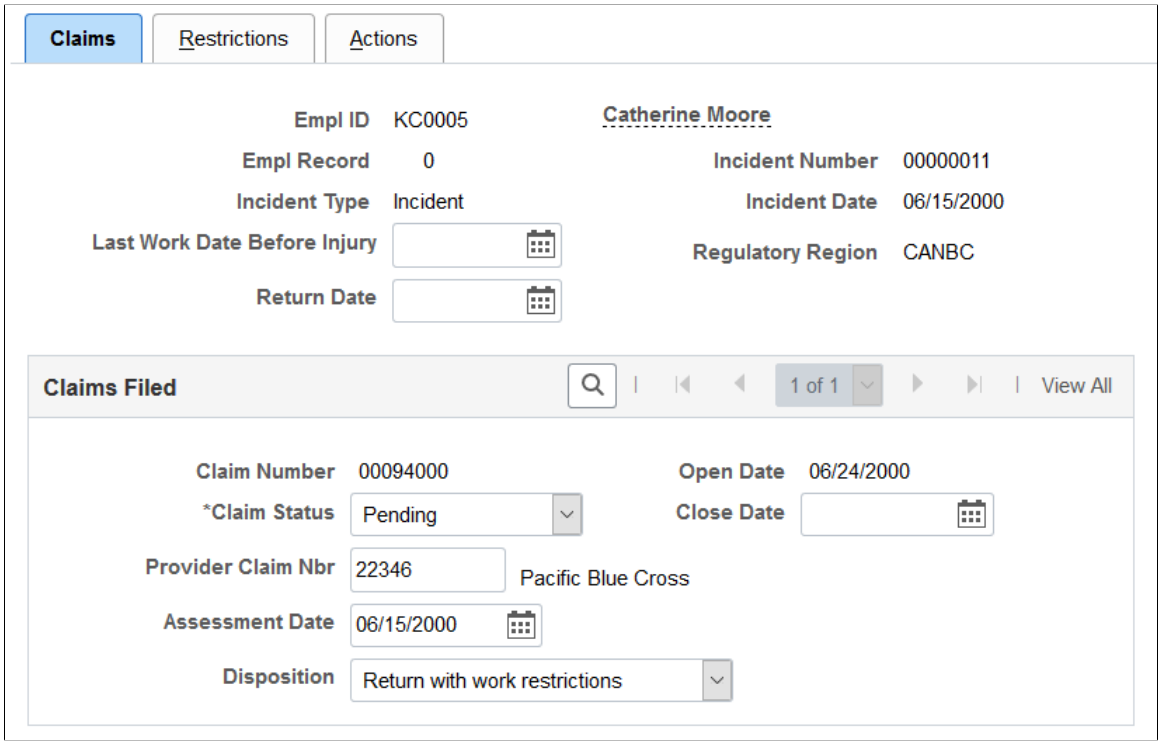
Use the Claims page (HS_INJ_REHAB1) to associate an incident and essential claims data to rehabilitation plan details for either an employee or non-employee.

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 and Claims Filed information for each incident in which the individual is involved.

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

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

Claims Filed

If the individual has filed any claims, the information that you entered on the Open Claims pages appears here. If this information is not in the system, enter it here for each claim associated with this incident. The most important data is in the Assessment Date and Disposition fields. The governing agency or insurance

company that you report the claim to uses the information in conjunction with the rehabilitation plan details.

Claim Status	Select from the list of available options.
Close Date	Enter the claim close date.
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

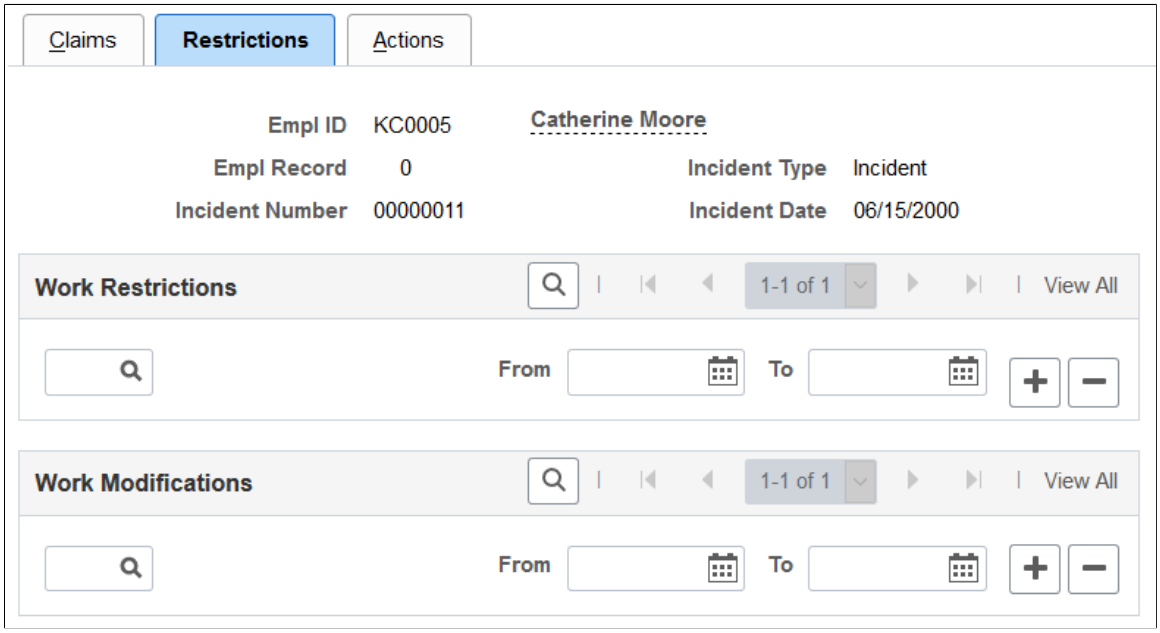
Use the Restrictions page (HS_INJ_REHAB2) to monitor an employee or non-employee's work restrictions and modified duties included in the rehabilitation plan.

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

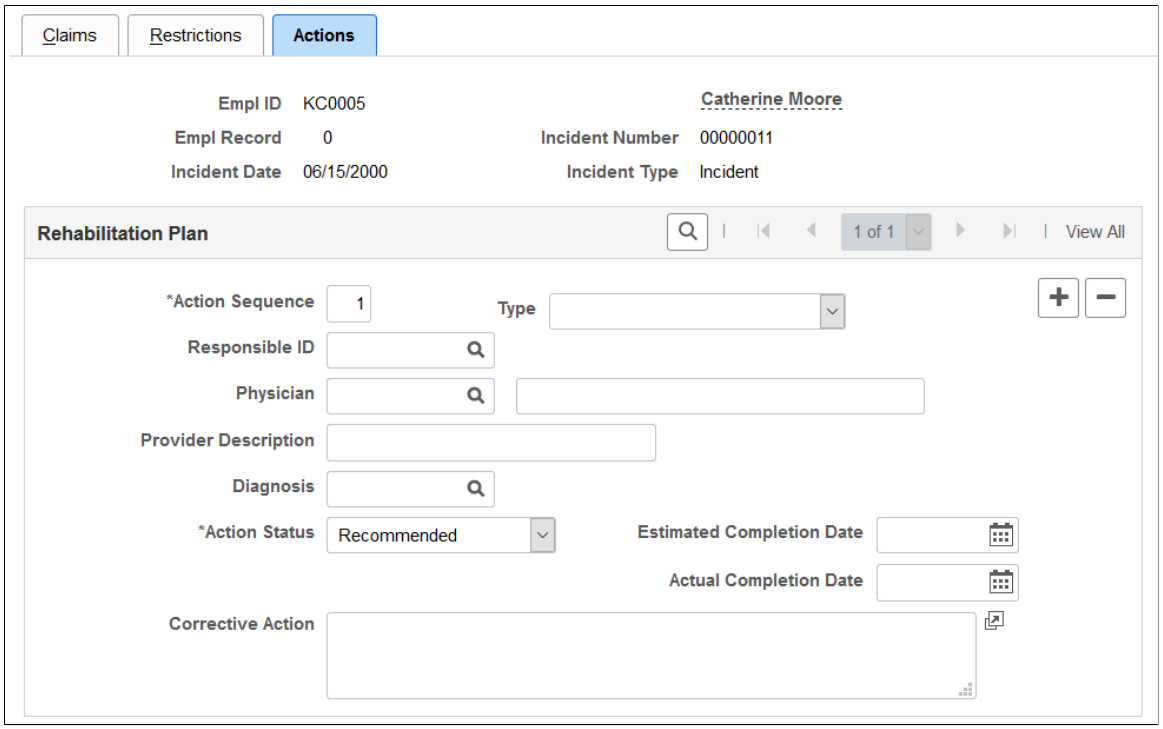
Use the Actions page (HS_INJ_REHAB3) to track the details of actions taken in the rehabilitation plan.

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

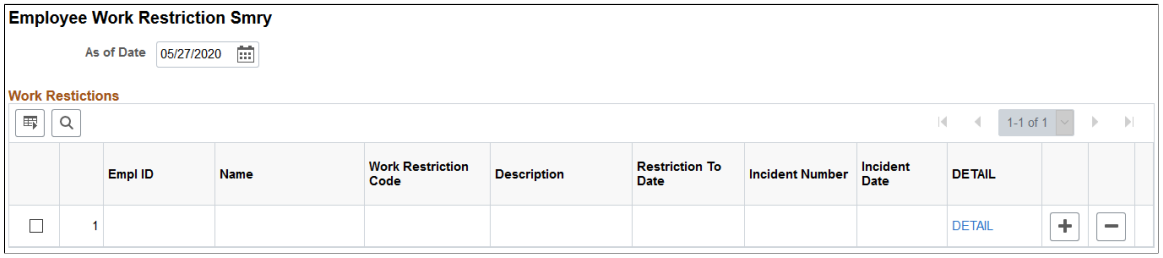
Use the Employee Work Restriction Smry (employee work restriction summary) page (HR_WORK_RESTR_SUM) to view the list of valid and current work restrictions by employee.

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 basic appointment and physician contact information for physical exams.
Physical Exam - Exam Details Page	HS_EXAM_PHYSICAL2	Maintain physical exam results.
Audio Exam Address/Phone Page	HS_EXAM_AUDIO1	Maintain basic appointment and physician contact information for audio exams.
Audiometric Exam - Exam Details Page	HS_EXAM_AUDIO2	Maintain audiometric exam details.
Eye Exam Address/Phone Page	HS_EXAM_EYE1	Maintain basic appointment and physician contact information for eye exams.
Eye Exam - Exam Details Page	HS_EXAM_EYE2	Maintain exam results, referrals, and comments.
Respiratory Exam Addr/Phone (respiratory exam address/phone) Page	HS_EXAM_RESPIRE1	Maintain basic appointment and physician contact information for respiratory exams.
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	(BRA) Maintain basic ASO exam and physician information.
Biological Monitor Result BRA Page	MONI_BIOL_RSLT_BRA	(BRA) Maintain biological exam and physician information.
Medical Exam Results BRA Page	MED_EXAM_RSLT_BRA	(BRA) Review medical exam results.
Drug Test BRA Page	EMPL_DRUG_TEST_BRA	(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

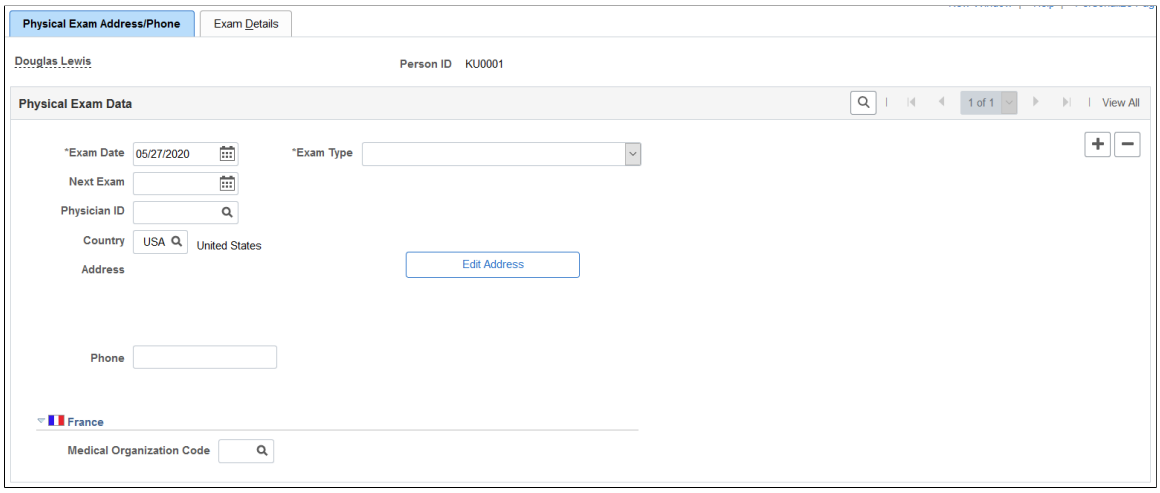
Use the Physical Exam Address/Phone page (HS_EXAM_PHYSICAL1) to maintain basic appointment and physician contact information for physical exams.

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.

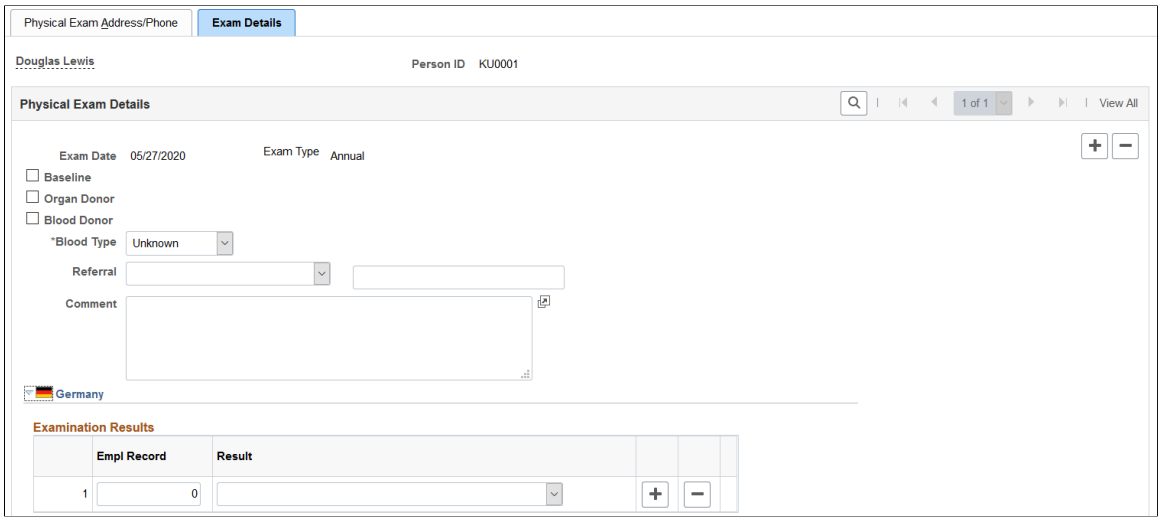
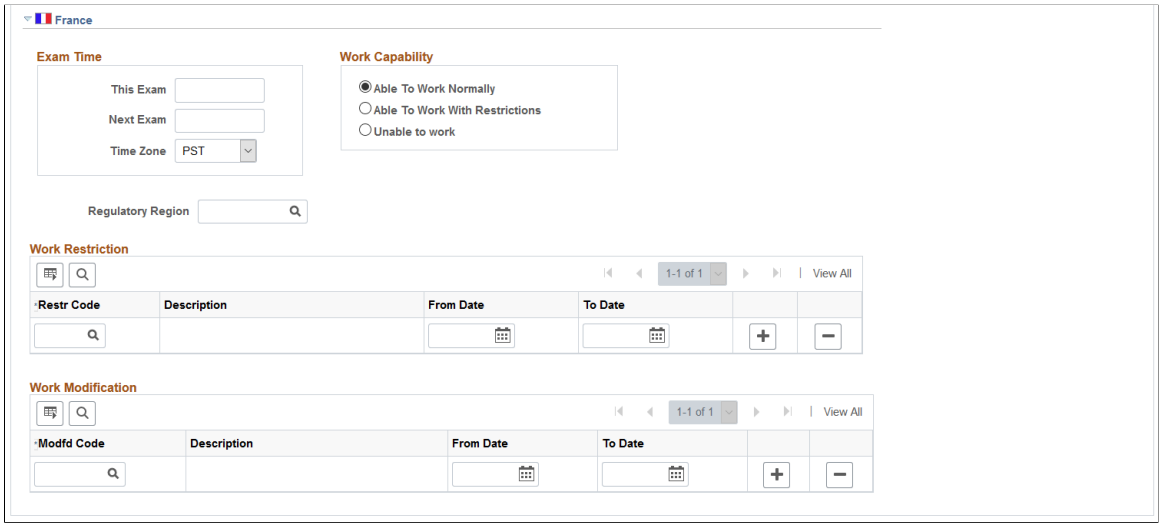


Image: Physical Exam - Exam Details page (2 of 2)

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 and To Date for which the restriction applies.
Work Modification	Enter the modification code by selecting an option from the available values, which come from the Modified Work table. Then enter the From Date and To Date for which the modification applies.

Audiometric Exam - Exam Details Page

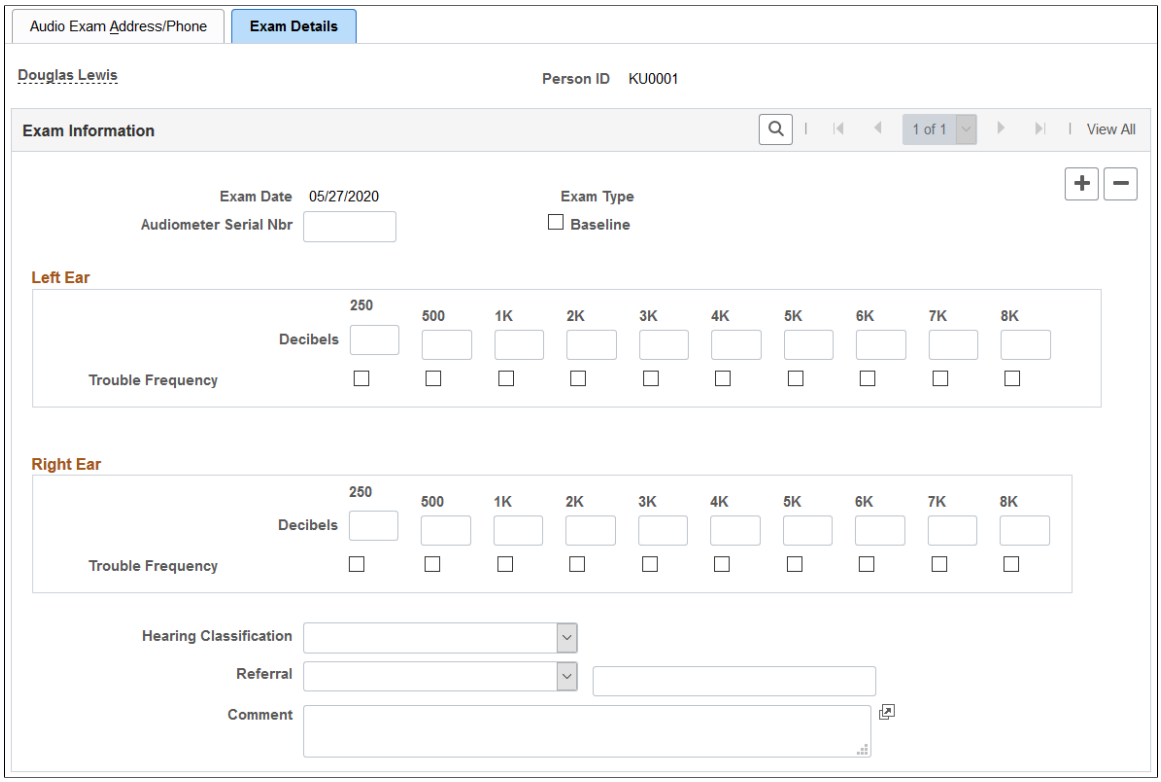
Use the Audiometric Exam - Exam Details page (HS_EXAM_AUDIO2) to maintain audiometric exam details.

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

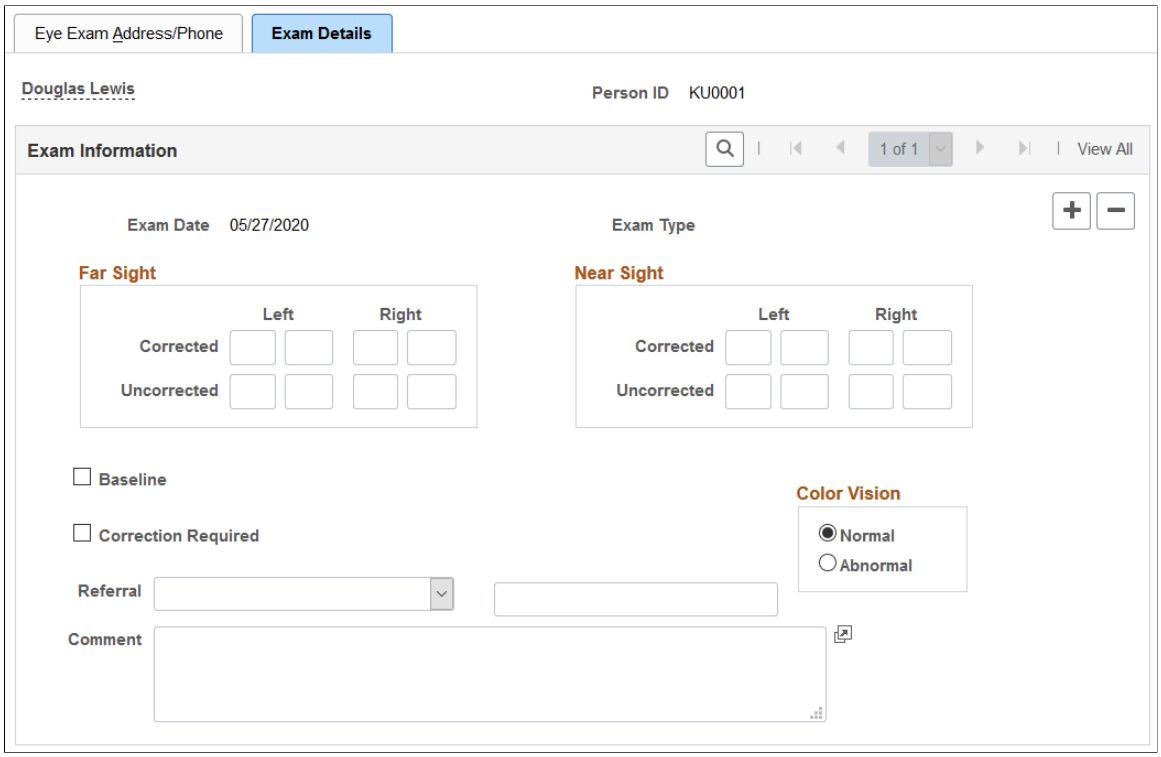
Use the Eye Exam - Exam Details page (HS_EXAM_EYE2) to maintain exam results, referrals, and comments.

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 (up to 2 digits in length) for the Left and Right eyes, both Corrected and Uncorrected.
Correction Required	Select this check box if the exam results indicate that this employee needs lenses or other corrective treatment.
Color Vision	Indicate if the patient's color vision is Normal or Abnormal.

