Global Human Resources Cloud

How do I set up workforce health and safety

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G29345-02

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1 Workforce Health and Safety Setup

Perform Basic Setup

You need to complete the basic setup tasks as a part of the implementation.

These are the basic setup tasks:

- Depending on which applications you plan to deploy, assign the **Environment, Health, and Safety Incident Manager** role for safety incidents, **Environment Health and Safety Manager** role for safety inspections, and assignment rules to the relevant user
- Configure lookup values
- Configure profile options
- Configure email alerts
- Set up Events
- Set up Questionnaires
- Set up Risk Matrix

Assign Health and Safety Manager Roles

Follow these steps to assign the **Environment, Health, and Safety Incident Manager** role to the user.

1. Open the Security Console by clicking Navigator > Tools > Security Console.
2. In the **User Accounts** tab, search the user that you want to assign the role.
3. Click the role to open the role details.
4. Click **Edit** and then **Add Role**.
5. In the Add Role Membership window, search for the role.
6. Select the role and click **Add Role Membership**.
7. Click **Done** and then **Save and Close**.

For safety inspections, follow these steps to assign the **Environment, Health, and Safety Manager** role to the user.

1. Open the Security Console by clicking Navigator > Tools > Security Console.
2. In the **Roles** tab, search the role and click **Edit Role**
3. In the Edit Role page, click **Enable Permission Groups**.
4. Go to the **Users** tab and add the user.
5. Click **Done** and then **Save and Close**.
6. Run the **Import user and role application security data** ESS process.

A best practice would be to limit the roles above to a small number of users and create a Safety Coordinator custom role to manage incident or inspection records for a specific department, business unit, line of business, or region. You can define the scope accordingly.

A person assigned the Safety Coordinator role has full access to all aspects, including incident events, investigations, and actions. To act as a Safety Coordinator, the individual must have the

HNS_REVIEW_ENVIRONMENT_HEALTH_AND_SAFETY_INCIDENT_PRIV privilege. Additionally, to access a specific incident or inspection record, the person must be assigned to that record. This requirement applies to anyone, whether they are the incident owner or action approver. Access to a record is contingent on having the appropriate privileges and being assigned to the record. These two conditions do not apply to users with the roles mentioned above. There's no limit on the number of safety coordinators that can be assigned to an incident or inspection.

Configuring Lookup Types

You can modify lookups that have the configuration level set to **User** or **Extensible**.

1. In the Setup and Maintenance work area, go to:
    - Offering: Workforce Deployment
    - Functional Area: Workforce Health and Safety Incidents
    - Task: Manage Environment, Health and Safety Configuration Settings
2. On the Manage Environment, Health and Safety Configuration Settings page, search for the ORA_HNS lookup types. The default lookup types and their descriptions are available.
3. Update the lookup types as necessary.

    > **Note:** Changing a lookup for either safety incidents or safety inspections will effect the lookup values in the other application.

Configuring Profile Options

You can use these profile options to control how the application operates. To change any profile option value, search for and select the Manage Administrator Profile Values task. In the Application field, select Workforce Health and Safety Incidents and search for the relevant profile option.

Profile Option Name	Description	Profile Value
ORA_HNS_HEALTH_AND_SAFETY_LANDING_PAGE_NAV_ICON_ENABLED	If this profile value is set to Y then the Health and Safety icon is enabled under My Client Groups, which opens the Health and Safety Landing page. Set this profile value if you want to create and manage safety inspections in addition to safety incidents. If the profile value is set it N (the default), the Safety Incidents icon displays under My Client Groups, which launches the Safety Incidents page.	N
ORA_HNS_ALLOW_ACCESS_BY_INCIDENT_REPORTER_AND_LOGGEDIN_USER	Enables the incident reporter and the logged in user to access incidents they reported.	Y **Note:** The profile value is set to N by default.
HNS_KIOSK_SHOW_EVENTS	Enables employees to view the Report an Incident page where they can select the type of event and report an incident.	Y **Note:** The profile value is set to Y by default.
ORA_HNS_ASSIGNMENT_MANAGER_FOR_RISK_MANAGEMNT_ENABLED	Enables assignment manager for risk management.	Y

