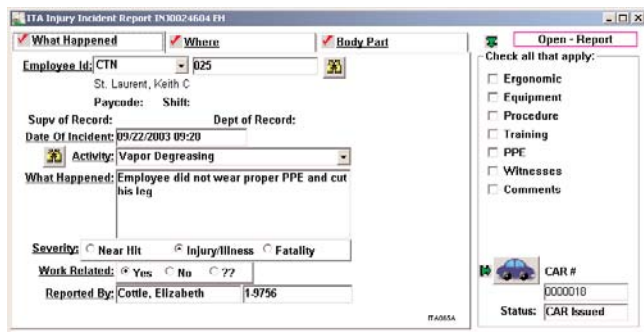


## Incident Tracking

The EHSdesk™ **Incident Tracking & Analysis (ITA)** module tracks and maintains EHS incidents such as chemical releases/spills, fires, accidents, injuries, and near hits. ITA manages detailed information for each incident including: initial input, witnesses, government reporting requirements, responsible organization, nearby equipment and automatic e-mail notifications. The integrated incident investigation is managed in the Corrective Action Request (CAR) module to document the cause of the incident and the corrective action. ITA includes OSHA injury features and can be linked to third-party medical software.

### Features and Functionality

- Injury incident records can be automatically created via a customized medical interface or manually input for near hits
- Spill reporting is consistent with the injury allowing different types of HAZMAT incidents (chemical, fire, etc.)
- Extensive additional details included per incident (e.g., witnesses, regulatory data, etc.)
- Incident details are integrated with company master data source for equipment, building, people, material, drains, and process/activity



*Injury Detail*

- Cue cards are available to guide users through the reporting process
- Injury data is OSHA compatible, allowing for body and treatment data assigned an OSHA recordable code
- Lost time injuries trigger special reporting cycle
- E-mail notifications to supervisors and other personnel document incident and trigger the incident investigation
- Incident investigation and follow-up is managed in the CAR module
- Extensive incident and investigation reporting available including graphs (i.e., number of injuries by body part)
- Typical users include Medical, Supervisors, EHS Personnel, EH&S Management, and Fire Department

### Benefits

- Provides supervisors and managers with a standard mechanism to track and manage the progress of incident reporting and investigation
- Reduces occurrence of incidents through tracking and root cause analysis
- Reduces risk of penalties/fines for non-reporting or under reporting
- Enables timely communications through e-mail notification



### E-mail/Reports

- Ad hoc reporting is available using flexible search windows with multiple filters and sorts; query results can be printed or saved to an Excel™ or Acrobat™ format
- Ad hoc reporting is available using flexible reports and graphs with multiple filters and sorts (e.g., number of injuries by body part); reports/graphs can be printed or saved to an Excel or Acrobat format
- Agency reports available for spills
- Initial incident e-mail sent to supervisor and distribution list
- Investigation e-mail(s) sent via the Corrective Action Request (CAR) module

## Integration Points

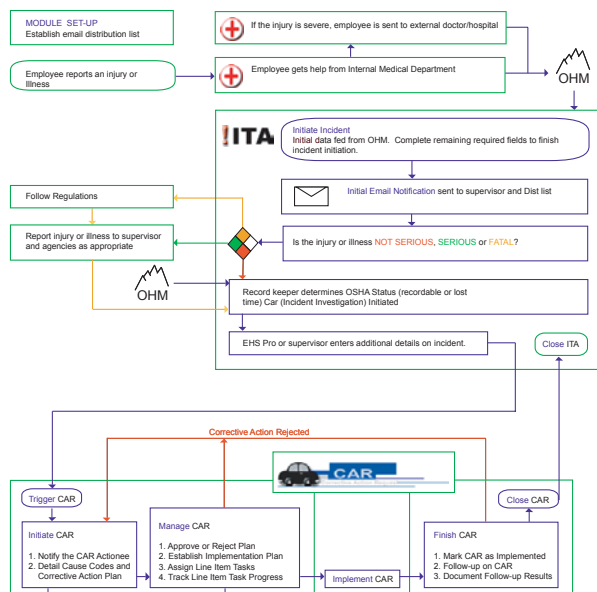
- **Occupational Health Manager (OHM)**; links to this 3<sup>rd</sup> party product include: automatic creation of the injury incident for work related medical cases (with subsequent updates) from the OHM Case Management module, and OSHA recordable status updates from the OHM OSHA Recordkeeping module
- **EHSdesk Corrective Action Request (CAR)**; a CAR is created for each incident to document the incident investigation
- **EHSdesk STS**; assign materials to a spill
- **EHSdesk SIM Lite**; associate equipment and processes to an incident

## Compliance

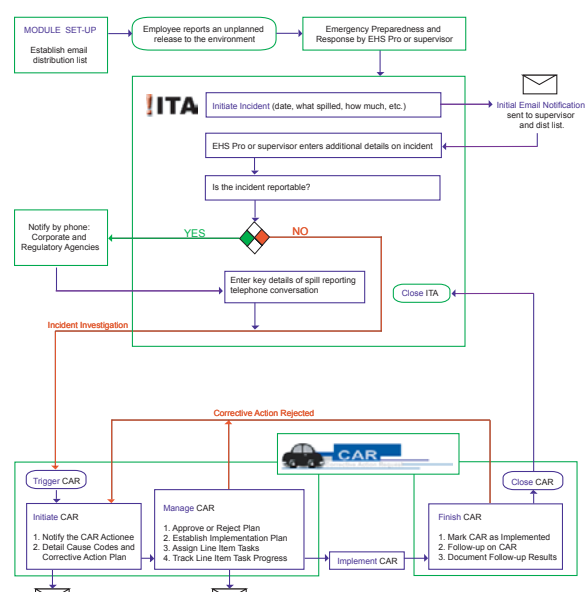
All Regulations that Require incident reporting and ISO 14001



## Process Flow



Process for Injury



Process for Spill