Respiratory Exam - Exam Details Page

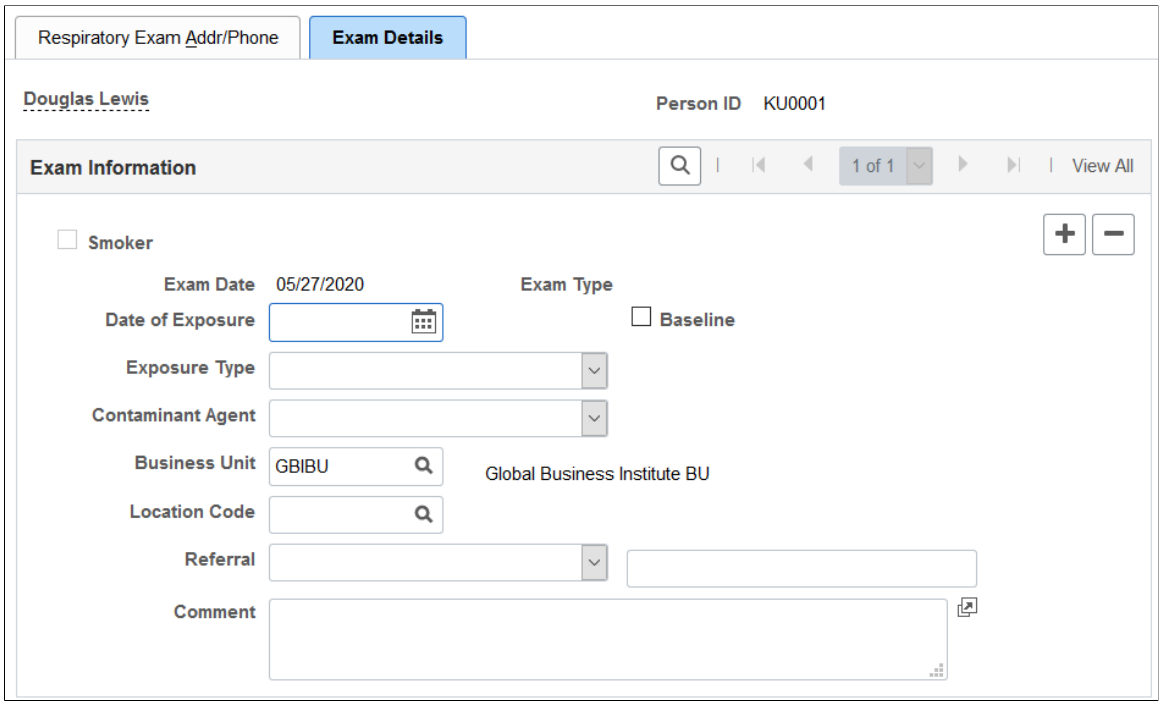
Use the Respiratory Exam - Exam Details page (HS_EXAM_RESPIRE2) to maintain exam results, referrals, restrictions, and comments.

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

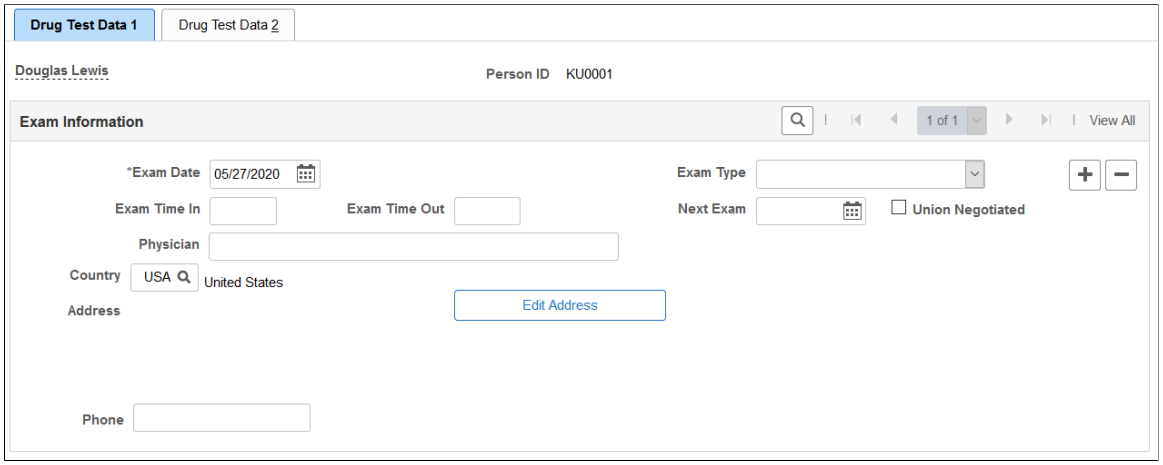
Use the Drug Test Data 1 page (GVT_DRUG_TEST1) to set up physician and test information for a drug test.

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.
Exam Type	Select one: *For Cause, Mandatory,* or *Random.*
Physician	Enter the name of the employee's physician.
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

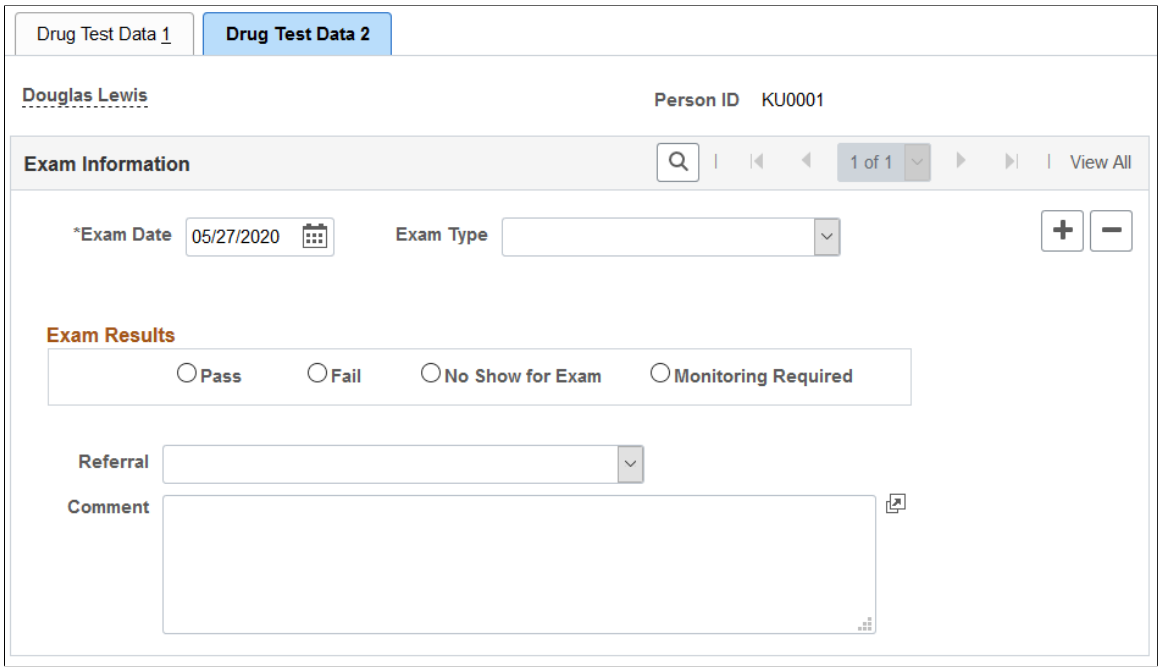
Use the Drug Test Data 2 page (GVT_DRUG_TEST2) to maintain test results, referrals, and comments.

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

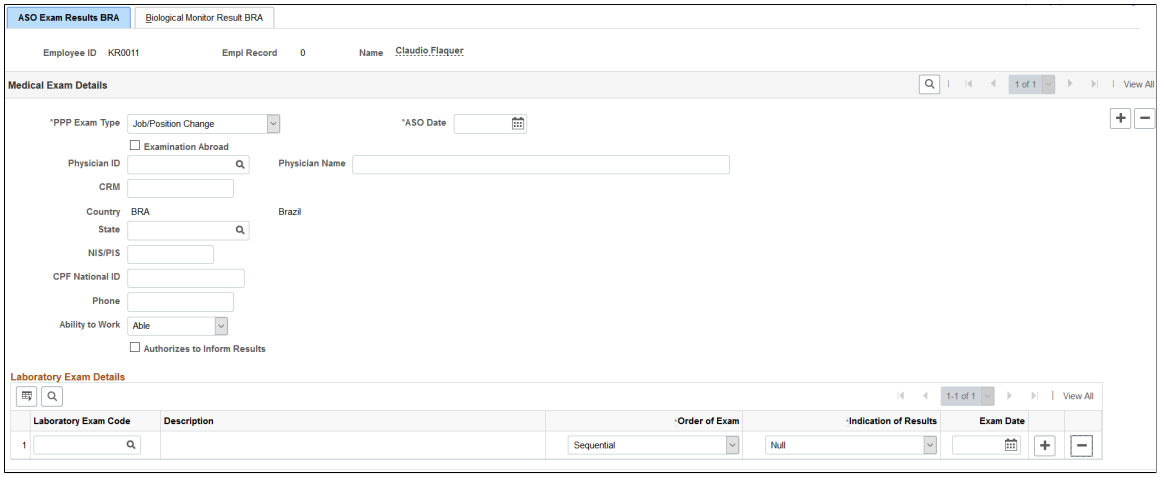
Use the ASO Exam Results BRA page (ASO_EXAM_RSLT_BRA) to maintain medical exam and physician information.

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 on this page. However, you must complete the PCMSO Coordinator section of the Biological Monitor Result BRA Page.

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.

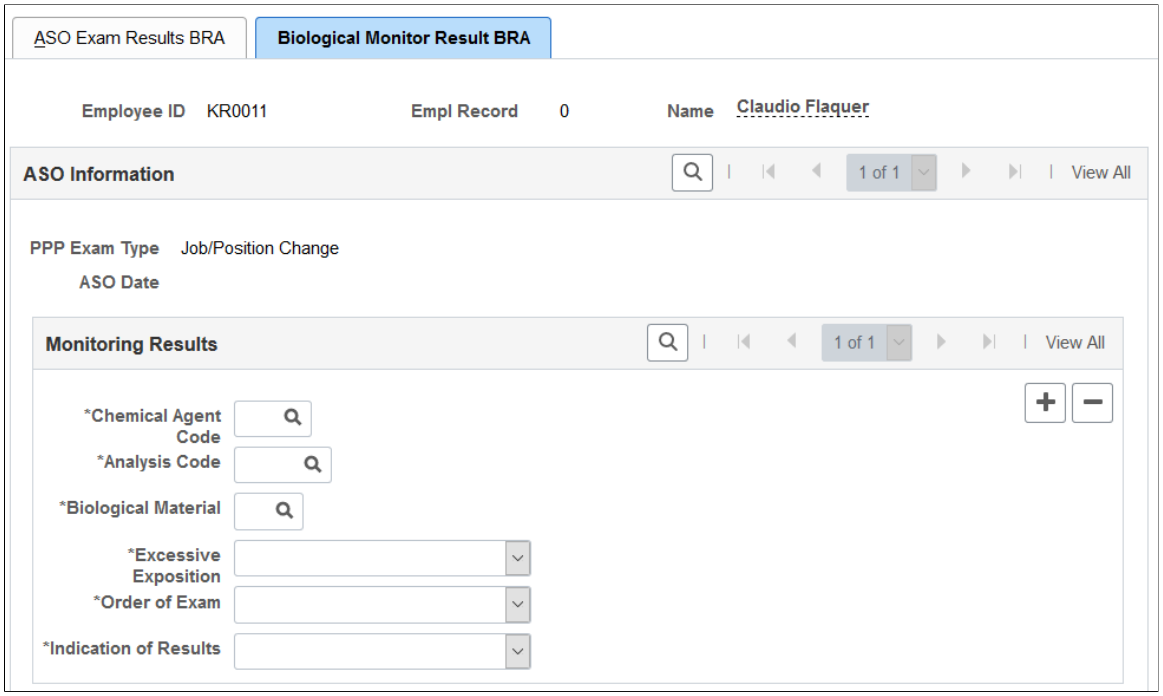


Image: Biological Monitor Result BRA page (2 of 2)

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 Name, **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

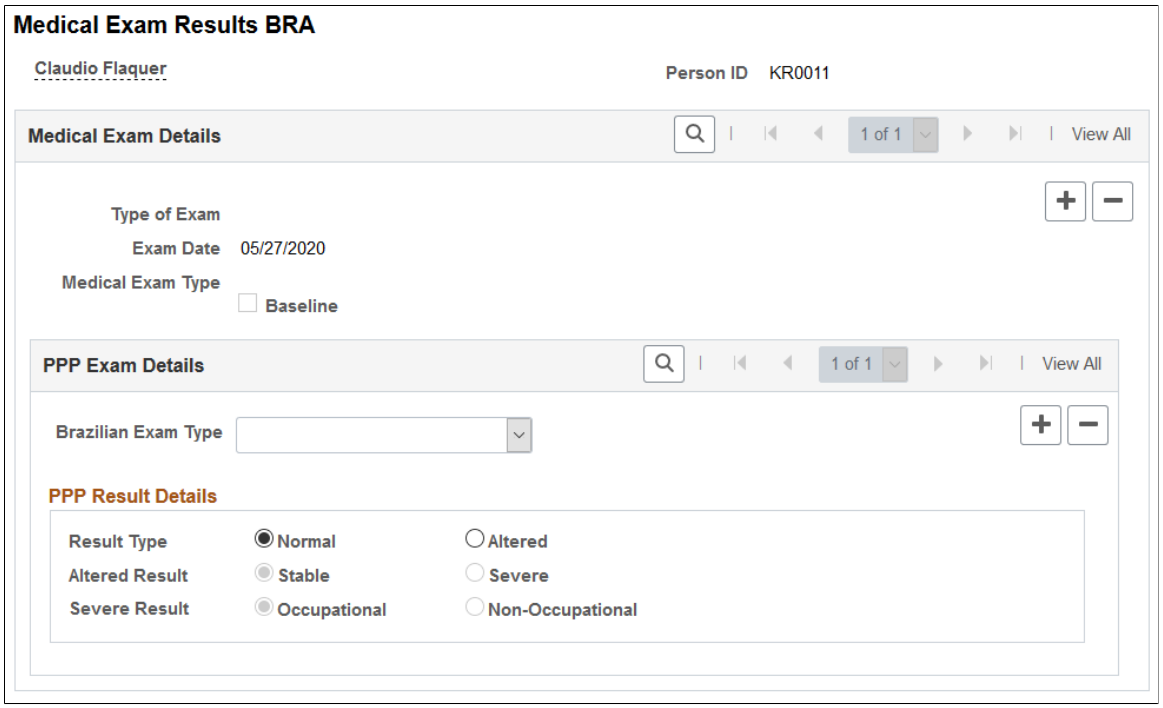
Use the Medical Exam Results BRA page (MED_EXAM_RSLT_BRA) to review medical exam results.

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

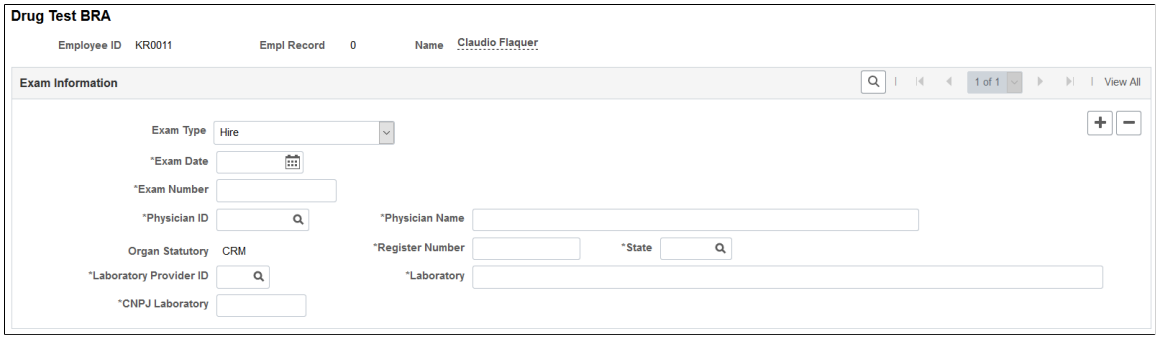
Use the Drug Test BRA page (EMPL_DRUG_TEST_BRA) to enter worker's drug test information.

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 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 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.

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

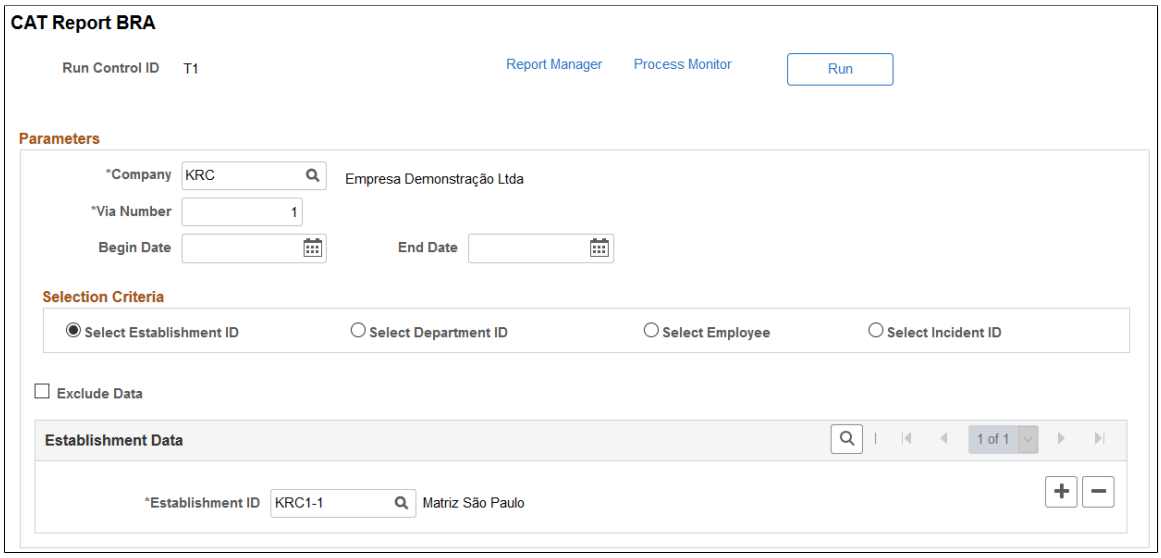
Use the CAT Report BRA page (CATRC_INCIDENT_BRA) to monitor work risks by establishment ID, department ID, employee, and incident ID.

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 (*Perfil Profesiografico Provisional* 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 (1 of 2)

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

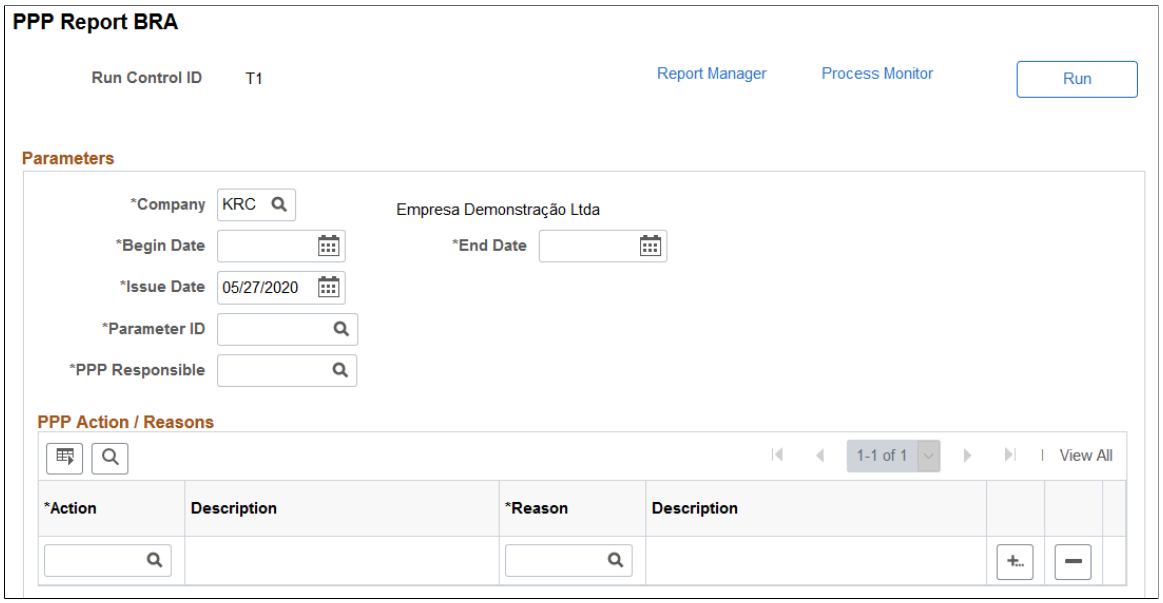
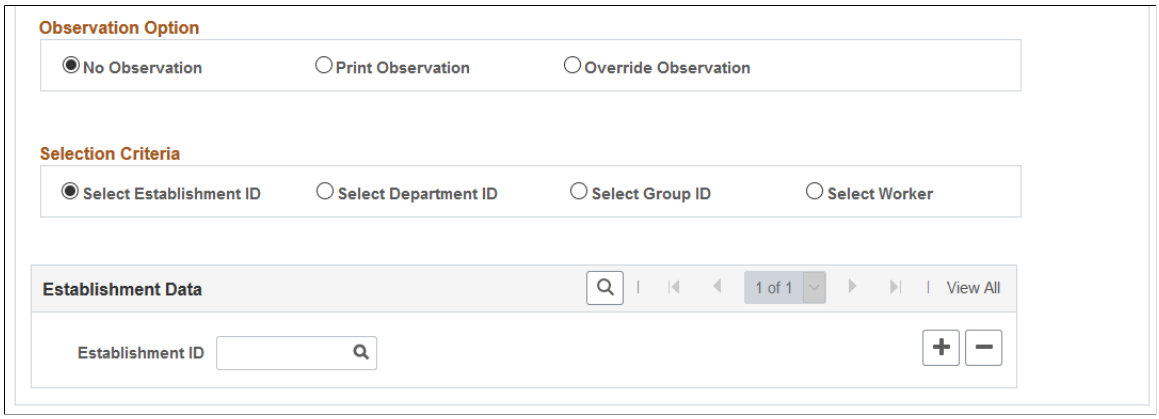


Image: PPP Report BRA page (2 of 2)

This example illustrates the fields and controls on the PPP Report BRA page (2 of 2). 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

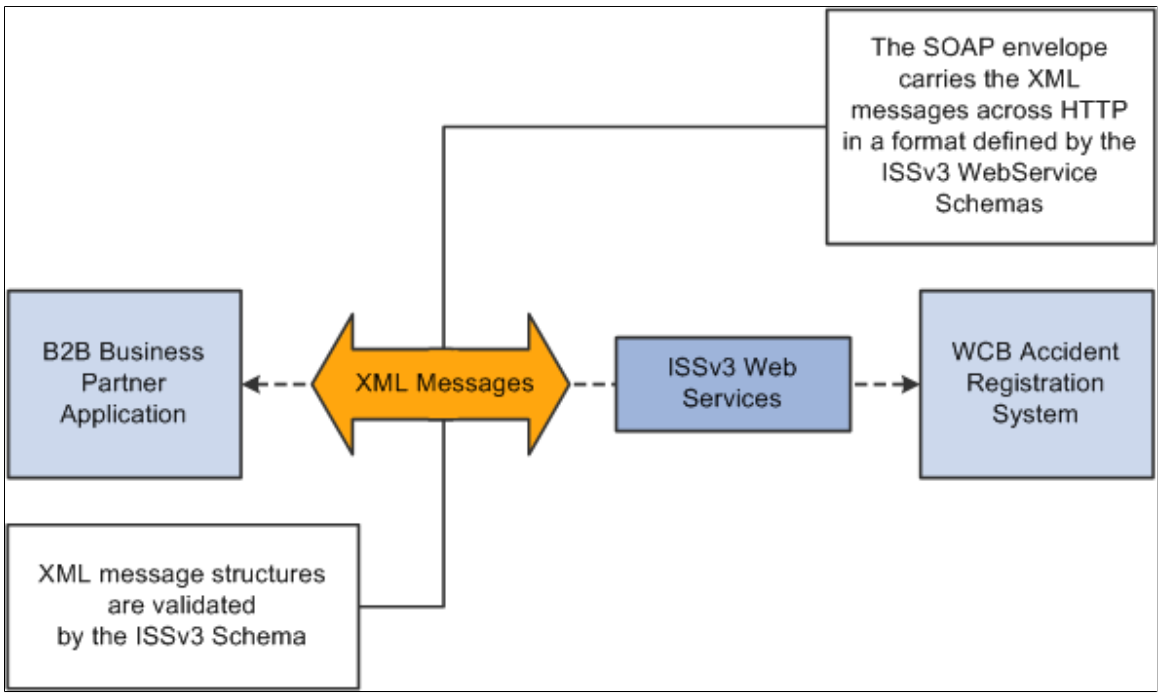
Understanding the WorkSafeBC Web Service

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.
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.