Profile Option Name	Description	Profile Value
ORA_HNS_INSPECTION_AUTO_CLOSE_ENABLED	Enables auto close for safety inspections.	Y, for inspection owner to close the inspection where the reviewer and approver have not yet signed off
ORA_HNS_OVERRIDE_ASSIGNMENT_RULES	If this profile value is set to N then the assignment manager can't override any existing assignments like incident owner, inspection owner. If it's set to Y, the assignment manager can override the existing assignment if the matching rule overrides it.	N

Configuring Email Alerts

You can use the Alerts Composer to send emails or notifications triggered by an event.

The following table describes the alerts you can use with Workforce Health and Safety:

Alert Name	Description
HNS_Worker_Notification_Appointed	Sends an email when an employee is assigned any of these roles: • Incident Owner, Reviewer, or Approver • Incident Event Owner • Incident Investigation Owner, Reviewer, or Approver • Incident Action Owner, Reviewer, or Approver
HNS_Worker_Notification_Removed	Sends an email when an employee is removed from any of these roles: • Incident Owner, Reviewer, or Approver • Incident Event Owner • Incident Investigation Owner, Reviewer, or Approver • Incident Action Owner, Reviewer, or Approver
HNS_Worker_Notification_Report_Incident	Sends an email to thank an employee for reporting the incident.
HNS_Hlth_Survey_NotifyEmp	• Informs logged in user that they submitted a health survey on behalf of an employee or a nonemployee. • Informs worker that they have submitted their health survey.
HNS_Injured_or_Ill_Person_Notify_HR_Representative	Notifies HR Representative of Virus, Illness or Injury event.
HNS_Safety_Coordinator_Assigned_Safety_Incident	Notifies safety coordinator added to the Safety Coordinator Section.
HNS_Safety_Coordinator_Removed_Safety_Incident	Notifies Safety Coordinator when they are removed from a safety incident.
HNS_Worker_Notification_Appointed_Security	Notifies worker that they have been assigned any of these cybersecurity roles: • Incident owner, reviewer or approver

Alert Name	Description
	• Incident event owner • Incident investigation owner, preapprover, reviewer, or approver • Incident action owner, preapprover, reviewer or approver **Note:** To act as a safety coordinator for safety inspections , the person must have the GTG_HNS_MANAGE_ENVIRONMENT_HEALTH_AND_SAFETY_INSPECTION_PRIV privilege assigned to them."
HNS_Worker_Notification_Appointed_Stakeholder	Notifies worker that they have been assigned any of these roles: • Incident stakeholder • Incident event stakeholder • Incident investigation stakeholder • Incident action stakeholder
HNS_Worker_Notification_Removed_Stakeholder	Notifies worker that they have been removed from these roles: • Incident stakeholder • Incident event stakeholder • Incident investigation stakeholder • Incident action stakeholder
HNS_Worker_Notification_Removed_Security	Notifies worker that they have been removed from these cybersecurity roles: • Incident owner, reviewer or approver • Incident event owner • Incident investigation owner, preapprover, reviewer, or approver • Incident action owner, preapprover, reviewer or approver.
HNS_Worker_Notification_Report_Incident_Security	Thanks worker for reporting cybersecurity incident.
HNS_Worker_Notification_Request_An_Ergonomic_Assessment	Notifies Environment Health and Safety Incident Manager that the user has requested an ergonomic assessment.
HNS_Worker_Notification_Appointed_Inspection_Owner	Notifies worker that they have been assigned as an inspection owner.
HNS_Worker_Notification_Appointed_Inspection_Reviewer_Approver	Notifies worker that they have been assigned as either an inspection reviewer or approver.
HNS_Worker_Notification_Appointed_Inspection_Safety_Coordinator	Notifies worker that they have been assigned as an inspection safety coordinator.
HNS_Worker_Notification_Appointed_Inspection_Stakeholder	Notifies worker that they have been assigned as a inspection stakeholder.
HNS_Worker_Notification_Removed_Inspection_Owner	Notifies worker that they have been removed as an inspection owner.
HNS_Worker_Notification_Removed_Inspection_Reviewer_Approver	Notifies worker that they have been removed as an inspection reviewer or approver.
HNS_Worker_Notification_Removed_Inspection_Stakeholder	Notifies worker that they have been removed as an inspection stakeholder.

