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# PeopleSoft HCM 9.2: Human Resources Monitor Health and Safety

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March 2013

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# Preface

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## Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft Applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

### PeopleSoft Hosted Documentation

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Documentation website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted documentation is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Documentation website is available in English only.

### Locally Installed Help

If your organization has firewall restrictions that prevent you from using the Hosted Documentation website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Oracle Secure Enterprise Search for full-text searching.

See *PeopleTools 8.53 Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Secure Enterprise Search, see the documentation for your chosen search engine.

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**Note:** Before users can access the search engine on a locally installed help website, you must enable the Search portlet and link. Click the Help link on any page in the PeopleSoft Online Help for instructions.

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### Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

### Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

- Using PeopleSoft Applications

Most product lines provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: PeopleSoft Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

## Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

## Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

<i><b>Typographical Convention</b></i>	<i><b>Description</b></i>
<b>Bold</b>	Highlights PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Highlights field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply.  Italics also highlight references to words or letters, as in the following example: Enter the letter <i>O</i> .
Key+Key	Indicates a key combination action. For example, a plus sign ( + ) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.
Monospace font	Highlights a PeopleCode program or other code example.
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.

<b><i>Typographical Convention</i></b>	<b><i>Description</i></b>
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (   ).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.  Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

## ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY\_CD\_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY\_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

## Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

### Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America

- North America

## Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

## Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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## Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

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## PeopleSoft HCM Related Links

[PeopleSoft Information Portal on Oracle.com](#)

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[HCM Abbreviations](#)

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## Contact Us

Send us your suggestions Please include release numbers for the PeopleTools and applications that you are using.

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## Chapter 1

# Getting Started with Monitor Health and Safety

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## Monitor Health and Safety Overview

Monitor Health and Safety enables you to record and track incidents, injuries, illnesses, and dangerous occurrences at the workplace. In addition to tracking incidents for employees, you can also record and track non-employees — employees who were witnesses but who were not actually injured. Using Monitor Health and Safety, you can submit and process medical and examination data to the appropriate reporting agencies.

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## Monitor Health and Safety Business Processes

Monitor Health and Safety supports these business processes:

- Define injuries and illnesses.
- Define dangerous occurrences and hazards.
- Define medical services information.
- Define work restrictions.
- Track incident and illness information.
- Report incident and illness information.
- (AUS) Establish claims thresholds.
- (CAN) Report to Workers Compensation Board.
- (DEU) Report to Employers Liability Insurance Association.
- (GBR) Report UK Health and Executive information.
- (MEX) Track Mixed Committee information.

We cover these business processes in the business process topics in this product documentation.

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## Monitor Health and Safety Integrations

Monitor Health and Safety integrates with all the PeopleSoft Human Capital Management (HCM) applications, with other PeopleSoft applications, and with third-party applications.

HR shared tables are available to many HCM applications. In addition, data in many HR tables is available to any PeopleSoft application that is set up to subscribe to the published messages.

## Related Links

"PeopleSoft HCM Overview (*PeopleSoft HCM 9.2: Application Fundamentals*)"

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## Monitor Health and Safety Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding product documentation.

Monitor Health and Safety provides component interfaces to help you load data from your existing system into PeopleSoft tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have setup component interfaces:

<b>Component</b>	<b>Component Interface</b>	<b>References</b>
JOBCODE_HAZRDS_TBL	JOBCODE_HAZRDS_TBL	See <a href="#">Job Code Hazards Table Page</a> or <a href="#">Job Code Hazards Page</a> .
LOCATN_HAZRDS_TBL	LOCATN_HAZRDS_TBL	See <a href="#">Location Hazards Table Page</a> or <a href="#">Location Hazards Page</a> .
DIAGNOSIS_TABLE	DIAGNOSIS_TABLE	See <a href="#">Diagnosis Table Page</a> or <a href="#">Diagnosis Page</a> .
HS_OCC_ILLNESS	HS_OCC_ILLNESS	See <a href="#">Occupational Illnesses Table Page</a> or <a href="#">Occupational Illnesses Page</a> .
ACCIDN_TYPE_TBL	ACCIDN_TYPE_TBL	See <a href="#">Defining Injuries and Illnesses</a> .
INJURY_NATURE_TBL	INJURY_NATURE_TBL	See <a href="#">Defining Injuries and Illnesses</a> .
INJURY_SOURCE_TBL	INJURY_SOURCE_TBL	See <a href="#">Defining Injuries and Illnesses</a> .
HS_TRANSPORT_TBL	HS_TRANSPORT_TBL	See <a href="#">Transport Table Page</a> or <a href="#">Transportation Page</a> .

## Other Sources of Information

In the planning phase of the implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps.

See Also *PeopleTools: PeopleSoft Setup Manager* and *PeopleTools: PeopleSoft Component Interfaces*

## Chapter 2

# Setting Up Incident, Injury, and Illness Tracking

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## Understanding Incident, Injury, and Illness Tracking

Consistent and uniform data collection is an important element of an organization's health and safety program. Standardized records best utilize the information that you use to manage a health and safety program and to meet government and insurer reporting requirements.

Use Monitor Health and Safety to track information specific to health and safety incidents, and to update codes and descriptions as government regulations change. Most of the setup tables are designed so that you can enter multiple occurrences of a code or description.

When you create information in these tables, enter effective dates that are before the effective dates of any incidents that you enter. Otherwise, all the valid codes do not appear in prompt lists on the Monitor Health and Safety pages.

### Related Links

"PeopleSoft HCM Overview (*PeopleSoft HCM 9.2: Application Fundamentals*)"

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## Defining Injuries and Illnesses

To define injury, illness, and accident codes, use the Accident Type Table (ACCIDN\_TYPE\_TBL), Body Part Table (BODY\_PART\_TABLE), Injury Nature Table (INJURY\_NATURE\_TBL), Source of Injury Table (INJURY\_SOURCE\_TABLE), Unsafe Act Table (UNSAFE\_ACT\_TBL), Occupational Illness Table (HS\_OCC\_ILLNESS\_TBL), Occupational Illness Table - FRA (OCC\_ILLNESS), Diagnosis Table (DIAGNOSIS\_TABLE), Allergy Table (HS\_ALLERGY\_TBL), Immunization Table (HS\_IMMUN\_TBL), Medication Table (HS\_MEDCATN\_TBL), Medicare Table Australia (HS\_MEDCARE\_TBL\_AUS), and CID Codes BRA (CID\_CODES\_BRA) components.

This section provides guidelines for setting up injury, illness, and accident codes that are required by government reporting agencies and discusses how to:

- Enter types of occupational illnesses.
- Define medical diagnoses.

## Pages Used to Define Injuries and Illnesses

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Accident Type Table or Accident Types	ACCIDENT_TYPE_TBL	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Accident Type Table, Accident Type Table</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Accident Types, Accident Types</li> </ul>	<p>Describe the events that can result in physical occupational injuries.</p> <p>Use the Accident Type codes that are used on the Injury Details page, standard codes, or company-specific codes.</p>
Body Part Table or Body Parts	BODY_PART_TABLE	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Body Part Table, Body Part Table</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Body Parts, Body Parts</li> </ul>	<p>Identify body parts that are subject to injury and associate each with a class. For example, specify the <i>Jaw</i> as part of the class <i>Face</i>.</p>
Nature Of Injury Table or Nature Of Injury	INJURY_NATURE_TBL	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Nature of Injury Table, Nature of Injury Table</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Nature of Injury, Nature of Injury</li> </ul>	<p>Identify types of physical injuries. These codes are used in the Incident Details component.</p>
Source of Injury Table or Source of Injury	INJURY_SOURCE_TBL	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Source of Injury Table, Source of Injury Table</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Source of Injury, Source of Injury</li> </ul>	<p>Identify potential sources or causes of injury. These codes are used on the Injury Details page.</p>

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Unsafe Act Table	UNSAFE_ACT_TABLE	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Unsafe Act Table, Unsafe Act Table</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Unsafe Acts, Unsafe Acts</li> </ul>	Assign codes to the causes of injuries and accidents and track incidents by associating an Unsafe Act code with the resulting Accident Type code. These codes are used on the Injury Details page.
Occupational Illnesses Table	HS_OCC_ILLNESS	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Occupational Illnesses Table, Occupational Illnesses Table</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Occupational Illnesses, Occupational Illnesses</li> </ul>	Enter standard types of occupational illnesses.
Occupational Illness Tbl - FRA	OCC_ILLNESS_FRA	Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Occupational Illness Tbl - FRA, Occupational Illness Tbl - FRA	Enter standard types of occupational illnesses for France.
Diagnosis Table	DIAGNOSIS_TABLE	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Diagnosis Table, Diagnosis Table</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Diagnosis, Diagnosis</li> </ul>	Define standard medical diagnoses for injuries and illnesses. Track individual injuries and illnesses in the Incident Details and Rehabilitation Plans components.
Allergy	ALLERGY_TBL	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Allergy, Allergy</li> <li>Workforce Monitoring, Health and Safety, Define Medical Data, Allergy, Allergy</li> </ul>	Define allergy types.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Immunization	IMMUN_TBL	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Immunization, Immunization</li> <li>Workforce Monitoring, Health and Safety, Define Medical Data, Immunization, Immunization</li> </ul>	Define immunization types.
Medication	MEDCATN_TBL	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Medication, Medication</li> <li>Workforce Monitoring, Health and Safety, Define Medical Data, Medication, Medication</li> </ul>	Define medication types.
Medicare Item Details AUS	MEDICARE_TBL_AUS	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Medicare Item Details AUS, Medicare Item Details AUS</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Medicare Item Details AUS, Medicare Item Details AUS</li> </ul>	Define Medicare items.
CID Codes BRA	CID_CODES_BRA	Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, CID Codes BRA, CID Codes BRA	Define international diseases codes for Brazil. These codes are entered for an injury incident on the Injury Details BRA - Details BRA page.

## Understanding Injury and Illness Setup

Certain setup codes in the Monitor Health and Safety business process are entered by setID because they can vary by regulatory region. You can establish different sets of codes for each regulatory region in which you have operations.

For example, if you are administering a U.S. workforce, you may choose to use the standard codes the American National Standards Institute (ANSI) has established, or establish new ones. Use the codes required by local authorities in a regulatory region, if a specific set of codes is required.

Whereas occupational injuries are generally thought to result from sudden or one-time incidents, occupational illnesses are generally thought to result from longer-term, repeated exposures. The

Occupational Illness code is used on the Injury Details - Description page and the DEU Illness Tracking - Medical Details page.

## Occupational Illnesses Table Page or Occupational Illnesses Page

Use the Occupational Illnesses Table (or Occupational Illnesses) page (HS\_OCC\_ILLNESS) to enter standard types of occupational illnesses.

### Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Occupational Illnesses Table, Occupational Illnesses Table
- Workforce Monitoring, Health and Safety, Define Medical Services, Occupational Illnesses, Occupational Illnesses

### Image: Occupational Illnesses Table page

This example illustrates the fields and controls on the Occupational Illnesses Table page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Occupational Illnesses Table' page. At the top, there's a header with 'Set ID GBR' and 'Occupational Illness K37'. Below this is a section titled 'Occupational Illness Data'. It contains several fields: '\*Effective Date' with the value '01/01/1980', '\*Status' with a dropdown menu showing 'Active', '\*Description' with the value 'Acne', and 'Description' with the value 'Acne. Activity: Work involving exposure to mineral oil, tar, pitch or arsenic.'. There are also navigation controls: 'Find | View All', 'First', '1 of 1', and 'Last'. At the bottom, there's a 'Disease Class' dropdown with the value 'KDA' and a 'Contagious' status indicator.

### Occupational Illness

You can enter different groups of occupational illness codes for each setID.

### (DEU) Germany

#### Disease Class

Select a class from the Disease Class Table DEU, if appropriate.

If the disease class that you want to select is not in the list of valid values, then add it into the system using the Disease Class Table DEU page.

## Diagnosis Table Page or Diagnosis Page

Use the Diagnosis Table (or Diagnosis) page (DIAGNOSIS\_TABLE) to define standard medical diagnoses for injuries and illnesses.

Track individual injuries and illnesses in the Incident Details and Rehabilitation Plans components.

### Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Diagnosis Table, Diagnosis Table
- Workforce Monitoring, Health and Safety, Define Medical Services, Diagnosis, Diagnosis

### Image: Diagnosis Table page

This example illustrates the fields and controls on the Diagnosis Table page. You can find definitions for the fields and controls later on this page.

If the organization tracks workplace accommodations for employees with disabilities, then you also use the diagnosis codes that you enter here when you work with the Accommodation Data component, that is part of the various Workforce Monitoring menus.

**Note:** (GBR) If the organization is implementing the Disability and Discrimination Act of 1995 feature of HR, use the Diagnosis page to enter medical diagnoses for disabilities as well. This page appears in the Meet Regulatory Rqmts UK menu. You can use the page in either menu; it is the same.

(USA) If the organization is implementing the Americans with Disabilities Act (ADA) feature of HR, use the Diagnosis Table to enter medical diagnoses for disabilities as well. This page appears in the Meet Regulatory Rqmts menu. You can use the page in either menu; it is the same.

**Diagnosis Code** Select a value. You can define a different group of diagnosis codes for each setID.

## Defining Dangerous Occurrences and Hazardous Conditions

To define dangerous occurrences and hazardous conditions, use the Dangerous Occurrences Table (HS\_DANGER\_OCC), Hazardous Conditions/Materials (HAZ\_CON\_MATRL\_TBL), Job Code Hazards Table (JOB\_CODE\_HAZRDS\_TBL), and Location Hazards Table (LOCATN\_HAZRDS\_TBL) components.

Hazard control involves identifying workplace hazards and acting to eliminate or minimize any workplace hazard or exposure that risks the health and safety of personnel.



Use the pages that are listed in this section to set up types of dangerous occurrences and hazardous conditions. Once you establish codes for them, track hazardous materials and conditions by job code and location to identify employees who are at risk.

This section discusses how to:

- Define dangerous occurrences.
- Define hazardous conditions and materials.
- Track hazards by job code.
- Track hazards by location.

## Pages Used to Define Dangerous Occurrences and Hazards

<i><b>Page Name</b></i>	<i><b>Definition Name</b></i>	<i><b>Navigation</b></i>	<i><b>Usage</b></i>
Dangerous Occurrences Table or Dangerous Occurrences	HS_DANGER_OCC	<ul style="list-style-type: none"> <li>• Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Dangerous Occurrences Table, Dangerous Occurrences Table</li> <li>• Workforce Monitoring, Health and Safety, Define Hazardous Environments, Dangerous Occurrences, Dangerous Occurrences</li> </ul>	Define types of dangerous occurrences or specify those that are defined by the regulatory authority in the regulatory region. Use the codes that you define when you create a health and safety incident, using the Incident Details - Description page.
Haz Condition/Materials Table (Hazardous Condition/Materials Table) or Hazardous Condition/Materials	HAZ_CON_MATRL_TBL	<ul style="list-style-type: none"> <li>• Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Haz Condition/Materials Table, Haz Condition/Materials Table</li> <li>• Workforce Monitoring, Health and Safety, Define Hazardous Environments, Hazardous Conditions/Materials, Hazardous Conditions/Materials</li> </ul>	Define codes for physical conditions and hazardous materials that might directly contribute to occupational accidents, injuries, or illnesses. The codes that you define are used on the Corrective Actions and Preventive Actions pages.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Job Code Hazards Table or Job Code Hazards	JOBCODE_HAZRDS_TBL	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Job Code Hazards Table, Job Code Hazards Table</li> <li>Workforce Monitoring, Health and Safety, Define Hazardous Environments, Job Code Hazards, Job Code Hazards</li> </ul>	Track exposure to hazards experienced by employees in a particular job code.
Location Hazards Table or Location Hazards	LOCATN_HAZRDS_TBL	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Location Hazards Table, Location Hazards Table</li> <li>Workforce Monitoring, Health and Safety, Define Hazardous Environments, Location Hazards, Location Hazards</li> </ul>	Identify exposures to hazards that have occurred at specific locations in the organization.

## Dangerous Occurrences Table Page or Dangerous Occurrences Page

Use the Dangerous Occurrences Table (or Dangerous Occurrences) page (HS\_DANGER\_OCC) to define types of dangerous occurrences or specify those that are defined by the regulatory authority in the regulatory region.