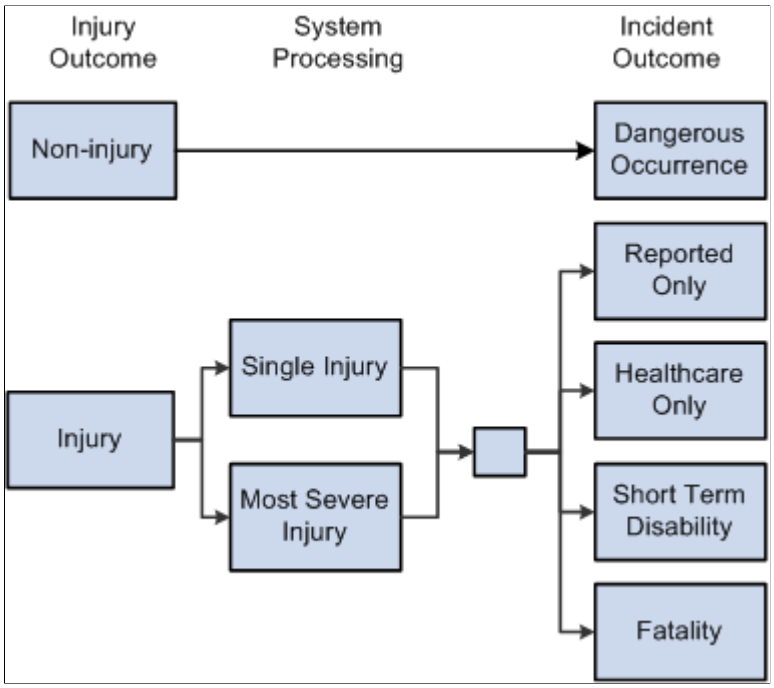
As a general rule, the more severe the incident outcome, the more information that you report to the BC WCB. As the amount of information required for an incident increases, the number of checks carried out by the WCB mainframe system also increases, and so does the number of checks and warnings built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

Page Name	*Definition Name*	*Usage*
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:

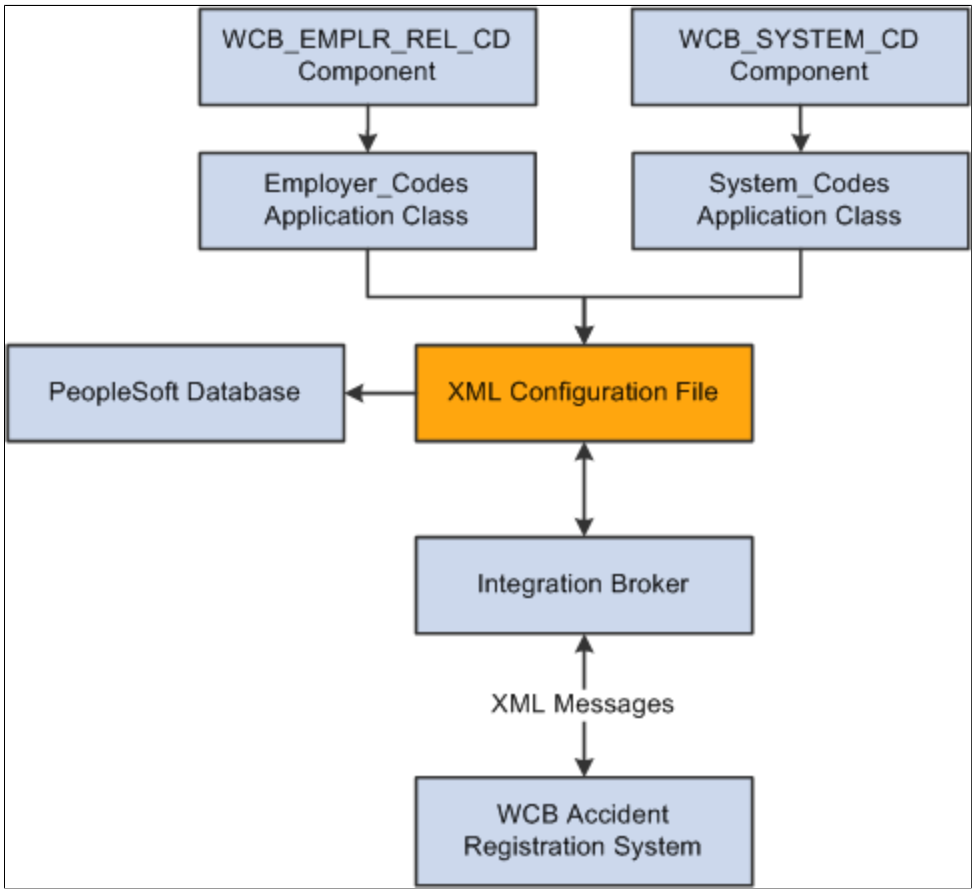
- Request employer and system codes.
- Submit injury reports.
- Request submission statuses.

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.



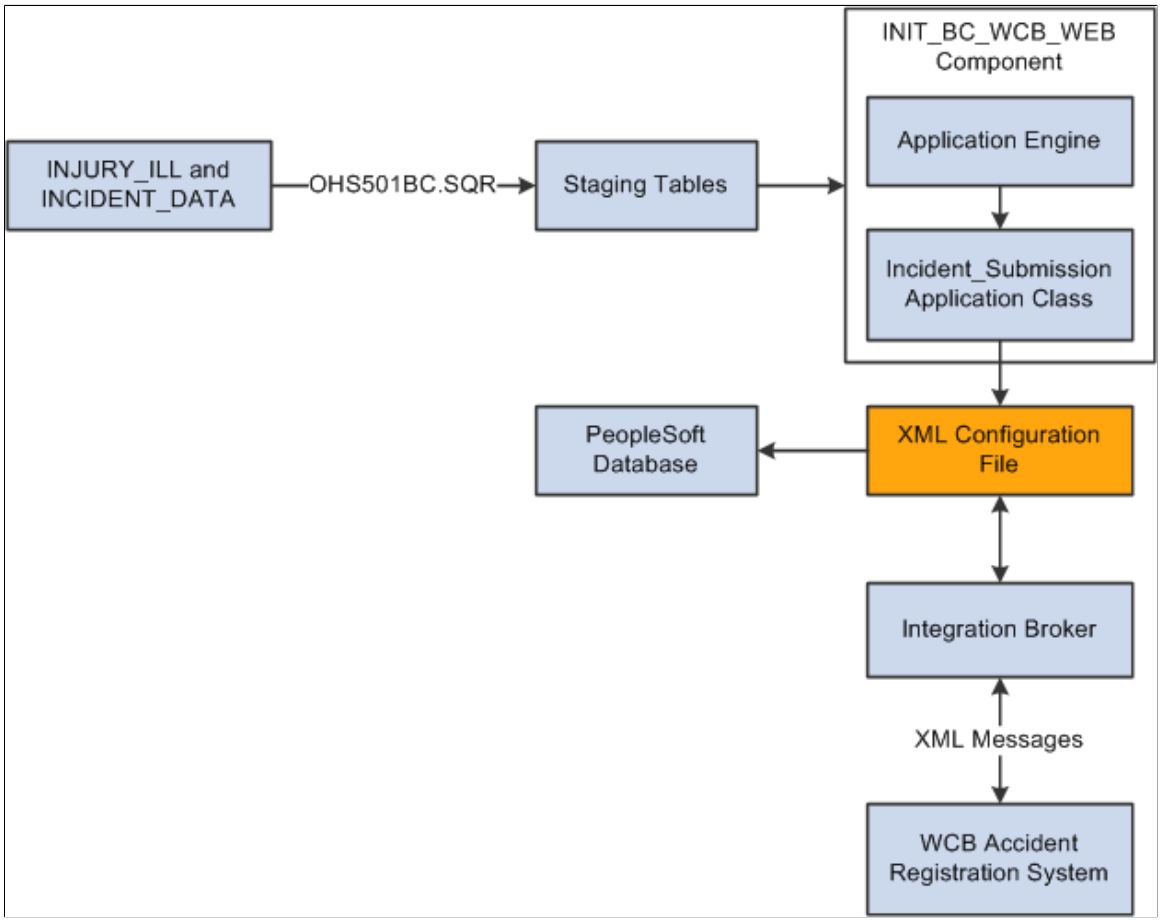
1. Using the WCB_EMPLR_REL_CD or WCB_SYSTEM_CD component, you initiate the Employer_Codes or System_Codes application class, respectively.
2. Both application classes generate an XML file and initiate a web service operation through Integration Broker to send the XML file as a SOAP envelope to WCB's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

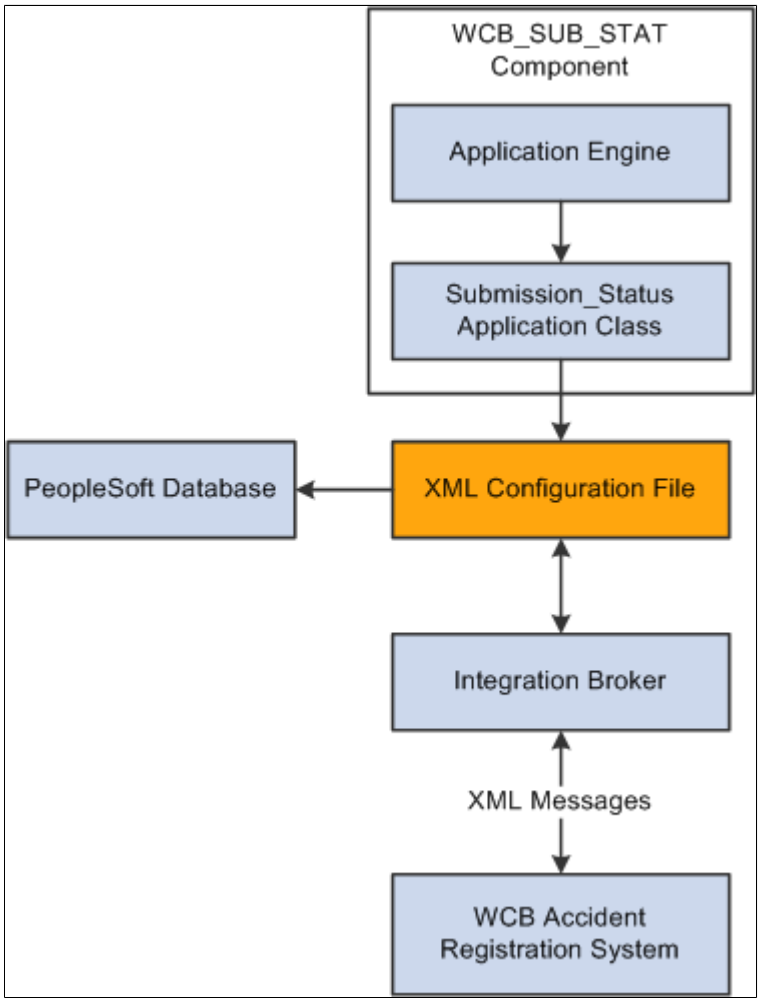
4. Based on the response from WCB, the PeopleSoft system parses the XML file and extracts the data to update the database.

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

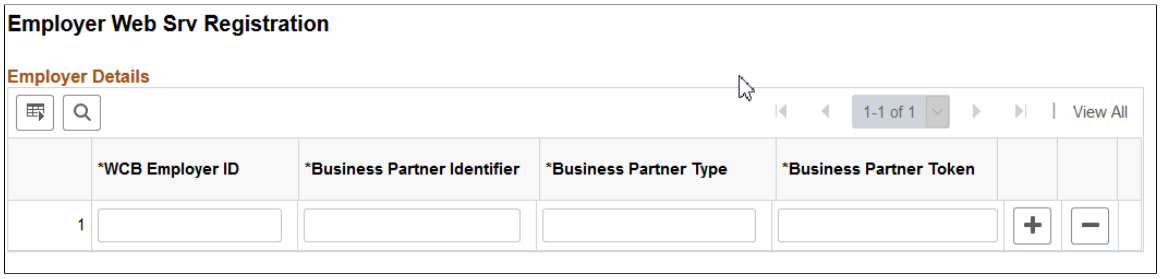
Use the Employer Web Srv Registration page (WCB_WEB_REG_DTLS) to enter employer WCB registration details.

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

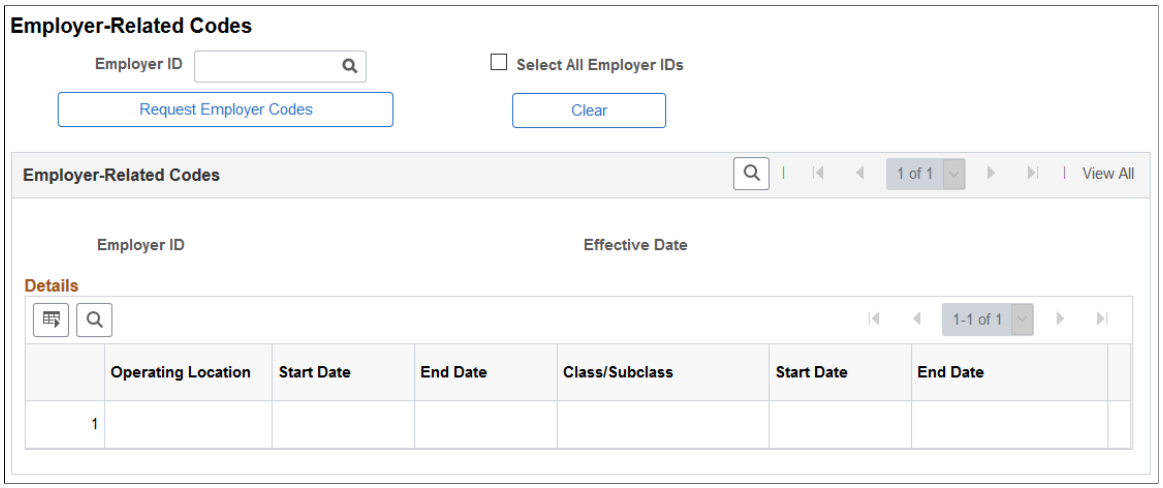
Use the Employer-Related Codes page (WCB_EMPLR_REL_CD) to request employer codes.

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 and End Date fields next to this field represent the date on which the location became active and the date on which it became inactive, respectively.
Class/Subclass	Displays the type of industry classification assigned to the employer by the WCB. The Start Date and End Date fields next to this field represent the date on which the classification unit became active and the date on which it became inactive, respectively.

System Codes Page

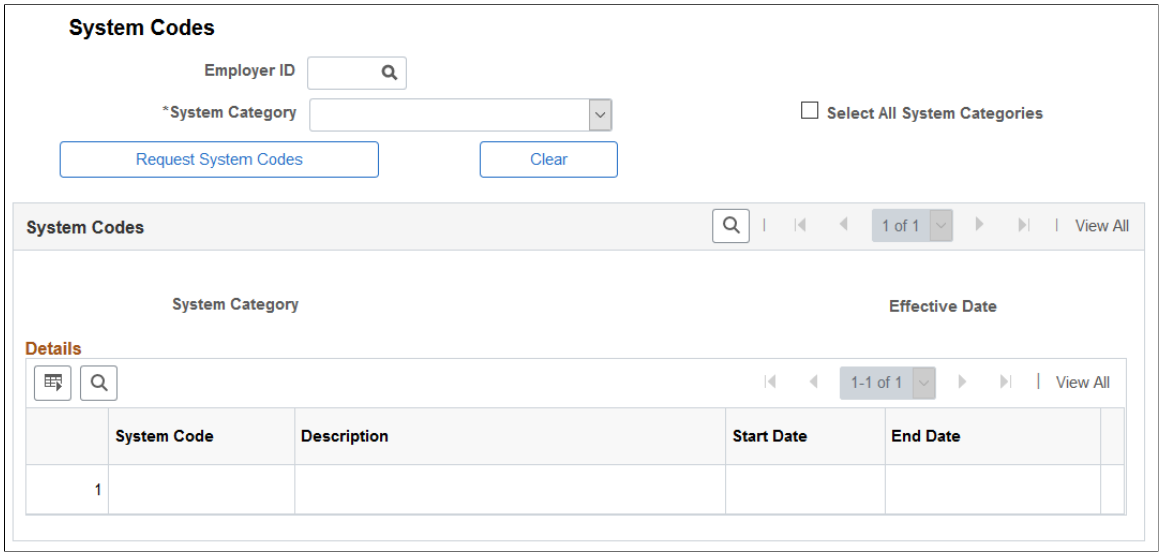
Use the System Codes page (WCB_SYSTEM_CD) to request system codes.

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. This field becomes unavailable for edit if the Select All System Categories check box is selected.
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 Codes 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 Empl ID 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

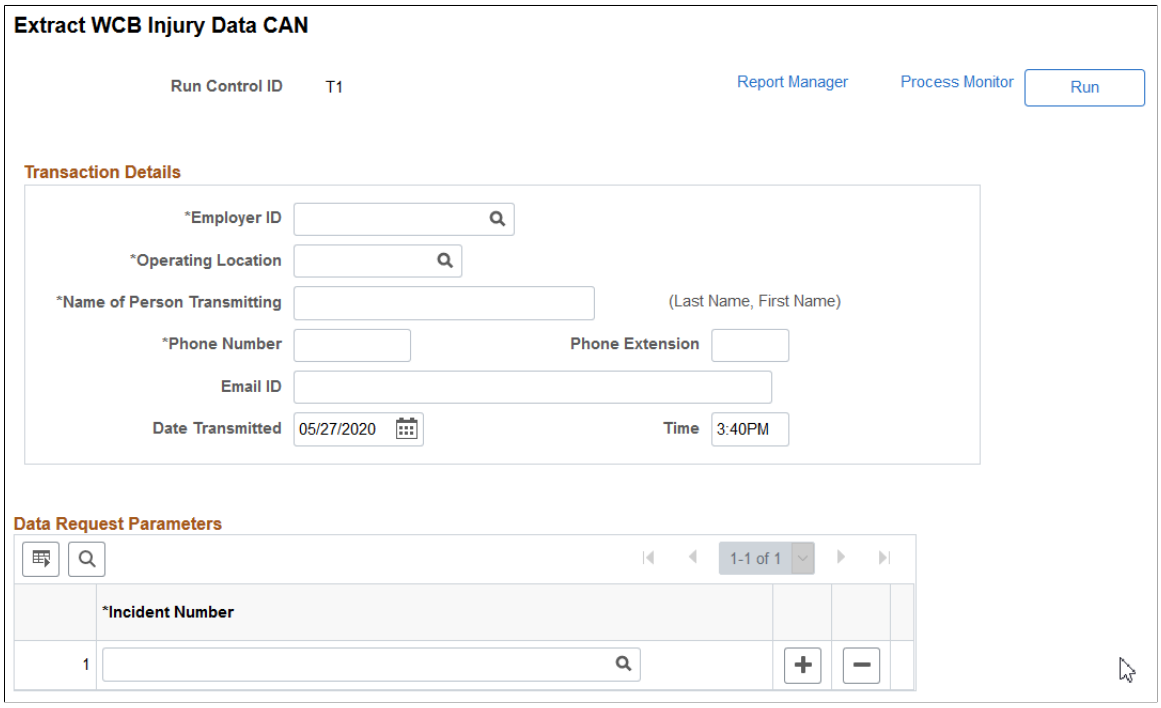
Use the Extract WCB Injury Data CAN page (RUNCTL_WCB_501) to run the OHS501BC SQR process to populate staging tables with WCB injury data.

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

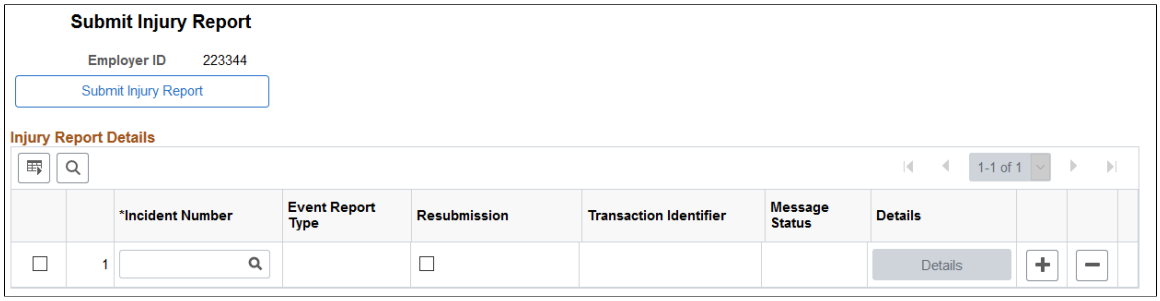
Use the Submit Injury Report page (INIT_BC_WCB_WEB) to create and transmit injury reports.

Navigation

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

Image: Submit Injury Report page

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



Submit Injury Report Click to submit the selected injury reports.

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.

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

Image: Request Submission Status page

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

Use this page to request the current submission status of an incident. WorkSafeBC updates the submission status code of an incident as the state of the claim changes.

Request Submission Status Click to retrieve the submission status of the selected incidents.

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.

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 > Monitor Web Services > 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.

Submission Status Code	Submission Status Message	Description
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 Empl ID 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

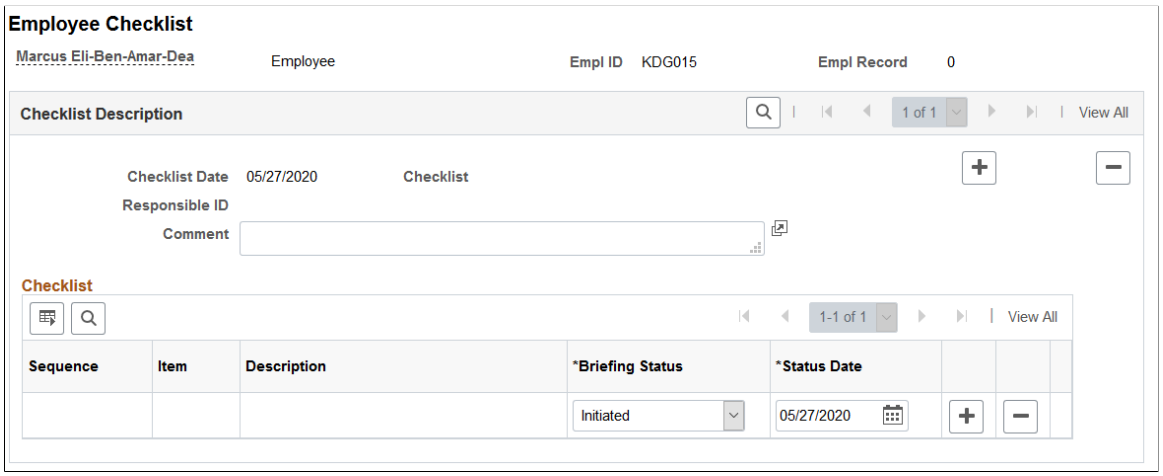
Use the Employee Checklist page (HS_EMPL_MEDCHK_GER) to view and update medical examination dates and status.

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

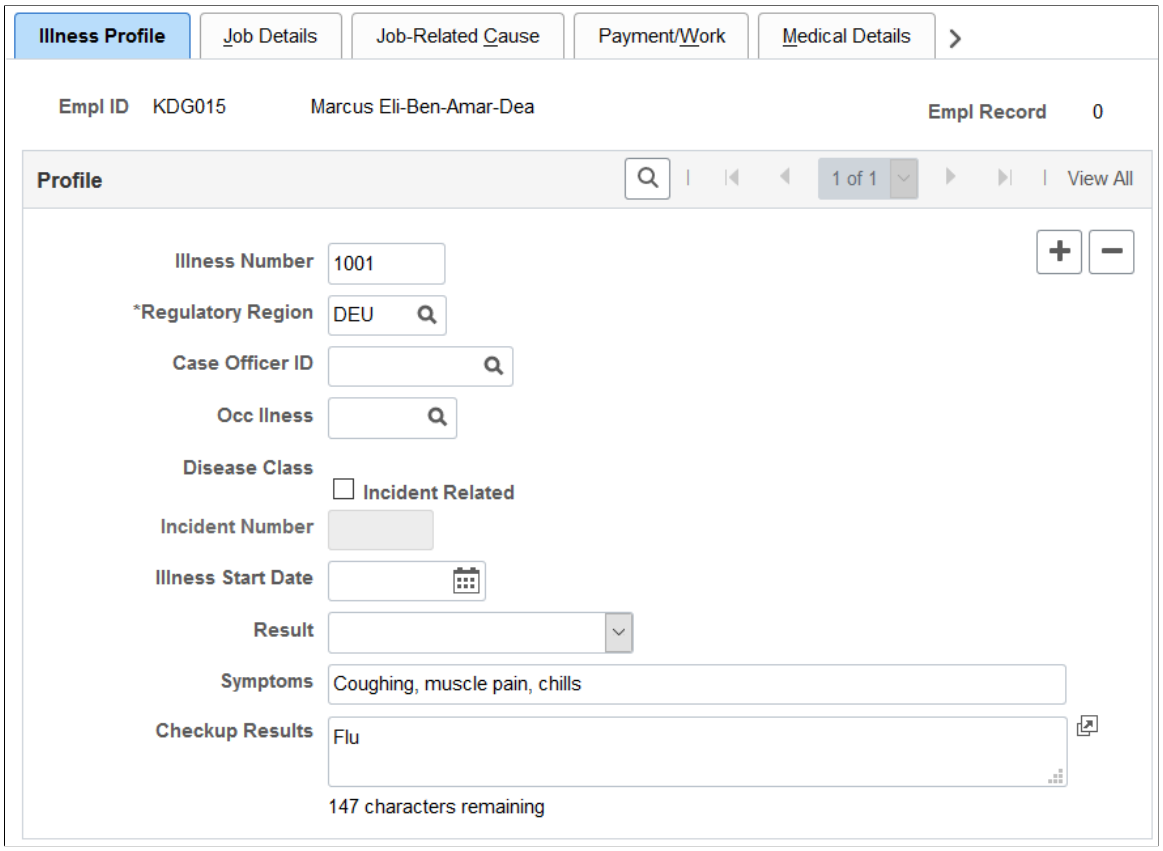
Use the Illness Profile page (HS_ILLNESS1_GER) to establish an illness number and track details about an employee's illnesses.