Alert Name	Description
HNS_Worker_Notification_Removed_Inspection_Safety_Coordinator	Notifies worker that they have been removed as an inspection safety coordinator.

To turn the email alerts on:

1. Click > Navigator > Tools > Alerts Composer.
2. Search the required Workforce Health and Safety Incidents alert name.
3. Click the alert name to open the Edit Event Alert page.
4. Click the **Run Options** tab.
5. Select the **Simulate Run** value as **No**.
6. Click **Save and Close**.

Note: Note: Alerts are sent when assignments are made using Assignment Manager for Risk Management.

Set Up Incident Events and Target Completion Dates

Configuring Safety Incident Events

You can enable and disable events on the Safety Incidents > Report an Incident page using the corresponding lookup values. You can enable and disable events separately for employees and professional users. You can order the events so that they appear in a set order on the Safety Incidents page for employees and the events list page for professional users. Here's how you do it:

1. In the Setup and Maintenance work area, select Tasks in the right pane. Search for and select the Manage Environment, Health and Safety Incident Events task.
2. On the Manage Incident Events Lookup page, you can see all events listed as lookup values. Select the events you want to enable for employees and professional users.
3. In the Order column, specify the order in which the events should appear for employees and professional users. Safety and cybersecurity events are separately ordered.

Employees and professional users will be able to see only those events you enable when they access the Report an Incident page.

Target Completion Dates

In an incident or inspection report, the target completion dates, review dates, approval dates, and preapproval dates are already set to sixty days from the date of the incident or inspection creation. The Environment Health and Safety Incident Manager or Environment Health and Safety Manager can update these values.

1. In the Setup and Maintenance work area go to:
   - Offering: Workforce Deployment
   - Functional Area: Workforce Health and Safety Incidents
   - Task: Manage Environment, Health and Safety Completion Dates
2. On the Manage Environment, Health and Safety Completion Dates page, edit the target dates as required.

Set Up Questionnaires

Both safety incidents and inspections use questionnaires hence you need to set them up.

Both safety incidents and inspections use questionnaires. Incident investigations use questionnaires to assist investigators during their investigation. It helps the organization ensure consistency and quality of the investigations. Questionnaires also provide flexibility and fit as the investigator can select from a list of questionnaires defined and configured by your administrator. Questionnaires are also used in health surveys and cybersecurity incidents.

You can add a questionnaire to an inspection item that's used in a safety inspection. You can either create a basic questionnaire from within the Inspection Items page or create a detailed questionnaire using the Questionnaires page by selecting a questionnaire template as you do for safety incidents.

Workforce Health and Safety Incidents, Cybersecurity Incidents, and Workforce Health and Safety Inspections are three subscribers of Questionnaires. As an administrator, you can define and manage your set of questions, questionnaires, questionnaire templates in the Setup and Maintenance work area Workforce Development offering. You can search for these tasks and use them to define and manage your questionnaires.

1. Questionnaire Lookups
2. Questionnaire Templates
3. Questionnaires
4. Question Library

To start with, you can find a questionnaire template, Workforce Health and Safety Standard Investigation under the Workforce Health and Safety Incidents subscriber. You can make use of it and create your questionnaire.

1. In the Setup and Maintenance work area, go to:
   - Offering: Workforce Development
   - Task: Questionnaires
2. n the Questionnaires page, search for Workforce Health and Safety Incidents subscriber. You can see a Safety Incidents folder and a Health Surveys folder. Use the former to create questionnaires related to safety incidents investigation and latter to create health survey questionnaires. Create the questions in the relevant folder. You can also search for and select the Cybersecurity Incidents subscriber to manage questionnaires in this area. For Safety Inspections, search for the subscriber Workforce Health and Safety Inspections. Add questionnaires to the Safety Inspections Questionnaires folder for these questionnaires to be available for use in the Inspection Item Maintenance page. It's also possible to create questionnaires from the Inspection Item Maintenence page. These questionnaires can be edited from the Questionnaires page.