Use the codes that you define when you create a health and safety incident, using the Incident Details - Description page.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Dangerous Occurrences Table, Dangerous Occurrences Table
- Workforce Monitoring, Health and Safety, Define Hazardous Environments, Dangerous Occurrences, Dangerous Occurrences

### Image: Dangerous Occurrences Table page

This example illustrates the fields and controls on the Dangerous Occurrences Table page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Dangerous Occurrences Table' page. At the top, there is a header with 'Set ID CAN' and 'Dangerous Occurrence 30'. Below this is a 'Details' section with a 'Find | View All' button and a pagination control showing 'First 1 of 1 Last'. The form contains the following fields:

- \*Effective Date:** A date picker set to 01/01/1980.
- \*Status:** A dropdown menu set to 'Active'.
- Description:** A text field containing 'BLASTING ACCIDENT'.
- Short Description:** A text field containing 'BLASTING'.
- Comments:** A large text area containing 'BLASTING ACCIDENT'.

---

**Note:** Remember that dangerous occurrences codes might vary by regulatory region. For example, in the United Kingdom dangerous occurrences are defined by the reporting of injuries, diseases, and dangerous occurrences regulations. In Canada, they are defined by the Worker's Compensation Board (WCB).

---

## Haz Condition/Materials Table Page or Hazardous Condition/Materials Page

Use the Haz Condition/Materials Table (or Hazardous Condition/Materials) page (HAZ\_CON\_MATRL\_TBL) to define codes for physical conditions and hazardous materials that might directly contribute to occupational accidents, injuries, or illnesses.

The codes that you define are used on the Corrective Actions and Preventive Actions pages.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Haz Condition/Materials Table, Haz Condition/Materials Table
- Workforce Monitoring, Health and Safety, Define Hazardous Environments, Hazardous Conditions/Materials, Hazardous Conditions/Materials

### Image: Haz Condition/Materials Table page

This example illustrates the fields and controls on the Haz Condition/Materials Table page. You can find definitions for the fields and controls later on this page.

#### Hazard ID

You can enter multiple hazard IDs for each setID and maintain different sets of hazard IDs for specific regulatory regions.

#### Hazard Type

Indicate whether the hazard type is Condition or Material. If you select Material, the Materials Data group box is available for you to specify the hazardous class and hazardous division.

---

**Note:** American National Standards Institute (ANSI) standard codes in the United States for both Hazardous Class and Hazardous Division are stored in the Translate Table.

---

## Job Code Hazards Table Page or Job Code Hazards Page

Use the Job Code Hazards Table (or Job Code Hazards) page (JOB\_CODE\_HAZRDS\_TBL) to track exposure to hazards experienced by employees in a particular job code.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Job Code Hazards Table, Job Code Hazards Table
- Workforce Monitoring, Health and Safety, Define Hazardous Environments, Job Code Hazards, Job Code Hazards

### Image: Job Code Hazards Table page

This example illustrates the fields and controls on the Job Code Hazards Table page. You can find definitions for the fields and controls later on this page.

#### Job Code

Because the job code is tied to the setID, you can maintain different hazard data for the same job code in different regulatory regions.

#### Reg Region (regulatory region)

Enter the regulatory region for the hazard.

#### Hazard ID

Add data rows to associate multiple hazard IDs with each job code. When you enter a hazard ID, the system populates the Short Description, Hazard Type, Hazardous Class, and Hazardous Division fields.

#### Date Reported

This is usually today's date, which you can change.

#### Date Removed

Enter the date when job conditions were changed.

---

**Note:** Define hazardous conditions and materials on the Haz Condition/Materials Table page.

---

## Location Hazards Table Page or Location Hazards Page

Use the Location Hazards Table (or Location Hazards) page (LOCATN\_HAZRDS\_TBL) to identify exposures to hazards that have occurred at specific locations in the organization.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Location Hazards Table, Location Hazards Table
- Workforce Monitoring, Health and Safety, Define Hazardous Environments, Location Hazards, Location Hazards

### Image: Location Hazards Table page

This example illustrates the fields and controls on the Location Hazards Table page. You can find definitions for the fields and controls later on this page.

Reg Region	Hazard ID	Short Description	Date Reported	Date Removed	Hazard Type	Hazardous Class	Hazardous Division
USA	K540	Ungrounded	01/15/2013		Condition	Poisonous and Infectious	Immediate and Seriously Toxic

#### Location Code

The location code that you entered appears in this field.

#### Reg Region (regulatory region)

Enter the regulatory region for the hazard. Because the location code is tied to the setID, you can maintain different hazard data for the same location code in different regulatory regions.

#### Hazard ID

You can add data rows to associate multiple hazard IDs with each location. When you enter a hazard ID, the system populates the Hazard Type field.

#### Date Reported

This is usually today's date, which you can change.

#### Date Removed

Enter the date when location conditions were changed.

---

**Note:** Define hazardous conditions and materials in the Haz Condition/Materials Table page.

---

## Defining Work-Related Incident Details

To define related incident details, use the Animal Table (HS\_ANIMAL\_TBL) and the Transport Table (HS\_TRANSPORT\_TBL) components.

This section provides an overview of work-related incident details discusses how to:

- Identify animals.
- Identify modes of transportation.

## Pages Used to Define Related Incident Details

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Animal Table or Animals Involved	HS_ANIMAL_TBL	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Animal Table, Animal Table</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Animals Involved, Animals Involved</li> </ul>	Identify the types of animals involved in incidents. This data is used in the Incident Details - Travel page.
Transport Table or Transportation	HS_TRANSPORT_TBL	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Transport Table, Transport Table</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Transportation, Transportation</li> </ul>	<p>Identify the modes of transportation used by employees during incidents that occur during work-related travel.</p> <p>You use Mode of Transport codes on the Incident Details - Travel page.</p>

## Understanding Work-Related Incident Details

Use the pages that are described in this section to set up codes to identify factors that can relate to a work-related incident, such as animals and transportation type.

### Company Property

Use the Company Property Table (COMPANY\_PROP\_TBL) component to track health and safety incidents that involve heavy equipment, machinery, and computer and electronic equipment. To access the Company Property Table, select Set Up HCM, Product Related, Workforce Administration, Company Property. The pages in the Company Property component are used to manage company assets in addition to tracking issues involving company property.

### Company Cars

You can link cars that are set up in Company Cars to incidents. If you add a company-owned vehicle, you can also access the registration and descriptive data that is entered for the vehicle on the Car Data page.

---

**Note:** When you enter a car into the Company Property Table, use the code or number that you used when entering the car into Car Data to avoid maintaining different codes for the same car.

---

### Related Links

"Handling Company Property (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

"Setting Up Company Car Fleet Information (*PeopleSoft HCM 9.2: Administer Company Cars*)"

## Animal Table Page or Animals Involved Page

Use the Animal Table (or Animals Involved) page (HS\_ANIMAL\_TBL) to identify the types of animals involved in incidents.

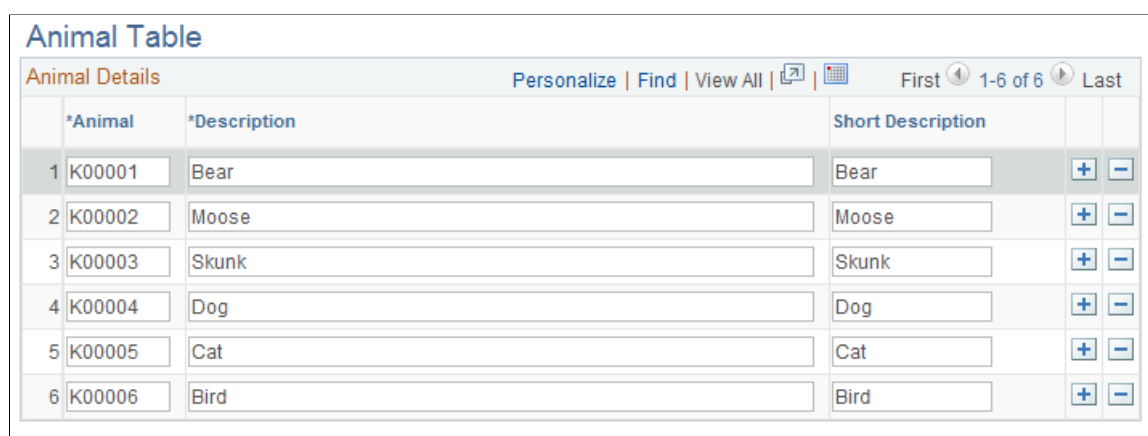
This data is used in the Incident Details - Travel page.

### Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Animal Table, Animal Table
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Animals Involved, Animals Involved

### Image: Animal Table page

This example illustrates the fields and controls on the Animal Table page. You can find definitions for the fields and controls later on this page.



Animal Table			
Animal Details		Personalize   Find   View All   [Icon]	First 1-6 of 6 Last
	*Animal	*Description	Short Description
1	K00001	Bear	Bear
2	K00002	Moose	Moose
3	K00003	Skunk	Skunk
4	K00004	Dog	Dog
5	K00005	Cat	Cat
6	K00006	Bird	Bird

Enter a code and corresponding description of each type of animal that you can associate with incidents.

## Transport Table Page or Transportation Page

Use the Transport Table page (HS\_TRANSPORT\_TBL) to identify the modes of transportation used by employees during incidents that occur during work-related travel.

You use Mode of Transport codes on the Incident Details - Travel page.



















## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Transport Table, Transport Table
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Transportation, Transportation

### Image: Transport Table page

This example illustrates the fields and controls on the Transport Table page. You can find definitions for the fields and controls later on this page.

Transport Table				
Details		Personalize   Find   View All    	First 1-7 of 18 Last	
	*Mode Of Transport	Description	Short Description	
1	K00001	Airplane	Airplane	 
2	K00002	Automobile-Company Car	Auto-Cmpny	 
3	K00003	Automobile-Personal	Auto-Prsnl	 
4	K00004	Automobile-Rental	Auto-Rentl	 
5	K00005	Bicycle	Bicycle	 
6	K00006	Big Rig	Big Rig	 
7	K00007	Bus	Bus	 

Enter a code and corresponding descriptions for each mode of transport, such as plane, train, car, bus, or taxi or identify transportation companies or services that you can associate with incidents.

## (IND) Setting Up Disablement Types

To set up disablement types, use the Disablement Type (HS\_DISABL\_TYPE\_IND) component.

This section discusses how to define the disablement types that you can use to record disability information for employees.

### Page Used to Set Up Disablement Types

Page Name	Definition Name	Navigation	Usage
Disablement Type IND	HS_DISABL_TYPE_IND	Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Disablement Type IND, Disablement Type IND	Define disablement types.

### Disablement Type IND Page

Use the Disablement Type IND page (HS\_DISABL\_TYPE\_IND) to define disablement types.

## Navigation

Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Disablement Type IND, Disablement Type IND

### Image: Disablement Type IND page

This example illustrates the fields and controls on the Disablement Type IND page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Disablement Type IND' page. At the top, there are tabs for 'Injury Type' (set to 'Total') and 'Disablement Code' (set to 'K09'). Below this is a 'Disablement Details' section with a search bar containing 'Find | View All' and a pagination indicator '1 of 1' with a 'Last' button. The main form contains the following fields:

- Effective Date:** A date picker set to '01/01/2000'.
- \*Status:** A dropdown menu set to 'Active' with '+' and '-' buttons.
- Description:** A text box containing 'Double amputation'.
- Short Description:** A text box containing 'Double amp'.
- Pct Loss of Earnings:** A text box containing '100'.
- Long Description:** A text box containing 'Double amputation through leg or thigh amputation trough leg or thigh on one side and loss of other foot'.

#### Injury Type

Select an injury type: *Partial* or *Total* to access this page. The injury type you selected appears in this field.

#### Disablement Code

The disablement code that you entered to access this page appears in this field.

**Pct Loss of Earnings (percent loss of earnings)** Enter the percentage of loss of earnings due to the disablement.

## Defining Medical Services Information

To define medical services information, use the Medical Facilities Table (HS\_MEDICAL\_FAC) and the Physician Table (HS\_PHYSICIAN\_DATA) components.

This section discusses how to enter physician information.

## Pages Used to Define Medical Services Information

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Medical Facilities Table or Medical Facilities	HS_MEDICAL_FAC	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Medical Facilities Table, Medical Facilities Table</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Medical Facilities, Medical Facilities</li> </ul>	Enter hospitals and clinics and their addresses.
Physician Table - Name or Physicians - Name	HS_PHYSICIAN_DATA1	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Physician Table, Name</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Physicians, Name</li> </ul>	Enter doctors and other medical specialists to the Physician Table.
Edit Name	NAME_DFT_SEC	Click the Edit Name link on the Physician Table - Name page (or Physicians - Name page in Workforce Monitoring).	Enter name details such as prefix, first name, last name, and so on.
Physician Table - Address or Physicians - Address	HS_PHYSICIAN_DATA2	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Physician Table, Address</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Physicians, Address</li> </ul>	Enter addresses for doctors and other medical specialists.

### Physician Table - Name Page

Use the Physician Table - Name page (HS\_PHYSICIAN\_DATA1) to enter doctors and other medical specialists to the Physician Table.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Physician Table, Name
- Workforce Monitoring, Health and Safety, Define Medical Services, Physicians, Name

### Image: Physician Table - Name page

This example illustrates the fields and controls on the Physician Table - Name page. You can find definitions for the fields and controls later on this page.

#### Physician ID

The non-employee ID that is assigned to the physician appears in this field.

If you choose to have the system automatically assign non-employee IDs, it assigns to the physician the number that immediately follows the one in the Last Non-Employee ID Assigned field in the Installation Table. The number first appears as 00000000000. The actual number appears after you save the information here. The system uses the same number sequence to assign non-employee IDs on both the Administer Training and Monitor Health and Safety pages.

---

**Warning!** To avoid maintaining two different sets of non-employee IDs, PeopleSoft recommends that you either always assign numbers manually or always let the system do it.

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#### Name Format

Select the country whose name format you want to use for this person. The appropriate fields for the country that you enter appear on the Edit Name page.

#### Edit Name

Click this link to access the Edit Name page on which you enter name details in the appropriate country format.

## Related Links

[Entering Non-Employee Data](#)

"Setting Up Implementation Defaults (*PeopleSoft HCM 9.2: Application Fundamentals*)"

## Defining Work Restrictions and Modified Work Duties

To define work restrictions and modified work duties, use the Work Restrictions Table (WORK\_RESTRICT\_TBL) and the Modified Work Table (MODIFIED\_WORK\_TBL) components.

When employees return to work after an injury or illness and are not able to immediately return to their full job duties, you can track rehabilitation plans that are established for them by using the codes that you set up in these tables.

### Pages Used to Define Work Restrictions and Duties

<i><b>Page Name</b></i>	<i><b>Definition Name</b></i>	<i><b>Navigation</b></i>	<i><b>Usage</b></i>
Work Restrictions Table or Codes and Effective Dates	WORK_RESTRICT_TBL	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Work Restrictions Table, Work Restrictions Table</li> <li>Workforce Monitoring, Health and Safety, Define Work Restrictions, Codes and Effective Dates, Codes and Effective Dates</li> </ul>	Identify physical limitations or restrictions placed on individuals as a result of injuries or illnesses.
Modified Work	MODIFIED_WORK_TBL	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Modified Work, Modified Work</li> <li>Workforce Monitoring, Health and Safety, Define Work Restrictions, Modified Work, Modified Work</li> </ul>	Identify changes and modifications to processes or methods of doing a job.



## Chapter 3

# Defining Additional Tables for Global Incident Reporting

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## (AUS) Setting Up Australian Claims Threshold Tables

To manage claims threshold details, use the Claim Info Aus (CLAIM\_INFO\_CLAIM), Claim Info State (CLAIM\_INFO\_STATE), and Claim Info Union (CLAIM\_INFO\_UNION) components.

This section discusses how to establish claims by state.

### Pages Used to Establish Claims Thresholds

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Claim Threshold - Claims AUS	CLAIM_INFO_AUS	<ul style="list-style-type: none"><li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Claim Threshold - State AUS, Claim Threshold - Claims AUS</li><li>Workforce Monitoring, Health and Safety, Define Medical Services, Claim Threshold - State AUS, Claim Threshold - Claims AUS</li></ul>	Establish claims threshold information by state.
Claim Threshold - Claims AUS	CLAIM_INFO_AUS	<ul style="list-style-type: none"><li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Claim Threshold - Union AUS, Claim Threshold - Claims AUS</li><li>Workforce Monitoring, Health and Safety, Define Medical Services, Claim Threshold - Union AUS, Claim Threshold - Claims AUS</li></ul>	Establish claims threshold information by union.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Claim Threshold - Claims AUS	CLAIM_INFO_AUS	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Claim Threshold - Claims AUS, Claim Threshold - Claims AUS</li> <li>Workforce Monitoring, Health and Safety, Define Medical Services, Claim Threshold - Claims AUS, Claim Threshold - Claims AUS</li> </ul>	Establish claims threshold information for a claim with an approved status. You must have a claim number to access this page.