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: *Not Applicable*, *Terminate,* and *Transfer.*
Symptoms	Enter a brief description of the illness.
Checkup Results	Enter exam results.

Job Details Page

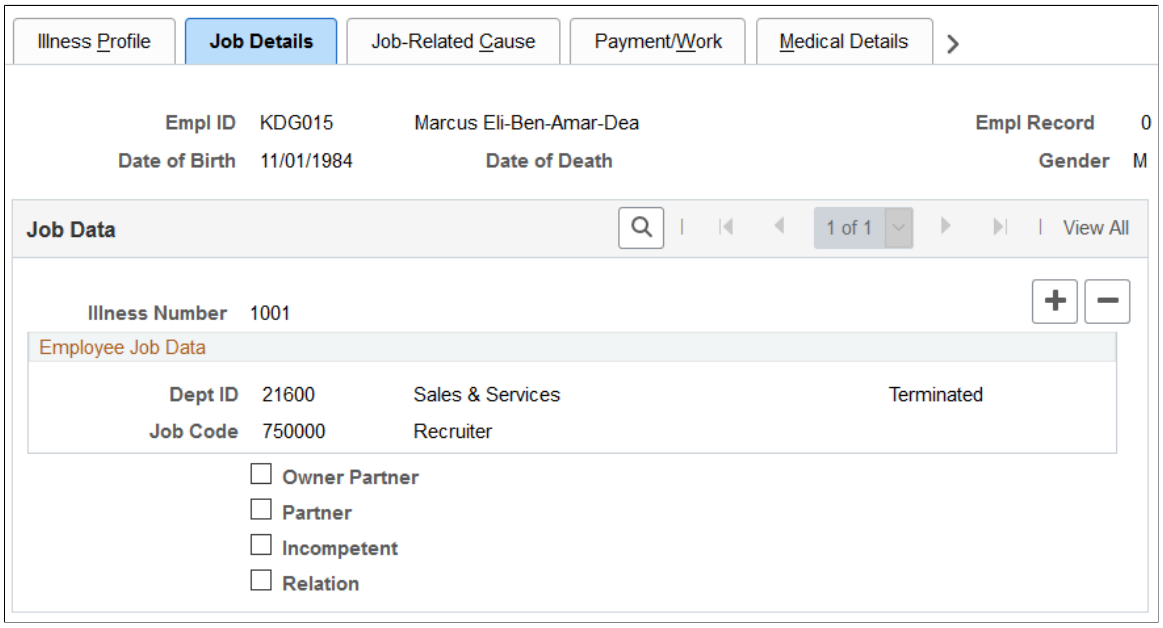
Use the Job Details page (HS_ILLNESS2_GER) to describe employee circumstances.

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

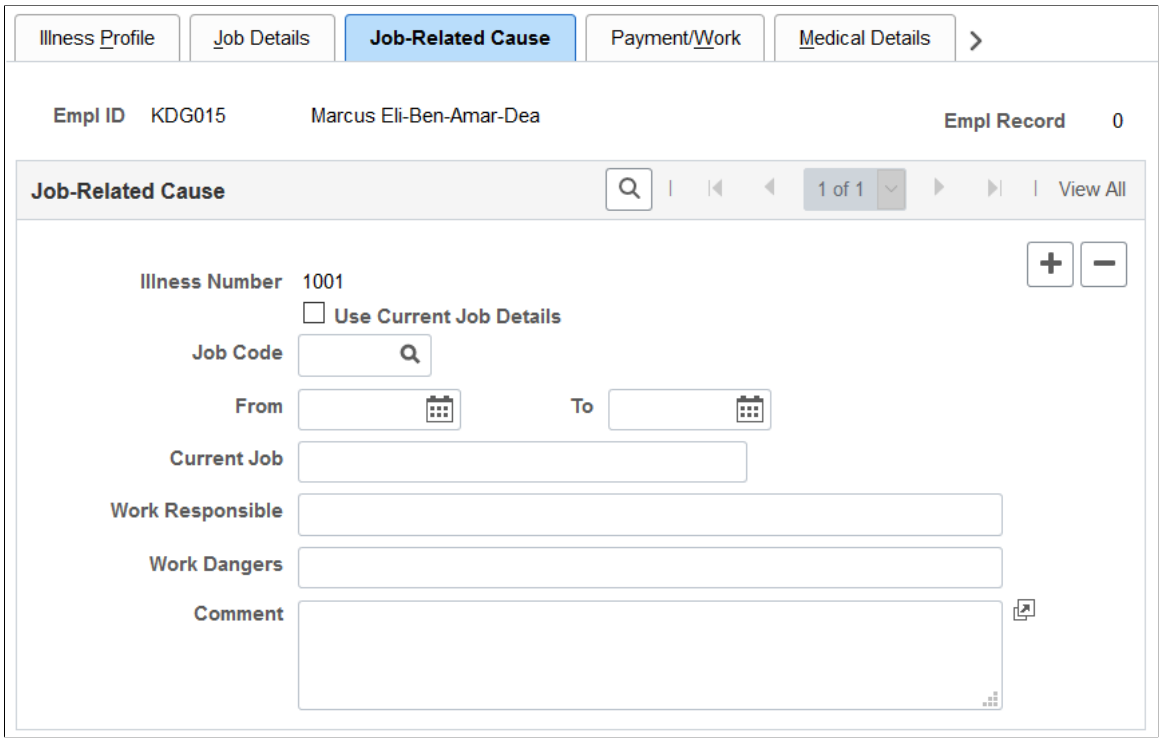
Use the Job-Related Cause page (HS_ILLNESS3_GER) to enter information about the job-related cause for each of the individual's illnesses.

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 the Job Code and Current Job fields. These fields are then unavailable for data entry. If the individual is an employee and you do not select the Use Current Job Details check box, then you must enter the Current Job information directly into the field. For non-employees, the Use Current Job Details check box and Job Code field are unavailable for data entry. You can enter information directly into the Current Job field.
From and **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

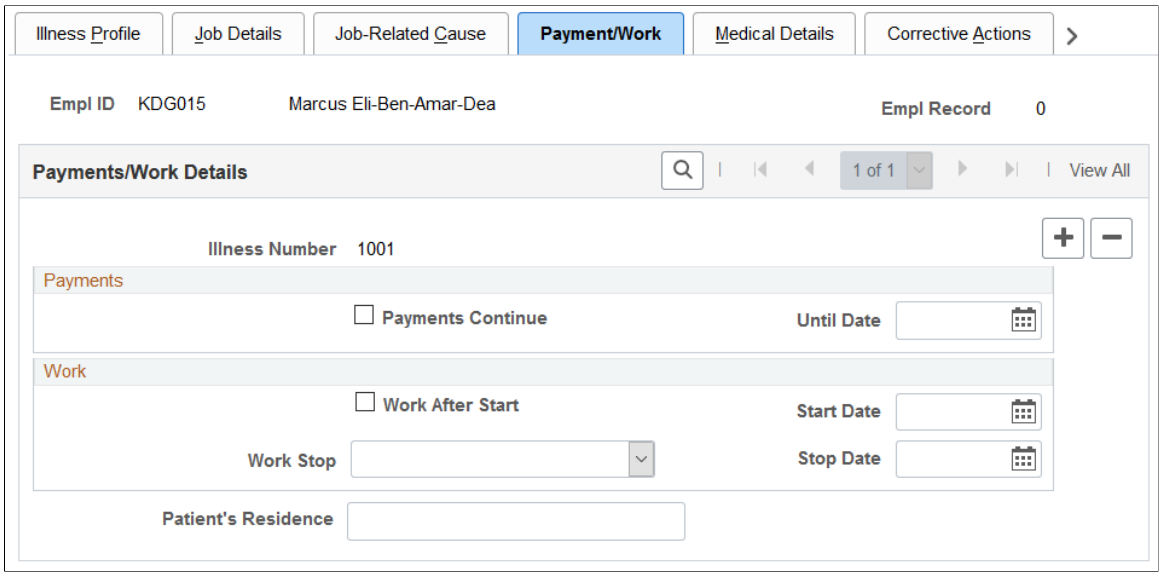
Use the Payment/Work page (HS_ILLNESS4_GER) to enter data about employee compensation and insurance related to an illness.

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 the Until Date field.

Work

Work After Start — Select if the employee has resumed working after an illness.

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

Work Stop and **Stop Date** — Indicate when the employee stopped work by selecting a value from the list of available options and then enter the corresponding date.

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

Medical Details Page

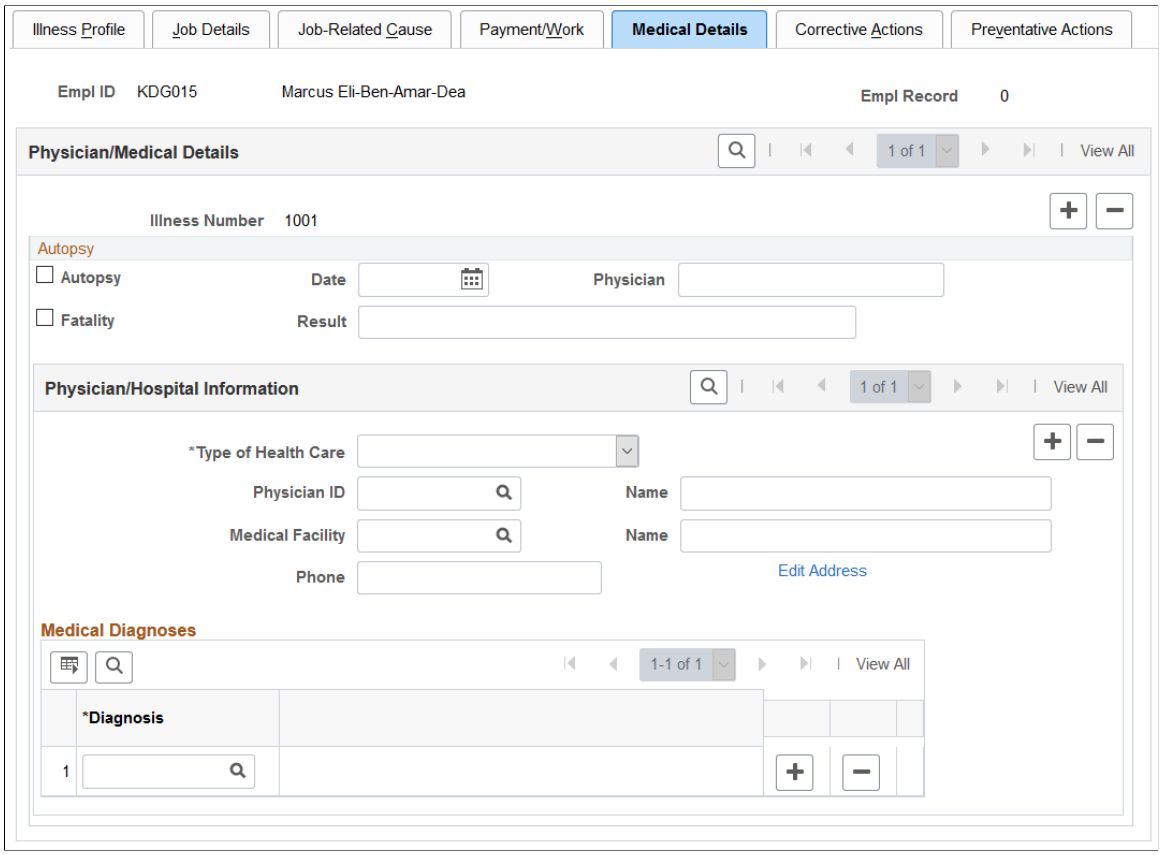
Use the Medical Details page (HS_ILLNESS5_GER) to enter information about the attending doctor, hospital, medical diagnoses, and autopsy.

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

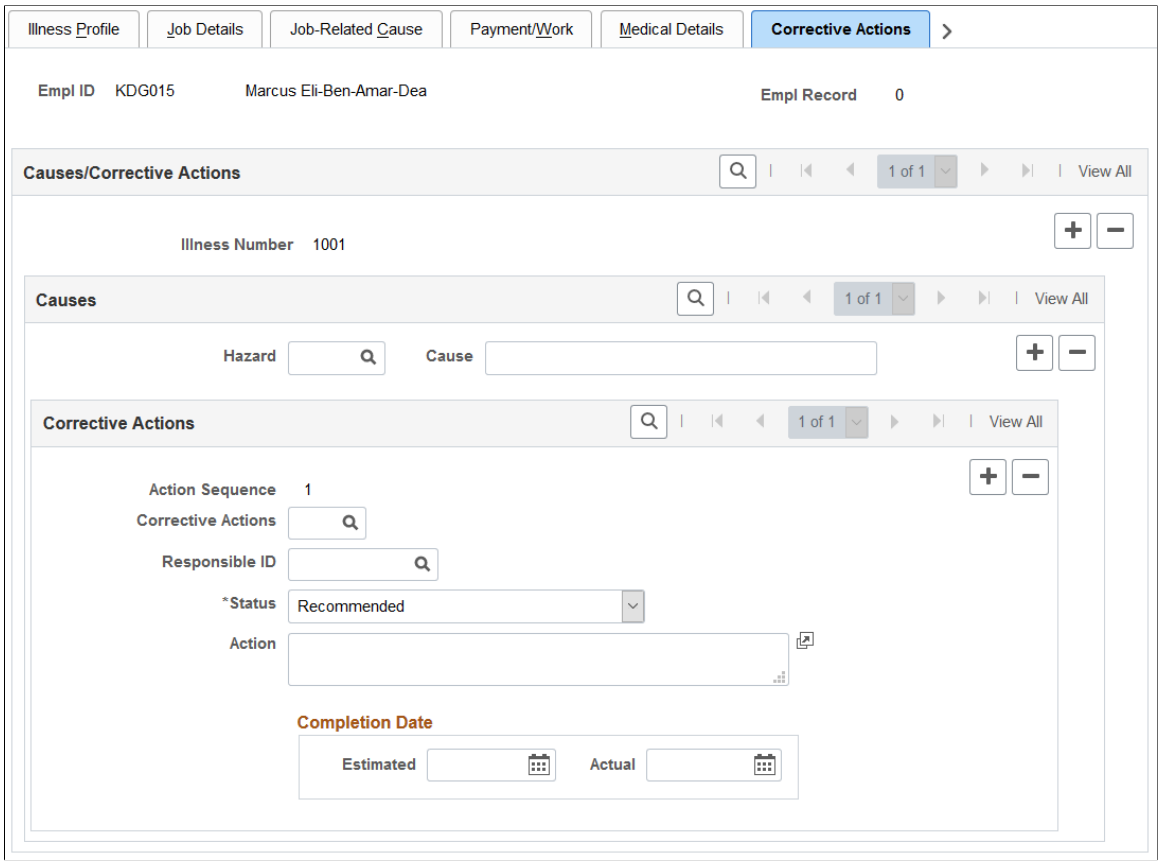
Use the Corrective Actions page (HS_ILLNESS6_GER) to enter the causes and corrective actions for occupational illnesses.

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

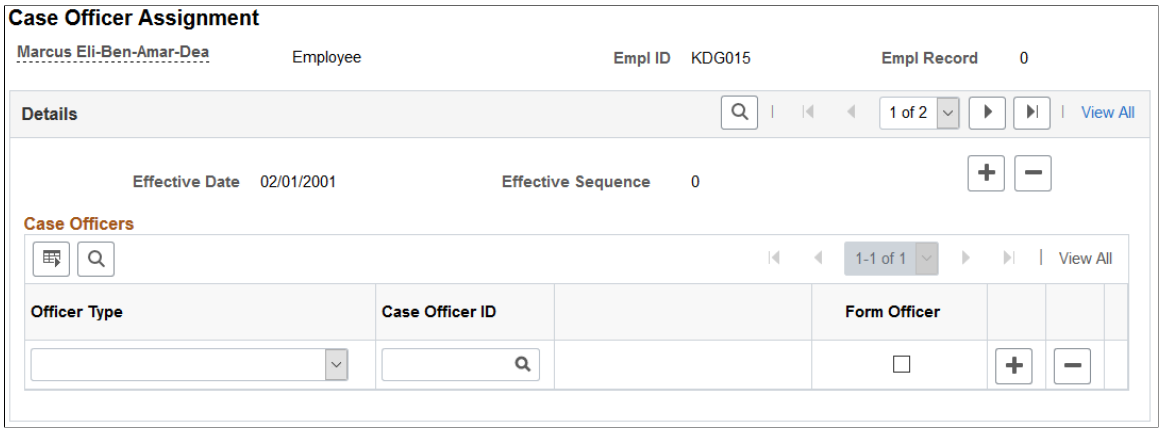
Use the Case Officer Assignment page (HS_JOB_DATA_GER) to assign case officers from a particular setID and location that are responsible for an injured or ill employee's case.

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 page.

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.

Chapter 10

Working with Health and Safety Using Fluid

Understanding Fluid Health and Safety

Monitor Health and Safety provides support for Health and Safety administrators and employees to streamline activities in these areas:

- Health and Safety administrators can access various setup and administrative pages from a single location on the Workforce Administrator home page using tiles and navigation collections.

  See Managing Health and Safety Tasks as Administrators Using Fluid.

  They can also review and approve incidents reported by employees, if approval is enabled.

  See Approving Incidents Using Fluid Approvals.

- Employees can report incidents in Fluid Employee Self-Service in a few easy steps. They walk through the process of logging incident and injury (or illness) information for themselves in the form of activity guides, which are launched based on the template specified for the associated incident type.

  See Reporting Incidents as Employees.

Image Highlights, PeopleSoft HCM Update Image 36: Health and Safety Modernization

Approval and Notification

Incidents can be configured in the incident type setup to go through approval that is managed by the Approval Workflow Engine (AWE). Based on the setup in AWE, Health and Safety administrators and employees may receive email notifications, push notifications, or both, when any of these events occurs:

- An incident is submitted for review.
- An incident is submitted or resubmitted for approval.
- An incident is pushed back.
- An incident is approved.
- (For administrator) Approval information of an incident cannot be added to the database successfully using Component Interface.

If approval is not enabled, notifications are delivered to recipients based on the incident type setup.

Activity Guide

PeopleSoft HCM delivers a default activity guide template for reporting incidents in Self-Service. Update the delivered template or create new ones by cloning to suit your business needs, and reference the template to use for each supported incident type in the incident type setup.

Related Links

Configure Incident Types Page

"Configuring Approval Transactions" (PeopleSoft HCM 9.2: Application Fundamentals)

"Managing Activity Guide Templates" (PeopleSoft 9.2: Enterprise Components)

Managing Health and Safety Tasks as Administrators Using Fluid

This topic lists the pages that Health and Safety administrators can access from a single location on the Workforce Administrator home page to perform administrative transactions.

For general information about fluid pages in PeopleSoft HCM, see "Understanding PeopleSoft Fluid User Interface Home Pages" (PeopleSoft HCM 9.2: Application Fundamentals).

Pages Used to Manage Health and Safety Tasks as Administrators Using Fluid

Component or Page Name	*Definition Name*	*Usage*
Manage Health and Safety Tile	HC_HS_DASHBOARD_FL_GBL_LINK	Access the Manage Health and Safety dashboard for a collection of administrative components or transactions in a central location.
Manage Health and Safety Dashboard	HC_HS_DASHBOARD_FL_GBL	Access tiles for setting up, managing and reporting health and safety information for employees.

Prerequisites

Administrators must be members of the *Health and Safety ADM Fluid* (Health and Safety ADM Fluid) role to access the Manage Health and Safety tile and pages.

Note: Designate as least one individual to be the Fluid Health and Safety administrator in your organization to receive notifications and process incident approvals.
If your organization supports different regulatory regions, you need to assign an administrator to each of them. In addition to the *Health and Safety ADM Fluid* role, this individual also needs to belong in the same regulatory region that he or she supports.

Manage Health and Safety Tile

Administrators use the Manage Health and Safety tile (HC_HS_DASHBOARD_FL_GBL_LINK) to access the Manage Health and Safety dashboard for a collection of administrative components or transactions in a central location.

Navigation

The Manage Health and Safety tile is delivered as part of the Workforce Administrator home page, but the location can change if you change the delivered home pages or if administrators personalize their home pages.

Image: Manage Health and Safety tile

This example illustrates the Manage Health and Safety tile.

Click the Manage Health and Safety tile to access the Manage Health and Safety Dashboard, which displays tiles for managing, reporting, and configuring Health and Safety components or transactions.

PeopleSoft Employee Health and Safety

Manage Health and Safety Dashboard

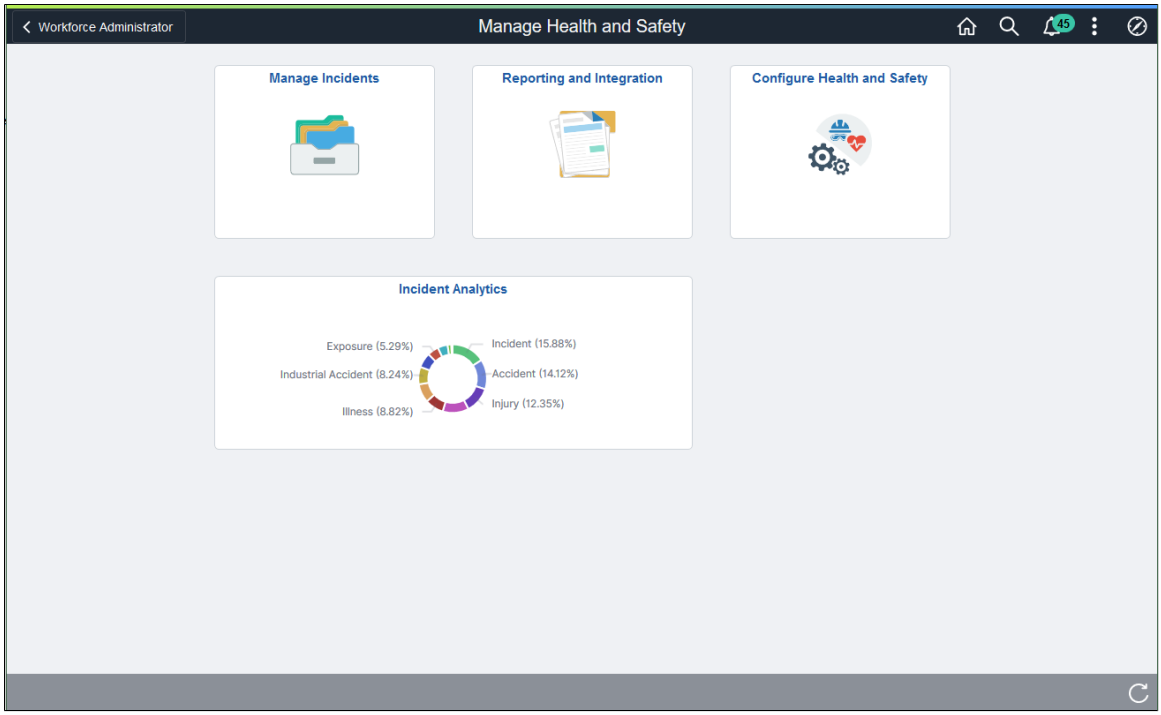
Use the Manage Health and Safety dashboard (HC_HS_DASHBOARD_FL_GBL) to access tiles for setting up, managing and reporting health and safety information for employees.

Navigation

Click the Manage Health and Safety tile.

Image: Manage Health and Safety Dashboard

This example illustrates the Manage Health and Safety dashboard.