   > **Note:** The Cybersecurity Incident has its own subscriber. Questionnaire for cybersecurity investigations should be included under this subscriber and the folder cybersecurity questionnaires.

3. Click **Create**.
4. You need to select a questionnaire template to create a questionnaire. Search for and select **Workforce Health and Safety Standard Investigation** questionnaire template. This Health and Safety template is provided for you to start with. You administrator can create more templates that are specific to your organization.
5. Modify the **Basic Information** and **Contents** of the questionnaire as per your needs.
6. Review the questionnaire and click **Save and Close**.

Set Up Risk Assessment

You can do a risk assessment of a safety incident or inspection.

Risk Assessment Parameters

You can add a risk assessment for an incident or inspection and select consequence and values to derive a risk score. The consequence indicates the impact on the organization, for example, insignificant, moderate, or catastrophic. The likelihood indicates the possibility of occurring, for example, remote, frequent, or repeated. Based on the consequence and the likelihood values the risk score is automatically calculated and displayed along with a description of what the score means. You can enter a date for the risk assessment and also add multiple risk assessments as of different dates.

Risk Assessment Setup

You can change the values displayed in the Consequence and Likelihood fields, and also change the risk score calculation. You can update the consequence, likelihood, and risk score values and their descriptions using the **Manage Environment, Health, and Safety Risk Assessment** task in the **Setup and Maintenance** work area. In the Consequence and Likelihood sections, you can change the existing name, value, and description. The risk score is calculated by multiplying the consequence and likelihood values. You can change the risk score range and the name and description for risk scores falling in that range.

Configure Integration With Journeys

You can configure health and safety incidents within Journeys.

As a Human Resources (HR) Specialist, these are the two ways in which you can configure safety incidents within journeys:

- You can include a safety incident related task in the journey (by selecting the task type as Application Task and the value as Safety Incident). For example, you can create a Safe Travels journey and include a safety incident related task Report a safety concern. An employee who's assigned the Safe Travels journey can report a safety incident from within the journey itself. The task includes a button Go to application task which takes the user directly to the incident creation page.
- You can trigger a journey automatically when a safety incident is created with a specific event type. For example, when an employee reports an incident of the type virus, injury or illness, you may want to assign a journey to the incident reporter to complete these tasks: Create Absence, Inform Payroll, Submit Insurance Claim. You can do this by configuring a Health and Safety- Incident event in the journey and selecting the specific event type Virus, Illness and Injury. Note that you need to set the initiator as the performer for all the tasks. The journey won't be triggered if the initiator is a nonemployee.

2 Roles and Privileges

Roles and Privileges for Safety and Security Incidents

You need the Environment Health and Safety Incident Manager role to use the product features.

A user with the IT_SECURITY_MANAGER role can grant these roles and privileges to other users. The privileges in this table are needed for working with safety and security incidents. The roles and privileges for safety inspections and assignment rules are detailed in their respective topics.

Privilege Name	Description
Access HCM Common Components	Access HCM common components
Create Environment Health and Safety Incident	Create an incident.
Create Environment Health and Safety Incident Action	Create an incident action.
Create Environment Health and Safety Incident Event	Create an incident event.
Create Environment Health and Safety Incident Investigation	Create an incident investigation.
Create Security Incident	Allow creation of a cybersecurity incident.
Create Self-Serve Environment Health and Safety Incident	Create a self-service incident.
Create Self-Serve Security Incident	Create a self-service cybersecurity incident.
Delete Environment Health and Safety Incident	Delete an incident.
Delete Environment Health and Safety Incident Action	Delete an incident action.
Delete Environment Health and Safety Incident Event	Delete an incident event.
Delete Environment Health and Safety Incident Investigation	Delete an incident investigation.