## Claim Threshold - Claims AUS Page

Use the Claim Threshold - Claims AUS page (CLAIM\_INFO\_AUS) to establish claims threshold information for a claim with an approved status.

You must have a claim number to access this page.

### Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Claim Threshold - Claims AUS, Claim Threshold - Claims AUS
- Workforce Monitoring, Health and Safety, Define Medical Services, Claim Threshold - Claims AUS, Claim Threshold - Claims AUS
- Workforce Monitoring, Health and Safety, Define Medical Services, Claim Threshold - State AUS, Claim Threshold - Claims AUS

### Image: Claim Threshold - Claims AUS page

This example illustrates the fields and controls on the Claim Threshold - Claims AUS page. You can find definitions for the fields and controls later on this page.

### Claim Threshold - Claims AUS

Claim Number 00094000

Expense Threshold  Pre Injury Threshold  ☐ Use Schedule Fee

\*Set ID  Table Set shared across Corp

Vendor ID

Makeup Details			Personalize   Find   View All	First  1 of 1  Last
	Threshold Days	Claimable Percent	Makeup Pay %	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	



---

**Note:** Use the Claim Threshold pages to establish claims threshold information by state, union, or claim. This information is used to process reimbursable expenses related to health and safety incidents and worker injuries resulting in treatment and lost work time. The pages that you use to establish claim thresholds by state, union, and by claim are similar.

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<b>Expense Threshold</b>	Enter an amount and the number of Pre Injury Threshold days that must pass before you can present a percentage of the worker's wages to an insurance provider for payment.
<b>Use the Schedule Fee</b>	Select to indicate that you use the schedule provided by the insurer.
<b>Vendor ID</b>	Indicate the insurer responsible for processing the company's reimbursable expense claims.
<b>Threshold Days</b>	Enter the number of days.
<b>Claimable Percent</b>	Enter a value. This field represents the insurer's liability.
<b>Makeup Pay % (makeup pay percent)</b>	This field represents the organization's liability for the worker's wages.

### Example

Based on 10 Pre Injury Threshold Days before the organization can pass on claims expenses to the insurer, a company pays 100 percent of the worker's claim for lost wages for the first ten days that the worker is absent. After the tenth day, the company can pass on 95 percent of the worker's wage claims to the Insurer. To establish these parameters, you would enter the following values in the Makeup Details group box:

<b>Threshold Days</b>	<b>Claimable Percent</b>	<b>Makeup Pay %</b>
0	0	100
10	95	5

---

## (BRA) Setting Up Parameters for the PPP Report for Brazil

To set up parameters for the PPP report for Brazil use the PPP Parameters BRA (PPP\_PARAM\_BRA) component.

This section discusses how to identify parameters for the PPP report for Brazil.

## Page Used to Identify Parameters for the PPP Report for Brazil

Page Name	Definition Name	Navigation	Usage
PPP Parameters BRA	PPP_PARAM_BRA	Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, PPP Parameters BRA, PPP Parameters BRA	Identify PPP parameters that you will use when running the PPP report for Brazil.

### PPP Parameters BRA Page

Use the PPP Parameters BRA page (PPP\_PARAM\_BRA) to identify PPP parameters that you will use when running the PPP report for Brazil.

#### Navigation

Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, PPP Parameters BRA, PPP Parameters BRA

#### Image: PPP Parameters BRA page

This example illustrates the fields and controls on the PPP Parameters BRA page. You can find definitions for the fields and controls later on this page.

**PPP Parameters BRA**

Company KRC Empresa Demonstração Ltda

Parameter ID 12

**PPP Parameters Detail** Find | View All First 1 of 1 Last

Effective Date 01/15/2013

**Action/Reason Selection Criteria** Personalize | Find | View All First 1 of 1 Last

*Action	Action Description	*Reason	Description
1 ADL	Additional Job	ADL	Additional Job

**PPP Valid Exams** Personalize | Find | View All First 1 of 1 Last

*Type of Exam	Medical Exam Type
1 Annual	Eye Exam

#### Action and Reason

Enter the actions and reasons that should be included on the PPP report for the company.

#### Type of Exam

Select the examination type based on business need that should appear on the PPP report. Create new rows to add all additional examination types required.

#### Medical Exam Type

Select the medical examination to perform for this exam type. Valid values are *Audiometric Exam*, *Eye Exam*, *Physical Exam*, and *Respiratory Exam*.

## (CAN) Setting Up Canadian Workers' Compensation Board Reporting

To set up Canadian Workers' Compensation Board (WCB) reporting, use the Class/Subclass Table - CAN (HS\_CLASS\_CAN), Occupational Table - CAN (HS\_OCCUPATION\_CAN), Contributing Factors - CAN (HS\_CONTFAC\_CAN), and Preventative Actions Table - CAN (HS\_PREVENT\_ACT\_CAN) components.

This section provides an overview of the setup steps for WCB reporting and discusses how to:

- Identify classes and subclasses for business locations.
- Set up standard occupational classifications.
- Define contributing factor types.
- Identify preventative action types.

### Pages Used to Set Up WCB Reporting

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Class/Subclass Table - CAN or Class/Subclass CAN	HS_CLASS_CAN	<ul style="list-style-type: none"> <li>• Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Class/Subclass Table - CAN, Class/Subclass Table - CAN</li> <li>• Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Class/Subclass CAN, Class/Subclass CAN</li> </ul>	Identify the standard industry classes and subclasses for Canadian business locations, based upon the classifications designated by the WCB.
Occupation Table - CAN or Occupations CAN	HS_OCCUPATION_CAN	<ul style="list-style-type: none"> <li>• Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Occupation Table - CAN, Occupation Table - CAN</li> <li>• Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Occupations CAN, Occupations CAN</li> </ul>	Set up the standard occupational classifications used by the WCB.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Contributing Factors - CAN or Contributing Factors CAN	HS_CONTFAC_CAN	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Contributing Factors - CAN, Contributing Factors CAN</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Contributing Factors CAN, Contributing Factors CAN</li> </ul>	Define the types of casual factors associated with a health and safety incident.
Prevent. Actions Table - CAN (preventative actions table - CAN) or Preventative Actions CAN	HS_PREVENT_ACT_CAN	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Prevent. Actions Table - CAN, Prevent. Actions Table - CAN</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Preventative Actions CAN, Preventative Actions CAN</li> </ul>	Identify the types of actions taken to prevent future occurrences of incidents and accidents.

## Setup Steps for WCB Reporting

Most of the Canadian features that are needed to set up data for tracking and reporting incidents, injuries, and illnesses to the WCB are included within the core global pages.

To complete the process of setting up WCB reporting, you need to:

1. Identify the standard industry classes and subclasses for business locations.

The WCB assigns numbers to identify the industry class and subclass of businesses and uses these classifications to analyze accident statistics by industry and to identify trends in the workplace. The WCB helps employers to identify the types of businesses in which the employer is currently registered.

2. Set up the standard occupational classifications used by the WCB.

The organization's occupation codes (job titles, for example) might not match the standard occupational classifications used by the WCB.

3. Define the types of casual factors associated with a health and safety incident.

A health and safety incident generally has identifiable causal factors that help to explain why the events occurred. Setting up standard contributing factor codes helps you to identify these causal factors consistently and aids in the tabulation and analysis of accident statistics.

4. Identify the types of actions taken to prevent future occurrences of incidents and accidents.

---

**Note:** Approved codes for the Workers Compensation Board can vary by regulatory region. Use the codes that are industry-specific and approved by the provincial WCB office.

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## Class/Subclass Table - CAN Page or Class/Subclass CAN Page

Use the Class/Subclass Table - CAN (or Class/Subclass CAN) page (HS\_CLASS\_CAN) to identify the standard industry classes and subclasses for Canadian business locations, based upon the classifications designated by the WCB.

### Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Class/Subclass Table - CAN, Class/Subclass Table - CAN
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Class/Subclass CAN, Class/Subclass CAN

### Image: Class/Subclass Table - CAN page

This example illustrates the fields and controls on the Class/Subclass Table - CAN page. You can find definitions for the fields and controls later on this page.

**Class/Subclass Table - CAN**

Class/Subclass 10400

Details Find | View All First 1 of 1 Last

*Effective Date	01/01/1980	*Status	Active
Description	Pulp & Paper		
Short Description	Pulp&Paper		

### Class/Subclass

The Class/Subclass code that you entered to access this page appears in this field. Use this value on the Incident Details - Incident page and the Injury Details - Work Related page.

## Occupation Table - CAN Page or Occupations CAN Page

Use the Occupation Table - CAN (or Occupations CAN) page (HS\_OCCUPATION\_CAN) to set up the standard occupational classifications used by the WCB.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Occupation Table - CAN, Occupation Table - CAN
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Occupations CAN, Occupations CAN

### Image: Occupation Table - CAN page

This example illustrates the fields and controls on the Occupation Table - CAN page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Occupation Table - CAN' page. At the top, the title 'Occupation Table - CAN' is displayed. Below it, the 'Occupation Code' is set to 'A011001'. The page is divided into a 'Details' section. In the top right of the details section, there are links for 'Find', 'View All', and navigation controls for 'First', '1 of 1', and 'Last'. The main details area contains the following fields:

- \*Effective Date:** 01/01/1980 (with a calendar icon)
- \*Status:** Active (with a dropdown arrow)
- \*Description:** LEGISLATORS-ALDERMAN CABINET MINISTER
- Short Description:** LEGISLATOR

There are also '+' and '-' buttons in the top right corner of the details section.

#### Occupation Code

The occupation code that you enter to access this page appears in this field. Use this code on the Employment Details page.

## Contributing Factors - CAN Page or Contributing Factors CAN Page

Use the Contributing Factors - CAN (or Contributing Factors CAN) page (HS\_CONTFAC\_CAN) to define the types of casual factors associated with a health and safety incident.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Contributing Factors - CAN, Contributing Factors CAN
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Contributing Factors CAN, Contributing Factors CAN

### Image: Contributing Factors - CAN page

This example illustrates the fields and controls on the Contributing Factors CAN page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Contributing Factors - CAN' page. At the top, it says 'Contrib Factor 00002'. Below this is a 'Details' section with a search bar containing 'Find | View All' and pagination 'First 1 of 1 Last'. The form fields are as follows:

*Effective Date	01/01/1980	*Status	Active
*Description	INFLUENCE OF ALCOHOL OR DRUGS SUSPECTED		
Short Description	ALCOHOL		

**Contrib Factor (contributing factor)** The contributing factor code that you entered to access this page appears in this field. Use this code on the Incident Details - Description page.

## Prevent. Actions Table - CAN Page or Preventative Actions CAN Page

Use the Prevent. Actions Table - CAN page (HS\_PREVENT\_ACT\_CAN) to identify the types of actions taken to prevent future occurrences of incidents and accidents.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Prevent. Actions Table - CAN, Prevent. Actions Table - CAN
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Preventative Actions CAN, Preventative Actions CAN

### Image: Prevent. Actions Table - CAN page

This example illustrates the fields and controls on the Prevent. Actions Table - CAN page. You can find definitions for the fields and controls later on this page.

#### Preventative Action

The preventative action code that you entered to access this page appears in this field. Use this code on the Consequent Actions - Preventative page.

## (DEU) Setting Up German Employers' Liability Insurance Association Reporting

To set up for employers' liability Insurance Reporting in Germany, use the Case Officer Table DEU (HS\_LOC\_CASEOFF\_GER), Social Insurance Unit (SI\_UNIT\_GER), Correct. Actions Table DEU (HS\_CORRECT\_ACT\_GER), Disease Class Table DEU (HS\_DIS\_CLASS\_GER), Prevent. Actions Table - GER (HS\_PREVENT\_ACT\_GER), Unsafe Item Table DEU (HS\_UNSAFE\_ITEM\_GER), Work Area Class Table DEU (HS\_WA\_CLS\_TBL\_GER), Work Area Table DEU (HS\_WA\_TBL\_GER), Work Area Category Table DEU (HS\_WA\_CTG\_TBL\_GER), and Coop Society Data (HS\_COOP\_SOC\_GER) components.

This section discusses how to:

- Identify health and safety officials.
- Set up a social insurance unit ID.
- Define corrective actions.
- Define disease types.
- Define preventative actions.
- Define unsafe items.
- Set up work area classes.



- Set up work area categories.
- Set up work area associations.
- Associate hazard codes with an employee.

---

**Note:** You establish the codes that are defined by the employer's liability insurance association for use in tracking and reporting health and safety incidents. Be sure to use industry-specific codes that are approved by the employer's liability insurance association.

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## Pages Used to Set Up German Employers' Liability Insurance Association Reporting

<i><b>Page Name</b></i>	<i><b>Definition Name</b></i>	<i><b>Navigation</b></i>	<i><b>Usage</b></i>
Case Officer Table DEU or Case Officer DEU	HS_LOC_CASEOFF_GER	<ul style="list-style-type: none"> <li>• Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Case Officer Table DEU, Case Officer Table DEU</li> <li>• Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Case Officer DEU, Case Officer DEU</li> </ul>	Identify the officials for various areas of industrial health and safety within the organization. This information is used to identify incident case officers on the Employee page, the Injury Details - Reporting page, and the Case Officer Assignment page.
Social Insurance Unit	SI_UNIT_GER	Set Up HCM, Product Related, Workforce Administration, Workforce Data DEU, Social Insurance Unit, Social Insurance Unit	Set up the organization's Social Insurance Unit ID ( <i>Betriebsnummer</i> ). Use this number when reporting information to any public office.
Correct. Actions Table DEU or Corrective Actions DEU	HS_CORRECT_ACT_GER	<ul style="list-style-type: none"> <li>• Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Correct. Actions Table DEU, Correct. Actions Table DEU</li> <li>• Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Corrective Actions DEU, Corrective Actions DEU</li> </ul>	Define corrective actions that you have implemented and associate the corrective action with a corrective action category.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Disease Class Table DEU or Disease Class DEU	HS_DIS_CLASS_GER	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Disease Class Table DEU, Disease Class Table DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Disease Class DEU, Disease Class DEU</li> </ul>	Define disease classes and associate them with a disease type.
Prevent. Actions Table - DEU (preventative actions table - DEU) or Preventative Actions DEU	HS_PREVENT_ACT_GER	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Prevent. Actions Table - DEU, Prevent. Actions Table - DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Preventative Actions DEU, Preventative Actions DEU</li> </ul>	Define the actions that you have implemented to prevent workplace incidents or accidents.
Unsafe Item Table DEU or Unsafe Items DEU	HS_UNSAFE_ITEM_GER	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Unsafe Item Table DEU, Unsafe Item Table DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Unsafe Items DEU, Unsafe Items DEU</li> </ul>	Define unsafe items and associate them with an unsafe item class.
Work Area Class Table DEU or Work Area Class DEU	HS_WA_CLS_TBL_GER	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Work Area Class Table DEU, Work Area Class Table DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Work Area Class DEU, Work Area Class DEU</li> </ul>	Set up work area classes as defined by the employer's liability insurance association.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Work Area Category Table DEU  or  Work Area Category DEU	HS_WA_CTG_TBL_GER	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Work Area Category Table DEU, Work Area Category Table DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Work Area Category DEU, Work Area Category DEU</li> </ul>	Set up work area categories as defined by the employer's liability insurance association.
Work Area Table DEU  or  Work Area DEU	HS_WA_TBL_GER	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Work Area Table DEU, Work Area Table DEU</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Work Area DEU, Work Area DEU</li> </ul>	Set up work areas as defined by the employer's liability insurance association.
Coop Society Data	HS_COOP_SOC_GER	Workforce Monitoring, Health and Safety, Details DEU, Coop Society Data, Coop Society Data	Associate an insurer's industrial hazard code with an employee.

## Case Officer Table DEU Page or Case Officer DEU Page

Use the Case Officer Table DEU (or Case Officer DEU) page (HS\_LOC\_CASEOFF\_GER) to identify the officials for various areas of industrial health and safety within the organization.

This information is used to identify incident case officers on the Employee page, the Injury Details - Reporting page, and the Case Officer Assignment page.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Case Officer Table DEU, Case Officer Table DEU
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Case Officer DEU, Case Officer DEU

### Image: Case Officer Table DEU page

This example illustrates the fields and controls on the Case Officer Table DEU page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Case Officer Table DEU' interface. At the top, it shows 'Set ID DEU01' and 'Location Code GD917'. Below this is a table titled 'Case Officers' with a 'Find | View All' button and pagination 'First 1 of 1 Last'. The table contains one row with the following details: '\*Effective Date' is 01/16/2013, '\*Empl ID' is 0009 (linked to 'Ruth Briener'), and '\*Officer Type' is 'Health And Safety Rep.'.