The Manage Health and Safety dashboard provides administrators quick access to Health and Safety components from one location.

The dashboard lists the components collected under these tiles, and can be personalized as needed:

Tile Name	*Usage*
Manage Incidents Tile	Access the Manage Incidents navigation collection to obtain incident information, verify people connected to incidents, record exam results, and (DEU) track incident details.
Reporting and Integration Tile	Access the Reporting and Integration navigation collection to gather report data and run Health and Safety reports for supported country extensions.
Configure Health and Safety Tile	Access the Configure Health and Safety navigation collection to define setup data such as accident or injury information, hazardous environments, medical services, and work restriction codes. Specify configuration settings for use in Fluid Self-Service.
Incident Analytics Tile	Access the Incident Analytics dashboard to view and analyze incident data using Kibana visualizations.

Related Links

Reporting Incidents as Employees

Approving Incidents Using Fluid Approvals

Managing Incidents as Administrators Using Fluid

This topic lists the pages that Health and Safety administrators can access from a single location on the Workforce Administrator home page to manage incidents and incident-related information, such as injuries, claims, people connected to incidents, and exam results.

Pages Used to Manage Incidents as Administrators Using Fluid

Component or Page Name	*Definition Name*	*Usage*
Manage Incidents Tile	HC_HS_INCIDENTS_FL_GBL	Access a collection of administrative components for incident management.
Incident Details (component)	HS_INCIDENT (definition name of the first component page)	Enter health and safety incident details. See Entering Health and Safety Incident Details.
Vehicles/Equipment Involved Page	HS_INC_VEHICLE	Enter the specifics of incidents involving vehicle or equipment accidents.
Injury Details (component)	HS_INJ_NOTIFY (definition name of the first component page)	Enter injury details. See Entering Injury Details.
Open Claim (component)	HS_CLAIM_MGMT1 (definition name of the first component page)	Enter and manage claims. See Managing Claims.
Create Employee Rehab Plan (component)	HS_INJ_REHAB1 (definition name of the first component page)	Track rehabilitation plans for employees. See Tracking Rehabilitation Plans.
Create Non-Employee Rehab Plan (component)	HS_INJ_REHAB1 (definition name of the first component page)	Track rehabilitation plans for non-employees. See Tracking Rehabilitation Plans.
Identify Corr/Prevent Actions (component)	HS_INC_ACTION_CRCT (definition name of the first component page)	Enter corrective and preventive actions. See Tracking Consequent Actions of Incidents.
Review Employee Injury Summary Page	INJURY_SUMMARY	View a summary of all the injuries that an employee has experienced and related incident data.
Incident Details BRA (component)	HS_INCIDENT (definition name of the first component page)	Enter health and safety incident details. See Entering Health and Safety Incident Details.
Injury Details BRA (component)	HS_INJ_NOTIFY (definition name of the first component page)	See Entering Injury Details.

Component or Page Name	*Definition Name*	*Usage*
Review Injury Summary BRA Page	INJURY_SUM_BRA	View a summary of all the injuries that an employee has experienced and related incident data for Brazil. See Tracking Incident, Injury, and Illness Data by Individual.
Vehicles/Equipment Involv MEX Page	HS_INC_VEHICLE_MEX	Enter the specifics of incidents involving vehicles or equipment.
Employee Page	HS_PERS_DATA	Enter extra address information for employees who are involved in health and safety incidents.
Employment Page	HS_EMPLOYMENT	Enter additional employment details for employees in Canadian and United Kingdom operations who are involved in health and safety incidents.
Family Page	HS_FAMILY	Enter additional family information for employees or for non-employees who are involved in a health and safety incident.
Non-Employee (component)	HS_NON_EMPL1 (definition name of the first component page)	Maintain name information for non-employees involved in incidents. See Entering Non-Employee Data.
Health Card (component)	GVT_HEALTH_CARD_1 (definition name of the first component page)	Record the employee's physician contact information. See Maintaining and Reviewing Employee Health Card Information.
Audiometric Exam (component)	HS_EXAM_AUDIO1 (definition name of the first component page)	Maintain basic appointment and physician contact information, and results for audio exams. See Tracking Employee Medical Exam Results.
Eye Exam (component)	HS_EXAM_EYE1 (definition name of the first component page)	Maintain basic appointment and physician contact information, and results for eye exams. See Tracking Employee Medical Exam Results.
Physical Exam (component)	HS_EXAM_PHYSICAL1 (definition name of the first component page)	Maintain basic appointment and physician contact information, and results for physical exams. See Tracking Employee Medical Exam Results.

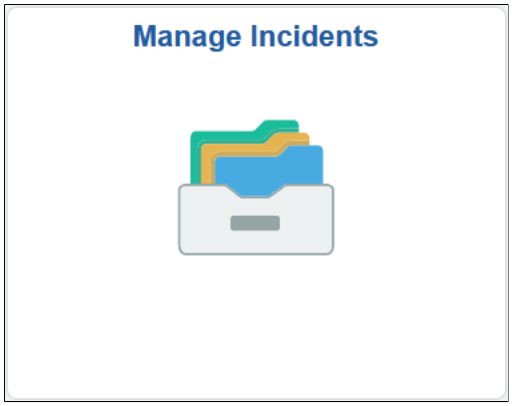
Component or Page Name	*Definition Name*	*Usage*
Respiratory Exam (component)	HS_EXAM_RESPIRE1 (definition name of the first component page)	Maintain basic appointment and physician contact information, and results for respiratory exams. See Tracking Employee Medical Exam Results.
Drug Test (component)	GVT_DRUG_TEST1 (definition name of the first component page)	Set up physician and test information for a drug test. See Tracking Employee Medical Exam Results.
Review Health Card Info (component)	GVT_HEALTH_RVW_1 (definition name of the first component page)	View employee personal data. See Maintaining and Reviewing Employee Health Card Information.
Medical Exam Results BRA Page	MED_EXAM_RSLT_BRA	Review medical exam results.
ASO Exam Results BRA (component)	ASO_EXAM_RSLT_BRA (definition name of the first component page)	Maintain basic ASO exam and physician information. See Tracking Employee Medical Exam Results.
Drug Test BRA Page	EMPL_DRUG_TEST_BRA	Enter worker’s drug test information.
Coop Society Data Page	HS_COOP_SOC_GER	Associate an insurer's industrial hazard code with an employee.
Employee Checklist Page	HS_EMPL_MEDCHK_GER	View and update medical examination dates and status.
Illness Tracking (component)	HS_ILLNESS1_GER (definition name of the first component page)	See Tracking Illnesses for German Employees.
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.

Manage Incidents Tile

Use the Manage Incidents tile (HC_HS_INCIDENTS_FL_GBL) to access a collection of administrative components for incident management.

Image: Manage Incidents Tile

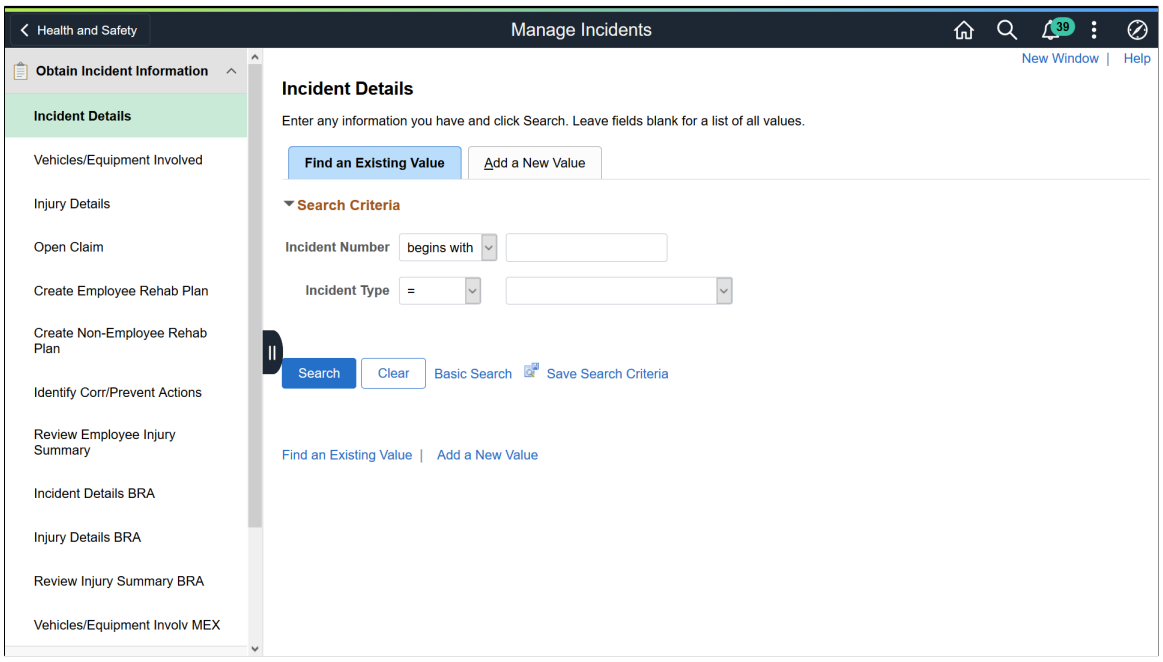
This example illustrates the Manage Incidents tile.



Click the Manage Incidents tile to access the Manage Incidents application start page.

Image: Manage Incidents application start page

This example illustrates the Manage Incidents application start page.



This Manage Incidents application start page is a navigation collection that enables administrators to access components to create and maintain incidents, claims and rehabilitation plans, verify people that can be involved in incidents, record exam results, and track related details.

The application start page lists the components collected under these categories:

- Obtain Incident Information
- Verify Persons Involved
- Record Medical Exam Results

- Track Details DEU

Rows that display a downward facing arrow are category headers. Select a category row to expand and view the component collection associated with that category.

Related Links

Managing Health and Safety Tasks as Administrators Using Fluid

Running Health and Safety Reports as Administrators Using Fluid

This topic lists the pages that Health and Safety administrators can access from a single location on the Workforce Administrator home page to run Health and Safety reports.

Pages Used to Run Health and Safety Reports as Administrators Using Fluid

Component or Page Name	*Definition Name*	*Usage*
Reporting and Integration Tile	HC_HS_REPORTING_FL_GBL	Access a collection of administrative components for Health and Safety reporting. **Important!** The majority of the Health and Safety reports are documented in "Monitor Health and Safety Reports" (PeopleSoft HCM 9.2: Application Fundamentals). Reports that are not included in that Health and Safety reports topic are listed in this table.
"Print Delta XML File ESP Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	XML_RC_ESP	Generate XML files to send to insurance companies.
Extract WCB Injury Data CAN Page	RUNCTL_WCB_501	Populate staging tables with WCB injury data.
WCB EDI Data CAN Page	RUNCTL_OHS501BC	Prepare BC WCB data for file creation.
Create WCB EDI File CAN Page	PRCSRUNCNTL	Create and send the BC WCB EDI file.
Accident Data DEU	RUNCTL_OHS501GR	Prepare accident and incident data, and load it to temporary data table. See "Monitor Health and Safety Reports" (PeopleSoft HCM 9.2: Application Fundamentals).

Component or Page Name	Definition Name	Usage
Illness Data DEU Page	RUNCTL_OHS504GR	Prepare illness data, and load it to temporary data table. See "Monitor Health and Safety Reports" (PeopleSoft HCM 9.2: Application Fundamentals).
Mixed Committee MEX Page	MIX_COM_TBL_MEX	Identify details for Mexican mixed committees.
RIDDOR Data Page	RUNCTL_OHS_UK	Collect RIDDOR data for GBR Health and Safety reporting. See (GBR) Collecting RIDDOR Data for UK reports.
Submit Injury Report Page	INIT_BC_WCB_WEB	Create and transmit injury reports.
Review Submission Status Page	WCB_INC_SUB_STAT	Request submission status. See Processing Data for WorkSafeBC's Web Service.
Review Error Messages Page	WCB_INJ_ERR_RESP	Review error messages received from the WCB. See Processing Data for WorkSafeBC's Web Service.
Review Success Messages Page	WCB_INJ_RPT_RESP	Review success messages received from the WCB. See Processing Data for WorkSafeBC's Web Service.
Request Submission Status Page	WCB_SUB_STAT	Review the submission status of an injury report. See Processing Data for WorkSafeBC's Web Service.
OSHA 301 Incident Report Page	OSHA_301_SELECT	Create OSHA-301 incident reports. See "Running the U.S. Regulatory Reports" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements).
OSHA 301 Incident Report Print Page	RUN_CNTL_OSHA_INT2	Create OSHA-301 incident reports from incidents that have been specified as being OSHA reportable. See "Monitor Health and Safety Reports" (PeopleSoft HCM 9.2: Application Fundamentals).

Component or Page Name	*Definition Name*	*Usage*
OSHA 300 Incident Log Page	RUN_CNTL_OSHA_INT1	Generate the OSHA 300 log. See "Monitor Health and Safety Reports" (PeopleSoft HCM 9.2: Application Fundamentals).
OSHA 300A Annual Summary Page	RUN_CNTL_OSHA_INT1	Generate the OSHA 300A Summary report, which provides an overview of the data contained in the OSHA-300 Incident Log. See "Monitor Health and Safety Reports" (PeopleSoft HCM 9.2: Application Fundamentals).
OSHA-200 Log	RUNCTL_CALENDARYR	Lists the case numbers and details of each injury and illness that occurred during a particular calendar year. See "Monitor Health and Safety Reports" (PeopleSoft HCM 9.2: Application Fundamentals).
Employee Work Restriction Smry Page	HR_WORK_RESTR_SUM	View the list of valid and current work restrictions by employee.

Reporting and Integration Tile

Use the Reporting and Integration tile (HC_HS_REPORTING_FL_GBL) to access a collection of administrative components for Health and Safety reporting.

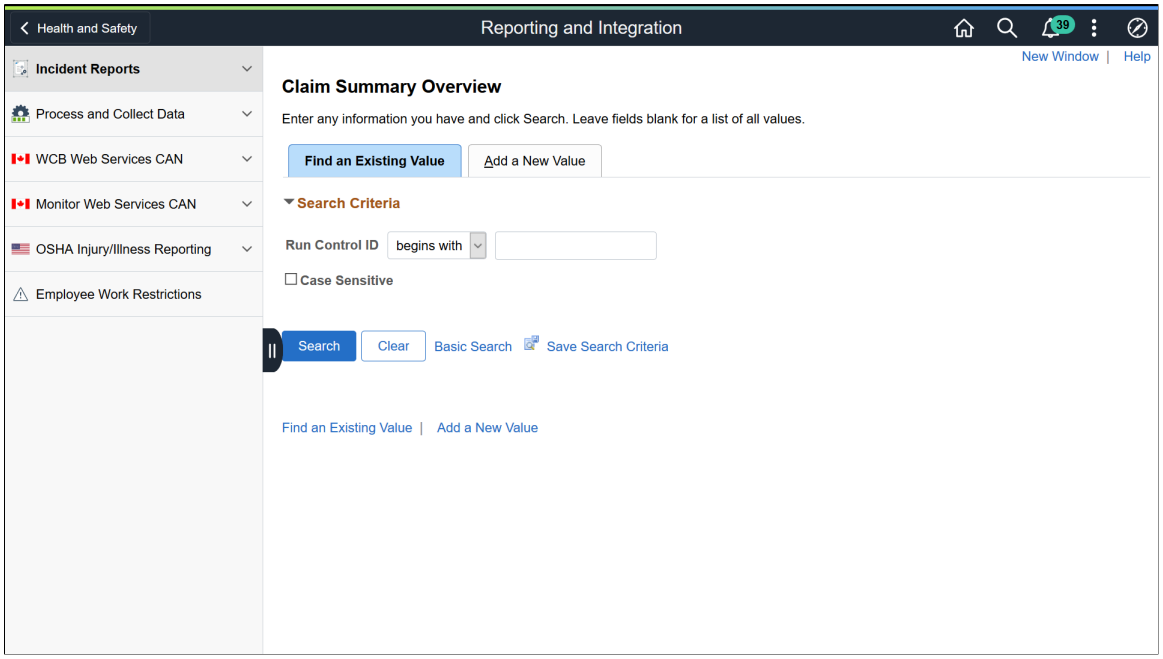
Image: Reporting and Integration Tile

This example illustrates the Reporting and Integration tile.

Click the Reporting and Integration tile to access the Reporting and Integration application start page.

Image: Reporting and Integration application start page

This example illustrates the Reporting and Integration application start page.



This Reporting and Integration application start page is a navigation collection that enables administrators to access Health and Safety reporting components from one location.

The application start page lists the components collected under these categories:

- Incident Reports
- Process and Collect Data
- WCB Web Services CAN
- Monitor Web Services CAN
- OSHA Injury/Illness Reporting
- Employee Work Restrictions

Rows that display a downward facing arrow are category headers. Select a category row to expand and view the component collection associated with that category.

Related Links

Managing Health and Safety Tasks as Administrators Using Fluid

Setting Up Health and Safety As Administrators Using Fluid

This topic lists the pages that Health and Safety administrators can access from a single location on the Workforce Administrator home page to set up Health and Safety data and specify configuration settings for Fluid Self-Service.

Pages Used to Set Up Health and Safety As Administrators Using Fluid

Component or Page Name	*Definition Name*	*Usage*
Configure Health and Safety Tile	HC_HS_CONFIG_FL_GBL	Access a collection of administrative components to define setup data and configure self-servie settings for Health and Safety.
Accident Types	ACCIDENT_TYPE_TBL	Describe events that can result in physical occupational injuries. See Defining Injuries and Illnesses.
Body Parts Page	BODY_PART_TABLE	Identify body parts that are subject to injury and associate each with a class. See Defining Injuries and Illnesses.
Nature of Injury Page	INJURY_NATURE_TBL	Identify types of physical injuries. See Defining Injuries and Illnesses.
Source of Injury Page	INJURY_SOURCE_TBL	Identify potential sources or causes of injury. See Defining Injuries and Illnesses.
Unsafe Acts Page	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. See Defining Injuries and Illnesses.
Animal Table Page or Animals Involved Page	HS_ANIMAL_TBL	Identify the types of animals involved in incidents.
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.
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.
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.

Component or 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.
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.
External Scheme GBR Page	HS_EXT_SCHEME_UK	Maintain an External Scheme.
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.
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.
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.
Hazard Units BRA Page	HAZ_UNITS_BRA	Define hazard units.
Hazard Concepts BRA Page	HAZ_CONCEPT_BRA	Define hazard concepts.

Component or Page Name	***Definition Name***	***Usage***
Work Hazards BRA (component)	HAZARD_TBL_BRA (definition name of the first component page)	Define codes for occupational accidents, injuries, or illnesses. See Defining Dangerous Occurrences and Hazardous Conditions.
Job Code Hazards BRA (component)	JOBCODE_HAZRDS_TBL (definition name of the first component page)	Track exposure to hazards experienced by employees in a particular job code. See Defining Dangerous Occurrences and Hazardous Conditions.
Work Area Hazards BRA (component)	LOCATION_HAZ_BRA (definition name of the first component page)	Track exposure to hazards experienced by employees in a particular location.
Workers Conditions BRA (component)	WORKER_ENVIRON_BRA (definition name of the first component page)	Define working conditions (including workplace, work activities, and work hazards) of workers. See (BRA) Defining Work Environments and Conditions.
Workplace Table BRA Page	WORKPLACE_BRA	Define work environments.
Medical Facilities Page	HS_MEDICAL_FAC	Enter hospitals and clinics and their addresses. See Defining Medical Services Information.
Physicians	HS_PHYSICIAN_DATA1	Enter name and address information of physicians. See Defining Medical Services Information.
Diagnosis Table Page or Diagnosis Page	DIAGNOSIS_TABLE	Define standard medical diagnoses for injuries and illnesses.
Occupational Illnesses Table Page or Occupational Illnesses Page	HS_OCC_ILLNESS	Enter standard types of occupational illnesses.
Claim Threshold - Claims AUS Page	CLAIM_INFO_AUS	Establish claims threshold information.
Claim Threshold - Claims AUS Page (For State AUS)	CLAIM_INFO_AUS	Establish claims threshold information by state.
Claim Threshold - Claims AUS Page (For Union AUS)	CLAIM_INFO_AUS	Establish claims threshold information by state.
Medicare Item Details AUS Page	MEDICARE_TBL_AUS	Define Medicare items. See Defining Injuries and Illnesses.

Component or Page Name	*Definition Name*	*Usage*
Allergy Page	ALLERGY_TBL	Define allergy types. See Defining Injuries and Illnesses.
Immunization Page	IMMUN_TBL	Define immunization types. See Defining Injuries and Illnesses.
Medication Page	MEDCATN_TBL	Define medication types. See Defining Injuries and Illnesses.
Codes and Effective Dates Page	WORK_RESTRICT_TBL	Identify physical limitations or restrictions placed on individuals as a result of injuries or illnesses. See Defining Work Restrictions and Modified Work Duties.
Modified Work Page	MODIFIED_WORK_TBL	Identify changes and modifications to processes or methods of doing a job. See Defining Work Restrictions and Modified Work Duties.
Configure Incident Types Page	HS_SS_INCDT_CFG	Configure system settings for incident available for self-service transactions.
Employer-Related Codes Page	WCB_EMPLR_REL_CD	Request employer codes.
System Codes Page	WCB_SYSTEM_CD	Request system codes.
Employer Web Srv Registration Page	WCB_WEB_REG_DTLS	Enter employer WCB registration details.

Configure Health and Safety Tile

Use the Configure Health and Safety tile (HC_HS_CONFIG_FL_GBL) to access a collection of administrative components to define setup data and configure self-servie settings for Health and Safety.

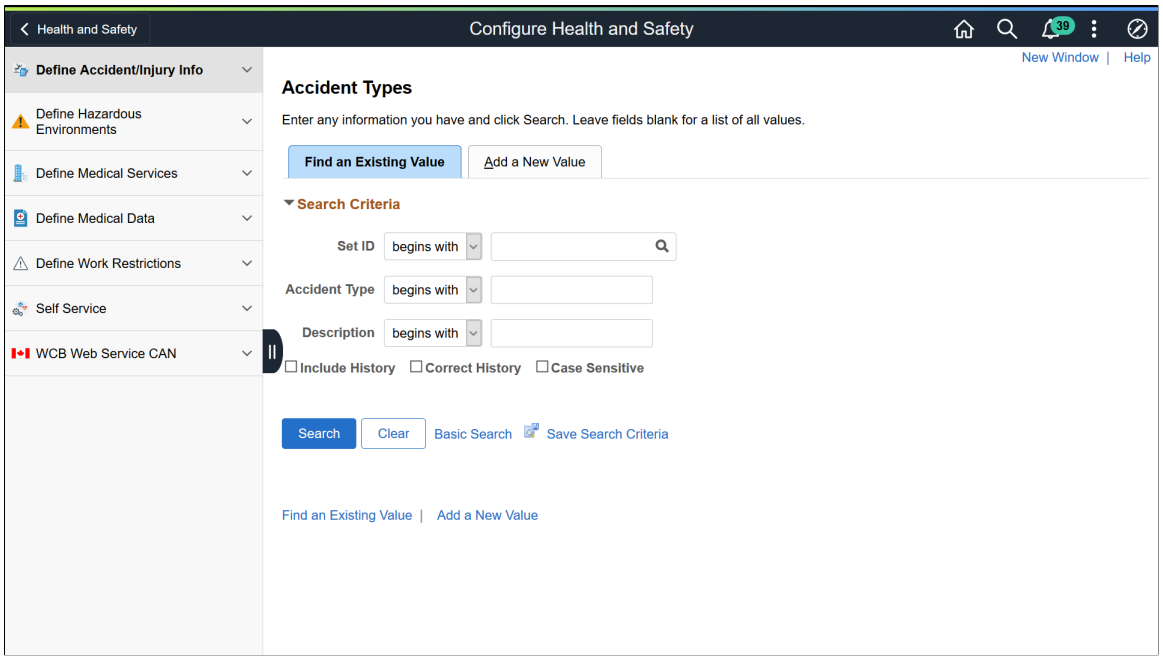
Image: Configure Health and Safety Tile

This example illustrates the Configure Health and Safety tile.

Click the Configure Health and Safety tile to access the Configure Health and Safety application start page.

Image: Configure Health and Safety application start page

This example illustrates the Configure Health and Safety application start page.



This Configure Health and Safety application start page is a navigation collection that enables administrators to access components to define setup data and configure self-service settings from one location.

