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

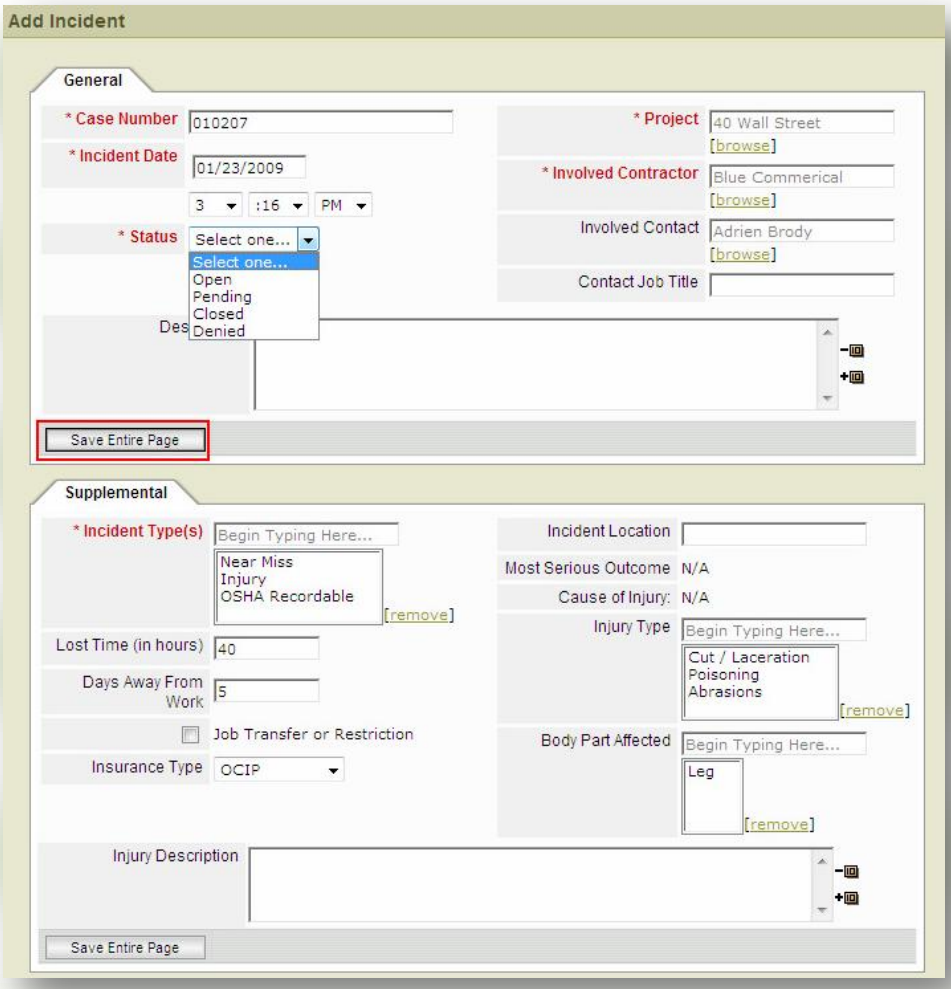
Entering Incidents

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

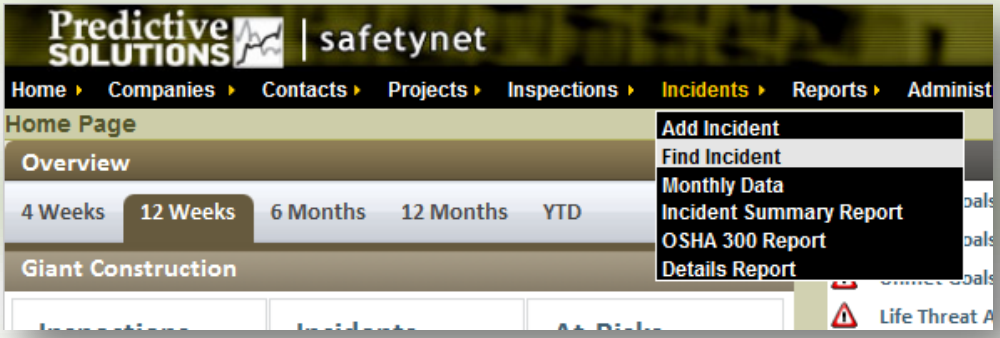
2. Enter the necessary information. Note that fields with red text are required. Click the 'Save Entire Page' button when done