### Officer Type

Select a type from the list of available options to classify the employee as a particular type of company case officer, such as a *Health and Safety Specialist* or a *Company Physician*.

You can assign multiple officer types to a location.

## Social Insurance Unit Page

Use the Social Insurance Unit page (SI\_UNIT\_GER) to set up the organization's Social Insurance Unit ID (*Betriebsnummer*).

Use this number when reporting information to any public office.

## Navigation

Set Up HCM, Product Related, Workforce Administration, Workforce Data DEU, Social Insurance Unit, Social Insurance Unit

### Image: Social Insurance Unit page

This example illustrates the fields and controls on the Social Insurance Unit page. You can find definitions for the fields and controls later on this page.

**BTNR** (*Betriebsnummer*)

Enter the employer Social Insurance Number for this unit.

## Correct. Actions Table DEU Page or Corrective Actions DEU Page

Use the Correct. Actions Table DEU (or Corrective Actions DEU) page (HS\_CORRECT\_ACT\_GER) to define corrective actions that you have implemented and associate the corrective action with a corrective action category.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Correct. Actions Table DEU, Correct. Actions Table DEU
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Corrective Actions DEU, Corrective Actions DEU

### Image: Correct. Actions Table DEU page

This example illustrates the fields and controls on the Correct. Actions Table DEU page. You can find definitions for the fields and controls later on this page.

**Corrective Actions**

The corrective action code that you entered appears in this field. This value is used on the Consequent Actions - Corrective page and the DEU Illness Tracking - Corrective Actions page.

**Action Category**

Select an option from the list of available options.

## Disease Class Table DEU Page or Disease Class DEU Page

Use the Disease Class Table DEU (or Disease Class DEU) page (HS\_DIS\_CLASS\_GER) to define disease classes and associate them with a disease type.

**Navigation**

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Disease Class Table DEU, Disease Class Table DEU
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Disease Class DEU, Disease Class DEU

**Image: Disease Class Table DEU page**

This example illustrates the fields and controls on the Disease Class Table DEU page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Disease Class Table DEU' page. At the top, there is a header 'Disease Class Table DEU' and a sub-header 'Disease Class KDA'. Below this is a 'Details' section with a table-like structure. The table has columns for 'Effective Date', 'Status', 'Description', 'Short Description', and 'Disease Type'. The 'Effective Date' field contains '01/01/1980' with a calendar icon. The 'Status' field is a dropdown menu showing 'Active'. The 'Description' field contains 'Contagious'. The 'Short Description' field contains 'Contagious'. The 'Disease Type' field is a dropdown menu showing 'Infection'. There are also navigation controls at the top right of the table, including 'Find | View All', 'First', '1 of 1', and 'Last'.

**Disease Class**

The disease class code that you entered appears in this field. The disease class is used on the Occupational Illness Details page and the DEU Illness Profile pages.

**Disease Type**

Associate the disease class with an appropriate disease type by selecting from the list of available options.

## Prevent. Actions Table - DEU Page or Preventative Actions DEU Page

Use the Prevent. Actions Table - DEU (or Preventative Actions DEU) page (HS\_PREVENT\_ACT\_GER) to define the actions that you have implemented to prevent workplace incidents or accidents.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Prevent. Actions Table - DEU, Prevent. Actions Table - DEU
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Preventative Actions DEU, Preventative Actions DEU

### Image: Prevent. Actions Table - DEU page

This example illustrates the fields and controls on the Prevent. Actions Table - DEU page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Prevent. Actions Table - DEU' page. At the top, it says 'Preventative Action P67'. Below this is a 'Details' section with a search bar and navigation controls. The search bar contains 'Find | View All' and 'First 1 of 1 Last'. The form fields are as follows:

*Effective Date	01/16/2013	*Status	Active
*Description	Vocational Training		
Short Description	Voc Train		

### Preventative Action

The preventative action code that you entered appears in this field. These codes are used on the Preventative Action Details and the DEU Causes/Preventative Actions pages.

## Unsafe Item Table DEU Page or Unsafe Items DEU Page

Use the Unsafe Item Table DEU (or Unsafe Items DEU) page (HS\_UNSAFE\_ITEM\_GER) to define unsafe items and associate them with an unsafe item class.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Unsafe Item Table DEU, Unsafe Item Table DEU
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Unsafe Items DEU, Unsafe Items DEU

### Image: Unsafe Item Table DEU page

This example illustrates the fields and controls on the Unsafe Item Table DEU page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Unsafe Item Table DEU' page. At the top, it says 'Unsafe Item U1'. Below this is a 'Details' tab. The page has a search bar with 'Find | View All' and a pagination control showing 'First 1 of 1 Last'. The main form contains the following fields:

- \*Effective Date:** 01/16/2013 (with a calendar icon)
- \*Status:** Active (with a dropdown arrow and + - buttons)
- Unsafe Item Class:** 3 (with a dropdown arrow)
- Short Description:** STY (with a text input field)
- \*Description:** Strychnine (with a text input field)
- Description:** Colorless crystalline alkaloid used as a pesticide, particularly for killing small vertebrates such as rodents. (with a text area and a link icon)

#### Unsafe Item

The unsafe item code that you entered appears in this field. This code is used on the Injury Details - Details page.

#### Unsafe Item Class

Associate the unsafe item with an unsafe item class by selecting from the list of available options.

## Work Area Class Table DEU Page or Work Area Class DEU Page

Use the Work Area Class Table DEU (or Work Area Class DEU) page (HS\_WA\_CLS\_TBL\_GER) to set up work area classes as defined by the employer's liability insurance association.



## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Work Area Class Table DEU, Work Area Class Table DEU
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Work Area Class DEU, Work Area Class DEU

### Image: Work Area Class Table DEU page

This example illustrates the fields and controls on the Work Area Class Table DEU page. You can find definitions for the fields and controls later on this page.

#### Work Area Class

The work area class code that you entered appears in this field. Use the work area class code to set up work area categories and work areas.

## Work Area Category Table DEU Page or Work Area Category DEU Page

Use the Work Area Category Table DEU (or Work Area Category DEU) page (HS\_WA\_CTG\_TBL\_GER) to set up work area categories as defined by the employer's liability insurance association.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Work Area Category Table DEU, Work Area Category Table DEU
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Work Area Category DEU, Work Area Category DEU

### Image: Work Area Category Table DEU page

This example illustrates the fields and controls on the Work Area Category Table DEU page. You can find definitions for the fields and controls later on this page.

#### Work Area Category

The work area category code that you entered appears in this field.

#### Work Area Class

To associate this work area category with a work area class, select the appropriate value.

## Work Area Table DEU Page or Work Area DEU Page

Use the Work Area Table DEU (or Work Area DEU) page (HS\_WA\_TBL\_GER) to set up work areas as defined by the employer's liability insurance association.

## Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, Work Area Table DEU, Work Area Table DEU
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, Work Area DEU, Work Area DEU

### Image: Work Area Table DEU page

This example illustrates the fields and controls on the Work Area Table DEU page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Work Area Table DEU' page. At the top, the title 'Work Area Table DEU' is displayed. Below it, the text 'Work Area BN03' is shown. The page has a 'Details' tab and a 'Find | View All' button. The record list shows '1 of 1' records. The details for the single record are as follows:

Field	Value
*Effective Date	01/16/2013
*Status	Active
*Description	Bonn Manufacturing Plant
Work Area Class	
Work Area Category	
Description	

#### Work Area

The work area code that you entered appears in this field. This code is used on the Injury Notification Details - Germany page.

#### Work Area Category and Work Area Class

To associate this work area with a work area category and a work area class, select the appropriate values. These values come from the Work Area Category and Work Area Class tables, respectively.

## Coop Society Data Page

Use the Coop Society Data page (HS\_COOP\_SOC\_GER) to associate an insurer's industrial hazard code with an employee.

## Navigation

Workforce Monitoring, Health and Safety, Details DEU, Coop Society Data, Coop Society Data

### Image: Coop Society Data page

This example illustrates the fields and controls on the Coop Society Data page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Coop Society Data' page for employee 'Marcus Eli-Ben-Amar-Dea'. The employee ID is 'KDG015' and the record count is '0'. The 'Details' section includes a table with the following fields:

Effective Date	Hazard	Description
10/01/1999	[Dropdown Menu]	

Navigation controls at the top right of the table include 'Find | View All', 'First', '1 of 1', and 'Last'.

### Hazard

Select a hazard code. You can select from the hazards that were previously entered for this employee's setID and department on the Department Table - Profile page.

**Note:** Remember that hazards are first established in the GER Accident Insurance table. Hazards are then associated with a setID and department on the Department Table - Profile page.

The accident insurance code and description for this employee's setID and department appear to the right of the Hazard field. This information comes from the Department Table - Profile page.

## (GBR) Setting Up Health and Safety Executive Reporting in the United Kingdom

To set up reporting to the HSE in the United Kingdom, use the External Scheme GBR (HS\_EXT\_SCHEME\_UK) component.

This section describes how to establish the codes that you need to track and report health and safety incidents to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

## Page Used to Set Up Reporting to the HSE in the United Kingdom

Page Name	Definition Name	Navigation	Usage
External Scheme GBR	HS_EXT_SCHEME_UK	<ul style="list-style-type: none"> <li>Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, External Scheme Table GBR, External Scheme GBR</li> <li>Workforce Monitoring, Health and Safety, Define Accident/Injury Info, External Scheme GBR, External Scheme GBR</li> </ul>	Maintain an External Scheme. RIDDOR incident reports must indicate whether the individual involved is part of an External Scheme, which is a vocational training, education, or job placement program usually involving a contract between an employee, an employer, and the government.

### External Scheme GBR Page

Use the External Scheme GBR page (HS\_EXT\_SCHEME\_UK) to maintain an External Scheme.

RIDDOR incident reports must indicate whether the individual involved is part of an External Scheme, which is a vocational training, education, or job placement program usually involving a contract between an employee, an employer, and the government.

#### Navigation

- Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, External Scheme Table GBR, External Scheme GBR
- Workforce Monitoring, Health and Safety, Define Accident/Injury Info, External Scheme GBR, External Scheme GBR

#### Image: External Scheme GBR page

This example illustrates the fields and controls on the External Scheme GBR page. You can find definitions for the fields and controls later on this page.

#### External Scheme

The external scheme code that you entered appears in this field. Use this field on the Employment Details page.

**Scheme Type**

Select the appropriate option to indicate whether the scheme type is a Training Scheme or Work Experience.

## Chapter 4

# Tracking Personal Data for People Involved in Incidents

---

## Entering Non-Employee Data

This section discusses how to:

- Add non-employee names.
- Enter personal details for non-employees.
- Enter extra address information for non-employees.

You can enter basic information about non-employees who are involved in health and safety incidents. The system stores the non-employee data that you enter on these pages separately from employee personal data.

---

**Note:** We strongly recommend that you enter employee information, non-employee information (if it applies), and employment information (for injured parties) into the system first, even before the incident information. You must do this for every person involved in an incident.

---

## Pages Used to Enter Non-Employee Data

<i><b>Page Name</b></i>	<i><b>Definition Name</b></i>	<i><b>Navigation</b></i>	<i><b>Usage</b></i>
Non-Employee - Name	HS_NON_EMPL1	Workforce Monitoring, Health and Safety, Verify Persnnl Invlvd/Witnessd, Non-Employee, Name	Maintain name information for non-employees involved in incidents.
Non-Employee - Address	HS_NON_EMPL1B	Workforce Monitoring, Health and Safety, Verify Persnnl Invlvd/Witnessd, Non-Employee, Address	Maintain address information for non-employees involved in incidents.
Non-Employee - Personal Details	HS_NON_EMPL2	Workforce Monitoring, Health and Safety, Verify Persnnl Invlvd/Witnessd, Non-Employee, Personal Details	Maintain additional details for the individual.
Non-Employee - Extra Details	HS_NE_PERS_DATA	Workforce Monitoring, Health and Safety, Verify Persnnl Invlvd/Witnessd, Non-Employee, Extra Details	Maintain extra address information for the individual. This information is required if the individual does not live at a normally recognized address.

## Non-Employee - Name Page

Use the Non-Employee - Name page (HS\_NON\_EMPL1) to maintain name information for non-employees involved in incidents.

### Navigation

Workforce Monitoring, Health and Safety, Verify Persnnl Invlvd/Witnessd, Non-Employee, Name

### Image: Non-Employee - Name page

This example illustrates the fields and controls on the Non-Employee - Name page. You can find definitions for the fields and controls later on this page.

#### Non-Empl ID (non-employee ID)

The non-employee ID that you entered appears in this field.

The system automatically assigns the non-employee ID as the number immediately following the one that is in the Last Non-Employee ID Assigned field in the Installation Table.

The number first appears as 00000000000. The actual number assigned to the person appears after you save the information that you enter. Or, you can enter the number manually.

---

**Warning!** To avoid maintaining two different sets of non-employee IDs, PeopleSoft recommends that you either always assign numbers manually or always let the system do it.

---

## Non-Employee - Personal Details Page

Use the Non-Employee - Personal Details page (HS\_NON\_EMPL2) to maintain additional details for the individual.

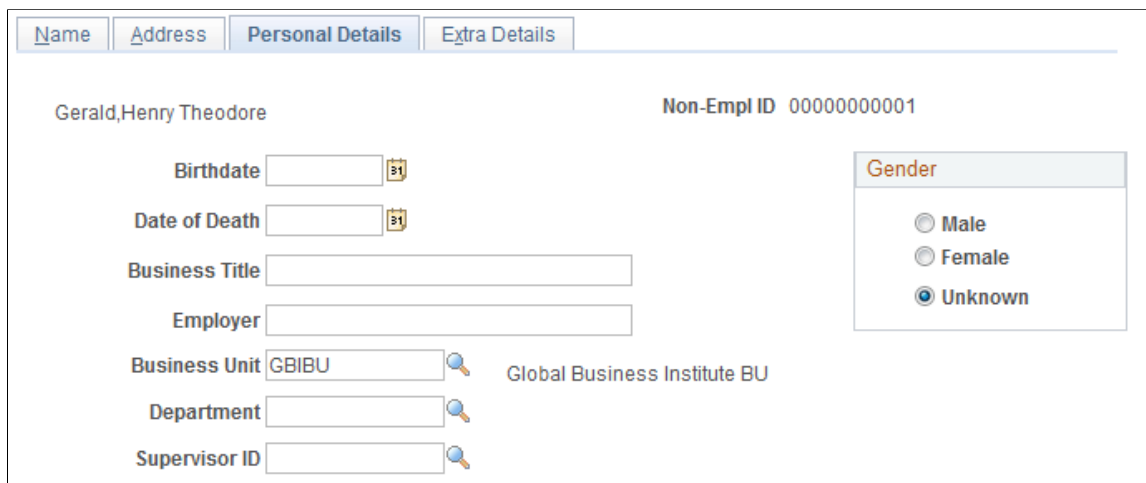


## Navigation

Workforce Monitoring, Health and Safety, Verify Persnml Invlvd/Witnessd, Non-Employee, Personal Details

### Image: Non-Employee - Personal Details page

This example illustrates the fields and controls on the Non-Employee - Personal Details page. You can find definitions for the fields and controls later on this page.



Name		Address		Personal Details		Extra Details	
Gerald, Henry Theodore				Non-Empl ID 00000000001			
Birthdate	<input type="text"/>				<b>Gender</b> <input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Unknown		
Date of Death	<input type="text"/>						
Business Title	<input type="text"/>						
Employer	<input type="text"/>						
Business Unit	GBIBU		Global Business Institute BU				
Department	<input type="text"/>						
Supervisor ID	<input type="text"/>						

#### Birthdate

For reporting purposes, enter the person's birth date.

#### Date of Death

If a fatality is involved, enter the date of death.

#### Business Unit

If the person is a temporary or contract worker in the organization, enter a business unit.

#### Supervisor ID

If the person is a temporary or contract worker in the organization, enter a supervisor ID (employee ID).

## Non-Employee - Extra Details Page

Use the Non-Employee - Extra Details page (HS\_NE\_PERS\_DATA) to maintain extra address information for the individual.

This information is required if the individual does not live at a normally recognized address.