The application start page lists the components collected under these categories:

- Define Accident/Injury Info
- Define Hazardous Environments
- Define Medical Services

- Define Medical Data
- Define Work Restrictions
- Self Service
- WCB Web Service CAN

Rows that display a downward facing arrow are category headers. Select a category row to expand and view the component collection associated with that category.

Configure Incident Types Page

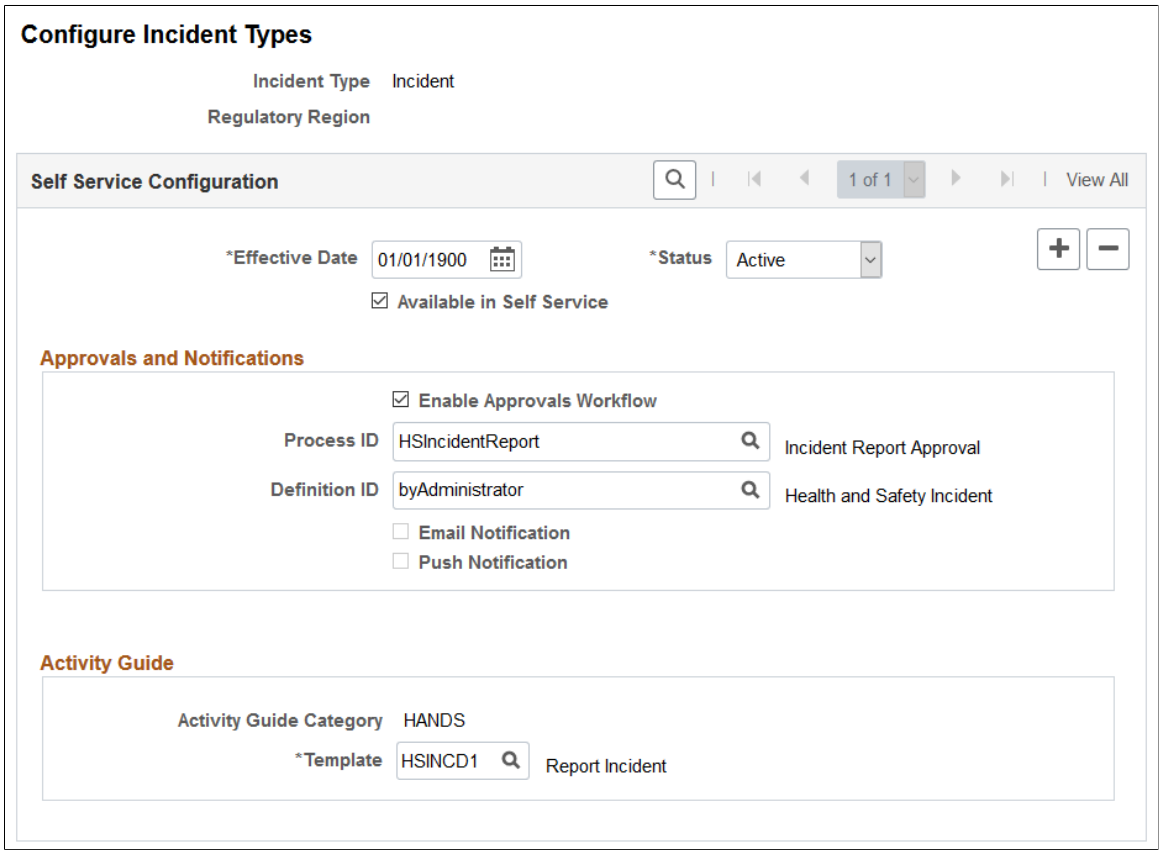
Use the Configure Incident Types page (HS_SS_INCDT_CFG) to configure system settings for incident available fore self-service transactions.

Navigation

Select *Configure Incident Types* from the Configure Health and Safety application start page.

Image: Configure Incident Types Page

This example illustrates the fields and controls on the Configure Incident Types page.



Use this page to configure settings for the *Report Incident* transaction in Self Service by incident type and regulatory region.

The system delivers a default configuration for each supported incident type.

If regulatory region-specific configurations are available, the system uses the regulatory region found from the user's job record to determine if a regulatory region-specific configuration should be used.

Available in Self Service Select for this incident type to be available for selection when employees create incidents in Self Service.

Approvals and Notifications

Enable Approvals Workflow Select for incidents of the corresponding type and regulatory region to be submitted to administrators for approval using the Approval Workflow Engine (AWE). The administrator either approves or pushes back (if more information is needed) the submitted incident on the Pending Approvals - Incident Report Page.

Clear this option if approval is not needed in the incident reporting process. In this scenario, when an employee reports an incident, both the administrator and employee receive a notification (if enabled) from the system acknowledging the receipt of the incident. The administrator can review the incident using the link provided in the notification, and does not require to perform any further action.

Process ID and **Definition ID** Specify the process and definition IDs to be used for the approval process. These fields are required if the Enable Approvals Workflow field is selected.

Note: If the Enable Approvals Workflow field is selected, AWE sends email and push notifications based on the setup of the process ID. If the field is cleared, notifications are managed by the Email Notification and Push Notification fields.

Email Notification and **Push Notification** Select for the administrators and employees to receive email notifications, push notifications, or both, when incidents that do not require approval are reported in the system. These fields become editable when the Enable Approvals Workflow field is *not* selected. If the Enable Approvals Workflow field is selected, notifications will be handled by AWE based on the setup of the specified transaction process.

Push notifications appear in a window that appears when you click the Notifications button on the fluid banner.

Activity Guide

Specify the Activity Guide Composer template used to report incidents for the corresponding incident type. The system-delivered template is *HSINCD1* (Report Incident).

Related Links

Reporting Incidents as Employees

Managing Health and Safety Tasks as Administrators Using Fluid

Viewing Kibana Incident Analytics

PeopleSoft Incident Analytics dashboard provides administrators the ability to view and analyze Health and Safety incident data using Kibana visualizations.

Based on user privileges, administrators can access the visualizations delivered on the Incident Analytics dashboard to monitor the safety of workers in the workplace and identify trends of incident occurrence by region or type. Based on the information gathered from the Incident analytics, the company can implement new policies as needed to maintain or improve the health and safety of working environments.

The Incident Analytics dashboard is built on Kibana, the data visualization tool used by Elasticsearch. Incident data that is visible on the dashboard comes from the *HC_HS_INCIDENT_DATA* search index.

For information on Kibana, see PeopleTools *Search Technology,* "Monitoring PeopleSoft Search Framework and Elasticsearch Using Kibana" and "Working with Kibana Dashboards for PeopleSoft Application Data" documentation.

These videos provide an overview of the Kibana feature:

Kibana with PeopleSoft

PeopleSoft HCM Kibana

Image Highlights, PeopleSoft HCM Update Image 37: Kibana Analytics for Health and Safety

This topic provides an overview of the deployment and access of the Incident Analytics, and discusses how to view Kibana Incident Analytics visualizations.

Pages Used to View Kibana Incident Analytics

Page Name	***Definition Name***	***Usage***
Incident Analytics Tile	HC_HS_ANALYTICS_FL (this is the cref for the tile)	Access the Incident Analytics dashboard.
Kibana Visualizer - Incident Analytics Dashboard	PTSF_KIBANA_COMP	Review and analyze incident data using Kibana visualizations.

Understanding How to Deploy and Access the Incident Analytics

Before administrators can access the incident data in Kibana, the following steps should be performed:

1. Deploy the *HC_HS_INCIDENT_DATA* (Incident Data) index.

   (PeopleTools >Search Framework >Search Admin Activity Guide >Administration >Deploy/Delete Object)

2. Build the *HC_HS_INCIDENT_DATA* search index.

   (PeopleTools >Search Framework >Search Admin Activity Guide >Administration >Schedule Search Index)

3. Deploy the *Incident Analytics Tile* and *Incident Analytics* dashboard.

   (PeopleTools >Search Framework >Administration >Deploy Kibana Dashboards)

   Note: The full index must be run before the dashboard can be deployed.

4. Assign these user roles to administrators to access and view Incident Analytics visualizations:

   - *Health and Safety ADM Fluid*, which provides access to the Incident Analytics tile and dashboard.
   - *Health & Safety Administrator*, which provides access to incident data components, allowing users to view incident data presented on visualizations.

Important! You must use PeopleTools 8.58 or higher and have Elasticsearch and Kibana installed to use this functionality.

Incident Analytics Tile

Use the Incident Analytics tile to access the Incident Analytics dashboard.

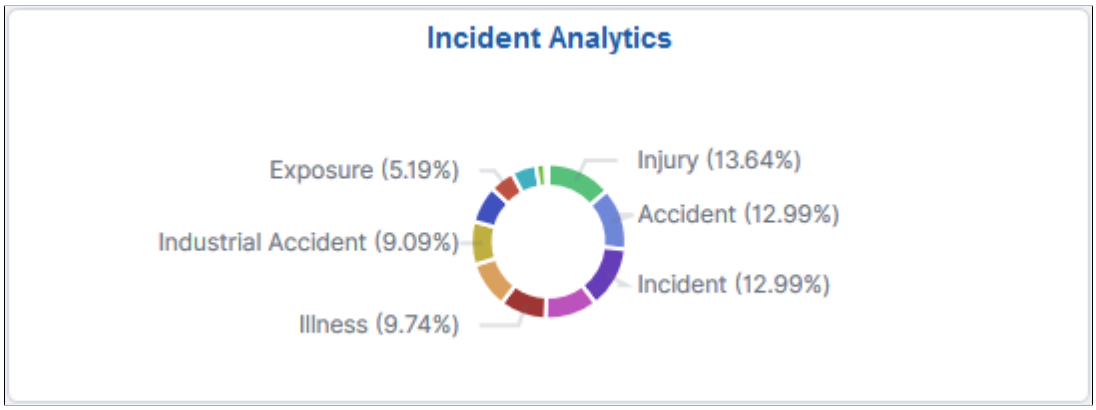
Navigation

Workforce Administrator home page >Manage Health and Safety tile

The Incident Analytics tile is located on the Manage Health and Safety Dashboard.

Image: Incident Analytics Tile

This example illustrates Incident Analytics tile.



The Incident Analytics tile displays the Incidents by Type visualization, which gives a snapshot of the distribution of incidents by incident type.

Click this tile to access the Kibana Visualizer - Incident Analytics Dashboard where you can use the visualizations provided to view and manipulate Health and Safety incident data.

Kibana Visualizer - Incident Analytics Dashboard

Use the Kibana Visualizer - Incident Analytics dashboard to review and analyze incident data using Kibana visualizations.

Navigation

Workforce Administrator home page >Manage Health and Safety tile >Incident Analytics tile

Image: Kibana Visualizer - Incident Analytics Dashboard (1 of 3)

This example illustrates the fields and controls on the Kibana Visualizer - Incident Analytics dashboard (1 of 3). This screenshot shows two filters in place, which has the visualizations display data for incidents that were created in the last 5 years for United States or Brazil with an associated location. It also shows the Options pop-up that will display when you click the Options icon of a visualization.

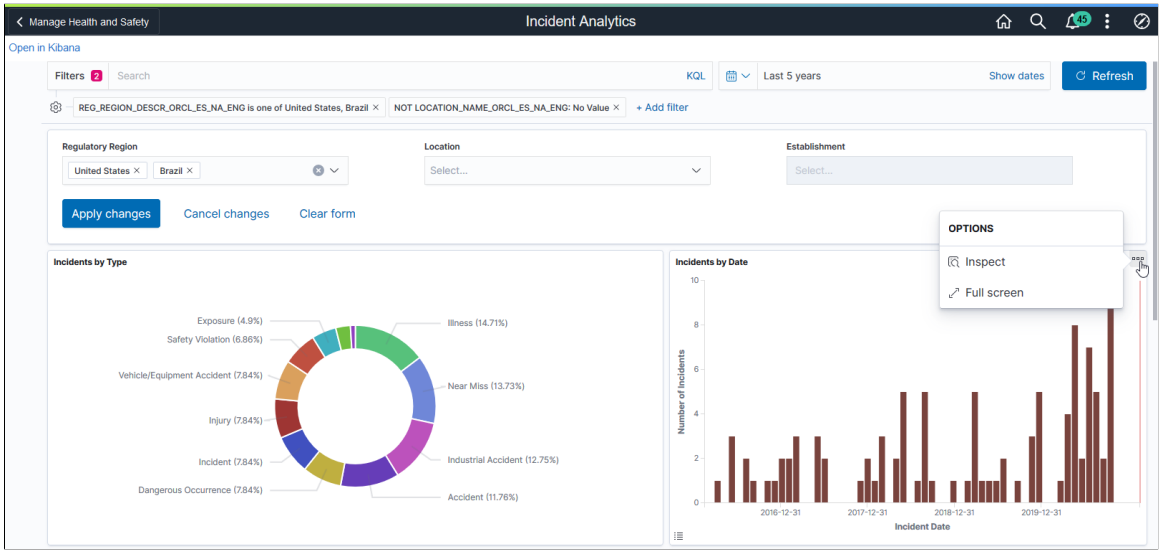


Image: Kibana Visualizer - Incident Analytics Dashboard (2 of 3)

This example illustrates the fields and controls on the Kibana Visualizer - Incident Analytics dashboard (2 of 3). This screenshot shows the popup menu details that appear when you pause over a chart item.

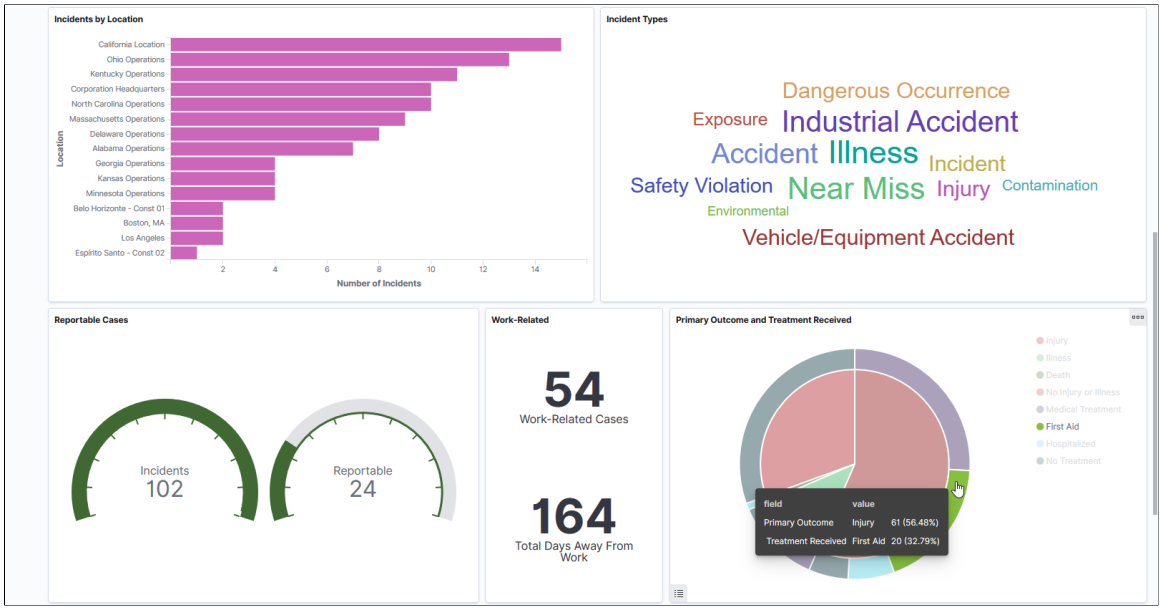
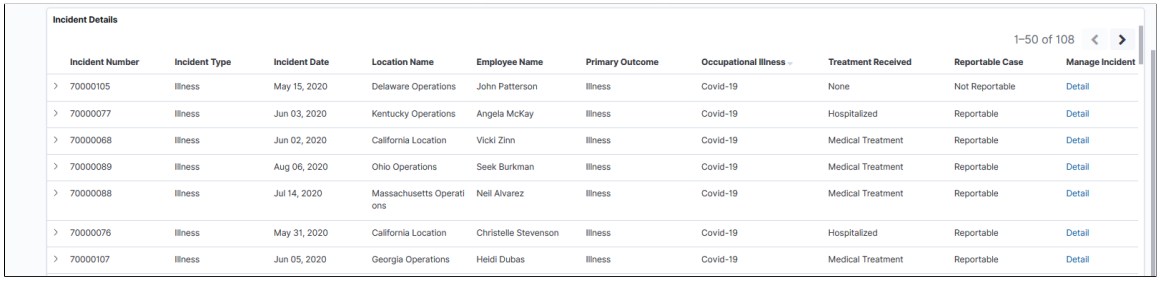


Image: Kibana Visualizer - Incident Analytics Dashboard (3 of 3)

This example illustrates the fields and controls on the Kibana Visualizer - Incident Analytics Dashboard (3 of 3). This screenshot shows incident details in tabular format.



Incident Details

1–50 of 108

Incident Number	Incident Type	Incident Date	Location Name	Employee Name	Primary Outcome	Occupational Illness	Treatment Received	Reportable Case	Manage Incident
70000105	Illness	May 15, 2020	Delaware Operations	John Patterson	Illness	Covid-19	None	Not Reportable	Detail
70000077	Illness	Jun 03, 2020	Kentucky Operations	Angela McKay	Illness	Covid-19	Hospitalized	Reportable	Detail
70000068	Illness	Jun 02, 2020	California Location	Vicki Zinn	Illness	Covid-19	Medical Treatment	Reportable	Detail
70000089	Illness	Aug 06, 2020	Ohio Operations	Seek Burkman	Illness	Covid-19	Medical Treatment	Reportable	Detail
70000088	Illness	Jul 14, 2020	Massachusetts Operations	Neil Alvarez	Illness	Covid-19	Medical Treatment	Reportable	Detail
70000076	Illness	May 31, 2020	California Location	Christelle Stevenson	Illness	Covid-19	Hospitalized	Reportable	Detail
70000107	Illness	Jun 05, 2020	Georgia Operations	Heidi Dubas	Illness	Covid-19	Medical Treatment	Reportable	Detail

Warning! Kibana dashboards may not render properly if you access them using unsupported platforms.

The Incident Analytics dashboard in Kibana provides you with different visualizations to view and analyze incident data. For example, you can view the distribution of incidents by type, date, location, primary outcome, or treatment received. You can also see the number of days away from work and the number of cases reported as a result of the incidents. When you select filters or chart items, or modify the date range, Kibana dynamically updates all visualizations using the source from the index.

The dashboard uses role-level security to display permitted data to the user.

Common Elements and Controls

Note: Filtering options apply to all visualizations, which allows administrators to drill down on all the charts at once.

Open in Kibana

This link appears only for users with role *Search Administrator* and is not available for users that have the *Health and Safety ADM Fluid* role only.

Filters search field, (Change all filters), and **+ Add filter**

Enter criteria to filter data on the visualizations. You can add filters in a number of ways:

- Enter them manually in the Filters search field.
- Use the + Add filter link to create filters using fields, operators and field values.
- Select a chart item from a visualization.
- Use the filter options in the Incident Details grid to add or exclude items.
- Use the legend to add or exclude items.

Added filters are displayed below the Filters search field for reference. For example, when you click a doughnut chart item, the filter is automatically added to your filters list. When you click the pie chart item for *Injury* type incidents in which employees were hospitalized, the system will prompt you to add the *HS_INJ_ILLNESS_ORCL_ES_NA_ENG: Injury* and *HS_INJ_TREATMNT_ORCL_ES_NA_ENG: Hospitalized* filters since this item consists of more than one filter.

Click the Filters link by the search field to hide or show a list of filters that have been applied to the analytics. A badge number appears to show the number of filters currently applied to the analytics.

Click the Change all filters gear icon for a list of actions that can be performed on *all* filters, for example, disable them temporarily, delete them permanently, or invert inclusion (show data that does not meet filter criteria). Click a filter item for a list of similar actions that can be performed on it individually.

(Calendar) or **Show dates**

Click to select a different time period for the analytics. You can enter it manually, or choose from commonly used date ranges provided the system as well as recently used selections. When a new period is selected, all visualizations are refreshed automatically to reflect that change.

If you have selected a commonly used date range, for example, *This month*, or *Week to date*, click the Show dates link to view the approximate date period in relation to the current date. For example, the current date is November 1 and the selected date range is *Year to date*. Clicking the Show dates link displays *~ 10 months ago —> now*, which indicates that the selected date range started from approximately 10 months ago and ends on the current date.

Regulatory Region, **Location**, and **Establishment**	Select to filter incident data by regulatory region, followed by location, then by establishment. You must select a regulatory region before selecting a location. A location must be specified before you can filter data by establishment.

The Incident Analytics dashboard delivers these visualizations:

- Incidents by Type
- Incidents by Date
- Incidents by Location
- Incident Types
- Reportable Cases
- Work-Related
- Primary Outcome and Treatment Received

When you pause over a visualization, the Options and Legend (if applicable) icons are displayed. Use them to inspect the chart or table and view the details of that visualization, and toggle the legend display.

(Options)	Pause over the Options icon to select one of these options: • *Inspect*: Select this option to have a slide out page appear providing the details in a grid format. You can also download data from this page. • *Full screen* or *Minimize*: Select Full screen to have the page display only this visualization in full screen. Select Options, Minimize to return to the Incident Analytics dashboard in Kibana and display all visualizations.
(Toggle legend)	Click this icon to hide or display the legend for the chart, if available. The legend displays by default. You can click an item in the legend to change its color, or add it as a filter.
Chart item (bar, pie slice, and so forth)	Pause over a chart item, such as a bar item or pie slice, to view a summary of details for that item. Select a chart item to add a filter for it to apply to all visualizations.

For more information on working with Kibana and filters, see PeopleTools *Search Technology,* “Working with Kibana Dashboards for PeopleSoft Application Data” documentation.

Incidents by Type

This donut chart visualization displays the number of incidents in percentage by incident type. The chart displays the top 20 incident types (based on frequency).

Incidents by Date

This vertical bar chart visualization displays the number of incidents by incident date.

Incidents by Location

This horizontal bar chart visualization displays the number of incidents by location.

Incident Types

This tag cloud visualization displays incident type terms included in the index. Clicking an incident type term refreshes all visualizations to show the information of incidents specific to the selected type, which is the same result you see when selecting the ring area for that same incident type in the Incidents by Type visualization. The larger the term's font size, the higher the number of incidents that belong that incident type.

Reportable Cases

This visualization displays two gauges: one shows the total number of incidents, and the other one shows the total count of incident injuries or illnesses that are reportable for employees.

Incident injuries or illnesses are set as reportable to the authority (for example, OSHA for the USA regulatory region), by selecting the Reportable Case option on the Injury Details - Reporting Page.

If more than one employee is involved in an incident, the Incident Details grid displays a row for each employee. The Reportable Case column shows either *Reportable* or *Not Reportable* based on the selection of the Reportable Case option on the Reporting page. If no employees are involved in an incident, the grid displays one row the incident, and the row will not show any employee or injury/illness data.

Work-Related

This visualization displays two key information: one shows the total number of incident injuries or illnesses that are classified as work-related for employees, and the other is the total number of days employees were away from work as a result of those work-related cases.

Incident injuries or illnesses are set as work-related by selecting the Work-Related option on the Injury Details - Work-Related Page.

Primary Outcome and Treatment Received

This pie chart visualization displays two levels of metrics. The pie area represents the distribution of incidents by primary outcome and the ring area displays the treatment method of the corresponding pie slice. There can be more than one primary outcome for an incident if multiple people are involved. In this scenario, you can refer to the Incident Details grid for more information, such as the people involved in the incident, the primary outcome of the incident for them, and so forth.

Incident Details

The Incident Details grid lists the incident data, which is presented in visualizations, in a tabular format.

(Expand)	Click the arrow next to an incident number to expand and view the data for this incident from the indexed document.
[Column-related actions]	The following actions are available when you pause over a column heading:

- Sort grid rows by column value in ascending or descending order.
- Remove column.
- Move column one space to the left or right.

(Filter for value) and (Filter out value)

These filter icons appear when you pause next to a field value. These icons are available for all column values in the grid, and provide a quick way to add filters to the analytics.

Click the Filter for value (+ magnify glass) icon to add the shown field value as a filter to all visualizations. For example, if you click to filter for the *Accident* incident type value, all visualizations will refresh to show data for incidents that belong to the *Accident* type.

Click the Filter out value (- magnify glass) icon to remove the shown field value from the filter process for all visualizations. For example, if you click to filter out the *Exposure* value in the Incident Type column, visualizations will refresh to show incidents for any type except *Exposure*.

Filters can be removed from the Filters area at the top of the page.

