Predictive Constructions

Incident Reporting

This guide covers the Incident Reporting functionality of SafetyNet. It is intended to show users how to create, edit, view and report on incidents using the SafetyNet Web App.

Covered Topics:

- Entering Incidents
- Adding Labor Hours
- Incident Reporting

Entering Incidents

1. Select 'Incidents' from the menu bar and select 'Add Incident'

| Predictive kafetynet | |
|--|--|
| Home > Companies > Contacts > Projects > Inspections > | Incidents Reports Adminis |
| Home Page | Add Incident |
| Overview | Find Incident Monthly Data |
| 4 Weeks 12 Weeks 6 Months 12 Months YTD | Incident Summary Report OSHA 300 Report pal |
| Giant Construction | Details Report |
| 1 i i i | |

2. Enter the necessary information. Note that fields with red text are required. Click the 'Save Entire Page' button when done



| * Case Number | 010207 | * Proje | 40 Wall Street |
|-------------------------------|---|----------------------|------------------------------------|
| * Incident Date | 01/23/2009 | * Involved Contract | or Blue Commerical |
| | 3 🔻 :16 👻 PM 👻 | | [browse] |
| * Status | Select one | Involved Conta | Adrien Brody |
| • | Select one Open Pending Closed | Contact Job Ti | |
| Save Entire Page | | | -@ +@ ~ |
| Supplemental * Incident Type(| s) Begin Typing Here | Incident Location | |
| * incident Type(s) | Near Miss Injury | Most Serious Outcome | N/A |
| | OSHA Recordable | Cause of Injury: | |
| _ost Time (in hour: | · · · · · · · · · · · · · · · · · · · | Injury Type | Begin Typing Here Cut / Laceration |
| Days Away From Wo | | | Poisoning Abrasions [remo |
| Insurance Typ | Job Transfer or Restriction | Body Part Affected | Begin Typing Here |
| Injury Desc | | | (remove) |



3. To view a log of incidents select 'Incidents from the menu bar and click 'Find Incidents'

| Prec | lictive JTIONS | 🛫 🛛 saf | etynet | | | 20 | 1 |
|----------|-------------------|----------|----------|---------------|--|------------|---------------|
| | ompanies 🕨 | | | Inspections + | Incidents • | Reports • | Administ |
| Home Pag | е | | | | Add Incident | | |
| Overviev | v | | | | Find Incident | | |
| 4 Weeks | 12 Weeks | 6 Months | 12 Month | s YTD | Monthly Data Incident Sun OSHA 300 R | nmary Repo | ort pais |
| Giant Co | nstruction | | | | Details Repo | | c. opals |
| | | Inside | | At Diel | | Δ. | life Threat A |

| Inci | dent | | | | | Showing 1 - | - 50 of 45 | 3 Records <u>N</u> |
|------|-----------------------------------|-------------------|--------------------|-----------------------|------------------------|------------------|---------------|-----------------------------|
| nd C | Criteria 🛛 🔪 📃 | | | | | | | |
| Ŧ | Search Clear | Email Report | | | | | | |
| Dev | sults | | | | | | | |
| Res | suits | | | | | 1 | | |
| | Case Number 🛓 | Incident Date | Incident Type | Project | Involved Contractor | Involved Contact | <u>Status</u> | <u>Lost Time</u> (hours) |
| | <u>0421 -</u> 05/31/2008 | 12/05/2012 6:49PM | Recordable | Alexander Stadium | Cavs Corp | | Open | |
| | <u>0421 -</u> 06/02/2008 | 12/07/2012 6:50PM | First Aid | Alexander Stadium | Giant Construction | | Open | |
| | <u>0421 -</u> <u>3/19/2008</u> | 9/23/2012 5:33PM | First Aid | Alexander Stadium | Giant Construction | | Open | |
| | 0502 - 08/30/07 | 3/05/2012 8:43AM | OSHA Recordable | 110 Livingston Street | Giant Construction | | Open | |
| | 0505 - 01-08-08 | 7/14/2012 12:30PM | OSHA Recordable | Atomium | 49ers Commerical | Nicolas Cage | Closed | 0 |
| | 0505 - 01/04/08 | 7/10/2012 8:55AM | OSHA Recordable | Atomium | Bruins Mechanical | Massimo Troisi | Open | 0 |
| | 0505 - 01/08/08 | 7/14/2012 8:15AM | OSHA Recordable | Atomium | Jaquars | Anjelica Huston | Open | 0 |
| | 0505 - 01/11/08 | 7/17/2012 9:00AM | OSHA Recordable | Atomium | Blues Industrial | Javier Bardem | Closed | 0 |