## Navigation

Workforce Monitoring, Health and Safety, Verify Persnnl Invlvd/Witnessd, Non-Employee, Extra Details

### Image: Non-Employee - Extra Details page

This example illustrates the fields and controls on the Non-Employee - Extra Details page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web application interface for 'Non-Employee - Extra Details'. At the top, there are four tabs: 'Name', 'Address', 'Personal Details', and 'Extra Details'. The 'Name' tab is active, showing the name 'Gerald, Henry Theodore' and a 'Non-Empl ID' of '00000000001'. Below this is a large, empty text area labeled 'Extra Address Information'. At the bottom of the page, there is a section for 'Canada' (indicated by a Canadian flag icon). This section contains several input fields: 'Street Number', 'Street Name', 'Unit Number', 'P.O. Box', and 'Rural Route'. A 'Get Default Address' button is also present.

#### Extra Address Information

Enter extra information about the individual's address in this free-form field.

### (CAN) Canada

Use the Canada group box to enter additional address details for the individual. This information is needed for electronic reporting to the British Columbia Workers Compensation Board (WCB). The WCB requires that address street numbers are separated from street names. The automatic parsing of address information into a separate street number and name depends on first having this information in the system.

#### Street Number and Street Name

Enter values. If street number and street name information already exists in the system for this non-employee, then click the Get Default Address button, and that information is automatically populated on this page.

#### Unit Number

Enter additional address details.

---

**Note:** Remember that non-employee address information is entered on the Non-Employee page, and physician address information is entered on the Physician Table page.

---

---

**Warning!** For British Columbia WCB Electronic Data Interchange (EDI) reporting, information on this additional address page is necessary to create the appropriate EDI records. The absence of this information causes the file to fail WCB's mainframe computer editing checks.

---

## Entering Employee Data

This section discusses how to:

- Enter extra address information for employees.
- Enter employment details.

Most of the data that you need for employees is entered into the system during the hiring process. Use the pages here to add additional data.

### Pages Used to Enter Employee Data

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Employee	HS_PERS_DATA	Workforce Monitoring, Health and Safety, Verify Persnln Involvd/Witnessd, Employee, Employee	Enter extra address information for employees who are involved in health and safety incidents. This information is required if the individual does not live at a normally recognized address.
Employment	HS_EMPLOYMENT	Workforce Monitoring, Health and Safety, Verify Persnln Involvd/Witnessd, Employment, Employment	Enter additional employment details for employees in Canadian and United Kingdom operations who are involved in health and safety incidents.

### Employee Page

Use the Employee page (HS\_PERS\_DATA) to enter extra address information for employees who are involved in health and safety incidents.

This information is required if the individual does not live at a normally recognized address.

## Navigation

Workforce Monitoring, Health and Safety, Verify Persnnl Involvd/Witnessd, Employee, Employee

### Image: Employee page

This example illustrates the fields and controls on the Employee page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Employee' page for Darlene Bergsten (Person ID K0G003). It features a large 'Extra Address Information' free-form field. Below this are two country-specific address groups: 'Canada' and 'Germany'. The 'Canada' group includes fields for Street Number, Unit Number, Rural Route, Street Name, and P.O.Box, along with a 'Get Default Address' button. The 'Germany' group includes a 'Social Insurance Provider' field with a search icon. A 'Case Officer' checkbox is located at the bottom right.

#### Extra Address Information

Enter extra information about the individual's address in this free-form field.

### (CAN) Canada

Use the Canada group box to enter additional address details for Canadian employees involved in a health and safety incident. Also use this group box to enter address information that is needed for electronic reporting to the British Columbia WCB. The WCB requires that address street numbers are separated from street names. The automatic parsing of address information into a separate street number and name depends on first having this information in the system.

### (DEU) Germany

The information in this group box is needed for reporting to the employer's liability insurance association.

#### Social Insurance Provider

Select the name of the employee's social insurance provider. Valid values come from the Social Insurance Table.

**Case Officer**

Select the check box to indicate whether the employee is a company case officer.

**Employment Page**

Use the Employment page (HS\_EMPLOYMENT) to enter additional employment details for employees in Canadian and United Kingdom operations who are involved in health and safety incidents.

**Navigation**

Workforce Monitoring, Health and Safety, Verify Persnnl Involvd/Witnessd, Employment, Employment

**Image: Employment page**

This example illustrates the fields and controls on the Employment page. You can find definitions for the fields and controls later on this page.

**Employment**

**Gary Mathews** EMP ID CFA0007 Empl Record 0

Business Title

Canada

**Employment**

Regulatory Region

Industry Start Date

Occupation Code

Occupational Category

Job Available Months 
☒ Employment Secure

**Relationship**

☐ Partner ☐ Principal ☐ Relative

Worker Relationship

**Category**

Worker Category

☐ Full Time ☐ Permanent ☐ Seasonal

☐ Volunteer ☐ Casual  Seasonal End Dt

☐ Subcontractor ☐ Student

Employment Details

United Kingdom

External Scheme

## (CAN) Canada

The WCB always requires certain additional employment information for all injured employees. By definition, incident outcomes that are dangerous occurrences have no injured persons, so it is not necessary to enter employment information for persons involved in dangerous occurrences.

### Employment

<b>Regulatory Region</b>	Enter a regulatory region for the employee. The Occupational Category and Worker Category fields on this page only if you select a value of <i>CANBC</i> in this field.
<b>Industry Start Date</b>	Enter the date on which the employee started working in the industry.
<b>Occupation Code</b>	Enter the code for the employee's occupation.
<b>Occupational Category</b>	Select an occupational category of <i>NONE OF THE ABOVE</i> .
<b>Job Available Months</b>	If the employee is returning to a job with a time limit, then use this field to indicate how many months the job is available.
<b>Employment Secure</b>	Select this check box to indicate that the employee has a job in which to return.

### Relationship

<b>Partner</b>	Select if the employee is a partner of another employee.
<b>Principal</b>	Select if the employee is a principal of another employee.
<b>Relative</b>	Select if the employee is a relative of another employee.
<b>Worker Relationship</b>	If any of the Relationship boxes are selected, then fully explain those relationships in this free-form field. This information is required for reporting to the WCB.

### Category

<b>Worker Category</b>	Select the worker category for the employee. Values are <i>CASUAL</i> , <i>PERMANENT</i> , <i>PERSONAL OPTIONAL PROTECTION</i> , <i>PRINCIPAL OR RELATIVE OF PRINCIPAL</i> , <i>SELF-EMPLOYED (LABOUR CONTRACTOR W/O POP)</i> , and <i>WORKER CATEGORY NOT APPLICABLE</i> .
<b>Full Time, Permanent, Seasonal, Volunteer, Casual, Subcontractor, and Student</b>	Indicate the employee's employment category by selecting from the appropriate check boxes.
<b>Employment Details</b>	This field is used with the Subcontractor category only. Describe the role of the subcontractor.

**Seasonal End Dt (seasonal end date)** If this is a seasonal employee, indicate the end date of their employment. This field is not available for entry unless you select the Seasonal check box.

---

**Note:** For the purposes of electronic reporting to the British Columbia WCB, the mandatory employment profile that is required for injured employees includes the employee's industry start date, occupation code, and the appropriate category information.

---

## (GBR) United Kingdom

Enter information regarding any external scheme in which a United Kingdom employee participates.

**External Scheme** Select a scheme code from the available options. The values come from the UK External Scheme Table page.

---

## Maintaining Employee Health Card Information

This section discusses how to record employee health details.

The Health Card (GVT\_HEALTH\_CARD) component and the Health Card Review (HEALTH\_CARD\_RVW) component enable you to complete employee annual health and safety profiles. Refer to the data contained on these pages when you create reports that track regulatory compliance, reactions to occupational exposures, or exam results, or when you create preventive health-care programs.

---

**Note:** Health card pages are accessed in both the Health Card and the Health Card Review components. The Health Card Review component also tracks the results of medical exams, such as physicals, eye, and ear exams.

---

## Pages Used to Maintain Employee Health Cards

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Health Card 1	GVT_HEALTH_CARD_1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Health Card, Health Card 1	Record the employee's physician contact information.
Health Card 2	GVT_HEALTH_CARD_2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Health Card, Health Card 2	Record drug allergies, specific test names, and dates.
Health Card Review 1	GVT_HEALTH_RVW_1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Health Card Review 1	View employee personal data.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Health Card Review 2	GVT_HEALTH_RVW_2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Health Card Review 2	View employee position information.
Health Card Review 3	GVT_HEALTH_CARD_1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Health Card Review 3	Review physician information for the employee.
Health Card Review 4	GVT_HEALTH_CARD_2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Health Card Review 4	Review any drug allergies, specific test names, and dates.
Drug Test Review	GVT_DRUG_TEST2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Drug Test Review	Review test results, referrals, and comments.
Hs Exam Audio1	HS_EXAM_AUDIO1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Audio1	Review audiometric exam results, referrals, and comments. Indicate the next audiometric exam date, and enter physician information.
Hs Exam Audio2	HS_EXAM_AUDIO2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Audio2	Review audiometric exam details.
Hs Exam Eye1	HS_EXAM_EYE1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Eye1	Review eye exam results, referrals, and comments.
Hs Exam Eye2	HS_EXAM_EYE2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Eye2	Review eye exam results, referrals, and comments.
Hs Exam Physical1	HS_EXAM_PHYSICAL1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Physical1	Review the physical exam date and type, indicate the next exam date, and enter physician address information.



<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Hs Exam Physical2	HS_EXAM_PHYSICAL2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Physical2	Review physical exam results.
Hs Exam Respire1 (Hs exam respiratory 1)	HS_EXAM_RESPIRE1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Respire1	Review respiratory exam results, referrals, restrictions, and comments.
Hs Exam Respire2 (Hs exam respiratory 2)	HS_EXAM_RESPIRE2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Review Health Card Info, Hs Exam Respire2	Review respiratory exam results, referrals, restrictions, and comments.

### Related Links

[Tracking Employee Medical Exam Results](#)

## Health Card 2 Page

Use the Health Card 2 page (GVT\_HEALTH\_CARD\_2) to record drug allergies, specific test names, and dates.

## Navigation

Workforce Monitoring, Health and Safety, Record Medical Exam Results, Health Card, Health Card 2

### Image: Health Card 2 page (1 of 2)

This example illustrates the fields and controls on the Health Card 2 page (1 of 2). You can find definitions for the fields and controls later on this page.

Health Card 1 | Health Card 2

**Gary Mathews** Person ID: CFA0007

**Drug Sensitivities** Find | View All First 1 of 1 Last

Data	Personalize	Find	Navigation
*Drug Name			
1			

**Previous Tests Administered** Find | View All First 1 of 1 Last

Data	Personalize	Find	Navigation
*Test Date			
*Test Name			
1			

**Allergy Details** Find | View All First 1 of 1 Last

\*Regulatory Region: USA United States

Data	Personalize	Find	Navigation
*Allergy Code			
Description			
*Start Date			
End Date			
Comments			
1			

### Image: Health Card 2 page (2 of 2)

This example illustrates the fields and controls on the Health Card 2 page (2 of 2). You can find definitions for the fields and controls later on this page.

**Immunization Details** Find | View All First 1 of 1 Last

\*Regulatory Region: USA United States

Data	Personalize	Find	View All	Navigation
*Immunization Code				
Description				
*Start Date				
End Date				
Comments				
1				

**Medication Details** Find | View All First 1 of 1 Last

\*Regulatory Region: USA United States

Data	Personalize	Find	View All	Navigation
*Medication Code				
Description				
*Start Date				
End Date				
Comments				
1				

**Disease Details** Find | View All First 1 of 1 Last

\*Regulatory Region: USA United States

Data	Personalize	Find	View All	Navigation
*Disease Code				
Description				
Start Date				
End Date				
Comments				
1				

Record the names of any drugs to which the employee is sensitive and any tests that were previously administered. You can also identify allergies, immunizations as well as medication and disease details.

**Note:** To review health card data, including drug test, audiometric, eye, physical, and respiratory exam data, use the Record Medical Exam Results, Review Health Card Info component.

## Entering Family Details

This section discusses how to set up family information.

After you set up the detail data for employees and non-employees, use the Family page to enter information about family members.

### Page Used to Set Up Family Information

Page Name	Definition Name	Navigation	Usage
Family	HS_FAMILY	Workforce Monitoring, Health and Safety, Verify Persnln Involvd/Witnessd, Family, Family	Enter additional family information for employees or for non-employees who are involved in a health and safety incident.

### Family Page

Use the Family page (HS\_FAMILY) to enter additional family information for employees or for non-employees who are involved in a health and safety incident.

#### Navigation

Workforce Monitoring, Health and Safety, Verify Persnln Involvd/Witnessd, Family, Family

#### Image: Family page

This example illustrates the fields and controls on the Family page. You can find definitions for the fields and controls later on this page.

Family

Employee ID KC0005 Catherine Moore

Next Of Kin Moore,Jeremy

Family Details				Personalize	Find	View All	First	1 of 1	Last
*Name	*Date of Birth	In School	Training						
1 Moore,Jeremy	02/02/1985	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

Children Aged Under 18 0

Children 18 - 25 In Education 0

#### Next of Kin

Enter the name of the individual's next of kin using the standard PeopleSoft naming format (Last,First).

#### Date of Birth

Enter the birthdates of any children.

**In School**

Select this check box to indicate that the child is a student.

**Training**

Select this check box to indicate that the child is receiving training.

---

**Note:** In School and Training information is sometimes needed for reporting purposes.

---

**Children Aged Under 18**

Based upon the birthdate values and check boxes that you entered and selected, the system automatically calculates and displays the number of children under 18 years of age.

**Children 18 - 25 In Education**

Based upon the birth date values and check boxes that you entered and selected, the system automatically calculates and displays the number of children aged 18-25 who are either studying in school or receiving training.

## Chapter 5

# Creating and Tracking Incidents

---

## Understanding Health and Safety Incidents

This section discusses:

- New incident entry.
- Incident numbers.
- Incident reports.

### New Incident Entry

Use the injury and illness pages to track an organization's response to health and safety incidents. Track employees and non-employees and associate multiple individuals with a single incident.

If you do not yet know the details of an injury or illness, you can enter this data on the injury and illness pages later. Enter the information here before viewing the injury and illness summary by individual.

### Incident Numbers

When you enter a new incident, you assign an ID number to the incident. This number locates the incident record when you review it or add information later. The system automatically assigns the incident number or you enter the number.

If the system assigns the number, it first appears as 00000000. The actual number that is assigned to the incident appears after you save the information that you enter on the Incident Data pages. The system stores the last incident number that is used in the Installation table.

The incident numbers that HR assigns are simple consecutive numbers. They may not correspond to any incident numbering that authorities in a particular regulatory region require. Ensure that you clearly understand and follow any incident numbering system that regulatory authorities prescribe. If the governing authorities in the regulatory region require a particular incident numbering scheme, then manually enter the numbers and carefully document the methods.

---

**Warning!** To avoid maintaining two different sets of incident numbers, either always assign numbers manually or always let the system do it.

---

### Incident Reports

The system generates a number of incident reports, some of which contain information that is reported to government agencies.

## Related Links

[Understanding Health and Safety Incidents](#)

## Entering Health and Safety Incident Details

This section discusses how to:

- Add and update incidents.
- Record notification details.
- Describe incident details.
- Record the location of an incident.
- Record travel-related information.
- Enter additional travel route details.
- Identify people connected to an incident.
- Maintain notification requirements.
- (BRA) Entering CAT information for Brazil.