Detail

Click to access the corresponding incident in a new browser window or tab.

If you update the incident in the Incident Details component, you need to rebuild the index for the changes to be reflected in the Incident analytics.

See Entering Health and Safety Incident Details.

Related Links

Managing Health and Safety Tasks as Administrators Using Fluid

Reporting Incidents as Employees

This topic discusses how to report health and safety incidents as employees.

Note: You must be a member of the *Health and Safety EE Fluid* (Health and Safety EE Fluid) role to access the Health and Safety self-service transaction in Fluid and report incidents as an employee.

Pages Used to Report Incidents as Employees

Page Name	*Definition Name*	*Usage*
Health and Safety Tile	HC_HS_INCDT_START_FL_GBL	Access the Health and Safety - My Incidents page and create or view incidents in a guided process.
Health and Safety - My Incidents Page	HS_INCDT_START_FL	Create, update or delete incidents as employees.
Report Incident - Welcome Page	AGC_INFO_FL	Review the message prepared by your organization about the incident reporting process.
Report Incident - Acknowledgement Page	ESIGN_FL	Review and agree to the terms and conditions before reporting incidents.
Report Incident - Report Incident Page	HS_SS_INCDRPT1_FL	Enter incident details.
Report Incident - Injury/Illness Page	HS_SS_INCDRPT2_FL	Specify injury or illness details for incidents.
Report Incident - People Connected Page	HS_SS_INCDRPT3_FL	Add individuals that are associated with incidents.
Report Incident - Attachments Page	HS_SS_ATTACH_FL	Upload related documents, such as medical certificates or pictures showing the injury, for incidents.
Report Incident - Review and Submit Page	HS_SS_INCDVIEW_FL	Review incident summary before submission.
View Incident Page	HS_SS_INCDVIEW_FL	Review incident details.

Health and Safety Tile

Use the Health and Safety tile (HC_HS_INCDT_START_FL_GBL) to access the Health and Safety - My Incidents page and create or view incidents in a guided process.

Navigation

Access the Employee Self Service home page, or any fluid home page to which the tile has been added.

Image: Health and Safety Tile

This example illustrates the Health and Safety tile.

The employee can view the incident status highlight on the tile. If the employee has incidents in different statuses, the status with the highest priority order will be displayed, as shown in this list:

1. *Action Required*: Displayed when an incident is pushed back to the employee (the highest priority).
2. *In Progress*: Displayed when an incident has been created and saved, but not submitted.
3. *Submitted*: Displayed when an incident has been submitted and is pending administrator approval.
4. *<number> Incidents*: Displayed when all of the employee's incidents have been approved (approval used) or sent to the administrator for review (no approval used).

No information is displayed if the employee has not reported any incidents.

PeopleSoft Employee Health and Safety

Health and Safety - My Incidents Page

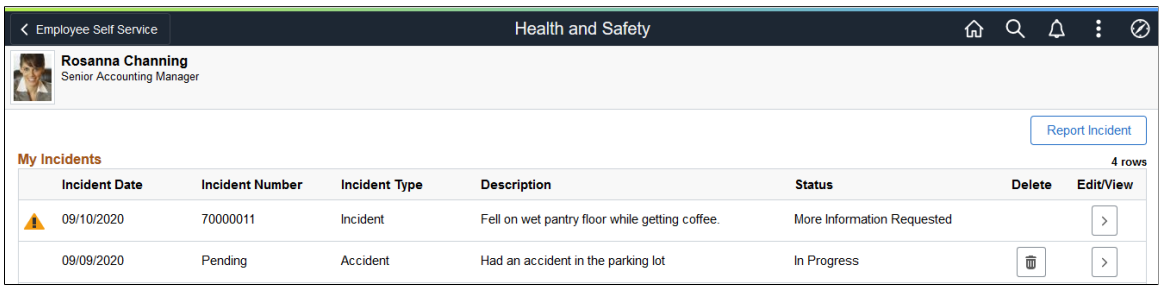
Use the Health and Safety - My Incidents page (HS_INCDT_START_FL) to create, update or delete incidents as employees.

Navigation

Click the Health and Safety tile.

Image: (Laptop) Health and Safety - My Incidents Page

This example illustrates the fields and controls on the Health and Safety - My Incidents page.



The Health and Safety - My Incidents page displays a list of incidents you created. You can edit incidents that are saved or sent back to you for more information, delete saved incidents, or report new ones.

Report Incident

Click to report a new incident for yourself. On the modal page (HS_INCDT_START_SCF) that appears, select the type of incident you want to create. Based on the incident type setup, the system displays incident types that match the regulatory region of the employee and are available for incident reporting in Self Service. As delivered, the incident type setup is applicable to all regulatory regions.

See Configure Incident Types Page.

My Incidents

(Action Required)

Indicates that the incident (status: *More Information Requested*) is pushed back by the administrator for more update.

Access the Review and Submit page to view approver's comments and update the incident before submitting again.

Incident Date

Displays the date when the incident occurred.

Incident Number

Displays the number of the corresponding submitted incident. If the incident is saved but not yet submitted, the word *Pending* is displayed instead.

Incident Type

Displays the incident type. The availability of an incident type is determined by its incident type configuration. Possible values include:

Accident

Contamination

Dangerous Occurrence

Environmental

Exposure

Hazardous Condition

Illness

Incident

Industrial Accident

Industrial Accident (Official)

Injury

Near Miss

Safety Violation

Unsafe Practice

	Vehicle/Equipment Accident See Configure Incident Types Page.
Description	Displays the incident description.
Status	Displays the incident's current status. Values are: *In Progress*: the incident has been created for update, and not yet submitted. *More Information Requested*: the incident has been pushed back by the administrator. *Received*: the incident has been submitted (no approval used), or approved (approval used). *Submitted*: the incident has been submitted and is pending approval.
Delete	Click to delete the corresponding incident. You can only delete incidents that are currently *In Progress*.
Edit/View	Click to open the corresponding incident for edit.

Activity Guide Composer Framework for Reporting Incidents

Employees report workplace health and safety incidents using the *Report Incident* activity guide. The left panel of the guided process displays steps for entering incident information and subsequent illness or injury details, adding people of interest, inserting related attachments, and reviewing incident summary before submitting an incident.

This topic includes discussion for all steps that come with the delivered *Health and Safety* (HSINCD1) template. The template contains these steps:

- *Report Incident* (a mandatory step in the process)
- *Injury/Illness*
- *People Connected*
- *Attachments*
- *Review and Submit* (a mandatory step in the process)

The *Health and Safety* (HANDS) category delivers additional steps that can be added to its associated templates. They are:

- *Acknowledgement*, which captures acknowledgment information from employees when they report incidents.

If implementers decide to use the *Acknowledgement* step in their processes, Oracle recommends adding it at the beginning of the process as a required step, and making subsequent steps dependent on the *Acknowledgement* step.

- *Information Only*, which can be used as a welcome step to provide getting started information about the incident reporting process.

Functional implementers have the option to reorganize or remove steps in the template configuration, or create additional templates, to support their incident reporting processes. For example, if acknowledgement is required when employees report incidents for a particular incident type, the implementer can create a new template by cloning from the *Health and Safety* template, add the Acknowledgement step to the new template, and select the new template to use for that incident type on the Configure Incident Types Page.

To edit the verbiage and other configuration settings used on the Acknowledgement step, use the *HS1* acknowledgement ID on the Acknowledgement Configuration page. Administrators can also track employee acknowledgements using the Acknowledgement Framework. For more information, see "Setting Up the Acknowledgement Framework" (PeopleSoft 9.2: Enterprise Components).

Image: (Tablet) Page Layout for Report Incident Activity Guide

This example illustrates the layout for the Report Incident pages for a medium form factor device.

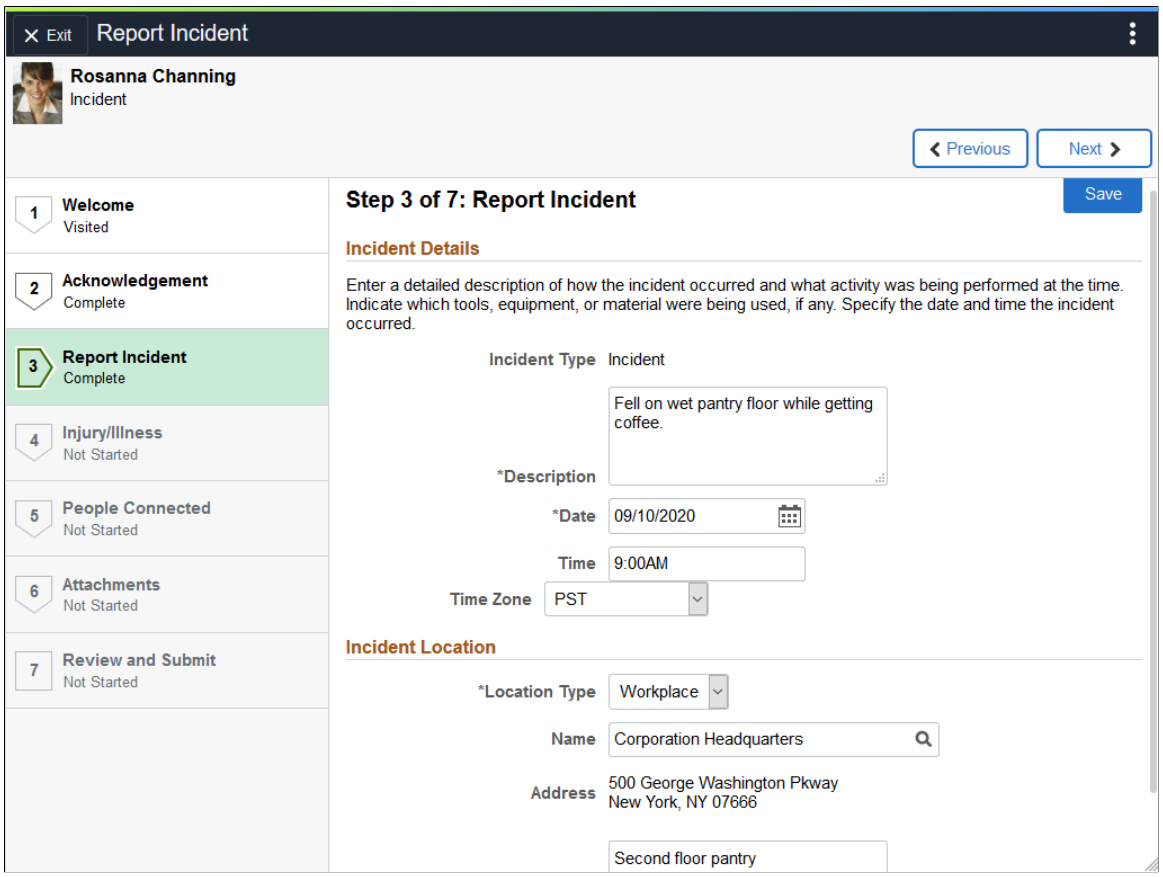
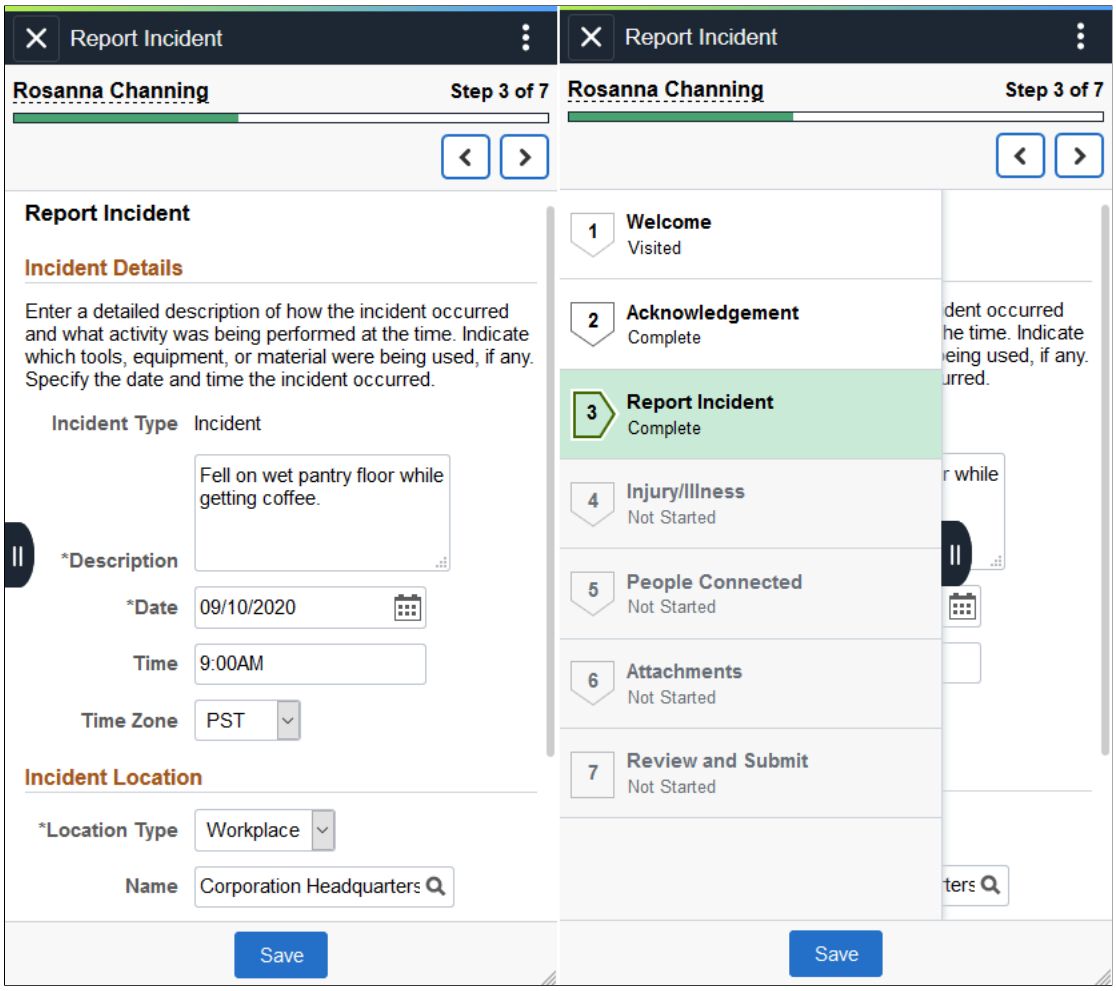


Image: (Smartphone) Page Layout for Report Incident Activity Guide

This example illustrates the layout of the Report Incident pages on a small form factor device. In the first image, the left panel is hidden. In the second image, the left panel is exposed.



Page Banner

The top of PeopleSoft pages is called the page banner.

On most pages, users see the component title and the standard set of banner icon buttons.

Exit	Click to exit the *Report Incident* activity guide and return to the Health and Safety - My Incidents Page.

Header (Sub-Banner)

A gray area under the main page banner displays contextual information that is specific to the *Report Incident* activity guide, including the person's name, image, and action buttons.

Previous or **Next**	Click to navigate to the previous or next step of the *Report Incident* activity guide.
Save	Click to save the data of the current step at any time.

Submit	Click to send the incident for approval (if approval is enabled) or review (if approval is not enabled) . This button appears in the last step of the *Report Incident* activity guide on the Report Incident - Review and Submit Page.

Left Panel

The left panel lists the steps that are included in the *Report Incident* activity guide. When you open an activity guide, the system displays the current step you are on and highlights it in the left panel. In addition to using the Previous and Next buttons to navigate between steps, you can select the desired step to access in the left panel as well.

Related Links

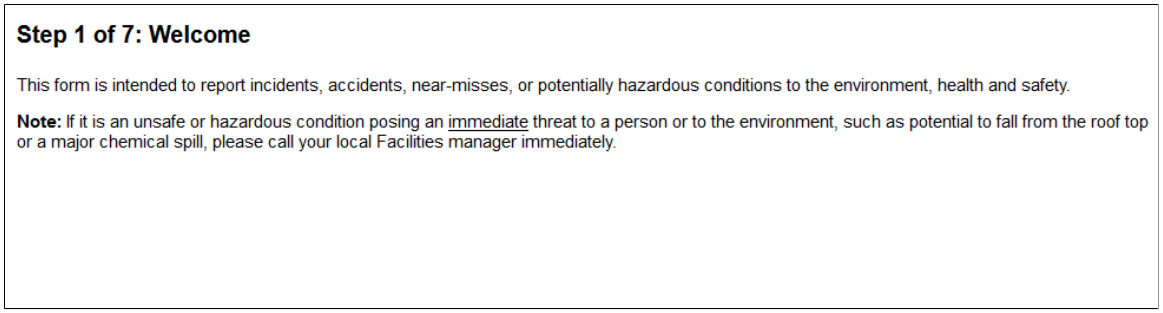
"Managing Activity Guide Templates" (PeopleSoft 9.2: Enterprise Components)

Report Incident - Welcome Page

Use the Report Incident - Welcome page (AGC_INFO_FL) to review the message prepared by your organization about the incident reporting process.

Image: Report Incident - Welcome page

This example illustrates the fields and controls on the Report Incident - Welcome page.



Note: Employees must be members of the *AG Composer User* role to access this page.

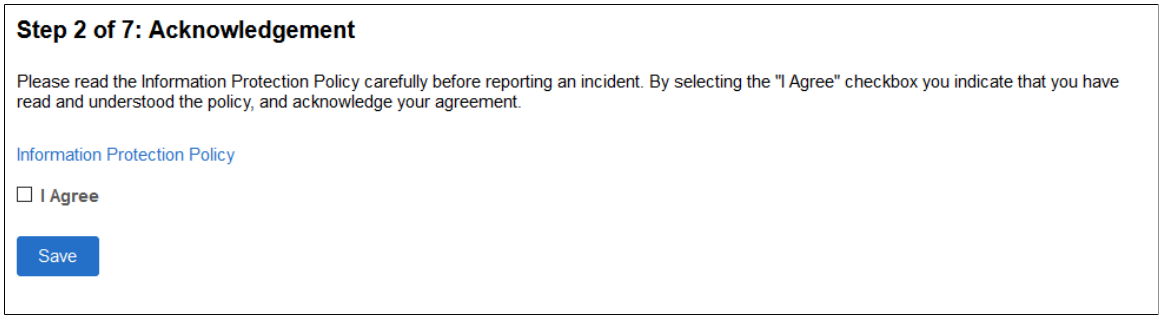
The Welcome step (Information Only step) is not part of the system-delivered template, but can be added to the template to provide employees information about the guided process before they proceed. Text and content in the Welcome step can be updated from the *Information Only* step in the template setup on the "Configure Page Text Page" (PeopleSoft 9.2: Enterprise Components).

Report Incident - Acknowledgement Page

Use the Report Incident - Acknowledgement page (ESIGN_FL) to review and agree to the terms and conditions before reporting incidents.

Image: Report Incident - Acknowledgement page

This example illustrates the fields and controls on the Report Incident - Acknowledgement page.



Note: Employees must be members of the *Acknowledgement User* role to access this page.

The Acknowledgement step is not part of the system-delivered template, but can be added to the template for employees to acknowledge terms and conditions before they enter any sensitive information in incidents.

Report Incident - Report Incident Page

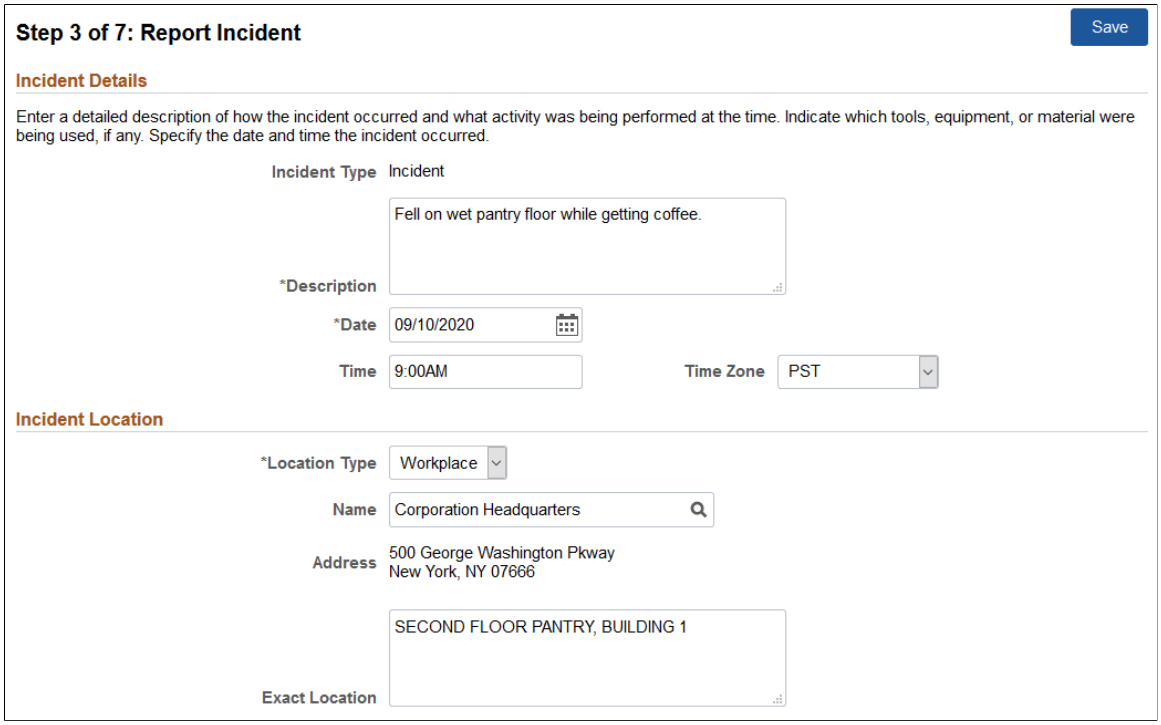
Use the Incident page (HS_SS_INCDRPT1_FL) to enter incident details.

Navigation

Select the Incident step from the *Report Incident* activity guide navigation, or use the Next and Previous buttons to navigate to the page.

Image: Report Incident - Report Incident Page

This example illustrates the fields and controls on the Report Incident - Report Incident page.



Incident Details

Incident Type Displays the type of incident selected previously.

Description (Required) Describe the incident in detail.

Date Specify the date when the incident occurred. By default, it is set as today's date.

Time and **Time Zone** Specify the time and time zone when the incident occurred. By default, your local time zone (which is specified on the My Preferences page) is displayed.

Incident Location

Location Type (Required) Select the type of location where the incident occurred.

Values are:

Offsite

Workspace

Add Address Click to enter the address of the incident location. This field appears if *Offsite* is selected.

Name

Select the workplace location where the incident occurred. The system sets your location in job data as the default value. This field appears if *Workplace* is selected.

Locations are defined using the Location component.

See Also "Understanding Locations" (PeopleSoft HCM 9.2: Application Fundamentals).

Address

Displays the specified incident location address.

Exact Location

Enter information to identify exactly where the incident occurred.

For example, if you fell on a slippery floor in the pantry, enter something like “Second floor pantry, Building 1”.

Report Incident - Injury/Illness Page

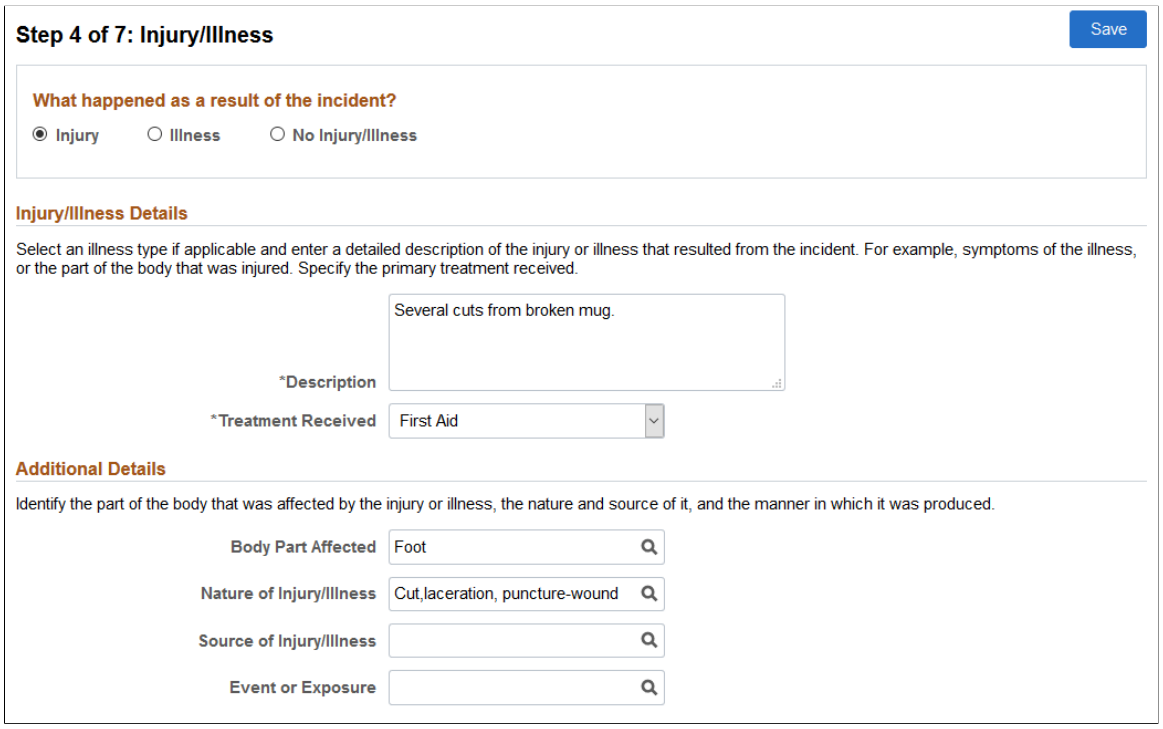
Use the Report Incident - Injury/Illness page (HS_SS_INCDRPT2_FL) to specify injury or illness details for incidents.