Adding Labor Hours

1. Click on 'Projects,' then 'Find Project'

| Predictive al safe | etynet | |
|---------------------------|--------------|------------|
| Home Companies Contacts | Projects • | Inspection |
| Find Incident | Add Project | |
| | Find Project | |

2. Click on the desired project, then 'Monthly Data' tab or on the home screen go to 'Incidents', from the drop down menu select 'Monthly Data'

| | General | Details | Team | Activity | Inspections | Monthly Data | History |
|------------------|-----------|---------|-----------|-------------|---|--------------|---------|
| 225 South Sixth: | Monthly D | Data | | | | | |
| Monthly Wor | k Hours | | | | | | _ |
| | | | | | year, then click " low and click "Sa | | |
| Month: Jan | Year: 20 | 009 🔻 🗌 | Show Mon | th Selected | | | |
| Field Hours A | djustment | Managem | ent Hours | s Adjustme | nt | | |
| | | | | | | | |
| Save All | | | | | | | |
| | | | | | | | |

- 3. Select the month and year you wish to enter information for from the drop down menus
- 4. Enter 'Field Hours' and 'Management Hours' (if any) and click the 'Save All' button. Field hours are typically used for the hours reported by staff assigned to the project (e.g. contractors), Management hours are typically used for an allocation of hours spent at the project by management and support staff

Predictive

Incident Reporting

Incident Reporting

1. To view a detailed list of all the Incidents select 'Incidents' from the menu bar and select 'Details Report'

| Home 🕨 | Companies 🕨 | Contacts) | Projects) | Inspections > | Incidents > | Reports • | Adminis | |
|---------|---------------|------------|--------------|---------------|-----------------|-------------|---------|--|
| Find In | cident | | Add Incident | | | | | |
| | | | | | Find Incident | t | | |
| | | | | | Monthly Data | 1 | | |
| - | | | | | Incident Sun | nmary Repor | t | |
| Find | Find Criteria | | | | OSHA 300 Report | | | |
| | | | | | Details Repo | ort | | |

2. Use the report filters and click the 'Search' button to find specific incidents

| ind Criteria 🙊 | | | | | | Showing | 1 - 50 of 4 | 53 Recor | rds |
|--------------------|------------------------------------|-------------------|---------------|---|---------------------|-------------------------------|--------------------------|---------------------------------------|--------------|
| Case Number | | | | Pi | rojects Begin Typin | g Here | r | browse] | _ |
| Date Range | Range | | | Involved Contr | actors Begin Typin | g Here | - | browse] | |
| | Range From: | To: | | Involved Co | | | | browse] | |
| | 0 | | | Los | t Time greater tha | n 🔻 🗌 | Hours | s | |
| Status | All | | | Cause o | f Injury All | | | • | |
| | Begin Typing | Hara | | OSHA Injury T | ype(s) Begin Typin | g Here | | | |
| Project Region | | indi citti | | Injury T | ype(s) Begin Typin | g Here | | | |
| Body Part Affected | | Here | | Insuranc | e Type Begin Typin | g Here | | | |
| Results | ail Report | | | | | | | | |
| Case Number . | | Incident Date | Incident Type | Involved Contractor / Involved Contact | Injury Type(s) | <u>OSHA</u> Injury Type | Body Part Affected | <u>Lost</u> <u>Time</u> (hours) | <u>Statu</u> |
| 0421 - 05/31/2008 | <u>Alexander</u> <u>Stadium</u> | 12/05/2012 6:49PM | Recordable | Cavs Corp | Strain or Spain | | Neck | | Open |
| | | | | | | | | | |



3. To view an OSHA 300 Log select 'Incidents' from the menu bar and click on 'OSHA 300 Report'

| Predictive 📈 safetynet | | | | | | | | | | |
|--------------------------|-----------------------------|------------|------------|---------------|---|----------------------|---------|--|--|--|
| Home) | | Contacts > | Projects > | Inspections > | Incidents + | Reports • | Adminis | | | |
| _ | t Details Rep Criteria 🕿 | ort | | | Add Incident Find Incident Monthly Data Incident Sun OSHA 300 R | t a nmary Repo | rt | | | |
| | | | | | Details Repo | ort | | | | |

