



Incident

The Health & Safety Suite's Incident feature, in conjunction with other FacTS™ features, stores, sorts, and retrieves the information needed to prepare regulatory reports such as OSHA Forms 300, 300A, and 301. It examines the factors contributing to accidents and illnesses, and performs appropriate statistical analysis.

FacTS™ Incident is used by Health and Safety professionals to record and store information regarding any type of incident or near miss that occurs at their facility. Incident stores, sorts, and retrieves the information needed to produce OSHA 300, 300A, and 301 forms, as well as internal trend analysis reports. Its ability to help with a company's safety program does not end with these maintenance functions however—modern corporations recognize that good safety practices help the company and the employee by reducing accidents and worker compensation costs, as well as improving company morale.

Anytime a work-related incident occurs, it may potentially result in a reportable case. For each OSHA case, both OSHA 301 and OSHA 300 forms must be updated. Since this information is closely linked, the maintenance of these two records is incorporated into one function within FacTS. After entering data into the Incident Maintenance activity, and into the OSHA Maintenance activity, the user can generate OSHA 301 and OSHA 300 records. Since all OSHA records must be kept on-site for five years, FacTS also provides important record keeping functions.



To create an Incident record, the date, time of the incident, and incident description are entered. Detailed information is entered based on the type of incident: **Injury-Illness**, **Vehicle**, or **Spill**. More than one injury-illness or spill can be associated to an incident. Immediate and follow up medical treatment can also be tracked through the **Medical Tracking** feature. Spill clean up steps can also be tracked. The type of incident logged into the system is not limited to OSHA regulations, but can also include those related to internal company policies. The Incident feature allows the user to collect information about any incident so the data can be analyzed at a later date should it be determined that policies or procedures must be revised.

FacTS allows tracking of incidents and near misses through both Incident and Environmental Reporting Suite's **Environmental Excursion Reporting** feature. An incident in FacTS is defined as any event that does or has the potential to:

- Effect employees' health, safety, or welfare.
- Adversely affect the environment.
- Violate regulatory permit requirements.

OSHA REPORTABLE AND NON-REPORTABLE CASES

Whenever an incident occurs to an employee because of a job related incident, information is entered into OSHA Maintenance. Because each employee's injury or illness is a potential OSHA



Case, it is automatically assigned an OSHA Case Number. The OSHA Maintenance data entry was designed to store both OSHA reportable and OSHA non-reportable incidents. A single incident can be associated with many illness or injury cases. OSHA 301 records designated as non-reportable will not appear on the regulatory reports.

Incident keeps information about the incident causing an employee injury/illness, the employee to whom it occurred, the employee's normal job, the employee's normal department, the job the employee was performing, and the department in which he or she was working at the time of the incident. This important information allows for the tracking of injuries related to employees that are performing tasks for which they were not trained, or that are working in unfamiliar areas. The user can also use this information to evaluate training programs and operating procedures based on injuries encountered by those performing jobs outside their normal scope.

Details of the illness or injury are described through the use of table reference codes. Incident also keeps track of the number of days of work missed and/or restricted by the illness or injury. For example, an employee may miss work because of an injury but miss no days due to illness. The illness tracking includes categories of illness that were caused by the accident. While these fields of information specifically address OSHA Form 300 reporting requirements, they are also often used to document non-reportable, lost, or restricted days for internal purposes.

If preferred, the user can also track employee information to use in generating the OSHA 301 or equivalent reports including employee address, age, and gender. Other information entered includes the physician and hospital of treatment, the person the record is being prepared by, the person's position preparing the report, and the date.

Many companies do not use the OSHA 301 form but instead use an equivalent internal or insurance form that carries similar information. The FacTS OSHA Maintenance activities and reports correspond well to most internal or insurance forms.

ACCIDENT ANALYSIS and ACCIDENT PREVENTION

At the heart of a comprehensive program is the prevention of injuries or illnesses. A means of program direction then becomes an analysis of the past occurrences with the intent to prevent them from re-occurring in the future. FacTS can use actual employee exposure hours from multiple facilities to generate valuable safety metrics and compare those statistics to goals.

The Incident feature can also be used with the EHS Management Suite to track incidents arising from **Inspections** and track their corrective actions.