



## Injury-Illness

The Facility Tracking System Injury-Illness feature stores, sorts, and retrieves the information needed to prepare regulatory reports for on-site injuries and illness such as OSHA Forms 300, 300A, and 301. It also examines the factors contributing to accidents and illnesses, and performs appropriate statistical analysis.

Health and Safety professionals use FacTS' Injury-Illness features to record and store information regarding all injuries and illnesses that occur at their facility. Injury-Illness stores, sorts, and retrieves the information needed to produce OSHA 300, 300A, and 301 forms, as well as 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.

Before an Illness and Injury case is recorded, an Incident record must first be created, including the date, time of the incident, incident description, and an OSHA Case Number is assigned. The type of injuries and illnesses that the user selects to log into the system is not limited to OSHA regulations, but can also include those related to internal company policies. The Injury-Illness feature allows the user to collect information about any illness or injury so that the data can be analyzed at a later date should it be determined that policies or procedures must be revised.



After creating the Incident, the user enters information about the incident causing the employee's 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.

The details of the illness or injury including body parts affected and equipment in use are described through the use of table reference codes. FacTS standard codes and field labels are based on ANSI injury classifications. Table codes can be updated and edited by the system administrator. Pictures of the site can be linked to the record through document reference. Injury-Illness 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 or spill. 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.



Medical treatment sought immediately after the injury or illness can be entered and all follow up appointments and treatments can also be stored. Reminders for appointments can be sent to the employee and supervisor.

## STANDARD REPORTS

Multiple reports are provided to evaluate trends in the illness and injury cases that have occurred at a facility or corporate level. Several of these reports include:

- Investigation and Finding of Injury-Illness: Displays details of incident and injury including job being performed, medical treatment, and root cause.
- Employee Summary: Displays all illness and injury incidents summarized by employee. The number of incidents, as well as lost and restricted days and if reportable, are displayed
- Monthly Summary: Displays all illness and injury incidents summarized by month. The number of incidents, as well as lost and restricted days, are displayed
- Department Summary: Displays illness and injury incidents summarized by department. Summaries by both normal department and incident department are provided.
- Job Summary: Displays illness and injury incidents summarized by job. Summaries by both normal job and incident job are provided.

## TRACKING OSHA REPORTABLE AND NON-REPORTABLE CASES

Anytime a work-related injury or illness occurs, it may potentially result in a reportable case. For each OSHA case, both OSHA 301 forms 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.

Near misses may be tracked in the FacTS system as incidents. An incident in FacTS is defined as any event that does or has the potential to effect employees' health, safety, or welfare. Tracking near misses assists in incident analysis to prevent future injuries or illnesses.

This feature keeps information about the incident causing the employee's 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.