Predictive A

Incident Reporting

 Use the report filters to find the desired incidents. Click the 'Generate OSHA PDF' button to create an OSHA 300A form

| A 300 Report | | | | | | Showin | g 1 - 50 of 102 R | ecords Ne | | | |
|-----------------|--------------------|---------------------|---------------------------------------|-------------------------|-----------------------------|---|--------------------------------------|----------------|--|--|--|
| nd Criteria¥ | | | | | | | | | | | |
| Search Clear | Generate OSHA300 | A PDF | | | | | | | | | |
| Results | | | | | | | | | | | |
| Case No. | Employee's | non'n | Date of injury or onset of illness | Where the event occured | Most Serious Outcome | No. of days injured or ill worker was: | | OSHA | | | |
| | Name | | | | | Away from work | On Job Transfer or Restriction | Injury Type | | | |
| 0502 - 08/30/07 | | | 3/05/2012 8:43AM | | | | | | | | |
| | Injury Desc | Injury Description: | | | | | | | | | |
| 0505 - 01-08-08 | Nicolas Cage | Laborer | 7/14/2012 12:30PM | 2nd Floor | Job Transfer or Restriction | 1 | 4 | Injury | | | |
| | Injury Desc | ription: | | | | | | | | | |
| 0505 - 01/04/08 | Massimo Troisi | Steel Worker | 7/10/2012 8:55AM | NW Retaining Wall | Days Away From Work | 1 | 1 | Injury | | | |
| | Injury Desc | ription: | | | | | | | | | |
| 0505 - 01/08/08 | Anjelica Huston | Welder | 7/14/2012 8:15AM | 2nd Floor | Days Away From Work | 3 | 20 | Injury | | | |
| | Injury Desc | ription: | | | | | | | | | |

| | orm 300A (R ary of | | ated l | njuries and | Illnesse | Year 20 U.S. Department of Lab Occupation Laboration of Lab Brangement On Bac 1214 |
|--|---|---|--|--|-----------------------|---|
| to verify that the entries : Using the Log, count : had no cases, write *0.* Employees, former en | are complete and accurat the individual entries you r nployees, and their repres FR Part 1904.35, in OSHA' | e before completing this summary nade for each category. Then write | the totals below, making te OSHA Form 300 in its | or illnesses occurred during the year. Rement g sure you've added the entries from every pa entrety. They also have limited access to the silons for these forms. | ge of the Log. If you | Establishment information Your establishment ana Simus City Same 237 Industrydeur(sg. Menglaure of mean mak miles) |
| (G) Number of D | away from work <u>11</u> (H) | (I) | cases 90(J) | I | | Sandard Industrial Classification (SEC), Filmowin (e.g., 3725) OR North American Industrial Classification (NASC3), Filmowin (e.g., 386212) |
| otal number of day om work 9 (K) | ys away To | etal number of days of job unsfer or restriction 7 (L) | | | | Employment information (5 year door) have these figures, see the Hildebare on the back of this pay to estimate) Architel swelzes Hildebare of employees Table holds worked by all employees last year |
| Injury and III tal number of (M) juries | | (4) Poisonings | 0 | | | Sign here Knowingly falsifying this document may result in a fine. |
| ein disorders espiratory conditio | | (5) Hearing loss(6) All other illnesses | | | | I certify that I have examined this document and that to the best of my incomfedge the entries are strue, accutate, and complete. |
| ublic reporting hurden for proplete and review the col proments about these estim | this collection of information lection of information. Person | are not required to respond to the col a data collection, contact: US Departme | epone, induding time to re action of information unless i | overed by the form. view the instructions, search and gather the data nee it displays a surrently valid OMB control number. Ify Statistical Analysia, Room N-3644, 200 Constitution A | you have any | |



5. To view a summary of Incidents, Hours, and Incident rates, select 'Incidents from the menu bar and click on 'Incident Summary Report'

| Pre | | saf | etynet | | | | 1 |
|--------|-------------|------------|------------|---------------|---|-----------|--------|
| Home 🕨 | Companies) | Contacts > | Projects > | Inspections > | Incidents > | Reports • | Admini |
| OSHA 3 | 00 Report | | | | Add Incident Find Incident Monthly Data | t | |
| Find | Criteria♥ | | | | Incident Sun OSHA 300 R Details Repo | eport | t |

6. Use the filters in the Criteria section to find specific information you're looking for (e.g. Incidents last year, all incidents on a project, etc...)

