



Vehicle Accident

The Health & Safety Suite's Vehicle Accident feature is used to keep records of accidents that occur involving a company vehicle or employee traveling on company business. These records include accident details, involved vehicle information, witness information, pedestrian information, and passenger information.

Health and Safety professionals use FacTS' Vehicle Accident feature to record and store information regarding an accident or near miss involving a company vehicle, or an employee/contractor involved in a vehicle accident while on company business. The information is used 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.



Before a Vehicle case is recorded, an Incident record must be created, including the date, time of the accident, accident description, and an OSHA Case Number is assigned. The type of accident 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 Vehicle Accident feature allows the user to collect information about any accident involving a vehicle so that the data can be analyzed at a later date should it be determined that policies or procedures must be revised.

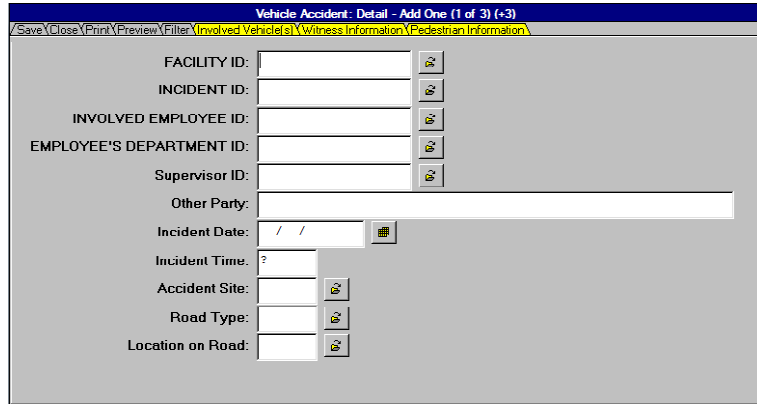
After creating the Incident, the user enters information in the Vehicle Accident feature including: the employee to whom it occurred, the vehicle (whether company-owned or personally-owned), other vehicle and driver information if applicable, road and driving conditions, speed limit and estimated speed, and insurance information. If police are called, information on the department that responded, if a ticket was issued, and the report number are stored. Information on passengers, whether employees or not, is entered. In addition, detailed information on witnesses and pedestrians is stored.

If an employee is injured in an accident, the next step is to create an Injury-Illness record. If more than one employee is injured, an Injury-Illness record is created for each employee. The details of the injury, including body parts affected, 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 accident 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 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.

Medical treatment sought immediately after the accident 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.



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