## Pages Used to Enter Health and Safety Incidents

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Incident Details - Incident	HS_INCIDENT	<ul style="list-style-type: none"> <li>• Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Incident</li> <li>• Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Incident</li> </ul>	<p>Add a new incident or update an existing incident.</p> <p>(BRA) Brazilian incidents should be entered using the Incident Details BRA component. In order to enter Brazilian injury details in the Injury Details BRA component, the originating incident must be reported using the Incident Details BRA component.</p>
Vehicle/Equipment Accident Details	HS_INCIDENT_SEC	Click the Details link on the Incident Details component. This link is visible for vehicle or equipment-related incidents only.	Enter vehicle and equipment accident details.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Incident Details - Notification	HS_INC_NOTIFY	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Notification</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Notification</li> </ul>	Record incident details that employees generate.
Incident Details - Description	HS_INC_DESCRIPTION	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Description</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Description</li> </ul>	Describe the health and safety incident and record related data.
Incident Details - Location	HS_INC_LOCATION	Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Location	Identify the location where the incident occurred.
Incident Location Address	HS_INC_LOCADDR_SEC	Click the View Address link on the Incident Details - Location page.	Enter the location and address information for those incidents that occur off an organization's premises.
Edit Address	EO_ADDR_USA_SEC	Click the Edit Address link on the Incident Details - Location page.	Edit existing address information that is associated with the incident.
Incident Details - Travel	HS_INC_TRAVEL	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Travel</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Travel</li> </ul>	Record travel-related incident details.
Route Details	HS_INC_ROUTE_SEC	Click the Route Details link on the Incident Details - Travel page.	Provide additional travel route details for health and safety incidents.
Break Details	HS_INC_BREAK_SEC	Click the Break Details link on the Incident Details - Travel page.	Provide details about breaks in travel that are related to a health and safety incident.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Animals Involved In The Incident	HS_INC_ANIMAL_SEC	Click the Animal Details link on the Incident Details - Travel page.	Enter information about animals that are involved in a health and safety incident.
Incident Details - People	HS_INC_PEOPLE	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, People</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, People</li> </ul>	Identify witnesses, investigators, and other people who are connected to the incident. These are people who are not injured or ill in the incident.
Incident Details - People: Contact Address	HS_INC_PPLADDR_SEC	Click the Edit Address link on the People page in the Incident Details - Details page.	<p>Enter address information for the witnesses, investigators, and other contacts from the People page.</p> <p>(CAN) Users in British Columbia who report incidents to the BC WCB electronically must provide address information for all persons who are connected to the incident.</p>
Incident Details - Reporting	HS_INC_REPORT	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Reporting</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Reporting</li> </ul>	Maintain documentation showing that you notified the proper authorities of the incident.
Incident Details BRA - CAT Information	HS_INCIDENT_BRA	Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, CAT Information	Identify the location where the incident occurred. This information is used in the Work Risk (CAT) report for Brazil

## Incident Details - Incident Page

Use the Incident Details - Incident page (HS\_INCIDENT) to add a new incident or update an existing incident.



## Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Incident
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Incident

### Image: Incident Details - Incident page (1 of 3)

This example illustrates the fields and controls on the Incident Details - Incident page (1 of 3). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Incident' tab selected in a navigation bar. Below the tab bar, the 'Incident Number' is 19240003. The 'Incident Type' section contains the following fields and controls:

- \*Incident Date: 05/18/2002 (with a calendar icon)
- Incident Time: (empty text box)
- Time Zone: PST (dropdown menu)
- ☒ Time Undetermined
- \*Regulatory Region: IND (with a search icon) and India (text)
- \*Incident Type: Vehicle/Equipment Accident (dropdown menu) with a 'Details' link
- ☐ Is This a Recurrence
- ☒ Resulted in Injury or Illness
- ☐ Investigated

### Image: Incident Details - Incident page (2 of 3)

This example illustrates the fields and controls on the Incident Details - Incident page (2 of 3). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Incident' tab selected. The page is divided into several sections for contact and exposure information:

- Health And Safety Contact:** Contact ID (text box with search icon)
- Incident:** Outcome (text box) and ☐ Date and Time Exact
- Exposure:** Start Date (text box), Start Time (text box), End Date (text box), and End Time (text box)
- Disability:** ☐ Disability Program Available, Contact ID (text box with search icon), and Description (text box with a help icon)
- Payroll Contact:** Payroll Contact ID (text box with search icon)
- Other Information:** ☐ RTW Program Available, ☒ In WCB Jurisdiction, Class/Subclass (text box with search icon), and Business Type (text box)

**Image: Incident Details - Incident page (3 of 3)**

This example illustrates the fields and controls on the Incident Details - Incident page (3 of 3). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Incident Details - Incident page (3 of 3)' for three countries: France, Mexico, and India.

**France Section:**

- Incident Subtype:** Radio buttons for Work, Journey, and Occupational Illness.
- Police Report:** A checkbox for 'Police Report' and an 'Author' text field.
- Internal Investig Conclusions:** A large text area with a small icon in the bottom right corner.
- Reported By:** Radio buttons for Employer, Supervisor, and Victim. Includes 'Where' and 'Sign Off By' text fields with search icons.
- Incident Status:** Radio buttons for Definite and Known.

**Mexico Section:**

- A checkbox for 'Detected by Mixed Committee'.

**India Section:**

- Incident Subtype:** Radio buttons for Work, Journey, Occupational Disease/Illness, and Other.

**Incident Number**

The incident number that you entered appears here.

If you report to the British Columbia Workers' Compensation Board (BC WCB), enter an incident number.

**Incident Time and Time Zone**

Enter the time that the incident occurred, and the time zone for that time.

If you are reporting to the BC WCB, ensure that you enter the time.

**Incident Type**

The default value is *Incident*, which you can change. The selected value controls the availability of other fields that are in the component.

If you file incident reports electronically with the BC WCB, leave the default value of *Incident* if you report an outcome of reported only, health care only, short term disability, or fatality. If you report an incident outcome of dangerous occurrences, select *Dangerous Occurrence*.

**Details**

If you select *Vehicle/Equipment Accident*, the Details link appears. Click this link to access the Vehicle/Equipment Accident Details page.

**Incident Date**

The default value is today's date, which you can change.

**Time Undetermined**

Select if you cannot determine the time the incident occurred.

**Regulatory Region**

Enter the regulatory region for the incident. When you add an incident, the user's regulatory region that is specified in user preferences appears by default. You can override this value.

---

**Note:** This field controls the values that are returned by all of the Monitoring Health and Safety setup tables that use setID as their key field.

---



---

**Warning!** If you change the regulatory region for an existing incident, and the setID for the previous and current regulatory regions differ, the system deletes all of the relevant linked values from the setup tables. Before proceeding with the change, the system prompts you to confirm the action. When the original information is deleted, you must reenter the data for the incident.

---

**Is This a Recurrence**

Select if this incident has happened before.

**Resulted in Injury or Illness**

Select if the incident resulted in injury or illness and you want to track injury or illness data on the Injury or Illness pages.

When you select this check box, enter an employee ID in the Reported to EmplID (reported to employee ID) field on the Notification page before saving the incident in the system.

For BC WCB reports, select this check box if you are reporting an outcome of reported only, health care only, short-term disability, or fatality. If you are reporting an outcome of dangerous occurrences, ensure that this check box is deselected.

**Investigated**

Select this check box if this incident is investigated.

---

**Note:** (DEU) German laws and insurers require that employers track and report detailed occupational illness data. The legal procedures for handling and reporting these illnesses differ from those that regulate occupational accidents, so all illnesses involving the German operations are tracked using the Illness Tracking (HS\_ILLNESS\_GER) component.

---

**(CAN) Canada**

The following information is specific to users who want to file incident reports electronically with the BC WCB. Note that the Contact ID, Class/Subclass, and Business Type fields are required for all incident outcomes.

---

**Warning!** To activate all warnings, you must set the Regulatory Region for the incident to *CANBC*. Even the creation of the extract file does not work without this because it is designed to focus on British Columbia incidents only.

---

**Outcome**

The value that appears in this field is derived from the most severe injury outcome that you enter on the Injury Details page.

For incidents with a CANBC regulatory region, the Outcome field is activated based upon a relationship between the incident outcome here and the injury outcome. If the Resulted in Injury or Illness check box is selected, the system verifies that an injury is entered before you save the incident.

When you save the incident, the system associates an incident outcome with each injury outcome. For example, if only one person is injured, the system populates the Outcome field with the same value as the injury outcome. If more than one person is injured, the most severe injury outcome defines the incident outcome.

Possible values for the Outcome field are:

*Reported Only:* An injury occurred but no medical attention is sought nor is time lost.

*Healthcare Only:* The injured person visited a health-care practitioner, but no time loss beyond the day of injury occurred. In some WCB jurisdictions, this is also known as medical aid.

*Short Term Disability:* The injured worker is off work beyond the day of the injury. In some WCB jurisdictions, this is also known as wage loss.

*Fatal:* A fatal injury.

*Dangerous Occurrence:* No injuries or injury outcomes are involved.

**Date and Time Exact**

Select to indicate that the date and time on the primary page are exact.

**Exposure**

If you select the exposure incident type on the primary page, enter the exposure start date and time and end date and time, if they're known.

**Disability Program Available**

Select if there is a disability program available at the organization.

**Contact ID (Disability)**

You must select the Disability Program Available check box to use this field.

**Description (description)**

You must select the Disability Program Available check box to use this field.

**Payroll Contact ID**

Enter the payroll contact ID for the incident.

**RTW Program Available (return to work program available)**

Select to indicate if there is a return-to-work program available at the organization.

**In WCB Jurisdiction**

Select to indicate if the business operation that is involved is in the WCB jurisdiction.

**Class/Subclass**

Enter the industry class or subclass code.

Define the standard industry classes and subclasses for the Canadian business locations on the Class/Subclass Table - CAN page.

**(FRA) France****Where**

Indicate where the incident is reported.

**Sign Off By**

Enter the employee ID of the person who approved and signed the internal company written report.

**Police Report**

Select if a police report is prepared.

**Author**

Identify the author of the police report.

**Internal Investig Conclusions  
(internal investigation conclusions)**

Describe the conclusions of the internal investigation.

**(MEX) Mexico****Detected by Mixed Committee**

Select if the incident is detected by the Health and Safety mixed committee.

**Mixed Committee**

Select the name of the mixed committee. This field appears only if you select the Detected by Mixed Committee check box. Define mixed committees on the Mixed Committee page.

**(IND) India**

Indicate the incident subtype.

**Related Links**

"Understanding Regulatory Regions (*PeopleSoft HCM 9.2: Application Fundamentals*)"

**Incident Details - Notification Page**

Use the Incident Details - Notification page (HS\_INC\_NOTIFY) to record incident details that employees generate.

## Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Notification
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Notification

### Image: Incident Details - Notification page

This example illustrates the fields and controls on the Incident Details - Notification page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web application interface for incident management. At the top, there are tabs for 'Incident', 'Notification' (which is active), 'Description', 'Location', 'Travel', 'People', and 'Reporting'. Below the tabs, the incident details are displayed: 'Incident Number' 19240003, 'Date' 05/18/2002, and 'Incident Type' Vehicle/Equipment Accident. The main content area is divided into two sections. The first section, 'Incident Notification', contains several input fields: 'Date Reported' (05/18/2002), 'Time Reported' (12:00PM), 'Reported To Empl ID' (KP0005, with a dropdown arrow and the name 'Diya M'), 'Reported By Empl ID' (GP0006, with a dropdown arrow and the name 'Harjeet Singh'), and 'Reported By Non-Empl ID'. The second section, 'Incident Tracking', contains 'Date Recorded' (05/20/2002) and 'Time Recorded'.

#### Date Reported and Time Reported

Enter the date and time that the incident is reported to a company official or employee.

#### Reported To Empl ID (reported to employee ID)

Enter the employee ID of the organization official or employee who received the report, or select from the list of values that come from personal data.

#### Reported By Empl ID (reported by employee ID) and Reported By Non-Empl ID (reported by non-employee ID)

Enter an ID for the employee or non-employee who reported the incident.

---

**Note:** (CAN) If you are a user in British Columbia and report incidents to the BC WCB electronically, the Date Reported, Time Reported, Reported To EmplID, and Reported By EmplID fields are required.

---

#### Incident Tracking

Use this group box for recording purposes. For example, track when the incident report or notification is first documented by an organization official in writing. In this example, you enter the date recorded and time recorded to track this information internally.

You can also use this field to track another date, for example, the date that preexisting conditions began or the date when the employee began missing work. Alternatively, you can track the

date that an internal report, note, or memorandum is written to document the incident. For users who are in the United States subject to Occupational Safety and Health Administration ( OSHA) regulations, the date recorded might represent the date that the incident is first entered into the PeopleSoft system.

---

**Note:** If you use the fields in the Incident Tracking group box, document the decision, train all of the users accordingly, and use the fields consistently.

---

## Incident Details - Description Page

Use the Incident Details - Description page (HS\_INC\_DESCRIPTION) to describe the health and safety incident and record related data.

### Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Description
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Description

### Image: Incident Details - Description page

This example illustrates the fields and controls on the Incident Details - Description page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Incident Details - Description' page. At the top, there are tabs for Incident, Notification, Description (selected), Location, Travel, People, and Reporting. Below the tabs, incident details are shown: Incident Number 19240003, Date 05/18/2002, and Incident Type Vehicle/Equipment Accident. A 'Dangerous Occurrence' section has a 'Code' field. The 'Description' section is a large text area. Below this, there's a section for 'Canada' with a 'Near Miss Type' dropdown and a 'Worker Involved?' checkbox. A table with columns 'Contrib Factor', 'Description', and 'Other Description' is shown, with a search icon in the 'Contrib Factor' column. At the bottom, there's a section for 'India' with a checkbox for 'Alcohol/Substance Taken'.

**Code**

For most incident types, this field is unavailable. When the incident type that you selected on the Incident page is *dangerous occurrence*, the system makes the `Code` field available for entry. The codes from which you can select a value come from the Dangerous Occurrences table.

**(CAN) Canada****Near Miss Type**

Specify the type of near miss that occurred during the incident.

**Worker Involved?**

Select to indicate that a worker was involved in the incident.

**Contrib Factor (contributing factor)**

Indicate contributing factors that might have caused the incident to occur. This information is used for reporting to the Canadian WCB.

If you are a user in British Columbia and you report to the BC WCB electronically, the contributing factor is required on a final report for all incident outcomes except reported only.

Select a contributing factor from the list of prompt values that come from the Contributing Factors CAN table. The system makes the Other Description field unavailable for input.

**Other Description**

This field is generally unavailable for data entry. When the contributing factor code is *00996 - Other*, the Other Description field is available for data entry, and you must enter a narrative description of the *Other* contributing factor.

**(IND) India****Alcohol/Substance Taken**

Select if alcohol or a substance is taken during the time of the incident.

**Incident Details - Location Page**

Use the Incident Details - Location page (`HS_INC_LOCATION`) to identify the location where the incident occurred.



## Navigation

Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Location

### Image: Incident Details - Location page (1 of 3)

This example illustrates the fields and controls on the Incident Details - Location page (1 of 3). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Incident Details - Location' page (1 of 3). At the top, there are tabs for Incident, Notification, Description, Location (selected), Travel, People, and Reporting. Below the tabs, the incident details are shown: Incident Number 19240003, Date 05/18/2002, and Incident Type Vehicle/Equipment Accident. The main section is titled 'Incident Location Data' and contains the following fields and controls:

- ☒ Occurred on Employer Premises
- Location Set ID: KPIND (with a search icon)
- Location: KPBLR01 (with a search icon)
- Establishment ID: (with a search icon)
- India SetID: M G Road, Branch
- View Address: (link)
- Exact Location: (text area with a search icon)

### Image: Incident Details - Location page (2 of 3)

This example illustrates the fields and controls on the Incident Details - Location page (2 of 3). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Incident Details - Location' page (2 of 3). The page shows the address fields and the accident scene description. At the top left, there is a dropdown menu for the country, currently set to Canada. The address fields are:

- Street Number: (text box)
- Street Name: (text box)
- Unit Number: (text box)
- P.O.Box: (text box)
- Rural Route: (text box)
- Get Default Address: (button)
- Location Size: (dropdown menu)
- ☐ Accident At Temporary Site
- ☐ Incident At Operating Locn
- Description of Accident Scene: (text area with a search icon)

### Image: Incident Details - Location page (3 of 3)

This example illustrates the fields and controls on the Incident Details - Location page (3 of 3). You can find definitions for the fields and controls later on this page.

The screenshot shows a web form for incident details. It has a vertical list of countries: France, United Kingdom, India, and Spain. Each country has a corresponding section with fields. For France, there is a 'Location Class' dropdown. For the United Kingdom, there is a 'Local Authority' text field and a 'Public Place' checkbox. For India, there is an 'Establishment ID' text field containing 'KPEST1' and a magnifying glass icon, with the text 'Estab 1 of GP1' to its right. Below the India section, the text 'Empl State Ins/Workmen Comp Employee State Insurance' is displayed. For Spain, there is a 'Car Incident' checkbox. The form is enclosed in a light gray border.

#### Occurred on Employer Premises

Select if the incident occurred on employer premises.

#### Location Set ID

If you select the Occurred on Employer Premises check box, select a location setID from the list of prompt values that come from the Company table. Use this field to set up the Location list of prompt values. For instance, if the location where the employee normally works is in Canada, but the location where the incident occurred is in France, use theLocation SetID field to specify a French setID, and you can select the French location where the incident occurred.

#### Location

Select from the list of prompt values that come from the Location table for the location setID that you select.

#### View Address or Edit Address

Click this link to view or edit the address where the incident occurred.

- If the incident occurred on the employer's premises you can only view the address. The address information is populated from the Location table.
- If the incident occurred off the employer's premises, this link accesses the Address Data page where you can enter the address data for the off-site location where the incident occurred.

#### Exact Location

Record a detailed description of where the incident occurred, using up to 240 characters.

