



CHEMICAL SAFETY SOFTWARE

ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)

INCIDENT- ACCIDENT QUICK START GUIDE

EMS offers a simpler scheme to record and resolve everyday incidents. Modules are associated with each other contributing to a better workflow.

From the drop down menu in the upper right hand corner of your screen select *Incident-Accident* and the **Accident- Incident workflow Quick Start Screen** will be displayed.



INCIDENT

An incident in your business could be anything from a leak or spill or an exposed drum or a fire. EMS supports an incident management module which facilitates the identification of the problem and the notification of responsible parties. The Incident module interfaces with the Audit and Task Management modules. Corrective Actions can be attached to an incident record

so as to identify and define the issue and address it quickly and responsibly. Tasks and Audits may also prevent future recurrence.

When an incident occurs, EMS helps you record it and activate an action chain of events immediately.

- Go to **Accident- Incident workflow Quick Start Screen** and select the icon *New Incident* which opens the incident form in “add new” mode.

The screenshot shows a web-based form for reporting an incident. The form is titled "Incident" and has a blue header bar with navigation icons and labels for "Tools", "Records", "Navigate", and "Actions". The form fields are organized into several sections:

- Incident Details:** Incident ID (116), Incident Date (8/5/2015), Incident Time (00:00), Incident Location, Facility (AMERICAN CHEMICALS), Date Reported (8/5/2015), Date Closed, Status (OPEN), Hazard Severity, Cost, Cost Center, Severity Index, Others Injured, Substances Involved, Category, Document, and Root Cause.
- Personnel:** Incident Reported By, Person Assigned, Director, and Safety Engineer, each with Last, First, and Email fields.
- Other Fields:** Authorities Notified, Associated Project, and Incident Cause (a large text area).
- Footer:** Employees Injured, Corrective Actions, Equipment Involved, Approvals, and a user name "EUGENE ATGET".

(From *Incident* icon you can view the already existing records)

- Fill in the appropriate information of the incident which occurred as well as the personal information of the responsible individuals. (Incident Reported by, Person Assigned, Director, Safety Engineer) All the employees recorded will receive an email notification which will alert them about the incident.
- At the Incident form you can see that the Category combo field is required. Choose one of the options to categorize the incident.

Category:

Document: ALARM TRIGGERED

Root Cause:

Incident Reported

Last :

Person Assigned

Last :

Director

Last :

Safety Engineer

Last : ... First : Email:

INCIDENT - FIRE, EXPLOSION, FLASH

INCIDENT - ILLNESS

INCIDENT - INJURY

INCIDENT - OTHER

INCIDENT - PROPERTY DAMAGE

INCIDENT - UNEXPECTED EXPOSURE

INCIDENT - VEHICULAR ACCIDENT

INCIDENT-SLIP

NEAR MISS - EQUIPMENT

NEAR MISS - PERSONNEL

NEAR MISS - PROPERTY

PROPERTY DAMAGE-OVERNIGHT

UNAUTHORIZED ENTRY ATTEMPT

UNAUTHORIZED PHOTOGRAPHY

- If the incident type is not included into these categories you can create a new one.

INCIDENT CATEGORIES

Each category controls the notifications/ custom emails that will be sent every time an incident record is added to the system, so that the responsible people and departments will be immediately notified. You can manage your incident categories and customize the corrective actions and the notifications that will be sent.

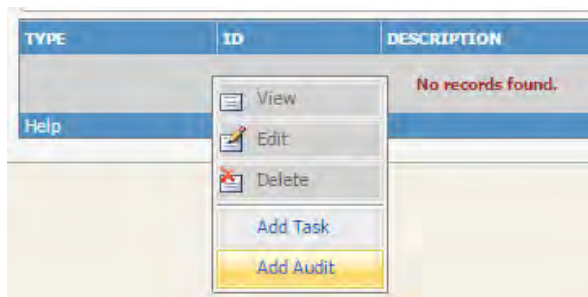
- From QS select the icon Incident Category Management.