Privilege Name	Description
Manage Environment Health and Safety Configuration Settings	Update configuration settings.
Review Environment Health and Safety Incident	Assign user as Safety Coordinator, who can create, update, and perform other operations on safety incidents, if relevant privileges are given.
Update Environment Health and Safety Incident	Update an incident.
Update Environment Health and Safety Incident Action	Update an incident action.
Update Environment Health and Safety Incident Event	Update an incident event.
Update Environment Health and Safety Incident Investigation	Update an incident investigation.
Use REST Service - Environment Health and Safety Questionnaire Responses	Initiate REST service to update questionnaire responses.
Use REST Service - Questionnaire Lists of Values	Call the GET method associated with the questionnaire lists of values REST services.
View Environment Health and Safety Incident	View an incident.
View Environment Health and Safety Incident Action	View an incident action.
View Environment Health and Safety Incident Event	View an incident event.
View Environment Health and Safety Incident Investigation	View an incident investigation.
View Health and Safety hub	View the health and safety landing page.

Note: Uses need the HRQ_REST_SERVICE_ACCESS_QUESTIONNAIRES_PRIV privilege to create a health survey incident using the self-service page. This privilege must be added to the custom role.

Note: The Environment Health and Safety Incident Manager job role can't be cloned.

Safety Inspection Roles

These are the roles required to access safety inspections and assignment rules:

Role	Description
Environment Health and Safety Manager job role	A user with this role can view, update, and delete any safety inspection record and inspection item. The user can also create more records. This role should be given to only a very limited set of administration users. **Note:** If you need the capabilities provided by Environment Health and Safety Manager job role but want to limit the scope of this delivered role, consider assigning specific users as a Safety Coordinator to the inspection. A user assigned as a safety coordinator to an inspection record can perform the equivalent actions of the Environment Health and Safety Manager Job role, but only on those records that the user has been assigned. No more security is needed.
Risk Management Participant role	A user with this role can create safety inspection records. The user can view and update records where they've been assigned.

Here's a detailed description of the roles:

> **Note:** Existing users with **Environment Health and Safety Incident Manager** role must add the **Environment Health and Safety Manager** role to access safety inspections or assignment rules.

Role	Common Name	Actions	Action Description
Environment Health and Safety Manager job role	Environment Health and Safety Manager	Create, Read, Update, and Delete	• Create inspection records • Read, update, and delete any safety inspection record • Create inspection items • read, update, and delete items
Risk Management Participant role	Inspection Owner	Create, Read, and Update	• Create inspection records • Read or update only their safety inspection records
	Inspection Approver, Reviewer	Create, Read, and Update	• Create inspection records • Create and update notes, for only their safety inspection records • Read records they've been assigned • Update their sign-off section

Role	Common Name	Actions	Action Description
	Action Owner	Read and Update	• Update action records they're assigned
	Action Proapprover, Action Approver Action Reviewer	Read and Update	• Read records they've been assigned • Update their sign-off section
	Safety Coordinator – Special case, can complete the same actions as a user with the Environment Health and Safety Manager job role but only for the records that they're assigned	Create, Read, Update, and Delete	• Create inspection records and actions • Read and update only their safety inspection and action records
	Stakeholder	Read and update	• Read an inspection record or action, for only their safety inspection or action records • Read and update only their safety inspection and action records

3 Incidents and Inspections Setup

Add Descriptive Flexfields for Safety Incidents

You can add descriptive flexfields for your organization and define validation and display properties for health and safety incidents.

Define Descriptive Flexfields Segments

Use the **Manage Descriptive Flexfields** task in the **Setup and Maintenance** work area to define a segment for a descriptive flexfield for the **Safety Incidents** module. You can add descriptive flexfields for these entities:

- Incidents details
- Events
- Investigations
- Actions
- Risk assessments

This table describes the descriptive flexfields available by default in safety incidents.