### (CAN) Canada

#### Street Number, Street Name, Unit Number, P.O. Box, and Rural Route

If the system does not have street number and street name information for this employee, enter additional address details directly into these fields. Some of this information is needed if

the incident location is at a nonstandard address, such as in a remote or rural location.

#### **Get Default Address**

If street number and street name information already exists in the system for this employee, click the Get Default Address button to populate the fields that are on this page.

#### **Location Size**

Indicate the location size (in terms of numbers of people) by selecting from the list of translate values.

#### **Accident At Temporary Site and Incident At Operating Locn (incident at operating location)**

Select the location at which the incident occurred.

---

**Note:** For users in British Columbia who report incidents electronically to the BC WCB, much of this page is required for all incident types. Separate the street number from the street name. The additional unit number, PO box, and rural route information are only required if the location is a nonstandard address. The Location Size field is required. You must select either the Accident at Temporary Site or the Incident at Operating Locn check box if the Occurred on Employer Premises check box is selected on the Incident Location page. The WCB mainframe computer checks for valid address and postal code combinations, to ensure that these are correct to avoid having the electronic report rejected by the BC WCB.

---

### **(FRA) France**

#### **Location Class**

Select the appropriate item from the list of available options to indicate additional information regarding the location and circumstances under which an incident occurred.

### **(GBR) United Kingdom**

Provide additional location details for incidents that occur in the United Kingdom. This information is needed for reporting under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

#### **Local Authority**

Identify the local authority if the incident did not occur at a specific postal code location. For example, if an accident occurs while an employee is traveling in a vehicle, you might enter the location of the accident as *5 miles outside Reading on the A33 route*. Depending upon the circumstances of an accident, you might want to contact the HSE office in the area for clarification.

#### **Public Place**

Select if the incident location is a public place.

### **(IND) India**

#### **Establishment ID**

Enter the ID of the establishment where the incident occurred.

**Empl State Ins/Workmen Comp  
(employee state insurance/workmen  
compensation)**

The type of registration under which the establishment is covered appears here.

**(ESP) Spain****Car Incident**

Select this check box to indicate that this incident was a car accident. If this is the case, deselect the Occurred on Employer Premises check box. Then click the Edit Address link to enter as much detail as possible about the exact location of the accident. Use the Exact Location field to provide a more specific description of the car accident location.

See "Managing Delta Communications (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

**Incident Details - Travel Page**

Use the Incident Details - Travel page (HS\_INC\_TRAVEL) to record travel-related incident details.

## Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Travel
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Travel

### Image: Incident Details - Travel page (1 of 2)

This example illustrates the fields and controls on the Incident Details - Travel page (1 of 2). You can find definitions for the fields and controls later on this page.

Incident Number 19240003 Date 05/18/2002 Incident Type Vehicle/Equipment Accident

**Travel Details**

Start Date  Start Time  PST

Arrival Date  Arrival Time  PST

Destination  Route Details

Mode Of Transport  Break Details

☐ Break Taken In Journey

☐ Animals Involved Animal Details

Comment

### Image: Incident Details - Travel page (2 of 2)

This example illustrates the fields and controls on the Incident Details - Travel page (2 of 2). You can find definitions for the fields and controls later on this page.

Germany

**Drug/Alcohol Details**

Alcohol/Substance Taken

Endorser

**Accident Report** Find | View All First 1 of 1 Last

Accident Report Type: Police

Reference Number

Country: USA United States

Address  Edit Address

**Start Date, Start Time, Arrival Date and Arrival Time** Enter these values, if known.

### Destination

When you enter a destination, the system makes the Route Details link available for entry when you move your cursor out of the field. Click this link to access the Route Details page.

### Mode Of Transport

Select the mode of travel from the list of available options. The values come from the Transport Table page.

**Break Taken In Journey**

Select if the travel is not continuous. The system makes the Break Details link available when you move your cursor out of the field. Click the link to access the Break Details page.

**Animals Involved**

Select if an animal is involved in the incident.

**Animal Details**

When you select the Animals Involved check box, the system makes the Animal Details link available. Click the link to access the Animal Details page.

**(DEU) Germany****Alcohol/Substance Taken**

If applicable, specify how drugs or alcohol are involved in the incident.

**Endorser**

Record the identity of the person or authority who confirmed the information in the Alcohol/Substance Taken field.

**Accident Report Type**

Select from the list of German authorities to indicate the accident report type, if needed.

**Reference Number**

Enter the reference number that this public office is using to store the report.

**Route Details Page**

Use the Route Details page (HS\_INC\_ROUTE\_SEC) to provide additional travel route details for health and safety incidents.

## Navigation

Click the Route Details link on the Incident Details - Travel page.

### Image: Route Details page

This example illustrates the fields and controls on the Route Details page. You can find definitions for the fields and controls later on this page.

#### Actual Route

Enter a description of the actual route that is traveled.

#### Direct Route Taken

Select if the actual route is the most direct route that is available.

#### Direct Route

This field is available for entry if you do not select the Direct Route Taken check box. Enter a description of the most direct route.

#### Usual Route Taken

Select if the actual route is the usual route.

#### Usual Route

This field is available if you do not select the Usual Route Taken check box. Enter a description of the usual route.

#### Route Length (km)

Enter the kilometers for the actual travel route.

## Incident Details - People Page

Use the Incident Details - People page (HS\_INC\_PEOPLE) to identify witnesses, investigators, and other people who are connected to the incident.

These are people who are not injured or ill in the incident.

## Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, People
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, People

### Image: Incident Details - People page (1 of 2)

This example illustrates the fields and controls on the Incident Details - People page (1 of 2). You can find definitions for the fields and controls later on this page.

Incident Number 19240003    Date 05/18/2002    Incident Type Vehicle/Equipment Accident

**People Connected to this Incident**

Empl ID KP0005    Diya M

Role Eyewitness

Witnesses Confirmation

☐ Responsible For Incident

☒ Trustworthy Person

☐ Able To Answer Questions

☐ Under The Influence Of Drugs

Drug Class

[Edit Address](#)

Comment

### Image: Incident Details - People page (2 of 2)

This example illustrates the fields and controls on the Incident Details - People page (2 of 2). You can find definitions for the fields and controls later on this page.

**Canada**

**Investigators**

☐ Management Representative

☐ Labor Representative

**Germany**

**Insurance Details**

**France**

**Accident Insurance**

## People Connected to this Incident

### EmplID (employee ID) and Non-Employee ID

Enter either an employee ID or a non-employee ID. The field that you do not use disappears.



---

**Note:** Enter employees into the system by using the Administer Workforce business process. Enter non-employees into the system by using the Non-Employee component (HS\_NE\_PERS\_DATA) component.

---

See "Adding a Person (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

Add a row for each individual who is connected to the incident.

**Role**

Indicate the individual's role in the incident by using the list of translate values. The value that you select for this field affects the availability of fields on the remainder of the page.

**Witnesses Confirmation**

This field is available when you select the Witness check box. Use the list of translate values to identify whether or not the witness confirms the statement made by the individual who is involved in the incident.

**Responsible For Incident, Trustworthy Person, Able To Answer Questions, and Under The Influence Of Drugs**

Select the appropriate check boxes. If the individual is in the role of Investigator or Witness, then the Responsible For Incident check box is unavailable for data entry.

A witness is not involved in the incident but is merely an observer. An eyewitness is involved in the incident.

**Drug Class**

If you select the Under the Influence of Drugs check box, select the appropriate drug class from the list of available options.

**Edit Address**

Click this link to access the Incident Details - Contact Address page.

## **(CAN) Canada**

Users in British Columbia who report incidents to the BC WCB electronically must identify an Investigator in the Role field when the report is a final report. This is true for all incident outcomes other than reported only. In addition, you must select either the Management Representative or the Labor Representative check box. For incident outcomes of the type *Reported Only*, no investigator information is required.

To provide address information for all persons who are connected to the incident, click the Edit Address link and access the Contact Address page.

**Management Representative and Labor Representative**

Select the type of investigator assigned to the incident.

## **(DEU) Germany**

**Insurance Details**

Enter additional insurance information for people who are involved in German incidents.

## (FRA) France

### Accident Insurance

Enter additional insurance information for people who are involved in French incidents.

## Incident Details - Reporting Page

Use the Incident Details - Reporting page (HS\_INC\_REPORT) to maintain documentation showing that you notified the proper authorities of the incident.

### Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details, Reporting
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, Reporting

### Image: Incident Details - Reporting page

This example illustrates the fields and controls on the Incident Details - Reporting page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Reporting' tab of the Incident Details page. At the top, navigation tabs include Incident, Notification, Description, Location, Travel, People, and Reporting. Below these, incident metadata is shown: Incident Number 19240003, Date 05/18/2002, and Incident Type Vehicle/Equipment Accident. The main 'Reporting' section contains several input fields: \*Regulatory Region (set to IND), Report Date (05/18/2002), \*Reported to (KP0004), Person Reporting, Location Set ID (KPIND), Reporting Location, and a Comment box. To the right, there are fields for Report Time and a time zone dropdown (PST). Below the main form, there are sections for 'Canada' and 'India'. The 'Canada' section includes a 'Report Status' group with radio buttons for 'Preliminary' (selected) and 'Final', and a 'Reporting' section with 'Firm Number' and 'Oper. Location Reporting' fields. The 'India' section includes a 'Reporting Information' section with a 'Reported By' dropdown set to 'Police Report'.

## Reporting

Add data rows if multiple initial incident reports are made, such as to more than one authority or agency.

### Regulatory Region

Select the region where the initial incident occurred.

When you add or update an incident and need to change the regulatory region from the default value, select from the list of prompt values. Regulatory regions are set up in the Regulatory Region table, and the Regions In Transaction table. The system

uses the *HANDS* regulatory transaction type for health and safety transactions. This transaction type includes regulatory regions for the main countries that are supported in the system and for the Canadian provinces.

---

**Warning!** If you change the regulatory region for an existing incident, and the setID for the previous and current regulatory regions differ, the system deletes all of the relevant linked values from the setup tables. Before proceeding with the change, the system prompts you to confirm the action. When the original information is deleted, you must reenter the data for the incident.

---

### Person Reporting

Select the person who is reporting (employee ID). The values come from the Workforce Administration business process.

### Location SetID

Select the location setID for the location of the person who is reporting. Prompt values come from the TableSetID table.

### Reporting Location

Select the reporting location that is officially making the report.

## (CAN) Canada

For users in British Columbia who report incidents to the BC WCB electronically, the Regulatory Region, Report Date, and Report Time fields on the Incident Reporting page are mandatory for all incident outcomes. Also, select *CANBC* in the Regulatory Region field. This is critical because warning messages for the BC WCB EDI file functionality is activated only when this is set.

### Report Status

Select an option to indicate whether the report is preliminary or final.

### Reporting

Enter the Canadian WCB firm number and location code.

### Review Submission Status

Click to access the Incident Submission Status page for the incident.

---

**Note:** (CAN) For users in British Columbia who report incidents to the BC WCB electronically, the Report Status, Firm Number, and Location fields are required. When the report status is final, you must identify an investigator on the Incident - People page.

---

## (IND) India

### Reported By

Select if the incident is reported by *Airlines*, *Police Report*, *Railways*, *State Transport Administration*, or *Others*.

## Related Links

"Understanding Regulatory Regions (*PeopleSoft HCM 9.2: Application Fundamentals*)"

## Incident Details BRA - CAT Information Page

Use the Incident Details BRA - CAT Information page (HS\_INCIDENT\_BRA) to identify the location where the incident occurred.

This information is used in the Work Risk (CAT) report for Brazil.

### Navigation

Workforce Monitoring, Health and Safety, Obtain Incident Information, Incident Details BRA, CAT Information

### Image: CAT Information page

This example illustrates the fields and controls on the CAT Information page. You can find definitions for the fields and controls later on this page.

#### CAT Incident Type

Select the work incident type. Valid values are *Illness*, *Route*, and *Typical*.

#### Police Register

Select to indicate that a police report has been filed.

#### Location Type

Indicate where the incident occurred. Valid values include *Employee Service Taker*, *Employer Establishment*, *Other*, *Public Thoroughfare*, and *Rural Area*.

When you select *Employee Service Taker*, the National ID and Description fields display. When you select *Employer Establishment*, the location and establishment fields display.

<b>Location SetID</b>	If you select <i>Employer Premises</i> in the Location Type field, select a location setID from the list of prompt values. Use this field to set up the location list of prompt values. For instance, if the location where the employee normally works is in one location, but the location where the incident occurred is in another, use the Location SetID field to specify the other setID, and you can select the location where the incident occurred.
<b>Location Code</b>	Select from the list of prompt values that come from the Location table for the location setID that you select.
<b>Establishment ID</b>	Enter the establish ID where the incident took place.
<b>National ID and Description</b>	If you select <i>Employee Service Taker</i> in the Location Type field, enter the national ID and description.
<b>Country and Edit Address</b>	Enter the country code where the incident occurred. Then click the Edit Address button to view or edit the address where the incident occurred.
<b>CAT Specific Location</b>	Record a detailed description of where the incident occurred.

---

## Entering Injury Details

Use the Injury Details (HS\_INJURY\_ILL) and Injury Details BRA (HS\_INJURY\_ILL\_BRA) components to record information about injuries that are sustained in incidents.

This section lists prerequisites and common elements and discusses how to:

- Record work-related injuries.
- (ESP) Enter general PAT information
- (ESP) Enter RAF details.
- Enter injury and illness descriptions.
- Document injury statements.
- Enter injury and illness details.
- (ESP) Enter detailed PAT information.
- (ESP) Enter Detail RATS data.
- Enter medical treatment information.
- Record diagnoses details.
- (ESP) Specifying medical and economic PAT data.
- Record work-related incidents.

- (CAN) Enter long-term earnings.
- Track reporting details.
- (BRA) Enter injury details for Brazil.

---

**Note:** (CAN) For incidents in which the incident outcome is a dangerous occurrence, no injury information is entered into the system because by definition there are no injuries in these types of incidents. Proceed to the Consequent Actions pages to enter corrective and preventative actions for the incident.

---

## Prerequisites

Before you enter injury and illness information, you create an incident, assign an incident type, and select the Resulted In An Injury Or Illness check box on the Incident Details - Incident page.

## Common Elements Used in this Section

<b>Accident Type</b>	If the injury resulted from an accident, select the type of accident from the Accident Type table.
<b>Body Part</b>	Select a code from the list of values from the Body Parts table.
<b>Nature of Injury</b>	Select a code to identify the injury in terms of its principal physical characteristics (for example, what happened to the employee). The values come from the Nature of Injury tables.
<b>PAT (ESP)</b>	<i>Partes de Accidentes de Trabajo.</i>
<b>Primary Injury</b>	Select if this injury detail is associated with the primary injury.
<b>RATSB (ESP)</b>	<i>Relación de Accidentes de Trabajo Sin Baja médica.</i>
<b>Side of Body</b>	Indicate the side of the body for the body part, if appropriate, by selecting from the list of translate values.
<b>Source of Injury</b>	Select a code to identify the object, substance, exposure, or bodily motion that produced or inflicted the injury. Use the list of prompt values that come from the Source of Injury table.
<b>Unsafe Act Performed</b>	If applicable, select a code to indicate if the accident was caused by an unsafe action.

