

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 Physical Exams
- Display EE Physical Exams
- Print EE Physical 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	Physical 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/Symptom	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 . . . _____
User Code 2 Desc . . . _____
User Code 3 Desc . . . _____
User Code 4 Desc . . . _____
Next Incident Log Number . . . . . 0
Accident Frequency Multiplier . . . 0

Income Types to Include in Hours Exposure
  *SMP *SSP AC001 AC002 AC003 +
  BASE1 IC001 IC002 IC003 IC005 +

Warning: Income codes entered here are not validated

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F22=Delete
```

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

Maintain Incident Log

Screen 1

```
23/05/94 16:11:25      Maintain Incident Log      PEGOSM      PEDOSM
Type selections, press Enter.
Employer . . . . . 111 + Software 2000 Limited
Reference number . . . 1 +
Injury or Illness? . 1 (1=Injury 2=Illness)

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

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

Maintain Incident Log

Screen 2

```
23/05/94 16:16:56          Maintain Incident Log          PEGOSM    PEDOSM
Employer . . . . . : 111  Software 2000 Limited
Reference Number . . :      1
Injury or Illness?  : 1    (1=Injury 2=Illness)

Type incident information, press Enter.

Employee . . . . . :      91 + _____
Date of Incident . . : 010594 _____

Accident Log Entry
Description of Injury . . . : Paint splash into employee Eye
Number of Days LOST . . . . : 5      Number of RESTRICTED Days . . . : _____
Date of Death . . . . . : _____

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

Record Employee involved in the incident together with brief description.

Maintain Incident Log

Screen 3

```

23/05/94 16:22:16      Accident/Illness Update      PEGOSM      PEDOSM

Employer . . . . . : 111      Software 2000 Limited
Employee . . . . . :      91      Martin Ian Vicars
Reference Number :      1      Date of Incident . . : 1/05/1994

Incident Description
Time of Incident . 1000      Day of Week . . . . . : 7 SUN
Date Reported . . 10594      Returned to Work . . . 60594
Safety Group . . . +      Physical Factor . . . PAINT +
Incident Code . . CHEM +      Compensation Claim . . @ [0/1]
Injury/Symptom . . FACE +      Body Part Code . . . . EYES +
Incident Location. LON +      Date F2508 sent . . .
Major/Minor . . . M-Major
Location Descr . . On the Shop Floor Sector 1A
Witnessed By . . . Fred Blocks

User Defined Data
      . . . . . +
      . . . . . +
      . . . . . +

F3=Exit  F4=Prompt  F10=QuickAccess  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	Physical 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/Symptom	General category of the Injury/Illness
BOD	Body Part	Code to indicate specific part of the body affected.

Maintain Incident Log

Screen 4

23/05/94	16:32:38	Accident/Illness Update	PEGOSM	PEDOSM
Employer	: 111	Software 2000 Limited		
Employee	: 91	Martin Ian Vicars		
Reference Number :	1	Date of Incident . . . :	1/05/1994	
Employee Data AT THE TIME of the Incident				
Employer	<u>111</u> +	Supervisor . . .	<u>227</u> +	Harris
Reporting Levels				
Function	<u>FINN</u> +	Department . . .	<u>DPRO</u> +	
Section	<u>ANPG</u> +	Cost Cntr . . .	<u>3310</u> +	
Employee Status . .	<u>PT</u> +	Job Code	<u>COMP</u> +	
Circumstances				
Comments				
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F22=Delete				

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	<u>111</u>	+		
Reference Number	<u>1</u>	+		
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel				

Use to Select relevant Incident.

Update Treatment Log

Screen 2

```
23/05/94 16:49:49      Update Treatment Log Entry      PEGPLM      PEDPLM
Employer . . . : 111      Software 2000 Limited
Employee . . . : 91      Vicars, Martin Ian
Ref. Number . . : 00001      Paint splash into employee Eye
Treatment Date . : _____@
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.