| Search Criteria | | | | | | |
|--|---|---|--|---|--|--|
| Case Number | | _ | | Projects | 1_ | |
| Status | 1 | | | | • | |
| | | | | | • | |
| Туре | All | * | Involv | ed Contractors | | |
| Project Region | All | * | | | • | |
| Body Part Affected | All | | | | • | |
| | | | Inv | olved Contacts | | |
| | | | | | • | |
| | | | | | • | |
| Results | Time Peri | | | | | |
| | lime Peri | od | | | Hours | |
| Fhis Month | nme Peri | od | | 0 | Hours | |
| | Time Peri | od | | 0 1848180 | Hours | |
| This Month Year to Date Total Hours | nme Pen | od | | | Hours | |
| rear to Date | | | | 1848180 1848180 | | |
| ear to Date | This N | Tonth | Year to | 1848180 1848180 • Date | Tol | |
| rear to Date iotal Hours Incident Type - | This N Incident Count | fonth Incident Rate | Year to Incident Count | 1848180 1848180 Date Incident Rate | Tol | Incident Rate |
| ear to Date otal Hours Incident Type | This M Incident Count 1 | fonth Incident Rate N/A | Year to Incident Count 2 | 1848180 1848180 Date Incident Rate 0.22 | Toi Incident Count 3 | Incident Rate 0.32 |
| ear to Date otal Hours Incident Type eneral Liability on-work related | This N Incident Count 1 0 | Ionth Incident Rate N/A N/A | Year to Incident Count 2 1 | 1848180 1848180 Date Incident Rate 0.22 0.11 | Toi Incident Count 3 1 | Incident Rate 0.32 0.11 |
| ear to Date otal Hours Incident Type Seneral Liability Ion-work related Iear Miss | This N Incident Count 1 0 0 | Ionth Incident Rate N/A N/A N/A | Year to Incident Count 2 1 2 | 1848180 1848180 Date Incident Rate 0.22 0.11 0.22 | To Incident Count 3 1 2 | Incident Rate 0.32 0.11 0.22 |
| ear to Date otal Hours Incident Type eneral Liability on-work related ear Miss irst Aid - on site | This N Incident Count 1 0 0 0 | Ionth Incident Rate N/A N/A N/A N/A | Year to Incident Count 2 1 2 3 | 1848180 1848180 Date 0.22 0.11 0.22 0.32 | Tof Incident Count 3 1 2 3 | Incident Rate 0.32 0.11 0.22 0.32 |
| ear to Date otal Hours Incident Type eneral Liability on-work related ear Miss irst Aid - on site irst Aid | This N Incident Count 1 0 0 0 0 | Ionth Incident Rate N/A N/A N/A N/A | Year to Incident Count 2 1 2 3 3 3 | 1848180 1848180 Date 0.22 0.11 0.22 0.32 0.32 | To Incident Count 3 1 2 3 4 | Incident Rate 0.32 0.11 0.22 0.32 0.43 |
| ear to Date otal Hours Incident Type eneral Liability on-work related ear Miss rst Aid - on site rst Aid njury | This N Incident Count 1 0 0 0 0 1 | Ionth Incident Rate N/A N/A N/A N/A N/A | Year to Incident Count 2 1 2 3 3 3 8 | 1848180 1848180 Date 0.22 0.11 0.22 0.32 0.32 0.32 0.87 | To Incident Count 3 1 2 3 4 4 9 | Incident Rate 0.32 0.11 0.22 0.32 0.43 0.97 |
| ear to Date otal Hours Incident Type Seneral Liability Ion-work related lear Miss irst Aid - on site irst Aid njury atality | This N Incident Count 1 0 0 0 0 1 1 0 | Ionth Incident Rate N/A N/A N/A N/A N/A N/A | Year to Incident Count 2 1 2 3 3 3 8 0 | 1848180 1848180 Date 0.22 0.11 0.22 0.32 0.32 0.32 0.87 N/A | To Incident Count 3 1 2 3 4 9 0 | Incident Rate 0.32 0.11 0.22 0.32 0.43 0.97 N/A |
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| 'ear to Date Total Hours | This N Incident Count 1 0 0 0 0 1 1 0 | Ionth Incident Rate N/A N/A N/A N/A N/A N/A | Year to Incident Count 2 1 2 3 3 3 8 0 | 1848180 1848180 Date 0.22 0.11 0.22 0.32 0.32 0.32 0.87 N/A | To Incident Count 3 1 2 3 4 9 0 | Incident Rate 0.32 0.11 0.22 0.32 0.43 0.97 N/A |