Navigation

Select the Injury/Illness step from the *Report Incident* activity guide navigation, or use the Next and Previous buttons to navigate to the page.

Image: Report Incident - Injury/Illness Page

This example illustrates the fields and controls on the Report Incident - Injury/Illness page.



What happened as a result of the incident?

Indicate if the incident results in an injury, an illness, or neither. The system refreshes this page based on your selection.

If you select No Injury/Illness, the rest of the page becomes blank.

Injury/Illness Details

Illness	Select an applicable illness type. This field is applicable to illnesses only.
Description	(Required) Describe the injury or illness in detail.
Treatment Received	(Required) Select the primary type of treatment received as a result of the incident.

Additional Details

Use this section to specify morel details for your injury or illness.

Body Part Affected	Select the primary body part directly affected by the injury or illness. Body parts are defined using the Body Part Table or Body Parts (BODY_PART_TABLE) component.
Nature of Injury/Illness	Select the primary physical characteristics of the injury or illness, for example, puncture wound, concussion, or contact dermatitis. Natures of Injury are defined using the Nature Of Injury Table or Nature Of Injury (INJURY_NATURE_TBL) component.
Source of Injury/Illness	Select the primary object, equipment or factor responsible for the injury or illness, for example, powered hand tools, excessive noise, or radiating equipment. Sources of Injury are defined using the Source Of Injury Table or Source Of Injury (INJURY_SOURCE_TBL) component.
Event or Exposure	Select the primary manner in which the injury or illness was produced, for example, struck by flying objects, or contact with electric current. Events or exposures are defined using the Accident Type Table or Accident Types (ACCIDENT_TYPE_TBL) component.

Report Incident - People Connected Page

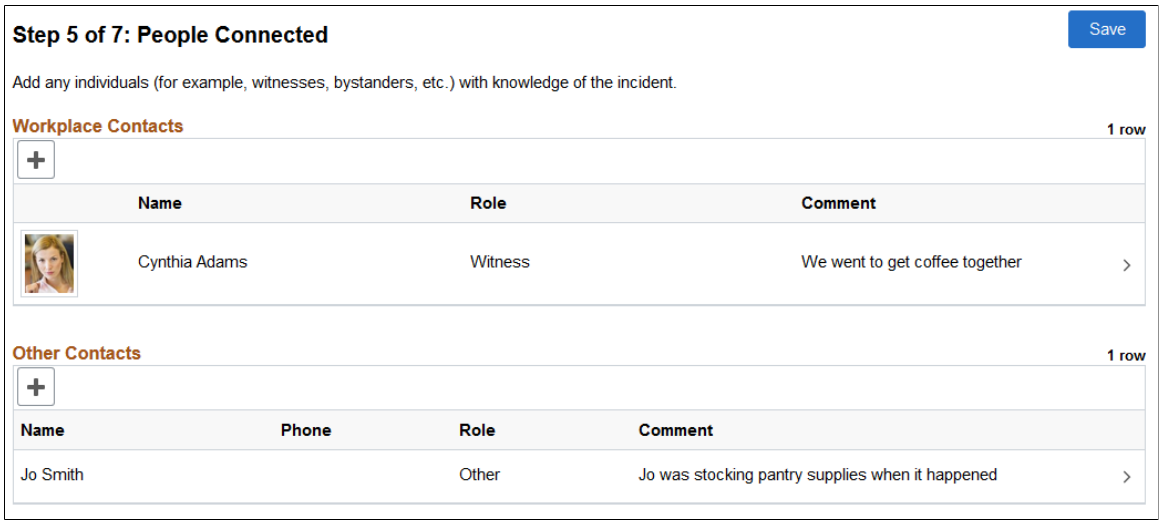
Use the Report Incident - People Connected page (HS_SS_INCDRPT3_FL) to add individuals that are associated with incidents.

Navigation

Select the PeopleSoft Connected step from the *Report Incident* activity guide navigation, or use the Next and Previous buttons to navigate to the page.

Image: Report Incident - People Connected Page

This example illustrates the fields and controls on the Report Incident - People Connected page.



Add Workplace Contact Click to add an individual from the system (employee, person of interest, contingent worker, and so on) who is connected to the incident. On the modal page (HS_SS_PPL_EMP_SCF) that appears, select an individual, the role in the incident, and add a comment (if applicable).

Add Other Contact Click to add a person (not available in the system) who is related to the incident and maybe able to share information. On the modal page that appears, enter the person's name, the role in the incident, and add a comment (if applicable). The system stores these individuals as non-employees.

Report Incident - Attachments Page

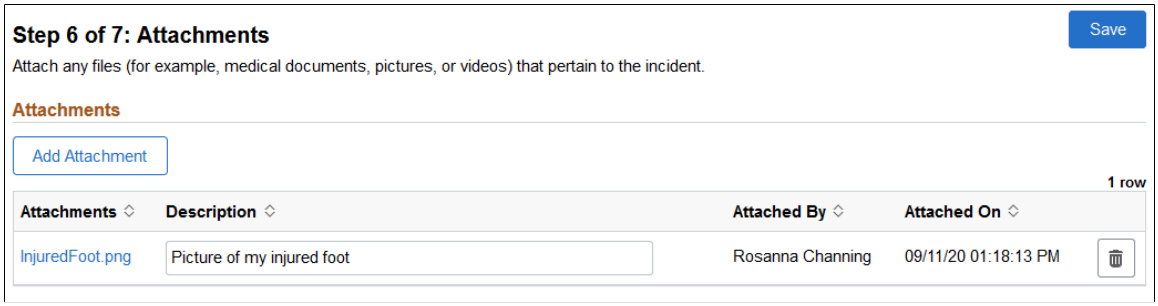
Use the Report Incident - Attachments page (HS_SS_ATTACH_FL) to upload related documents, such as medical certificates or pictures showing the injury, for incidents.

Navigation

Select the Attachments step from the *Report Incident* activity guide navigation, or use the Next and Previous buttons to navigate to the page.

Image: Report Incident - Attachments Page

This example illustrates the fields and controls on the Report Incident - Attachments page.



Report Incident - Review and Submit Page

Use the Report Incident - Review and Submit page (HS_SS_INCDVIEW_FL) to review incident summary before submission.

Navigation

Select the Review and Submit step from the *Report Incident* activity guide navigation, or use the Next and Previous buttons to navigate to the page.

Image: Report Incident - Review and Submit Page (1 of 2)

This example illustrates the fields and controls on the Report Incident - Review and Submit page (1 of 2).

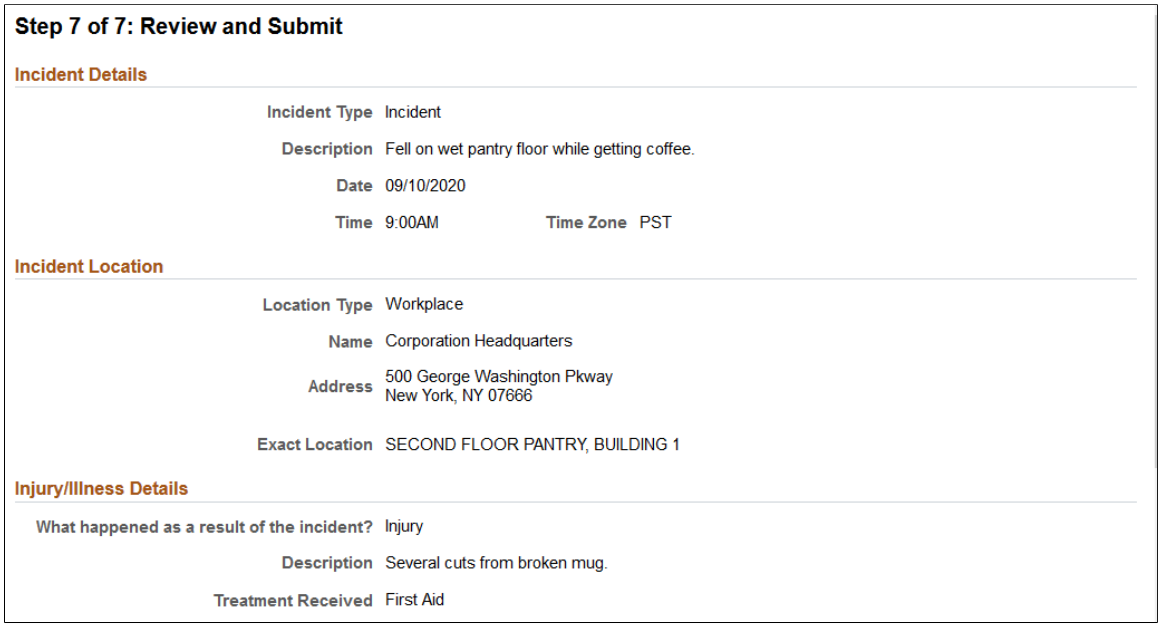


Image: Report Incident - Review and Submit page (2 of 2)

This example illustrates the fields and controls on the Report Incident - Review and Submit page (2 of 2).

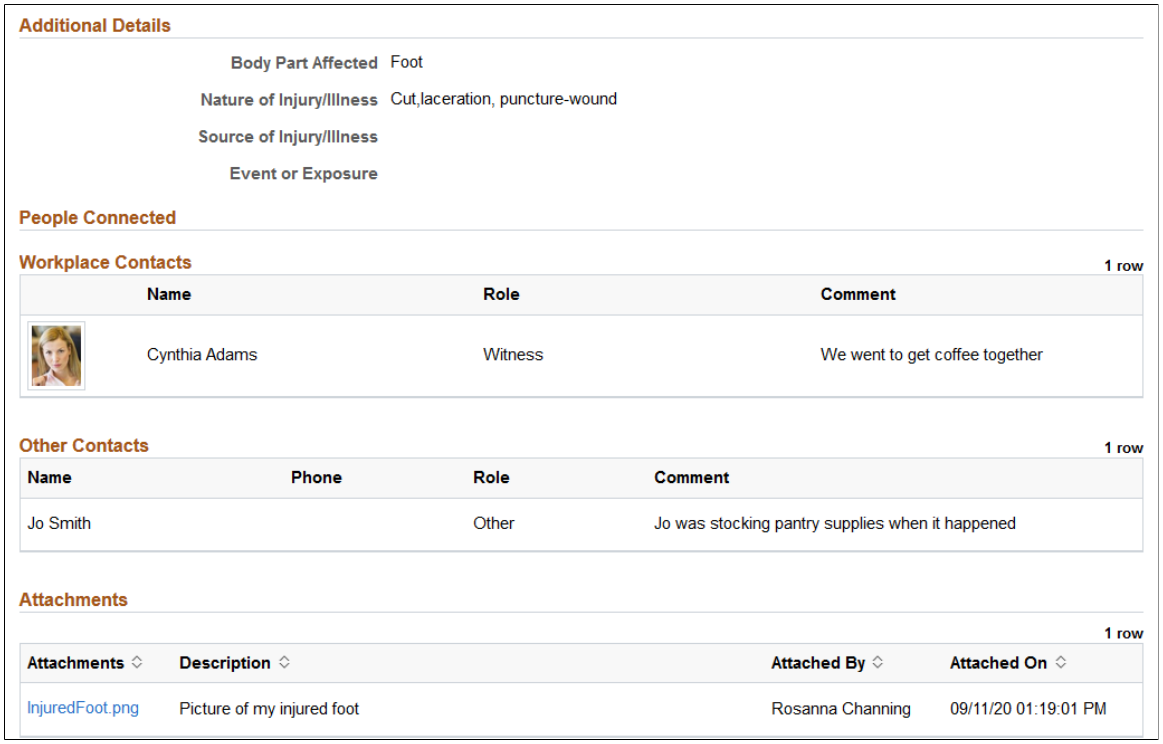
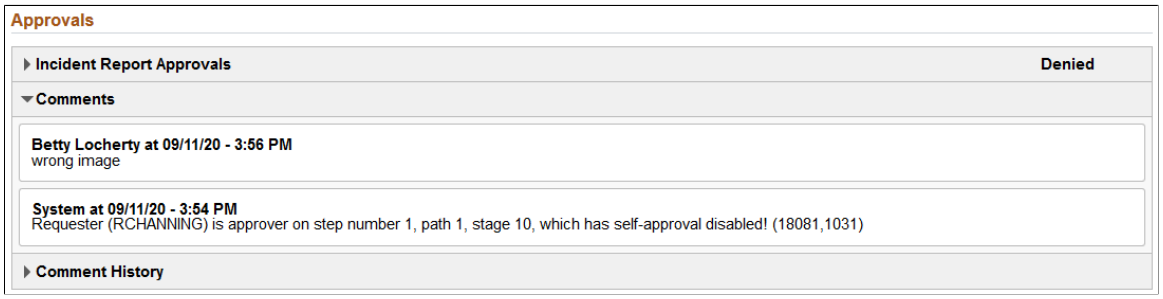


Image: Report Incident - Review and Submit page (3 of 3)

This example illustrates the fields and controls on the Report Incident - Review and Submit page (3 of 3).



Review the information you entered for the incident. Click the Submit button in the header area to send the incident to administrators for approval or review.

Approvals

When you open an incident that is sent back to your for more update, the system displays this page with the Approvals section. You can review the approver's comments available in this section, and take the action needed before resubmitting the incident for approval.

Note: When the approver pushes back an incident, the approval status of *Denied* is displayed.

View Incident Page

Use the View Incident page (HS_SS_INCDVIEW_FL) to review incident details.

Navigation

- Click to view a *submitted* incident on the Health and Safety - My Incidents Page.
- Click the View Incident Details link on the Pending Approvals - Incident Report Page.

Image: View Incident page (1 of 2)

This example illustrates the fields and controls on the View Incident page (1 of 2).

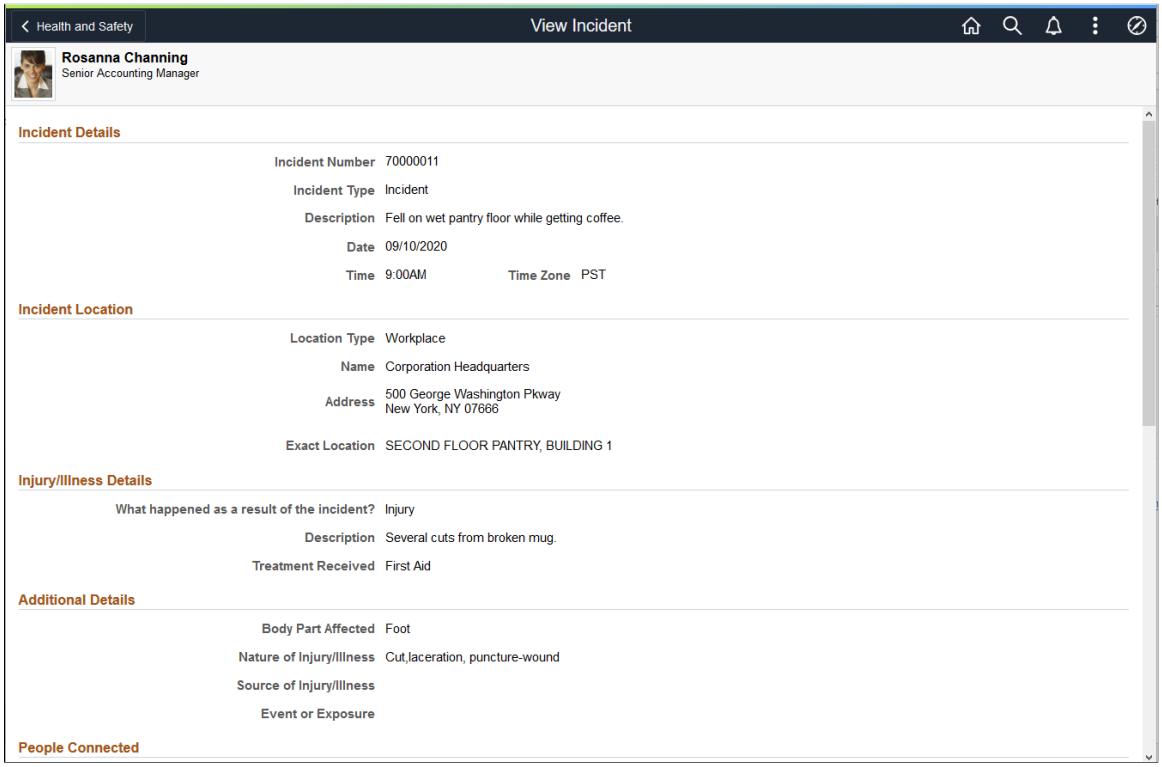
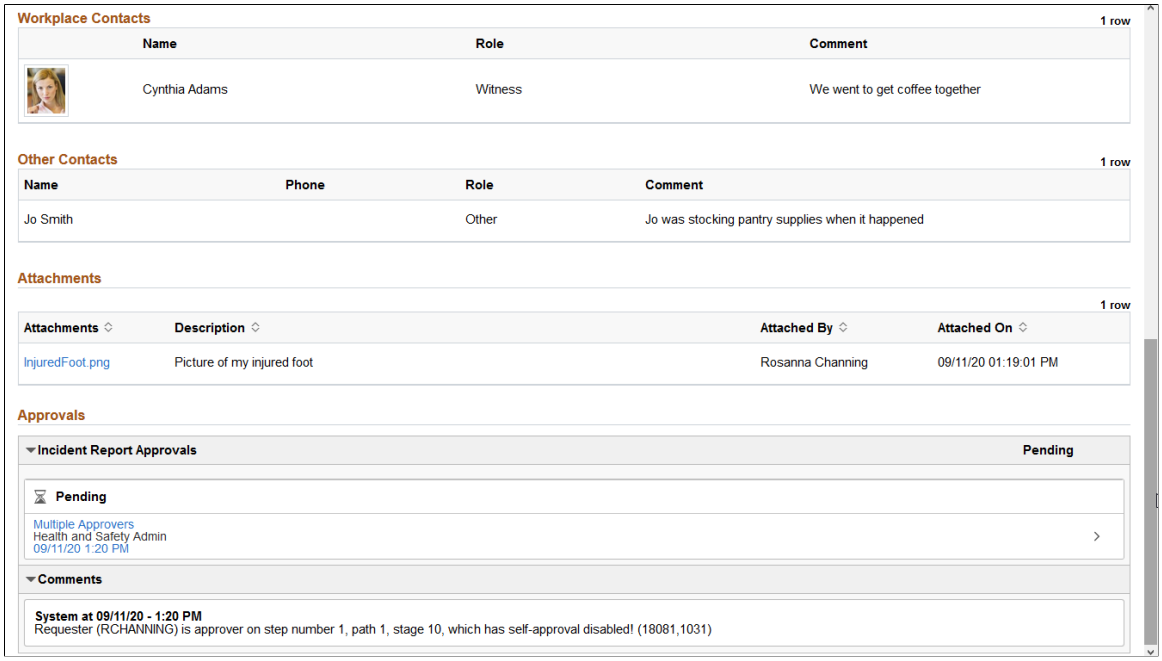


Image: View Incident page (2 of 2)

This example illustrates the fields and controls on the View Incident page (2 of 2).



The layout of the View Incident page is the same as the Report Incident - Review and Submit Page.

The Approvals section appears if the type of the incident being viewed uses AWE approval in the reporting process.

Approving Incidents Using Fluid Approvals

This topic describes how to approve incidents using Fluid Approvals.

Page Used to Approve Incidents Using Fluid Approvals

Page Name	*Definition Name*	*Usage*
Pending Approvals - Incident Report Page	EOAWMA_TXNHDTL_FL	Take approval action on health and safety incidents.

Pending Approvals - Incident Report Page

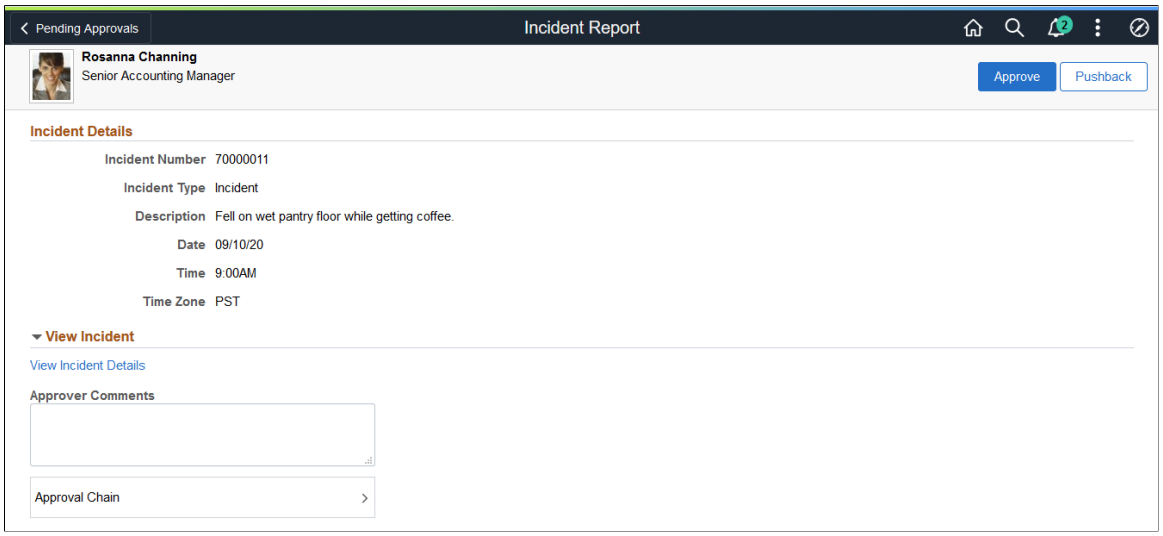
Use the Pending Approvals - Incident Report page (EOAWMA_TXNHDTL_FL) to take approval action on health and safety incidents.

Navigation

- On the Manager Self Service home page, click the Approvals tile to access the Pending Approvals page. Then click an *Incident Report* transaction row on the Pending Approvals page.
- Click the link from the email notification or push notification for the incident, if notifications are enabled.

Image: Pending Approvals - Incident Report Page

This example illustrates the fields and controls on the Pending Approvals - Incident Report page.



As a Health and Safety administrator (a member of the *Health and Safety ADM Fluid* user role), you can review the summary information of an incident that you are being asked to approve on this page.

Approval Options

The approval options on this page are common to all fluid approval transactions, as described in the documentation for the "Pending Approvals - <Transaction Details> Page" (PeopleSoft HCM 9.2: Application Fundamentals).

Approve and **Pushback**	Use these buttons to take action on the requested approval. Click the Approve button if you have completed the review of the incident with no further questions. Incident data will be updated in the database. If you need more input from the employee, click the Pushback button to send the incident back one level to the requester (the employee) for update.
View Incident Details	Click to access the View Incident Page to view additional details about the incident before taking any approval action.
Approver Comments	Enter any comments related to the approval action you take.
Approval Chain	Click to open the Approval Chain page, where you can review information about all approvers for the transaction.

Note: If you click a link in the approval chain to view the comment history of an incident that was pushed back before, the approval status of *Denied* is displayed.
When you pushed back an incident, it is shown as denied on the Approvals History page.

Related Links

Understanding Fluid Health and Safety
Reporting Incidents as Employees