DFF Name	DFF Code	Description
Descriptive Flexfields for Incidents	HNS_INCIDENTS_DFF	Fields for safety incident information on the Report an Incident page for professional user and employee self-service.
DFF for Air Quality Events	HNS_AIR_QUALITY_EVENTS_DFF	Fields for air quality information on the Air Quality Event Details page of the safety incident.
DFF for Driver and Vehicle Incident Events	HNS_DRIVER_AND_VEHICLE_EVENTS_DFF	Fields for driver and vehicle information on the driver and Vehicle Incident Event Detail page of the safety incident.
DFF for Ergonomic Events	HNS_ERGONOMIC_EVENTS_DFF	Fields for ergonomic information on the Ergonomic Event Details page of the safety incident.
DFF for Fire or Explosion Events	HNS_FIRE_OR_EXPLOSION_EVENTS_DFF	Fields for fire or explosion information on the Fire or Explosion Event Details page of the safety incident.
DFF for Injured Person Summary Events	HNS_INJURED_PERSON_SUMMARY_EVENTS_DFF	Fields for injured or ill person information on the Illness or Injury Event Details page of the safety incident.

DFF Name	DFF Code	Description
DFF for Issue Events	HNS_ISSUE_EVENTS_DFF	Fields for issue information on the Issue Event Details page of the safety incident.
DFF for Near Miss Events	HNS_NEAR_MISS_EVENTS_DFF	Fields for near miss information on the Near Miss Event page.
DFF for Notice of Violation Events	HNS_NOTICE_OF_VIOLATION_EVENTS_DFF	Fields for notice of violation information on the Notice of Violation Event page.
DFF for Property Damage Events	HNS_PROPERTY_DAMAGE_EVENTS_DFF	Fields for property damage information on the Property Damage Event page.
DFF for Spill or Release Events	HNS_SPILL_OR_RELEASE_EVENTS_DFF	Fields for spill or release information on the Spill or Release Event page.
DFF for Suggestion for Improvement Events	HNS_SUGG_FOR_IMPROV_EVENTS_DFF	Fields for suggestion for improvement information on the suggestion for the Improvement Event page.
DFF for Unsafe Act Events	HNS_UNSAFE_ACT_EVENTS_DFF	Fields for unsafe act information on the Unsafe Act Event page.
DFF for Unsafe Condition Events	HNS_UNSAFE_CONDITION_EVENTS_DFF	Fields for unsafe condition information on the Unsafe Condition Event page.
DFF for Vehicle Events	HNS_VEHICLE_INCIDENT_EVENTS_DFF	Fields for vehicle incident summary information on the Vehicle Incident Event Summary page.
Descriptive Flexfields for Investigations	HNS_INVESTIGATIONS_DFF	Fields for investigation information on the Investigation Details page of the safety incident.
Descriptive Flexfields for Actions	HNS_ACTIONS_DFF	Fields to track action information on the Action Details page of a safety incident.
Descriptive Flexfields for Risk Assessments	HNS_RISK_ASSESSMENTS_DFF	Fields to track risk assessment of an incident in the Risk Assessment section on the safety incident page.

These are the descriptive flexfields for cybersecurity Incidents:

DFF Name	DFF Code	Description
DFF for Lost or Stolen Device Events	HNS_LOST_OR_STOLEN_DEVICES_DFF	Fields for lost or stolen device information on the Lost or Stolen Device Event page.
DFF for Other Cybersecurity Issue Events	HNS_OTHER_DATA_SECURITY_ISSUES_DFF	Fields for other cybersecurity issue information on the Other Cybersecurity Issue Event page.

DFF Name	DFF Code	Description
DFF for Suspicious Email or Call Events	HNS_SUSPICIOUS_EMAIL_OR_CALLS_DFF	Fields for suspicious email or call information on the Suspicious Email or Call Event page.
DFF for Unauthorized System Access Events	HNS_UNAUTHD_SYSTEM_ACCESSES_DFF	Fields for unauthorized application access information on the Unauthorized System Access Event page.

Deploy Descriptive Flexfields

Remember to deploy the changed or configured flexfield to ensure that the latest definition is available to users.