- Select ADD to add a new record. The following form opens:

The screenshot shows a web-based form for creating an incident category. At the top, there's a 'Category' header and a toolbar with icons for navigation and actions. The form has several input fields: 'Description', 'E-mail', 'Recipient Email', and 'Summary Email Subject'. The 'Summary of Incident' field contains a default message template: 'THIS IS A SAFETY REPORT FOR REVIEW.
INCIDENT ID:[INCIDENTID]
INCIDENT DATE AND TIME:[#INCID.DATE1#] [#INCID.TIME1#]
REPORTED BY [LASTNAME] [FIRSTNAME]
LOCATION NO:[LOCATIONID]-[FACILITY]
RESPONSIBLE SUPR: [#INCID.EMP_FIRST#] , [#INCID.EMP_LAST#]
DESCRIPTION:[#INCID.DESCRIP#]'. There is a 'Disable Summary Email' checkbox. Below the form is a table with columns 'TYPE', 'ID', and 'DESCRIPTION'. The table is currently empty, displaying 'No records found.' and a 'Help' link.

- In the Description field enter a description for the Incident Category and choose an email or multiple emails, to where the notifications will be sent from the email popup.
- In the summary field Incident Status Change field you can see the systems default message. If you wish you can alter it and write custom email messages. These are summary emails that will be sent as a notification to the responsible persons.
- You can also expand the actions that will take place by adding one or many Tasks and Audits. To do so, right click at the gray area of the child at the bottom of the form and select ADD TASK or ADD AUDIT.



- Tasks will be automatically executed every time the specific incident category is activated. Responsible employees will also receive notifications to initiate Audits. Photographs can also be uploaded to the system for a profound knowledge of an existing problem.

AUDIT

The EMS Audit Module is integrated with other modules in EMS, allowing you to create custom questionnaires and track, analyze, and act on the results of questionnaires. Audits feedback the system so a responsible employee can view the corrective actions which were

established from Audit forms as well as from Audits created in Incident. The results of an Audit are not deleted after its completion. Instead, they are saved in EMS.

- Select the icon *Inspections/ Audits* from QS and choose a record.

CHECKLIST	DESCRIPTION	TABLENAME
FACILITIES/MAINTENANCE/SHOP INSPE...		AUHISTORY0004

- The system gives you the possibility to create Tasks which will run automatically, based on the results of an audit. If for example an answer is negative where it should be positive, you can set up the system to send one or more employees an email notifying them about this. To create Tasks, select the AUDIT TASK RULES tab from the grid, right click on the gray area and select ADD.

TASK ITEM

Create tasks for the better performance of your business and assign them to responsible employees. Task items are configured to perform a user-defined action (such as running a report) if specific conditions exist.

- Select the icon *Corrective Actions List* from QS.
- The Task item form will open where you can choose a record.

MY CALENDAR

Every time you assign a task or an audit to a responsible person, his calendar is automatically informed. So, a user can select the icon 'My Calendar' from QS and review his assignments. The system will automatically alert the responsible employees when the due day of audits comes.

OPEN CORRECTIVE ACTIONS

From this icon you can review and track the assigned tasks and the corrective actions that have been created from incidents.

ACCIDENT

Accidents are more severe unplanned events which may involve injury to employees or others.

If an accident occurs you should click on *New Accident* icon from QS to immediately record the accident.

- The Accident form opens in "add new" mode.

Accident

Accident ID: 20038 Acc. Category: [v]

Last Name: [] First Name: [] Middle Initial: []

Employee Accident Response Assessment Accident Book OSHA

Occupation: [] Beginning Time: 00 [v] 00 [v]

Category: [v] Finishing Time: 00 [v] 00 [v]

Training: [] Years in this position: []

Supervisor: [] Employee #: []

Shift Type: [v] Insurance #: []

Shift: []

Wages Previous 13 Weeks Gross: [] Net: []

Name and Address of Previous Employer

[]

Location: [] Type of Business: []

Facility/Div.: AMERICAN CHEMICALS [] Total Employees: []

Department: [] Total Yearly Wages: []

Building: []

Floor: [] Room: []

OSHA 300 REPORT

The system supports the creation of OSHA 300 incident report that generates statistical information according to incidents/accidents that have been recorded.