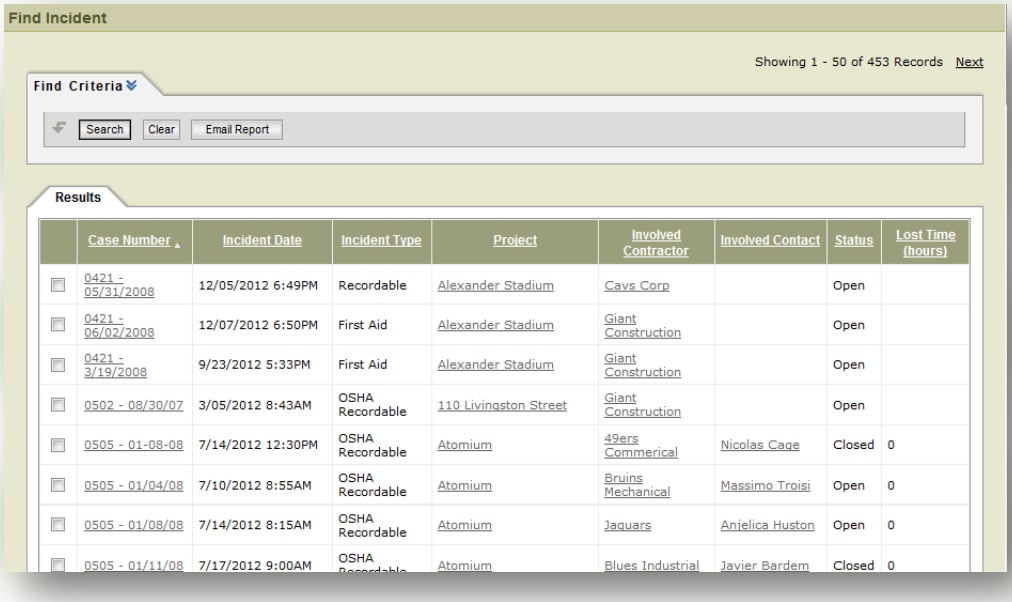
Predictive SOLUTIONS

Incident Reporting



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



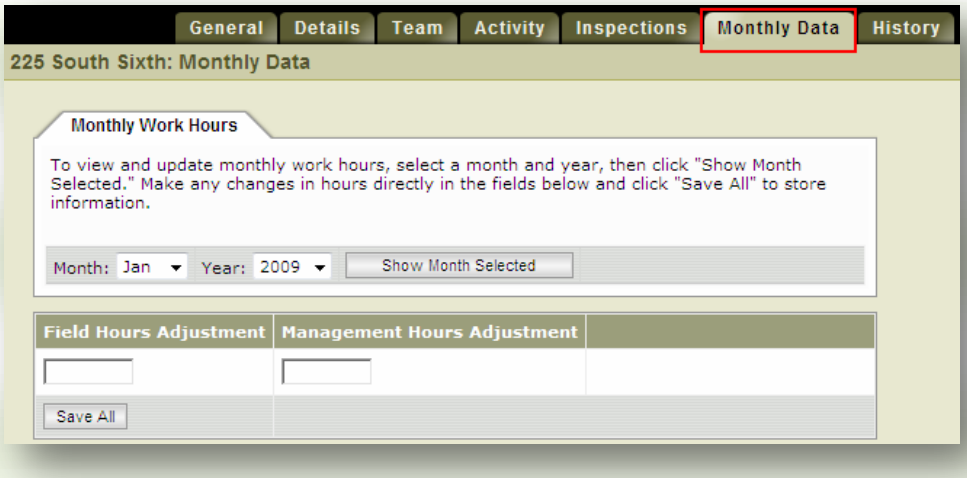


Case Number	Incident Date	Incident Type	Project	Involved Contractor	Involved Contact	Status	Lost Time (hours)
0421 - 05/31/2008	12/05/2012 6:49PM	Recordable	Alexander Stadium	Cavs Corp		Open	
0421 - 06/02/2008	12/07/2012 6:50PM	First Aid	Alexander Stadium	Giant Construction		Open	
0421 - 3/19/2008	9/23/2012 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	Jaguars	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'

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'



