Human Resources

Health & Safety



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HEALTH & SAFETY

Menu Options within Health & Safety Module:

- Update Incident Log
- Update Treatment Log
- Display Incident Log
- Display Employee Emergency Data
- Display Accident Log
- Print Accident Log
- Print Accident Summary
- Update Hours of Exposure
- Print Employees Exposure Hours
- Print Industrial Accident Data
- Update Hazard Controls
- Update EE Hazard Restrictions
- Display Hazard Controls
- Display Cost Transactions
- Print Hazard Controls
- Print EE Hazard Restrictions
- Print EE Exposed to Hazards
- Print Cost Transactions
- Cost Transaction Entry
- Cost Analysis Report
- Cost Summary by Supervisor
- Update Employee Medical Exams
- Display Employee Medical Exams
- Print Medical Exams by Level
- Print Medical Exams by Date
- Update EE Medical Claims
- Display EE Medical Claims
- Print EE Medical Claims
- Update EE Phyiscal Exams
- Display EE Phyiscal Exams
- Print EE Phyiscal Exams

General

Absences Data recorded via Update Employee Absences can be linked to Health & safety via the Incident Log number, allowing detailed analysis.

Employer Codes Used Throughout the Module:

Employer Code Type	Description	Possible Use
SGP	Safety Group	Group code to indicate whether employee belong to a particular safety group.
AGN	Phyiscal Factor	To defined whether a physical factor was involved, eg Heavy Rain, Maintenance etc
ACC	Incident Code	General code to indicate general category of incident.
INJ	Injury/Sympton	General category of the Injury/Illness
BOD	Body Part	Code to indicate specific part of the body affected.
MET	Medical Examination Type	Code to describe the type of Medical Examination ie Full Body Scan, Eye Test etc
EPR	Medical Examination Provider	Eg Company Doctor, PPP, Local Hospital
MRS	Medical Examination Resolution Code	Eg Further Check up, Review in 6 months
MCL	Medical Claim Type	Eg PPP, Hospital, Ambulance
REL	Dependent Relationship	Eg Son, Father etc As used within PE2000

Safety & Health Controls

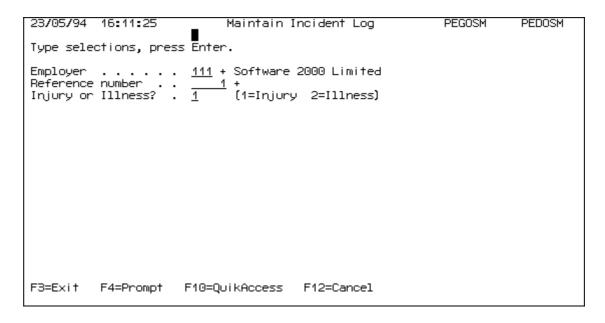
Overview

Screen 1

23/05/94 16:05:07 Update Safety & Health Controls	PEGMHS	PEDMHS		
Employer : 111 Software 2000 Limited				
Enter control information.				
User Code 1 Desc				
Next Incident Log Number <u>0</u> Accident Frequency Multiplier <u>0</u>				
Income Types to Include in Hours Exposure				
*SMP *SSP AC001 AC002 AC003 + BASE1 IC001 IC002 IC003 IC005 +				
Warning: Income codes entered here are not val	.idated			
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F22=De	elete			

This function is used to set the next Incident Log number and label the user defined fields which appear within the Health & Safety module.

Screen 1



The Next Incident number will default from the Safety & Health Control. Select the incident results in an Illness or Injury.

Screen 2

Record Employee involved in the incident together with brief description.

Screen 3

```
23/05/94 16:22:16
                                      Accident/Illness Update
                                                                                        PEGOSM
                                                                                                         PEDOSM
Employer . . . . : 111
                                              Software 2000 Limited
                                         91 Martin Ian Vicars
Date of Incident . . : 1/05/1994
Employee
Employee . . . :
Reference Number :
                                1
Incident Description
Time of Incident . 1000
                                              Day of Week
Date Reported . 10594
Safety Group . . +
Incident Code . CHEM +
Injury/Symptom . FACE +
                                             Returned to Work . . . 60594
Physical Factor . . . PAINT +
Compensation Claim . . 0 (0/1)
Body Part Code . . . EYES +
Date F2508 sent . . .
Injury/Symptom . . FACE + Incident Location. LON +
Major/Minor . . .
Location Descr . .
Witnessed By . . .
                                 ——
M−Major
                             On the Shop Floor Sector 1A
                             Fred Blocks
User Defined Data
F3=Exit
              F4=Prompt
                                 F10=QuikAccess
                                                          F12=Cancel
                                                                             F22=Delete
```

Use to record details Time, Date and Place Injury or Illness occurred, witnessed by and coded information:

Employer Code Type	Description	Possible Use
SGP	Safety Group	Group code to indicate whether employee belong to a particular safety group.
AGN	Phyiscal Factor	To defined whether a physical factor was involved, eg Heavy Rain, Maintenance etc
ACC	Incident Code	General code to indicate general category of incident.
INJ	Injury/Sympton	General category of the Injury/Illness
BOD	Body Part	Code to indicate specific part of the body affected.

Screen 4

Use to record free format description of Circumstances and general Comments

Update Treatment Log

Screen 1

```
23/05/94 16:35:16 Update Treatment Log PEGPLM PEDPLM
Type selections, press Enter.
Employer . . . . . 111 +
Reference Number . ____1 +

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel
```

Use to Select relevant Incident.

Update Treatment Log

Screen 2

```
23/05/94 16:49:49
                                                                            PEGPLM
                              Update Treatment Log Entry
                                                                                           PEDPLM
Employer . . . : 111 Software 2000 Limi
Employee . . . : 91 Vicars, Martin Ian
Ref. Number . : 00001 Paint splash into
Treatment Date . _____0
Treatment
                                   Software 2000 Limited
                                    Paint splash into employee Eye
Treatment . . . Location . . . .
                                                   Hospitalisation Required . . _ (0/1)
Type options, press Enter.
2=Change 4=Delete
Opt Date Treatment
                                                                        Location
                                                                                                Hosp?
     1/05/1994 Special Eye wash applied
                                                                       Shop Floor Medical 1
F3=Exit F10=QuikAccess F12=Cancel
```

Use to record specific information relating to treatment given.