



Incident Reporting

FacTS™ Incident Reporting feature allows users to identify and track any type of incidents and their associated spills and responses; flag reportable incidents; and track calls made to regulatory agencies. FacTS™ automatically determines whether the incident is reportable and track corrective actions resulting from the incident.

The Incident data entry screens are used in conjunction with several other features of the EHS Management Suite including Environmental Excursion and **Inspection**. However, the Incident Corrective Action related data entry is critical for identifying and tracking corrective and preventative measures that are taken to ensure that similar incidents do not occur in the future. Examples of these actions could be written changes to policies and documentation, or safety and equipment training classes for employees.



Once entered, EHS professionals can easily track these corrective action items. FacTS allows an employee to be assigned to each action item so accountability can be maintained. Both actual and estimated start and end times may be entered for each corrective action. This allows corporations to monitor how efficiently they close out these items and it allows FacTS to maintain the integrity of the incident data. Once corrective actions have been entered for an incident, FacTS does not allow an incident to be closed until all related corrective actions have been closed.

Incident Corrective Action: Action Summary and Dates - Change (1 of 2)	
FACILITY ID:	0000 Eastport Assembly
ACTION ID:	A0900004
INCIDENT ID:	I0700001 Employee slip & Fall
Person Assigned:	JC Cleveland, John
ACTIVITY TYPE:	CA001 Modified existing procedure
Action Description:	Modify PPE review procedure
Full Action Description:	Modify PPE review procedure to perform every 60 days instead of 90 days to catch worn out equipment earlier. Distribute to all department supervisors.
Estimated Start Date:	02/16/2009
Estimated End Date:	03/06/2009
Actual Start Date:	02/16/2009
Actual End Date:	03/04/2009

The Incident Causes related data entry allows the association of multiple contributing causes with a single Incident. One of those causes may be marked as the Root Cause. It allows general causes to be selected from a standardized table that includes phrases like "Failure to correct a hazard." It also stores more detailed information about the cause of the Incident in the Comments

field. An Incident Cause must be entered for an Incident record in order for the Incident to appear on the Safety Incident and Accident Investigation Report Form.

Calendar Messages can be set up to remind users of Corrective Action deadlines.



STANDARD REPORTS

The Corrective Action Summary Report allows the viewing of information concerning the corrective actions related to a spill or injury/illness. The information provided by the report is action, source, person assigned, type of action, and description. This report includes logic that filters Incident, OSHA, and Spill by the Company and Facility of the Corrective Actions table. This logic ensures that two Incident IDs with the same number, but different facilities and descriptions, are displayed correctly in the report output.

The Corrective Action Plan Report lists the corrective action step number, the step description, target completion date, actual completion date, and responsible person. This report lets a user see all the corrective action steps related to an incident, and which ones are completed.

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