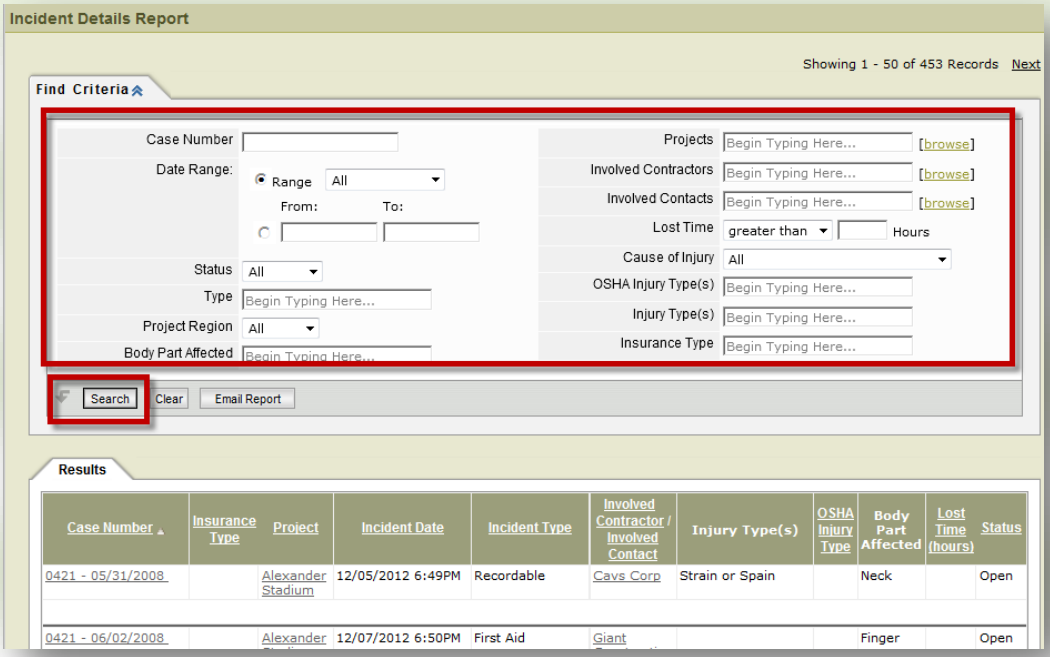
3. Select the month and year you wish to enter information for from the drop down menus
4. Enter 'Field Hours' and 'Management Hours' (if any) and click the 'Save All' button. Field hours are typically used for the hours reported by staff assigned to the project (e.g. contractors), Management hours are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

Incident Reporting

Incident Reporting

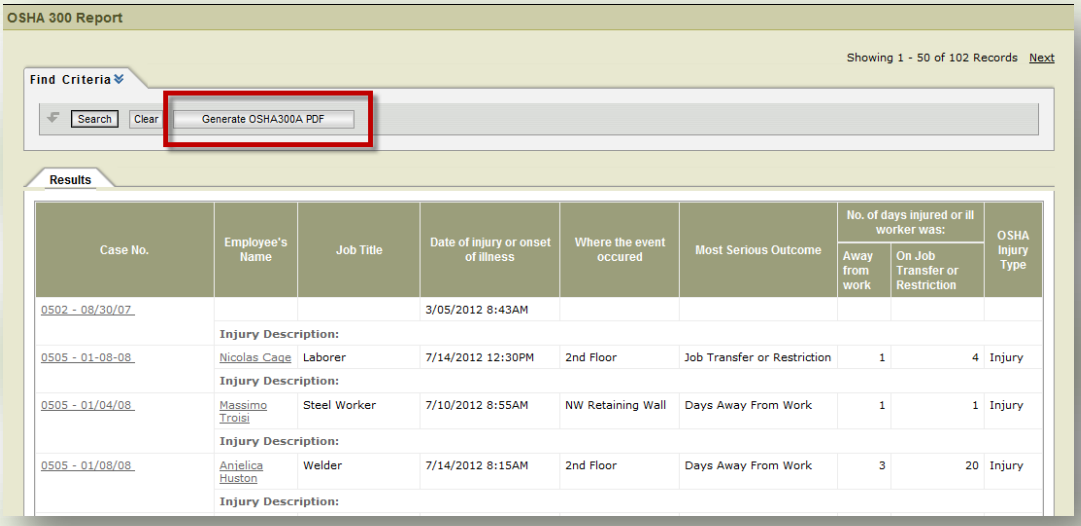
1. To view a detailed list of all the Incidents select ‘Incidents’ from the menu bar and select ‘Details Report’