> **Note:** A DFF that's available in the incidents professional user page appears in the employee self-service too. The DFF attributes for safety incidents are located before the **Lessons Learned** field of the Incident page. Descriptive Flexfields for Safety Inspections are available by logging a Service Request (SR).

Related Topics

- Overview of Descriptive Flexfields
- Considerations for Planning Descriptive Flexfields
- Considerations for Managing Descriptive Flexfields
- Overview of Flexfield Deployment

Implement Safety Inspections

A user can create and manage inspections by navigating through Home > My Client Groups > Health and Safety > Health and Safety page > Inspections. You need to do the required setup to enable users to access the Health and Safety page. For more information about enabling safety inspections and assignment rules, refer to the customer connect post titled **Prepare your environments for safety inspections and assignment rules**. You can easily search for this post by typing the title directly in the main search bar in Oracle Customer Connect.

Inspections Setup

These are the security related setup steps to complete:

1. Enable **ORA_ASE_SAS_INTEGRATION_ENABLED** security Profile. To do this you need to login as a user who has access to the Setup and Maintenance work area. A user with the Application Implementation Consultant or IT Security Manager job role can set the profile value. These are the steps to do so:

    a. In the **Setup and Maintenance** work area, search for and select the **Manage Administrator Profile Values** task.
    b. In the Profile Option Code field enter ORA_ASE_SAS_INTEGRATION_ENABLED and click Search.
    c. The profile option appears in the search results. In the row for the Profile Level column, highlight the Site row and select Yes in the Profile Value field.
    d. Click Save and Close.
2. Enable Health and Safety landing page by setting the value of the profile option**ORA_HNS_HEALTH_AND_SAFETY_LANDING_PAGE_NAV_ICON_ENABLED** to Y. A user with the Application Implementation Consultant or IT Security Manager job role can set the profile value by doing these steps:

    a. In the **Setup and Maintenance** work area, search for and select the **Manage Administrator Profile Values** task.
    b. In the Profile Option Code field enter ORA_HNS_HEALTH_AND_SAFETY_LANDING_PAGE_NAV_ICON_ENABLED and click Search.
    c. The profile option appears in the search results. In the row for the Profile Level column, highlight the Site row and select Y in the Profile Value field.
    d. Click Save and Close.
3. Enable Permission Groups on **ORA_HNS_ENVIRONMENT_HEALTH_AND_SAFETY_MANAGER_JOB** by following these steps.

    > **Note:** This is a one-time step.

    a. Log into security console with a user ID having the IT_SECURITY_MANAGER role.
    b. Go to Tools > Security Console > Roles and search for ORA_HNS_ENVIRONMENT_HEALTH_AND_SAFETY_MANAGER_JOB in the Roles section. Click Edit. Click **Enable Permission Groups** in the Basic information tab. Click Next till you reach the last step. Click Save and Close. Log out now. This will cause users having the ORA_HNS_ENVIRONMENT_HEALTH_AND_SAFETY_MANAGER_JOB role to be synced with SAS.
    c. Go to Tools > Security Console > Roles and search for ORA_HNS_ENVIRONMENT_HEALTH_AND_SAFETY_MANAGER_JOB in the Roles section. Click Edit. Go to Users tab and search for users that need the Safety Inspections functionality. Select and delete the users. Click Next till you reach the last step. Click Save and Close and log out.

    Enable Permission Groups on **ORA_GTG_ENVIRONMENT_HEALTH_AND_SAFETY_MANAGER_JOB** by following these steps.

    > **Note:** This is a one-time step.

    a. Log into security console with a user ID having the IT_SECURITY_MANAGER role.
    b. Go to Tools > Security Console > Roles and search for ORA_GTG_ENVIRONMENT_HEALTH_AND_SAFETY_MANAGER_JOB in the Roles section. Click Edit. Click **Enable Permission Groups** in the Basic information tab. Click Next till you

reach the last step. Click Save and Close. Log out now. This will cause users having the ORA_HNS_ENVIRONMENT_HEALTH_AND_SAFETY_MANAGER_JOB role to be synced with SAS.

c. Go to Tools > Security Console > Roles and search for ORA_GTG_ENVIRONMENT_HEALTH_AND_SAFETY_MANAGER_JOB in the Roles section. Click Edit. Go to Users tab and search for users that need the Safety Inspections functionality. Select and delete the users. Click Next till you reach the last step. Click Save and Close and log out.