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



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

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



OSHA 300 Report

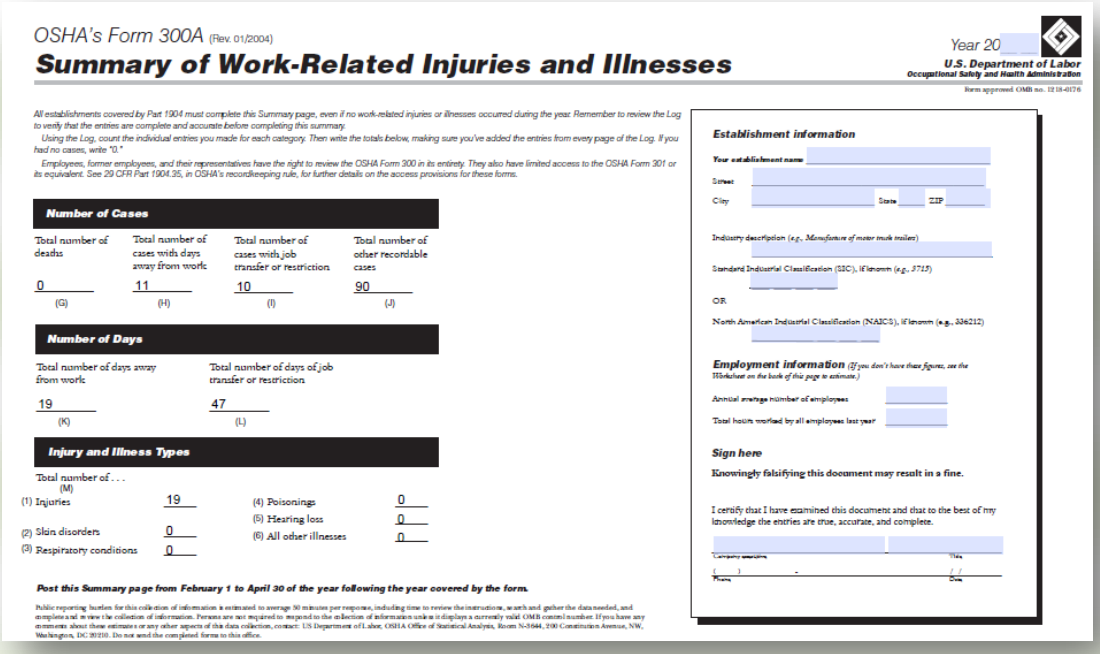
Showing 1 - 50 of 102 Records Next

Find Criteria

Search | Clear | Generate OSHA300A PDF

Results

Case No.	Employee's Name	Job Title	Date of injury or onset of illness	Where the event occured	Most Serious Outcome	No. of days injured or ill worker was: Away from work	No. of days injured or ill worker was: On Job Transfer or Restriction	OSHA Injury Type
0502 - 08/30/07			3/05/2012 8:43AM					
	Injury Description:							
0505 - 01-08-08	Nicolas Cage	Laborer	7/14/2012 12:30PM	2nd Floor	Job Transfer or Restriction	1	4	Injury
	Injury Description:							
0505 - 01/04/08	Massimo Troisi	Steel Worker	7/10/2012 8:55AM	NW Retaining Wall	Days Away From Work	1	1	Injury
	Injury Description:							
0505 - 01/08/08	Anjelica Huston	Welder	7/14/2012 8:15AM	2nd Floor	Days Away From Work	3	20	Injury
	Injury Description:							



OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 20__

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved: OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	11	10	90
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
19	47
(K)	(L)

Injury and Illness Types

Total number of . . .	(M)		
(1) Injuries	19	(4) Poisonings	0
		(5) Hearing loss	0
(2) Skin disorders	0	(6) All other illnesses	0
(3) Respiratory conditions	0		

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name

Street

City State ZIP

Industry description (e.g., Manufacture of motor truck trailers)

Standard Industrial Classification (SIC), if known (e.g., 3715)

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees

Total hours worked by all employees last year

Sign here

Knowingly falsifying this document may result in a fine.

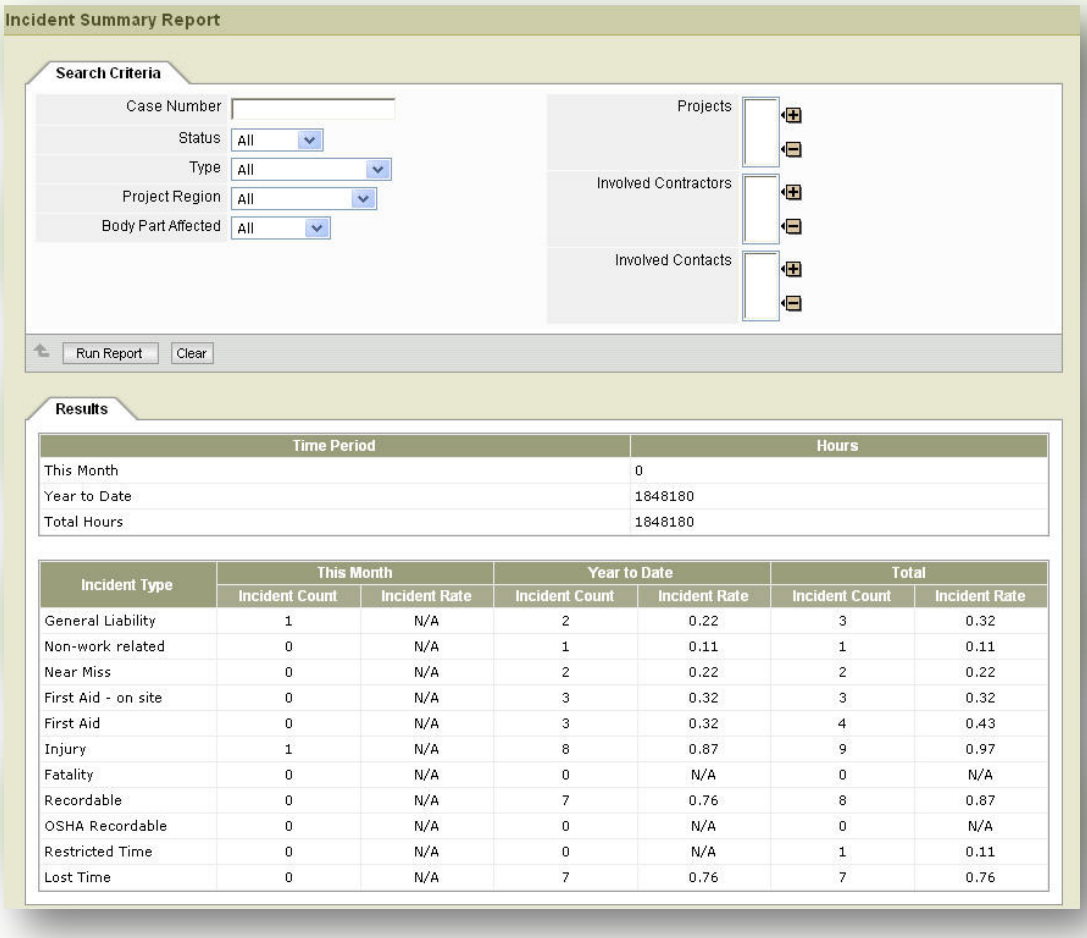
I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive Title

Phone Date

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

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…)



Time Period	Hours
This Month	0
Year to Date	1848180
Total Hours	1848180

Incident Type	This Month		Year to Date		Total	
	Incident Count	Incident Rate	Incident Count	Incident Rate	Incident Count	Incident Rate
General Liability	1	N/A	2	0.22	3	0.32
Non-work related	0	N/A	1	0.11	1	0.11
Near Miss	0	N/A	2	0.22	2	0.22
First Aid - on site	0	N/A	3	0.32	3	0.32
First Aid	0	N/A	3	0.32	4	0.43
Injury	1	N/A	8	0.87	9	0.97
Fatality	0	N/A	0	N/A	0	N/A
Recordable	0	N/A	7	0.76	8	0.87
OSHA Recordable	0	N/A	0	N/A	0	N/A
Restricted Time	0	N/A	0	N/A	1	0.11
Lost Time	0	N/A	7	0.76	7	0.76