Enable Permission Groups on **ORA_GTG_RISK_MANAGEMENT_PARTICIPANT_JOB** by following these steps.

> **Note:** This is a one-time step.

a. Log into security console with a user ID having the IT_SECURITY_MANAGER role.
b. Go to Tools > Security Console > Roles and search for ORA_GTG_RISK_MANAGEMENT_PARTICIPANT_JOB in the Roles section. Click Edit. Click **Enable Permission Groups** in the Basic information tab. Click Next till you reach the last step. Click Save and Close. Log out now. This will cause users having the ORA_GTG_RISK_MANAGEMENT_PARTICIPANT_JOB role to be synced with SAS.
c. Go to Tools > Security Console > Roles and search for ORA_GTG_RISK_MANAGEMENT_PARTICIPANT_JOB in the Roles section. Click Edit. Go to Users tab and search for users that need the Safety Inspections functionality. Select and delete the users. Click Next till you reach the last step. Click Save and Close and log out.

4. Run the ESS job **import user and role application security data**. To do this, log in to the security console using the IT_SECURITY_MANAGER role. Go to Tools > Security Console. Go to Scheduled Processes and run the specified ESS job **import user and role application security data**.

These are the further steps in the inspections setup:

1. Use the **Manage Environment, Health and Safety Incident Completion Dates** task in the **Setup and Maintenance** work area to set the target completion dates.

   > **Note:** Only users with the EHS Manager role can edit target completion dates.

2. Use the **Manage Environment, Health and Safety Configuration Settings** task in the **Setup and Maintenance** work area to search for ORA_HNS lookup types and configure the lookup values.
3. Use the **Manage Environment, Health and Safety Risk Assessment** task in the **Setup and Maintenance** work area to manage the risk matrix. You can update the consequence, likelihood, and risk score values and their descriptions using this task.

   > **Note:** Only users with the Environment Health and Safety Incident Manager role or Environment Health and Safety Manager role can edit the risk matrix page. Changing the risk matrix will impact future risk assessments completed in Safety Incidents.

Configure Email Alerts For Safety Inspections

You can use the Alerts Composer to send emails or notifications triggered by an event.

This table describes the alerts you can use with safety inspections:

Alert Name	Description
HNS_Worker_Notification_Appointed_Inspection_Owner	Informs worker that they have been assigned as an inspection owner.
HNS_Worker_Notification_Removed_Inspection_Owner	Informs worker that they have been removed as an inspection owner.
HNS_Worker_Notification_Appointed_Inspection_Reviewer_Approver	Informs worker that they have been assigned as either an inspection reviewer or approver.
HNS_Worker_Notification_Removed_Inspection_Reviewer_Approver	Informs worker that they have been removed as an inspection reviewer or approver.
HNS_Worker_Notification_Appointed_Inspection_Safety_Coordinator	Informs worker that they have been assigned as an inspection safety coordinator.
HNS_Worker_Notification_Removed_Inspection_Safety_Coordinator	Informs worker that they have been removed as an inspection safety coordinator.
HNS_Worker_Notification_Appointed_Inspection_Stakeholder	Informs worker that they have been assigned as a inspection stakeholder.
HNS_Worker_Notification_Removed_Inspection_Stakeholder	Informs worker that they have been removed as an inspection stakeholder

To turn the email alerts on:

1. Click > Navigator > Tools > Alerts Composer.
2. Search the required Workforce Health and Safety Incidents alert name.
3. Click the alert name to open the Edit Event Alert page.
4. Click the **Run Options** tab.
5. Select the **Simulate Run** value as **No**.
6. Click **Save and Close**.