## Pages Used to Enter Injury Details

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Injury Details - Injury	HS_INJ_NOTIFY	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Injury</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Injury</li> </ul>	<p>Enter information about employees and non-employees who have work-related injuries or illnesses.</p> <p>(BRA) To report a Brazilian injury using the Injury Details BRA component, the originating incident must be reported using the Incident Details BRA component.</p>
Detailed PAT Data (Injury Details - Injury)	HS_PAT1_ESP_SEC	Click the Accident with sick note link in the Spain section of the Injury Details - Injury page.	<p>(ESP) Enter detailed information about the accident that caused the injury for PAT reporting.</p> <p>The link appears only when <i>PAT</i> is the value in the Incident Type field in the Spain section of the Injury Details - Injury page.</p>
Detailed RAF Data (Injury Details - Injury)	HS_RAF1_ESP_SEC	Click the Medical Discharge or Death link in the Spain section of the Injury Details - Injury page.	(ESP) Enter the reason for discharge, the injury grade, and the diagnosis code for the RAF incident.
Injury Details - Description	HS_INJ_DESCRIPTION	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Description</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Description</li> </ul>	Enter detailed information about the injury or illness or both that are involved in the incident.
Injury Details - Statements	HS_INJ_STATEMENT	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Statements</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Statements</li> </ul>	Document the statements that are made by the injured or ill party, the employer, and witnesses.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Injury Details - Details Injury Details BRA - Details	HS_INJ_DETAIL	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Details</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Details</li> </ul>	Provide details of the injury or illness that is suffered by each person who is involved in the incident.
Injury - Body Parts	HS_INJ_BP_SEC	Click the Body Parts link on the Injury Details - Details page.	Identify body parts that are affected by the injury or illness.
Injury - Nature of Injury	HS_INJ_NOI_SEC	Click the Nature of Injury link on the Injury Details - Details page.	Define the nature of the injury or illness.
Injury - Source of Injury	HS_INJ_SOI_SEC	Click the Source of Injury link on the Injury Details - Details page.	Identify the source of the injury.
Injury - Accident Type	HS_INJ_ACC_SEC	Click the Accident Type link on the Injury Details - Details page.	Assign accident types to the injury or illness.
Injury - Unsafe Act	HS_INJ_ACT_SEC	Click the Unsafe Act link on the Injury Details - Details page.	Indicate if an unsafe act contributed to the injury or illness.
Detailed PAT Data (Injury Details - Details)	HS_PAT2_ESP_SEC	Click the Accident with sick note link in the Spain section of the Injury Details - Details page.	(ESP) Enter detailed information about the accident that caused the injury.
Detailed RATSBS Data (Injury Details - Details)	HS_RATSBS_ESP_SEC	Click the Accident without sick note link in the Spain section of the Injury Details - Details page.	<p>(ESP) Enter detailed data for RATSBS reporting.</p> <p>The link appears only when <i>RATSBS</i> is the Incident Type field value in the Spain section of the Injury Details - Injury page.</p>
Injury Details - 1st Aid	HS_INJ_AID	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, 1st Aid</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, 1st Aid</li> </ul>	Enter first aid and medical treatment information for all injured or ill individuals who are involved in the incident.



<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Ambulance Details	HS_INJ_AID_AMB_SEC	Click the Ambulance Details link on the Injury Details - 1st Aid page or Injury Details BRA - 1st Aid page.	<p>Enter additional details about the time when the individual was transported to a hospital by an ambulance.</p> <p>The Ambulance Required check box on the Injury Details - 1st Aid page must be selected for the Ambulance Details link to appear.</p>
Prior Disability	HS_INJ_PDSCAN_SEC	On the Injury Details - 1st Aid page, select the Prior Disability check box in the Canada section of the page. Then click the Disability link.	<p>Enter details about any relevant prior disabilities of the injured or ill person.</p> <p>The Prior Disability check box on the Injury Details - 1st Aid page must be selected for the Disability link to appear.</p>
Prior Health Condition	HS_INJ_PHCCAN_SEC	On the Injury Details - 1st Aid page, select the Prior Health Condition check box in the Canada section of the page. Then lick the Condition link.	Enter details about any relevant prior health conditions of the injured or ill person.
Injury Details - Diagnoses	HS_INJ_DIAGNOSIS	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Diagnoses</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Diagnoses</li> </ul>	Record details about the physician, hospital or clinic, and the medical diagnoses that are involved with the injured and ill employees.
Detailed PAT Data Page (Injury Details - Diagnoses)	HS_PAT3_ESP_SEC	Click the Accident with sick note link in the Spain section of the Injury Details - Diagnoses page.	(ESP) Specify medical assistance and economic data for PAT incidents.
Medical Facility Address	HS_INJ_MEDFAC_SEC	Click the View Address link on the Injury Details - Diagnoses page.	View the address of the medical facility.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Injury Details - Work-Related	HS_INJ_WORK	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Work-Related</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Work-Related</li> </ul>	Record if the incident occurred while the person was involved in a work-related activity.
Wage Inclusions	HS_INJ_WICAN_SEC	Click the Wage Inclusions link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional information about wage inclusions for Canadian employees who have a work-related injury or illness.
Wage Additions	HS_INJ_WACAN_SEC	Click the Wage Additions link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional information about wage additions for Canadian employees who have a work-related injury or illness.
Actions	HS_INJ_ACTCAN_SEC	Click the Actions link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional information that is needed for reporting to the WCB, concerning the employee's actions at the time of the incident.
WCB Form 7 Details	HS_INJ_WCBCAN_SEC	Click the WCB Form 7 Details link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional information about Canadian incidents that is needed for reporting to the WCB.
Long Term Earnings	HS_INJ_LTECAN_SEC	Click the Long Term Earnings link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional information about long term earnings for Canadian employees who have work-related injuries or illnesses.
Return To Work	HS_INJ_RTWCAN_SEC	Click the Return to Work link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional return-to-work details for Canadian employees who are injured or ill in work-related incidents.
Work Information	WCB_WORK_INFO_SEC	Click the Work Information link in the Canada section of the Injury Details - Work-Related page.	(CAN) Enter additional work information for employees who are injured or ill in work-related incidents.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Injury Details - Reporting	HS_INJ_REPORT	<ul style="list-style-type: none"> <li>• Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Reporting</li> <li>• Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Reporting</li> </ul>	Track if incidents are reportable under the terms of an authority of a regulatory region.
Injury Details - Details BRA	HS_INJURY_BRA	Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Details BRA	Enter injury details for Brazil. This information is used on the Work Risk report for Brazil.

## Injury Details - Injury Page

Use the Injury Details - Injury page (HS\_INJ\_NOTIFY) to enter information about employees and non-employees who have work-related injuries or illnesses.

## Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Injury
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Injury

### Image: Injury Details - Injury page (1 of 2)

This example illustrates the fields and controls on the Injury Details - Injury page (1 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Injury' page (1 of 2) for incident 19240003 on 05/18/2002. The incident type is 'Vehicle/Equipment Accident'. The person involved is Rajkumar Goenka, born 01/06/1965, male. His employee data includes Business Unit KP01, Department KP0001, Job Code 910010, and Location KPBLR01. The notification was reported on 05/18/2002 at 12:00AM PST. The page is for Canada.

Incident Information	
Incident Number	19240003
Date	05/18/2002
Incident Type	Vehicle/Equipment Accident

Person Involved	
Empl ID	KP0003
Name	Rajkumar Goenka
Date of Birth	01/06/1965
Date of Death	
Gender	Male

Employee Data at Incident Date	
Business Unit	KP01
Department	KP0001
Job Code	910010
Location	KPBLR01
India Business Unit	Human Resources
Trainee - Management	
M G Road, Branch	Active

Notification - This Person	
Date Reported	05/18/2002
Time Reported	12:00AM
PST	

Injury	
Date	05/18/2002
Time	
<input type="checkbox"/> Date and Time Exact	

Exposure	
Start Date	
Start Time	
End Date	
End Time	

### Image: Injury Details - Injury page (2 of 2)

This example illustrates the fields and controls on the Injury Details - Injury page (2 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Designates' page (2 of 2). It shows fields for Sequence, Designate, Date Reported, Time Reported, Position Type, Other Description, and 1st Aid Cert Nbr. There are checkboxes for 'First Designate Reported To' and 'Owner Partner', 'Partner', 'Incompetent', and 'Relation'. The page is for Germany. Below, there is a section for France with a 'Timetable' table showing 'From' and 'To' times for 'Morning' and 'Afternoon'. The page is also for the United Kingdom with checkboxes for 'Member Of Public' and 'Self-Employed'.

Designates	
Sequence	
Designate	
Date Reported	
Time Reported	
Position Type	
Other Description	
1st Aid Cert Nbr	
<input type="checkbox"/> First Designate Reported To	

Germany	
<input type="checkbox"/> Owner Partner	
<input type="checkbox"/> Partner	
<input type="checkbox"/> Incompetent	
<input type="checkbox"/> Relation	
Relation	
Work Area	

France	
Timetable	
	From To
Morning	
Afternoon	

United Kingdom	
<input type="checkbox"/> Member Of Public	
<input type="checkbox"/> Self-Employed	

### Image: Injury Details - Injury page (3 of 3)

This example illustrates the fields and controls on the Injury Details - Injury page (3 of 3). You can find definitions for the fields and controls later on this page.

#### EmplID

For each person who is involved in the incident, select either an employee ID or a non-employee ID. The person's name, date of birth, gender and, if applicable, the date of death appear next to this field.

---

**Note:** If a fatality occurs, enter the date of death in the Workforce Administration business process or the Non-Employee - Personal Details page, as appropriate.

---

#### Empl Record (employment record)

If you enter information for an employee who has more than one job, select the employment record number for the job that the employee was performing when the incident occurred.

#### Employee Data At Incident Date

The information that appears here comes from job data that is valid as of the incident date.

#### Notification - This Person

Enter the date and time when this person's injury or illness was reported to an organization official.

### (CAN) Canada

In the Injury group box, enter the date and time of the injury. Select the Date and Time Exact check box if the date and time are exact.

In the Exposure group box, enter the exposure start date, start time, end date, and end time, if known

Use the Designates group box to record details about incident designates to whom injuries and incidents are reported. They are distinguished from incident people, who are usually the people that are involved in the incident and are reporting it.

#### Sequence

This is a sequential number that the system assigns automatically to differentiate between designates. When you save this record, the sequence number is available in the First Aider Designate field on the 1st Aid page.

#### Designate

Select the employee ID of the designate.

#### Date Reported and Time Reported

Enter the date and the time that the injury was reported.

#### Position Type

The value that you select determines the availability of the remaining fields that are on the page. If you select the types

*None* or *Worker's Supervisor*, the system makes the *Other Description* and *1st Aid Cert. #* fields available for entry.

### Other Description

If you select *Other* in the *Position Type* field, then enter a description of the designate's position.

### 1st Aid Cert Nbr (first aid certificate number)

If you select *First Aid Attendant* as the position type, enter the first aid certificate number for the designate.

### First Designate Reported To

Select whether the person is the first designate to whom the injury was reported.

## (DEU) Germany

### Owner Partner, Partner, Incompetent, and Relation

Indicate the relationship of the person who was notified to the person who was involved. If you select *Relation*, the associated field is available for selection.

### Work Area

Select an option from the values that you set up in the *Work Area* table.

## (FRA) France

### Timetable

Enter the time of the notification.

## (GBR) United Kingdom

### Member Of Public and Self-Employed

If the individual who is involved in the incident is a non-employee, indicate if that person is a member of the public or is self-employed.

## (ESP) Spain

### Incident Type

Select the incident type of the industrial accident:

- *PAT*: Select to indicate that this is an industrial accident where the person provides the company with a sick note. A few fields appear when this option is selected.
- *RATSB*: Select to indicate that this is an industrial accident where the person does not provide the company with a sick note.

---

**Note:** The fields described here appear when you enter *RATSB* on the *Injury* page.

---

### Relapse

Select this check box if the industrial accident is a relapse occurrence caused by a previous temporary disability.

	The page displays this field when the selected incident type is <i>PAT</i> .
<b>Absence Begin Date</b>	Enter the date that the employee begins to be absent from work due to the industrial accident. If this is a relapse occurrence, enter the begin date of the original occurrence.  The page displays this field when the selected incident type is <i>PAT</i> .
<b>End Date</b>	Enter the date that the employee's absence from work ends due to a medical discharge or death of the employee. When you enter the medical discharge or death date, the <i>PAT</i> incident becomes a <i>RAF</i> ( <i>Relación de Altas o Fallecimientos de accidentados</i> or Relation of High or Deaths of injured) incident.  The page displays this field when the selected incident type is <i>PAT</i> .
<b>Accident with sick note</b>	Click this link to access the Detailed <i>PAT</i> Data page, where you must enter details about the employee, employer, and place of accident for the <i>PAT</i> incident.  The page displays this link when the selected incident type is <i>PAT</i> .
<b>Medical Discharge or Death</b>	Click this link to access the Detailed <i>RAF</i> Data page, where you must enter the reason for discharge, the injury grade, and the diagnosis code for the <i>RAF</i> incident. The system displays this field only for <i>PAT</i> incident types where you have entered an absence end date to make it a <i>RAF</i> incident type.

See "Managing Delta Communications (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

## (ESP) Detailed PAT Data Page (Injury Details - Injury)

Use the Detailed PAT Data (Injury Details - Injury) page (HS\_PAT1\_ESP\_SEC) (ESP) to enter detailed information about the accident that caused the injury for PAT reporting.

## Navigation

Click the Accident with sick note link in the Spain section of the Injury Details - Injury page.

### Image: Detailed PAT Data page (HS\_PAT1\_ESP\_SEC) accessed from the Injury Details - Injury page

This example illustrates the fields and controls on the Injury Details, Injury - Detailed PAT Data page. You can find definitions for the fields and controls later on this page.

**Detailed PAT Data**

**Employee**

Job Code (CNO) 10

**Employer**

Company Acting As ☒ Hiring ☐ ETT

**Place**

Place Code Other Work Center

☒ External Company

**External Company Data**

Company Type Fiscal ID

Company Name

Phone Company

SSN Employer CCC Staff

Industry

**Schedule Data**

Working Hour 1

OK Cancel

## Employee

### Job Codes (CNO)

Assign an occupational national code to the employee for reporting purposes.

## Employer

Use this group box to enter employer information about where the industrial accident occurred.

### Hiring

Select this check box to indicate that the company at the time of the industrial accident is the hiring company that contracts or subcontracts to the employee.



**ETT**

Select this check box to indicate that the company is a place of temporary work for the employee.

**Place**

Use this group box to report where the industrial accident took place. Indicate whether the industrial accident occurred in the employee's company or in another company.

**Place Code**

Select the location where industrial accident took place. Valid values are:

- *In Itinere*: The industrial accident occurred when the employee was going to or returning from the work.
- *Other Work Center*: The industrial accident occurred in another work center.
- *Taken Journey*: The industrial accident took place during a work hour when the employee was traveling.
- *Usual Work Center*: The industrial accident occurred in the employee's usual work center.

The system uses the value of this field to populate the <codigo> tag in the XML file.

**External Company**

Select this check box to indicate that the industrial accident occurred at a company other than the employee's company. The system displays the External Company Data group box for you to enter details about the external company.

This field is available when you select *Other Work Center* from the Place Code field.

**SSN Employer (social security number employer)**

If the industrial accident occurred out of the employee's usual work center, enter the social security number of the company where the industrial accident occurred.

This field is available when you select *Other Work Center* from the Place Code field.

**Road / Km, and Other Data**

These fields are available when you select *In Itinere* or *Taken Journey* from the Place Code field.

Enter the distance or road traveled, as well as other pertinent data about the place where the injury occurred.

**Commuting**

This field is available when you select *In Itinere* from the Place Code field.

Enter whether the injury occurred while traveling to work or from work.

## External Company Data

Use this group box to enter data about the external company or external work location within the employee's company where the industrial accident occurred.

### Company Type

Select the type of external company where the industrial accident occurred. Valid values are:

- *Hiring*: The external company is the hiring company. The system uses this value to populate the <cifcontrata> tag in the XML file.
- *ETT*: The external company is a place of temporary work for the employee. The system uses this value to populate the <citett> tag in the XML file.
- *Other*: The external company is of another type not listed here. The system uses this value to populate the <cifotra> tag in the XML file.

The system loads the value into the XML file when you select a Fiscal ID value.

### Fiscal ID

Select the Fiscal ID for the external company type. Based on your selection in the Company Type field, the system populates the <cifcontrata> tag, <cifett> tag, or <cifotra> tag in the XML file.

### Company Name and Phone Company

Enter the name and phone number of the company where the industrial accident occurred.

### SSN Employer (social security number employer)

If the industrial accident occurred out of the employee's usual work center, enter the social security number of the company where the industrial accident occurred.

### CCC Staff

If the industrial accident occurred out of the employee's usual work center, enter the staff value of the company where the industrial accident occurred.

### Industry

If the industrial accident occurred out of the employee's usual work center, enter the industrial activity code of the company where the industrial accident occurred.

## Schedule Data

### Working Hour

If a temporary disability is an industrial accident because the accident occurred at work, select the working hour that the accident occurred. The system displays this field only for *PAT* incident types.

## Related Links

"Managing Delta Communications (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

## (ESP) Detailed RAF Data Page (Injury Details - Injury)

Use the Detailed RAF Data (Injury Details - Injury) page (HS\_RAF1\_ESP\_SEC) (ESP) to enter the reason for discharge, the injury grade, and the diagnosis code for the RAF incident.

### Navigation

Click the Medical Discharge or Death link in the Spain section of the Injury Details - Injury page.

### Image: Detailed RAF Data (Injury Details - Injury) page

This example illustrates the fields and controls on the Detailed RAF Data (Injury Details - Injury) page. You can find definitions for the fields and controls later on this page.

### RAF Data

Use this group box to enter the information required for RAF reporting.

#### Reason Discharge

Select the reason for the discharge. The system populates the <causa> tag in the XML file with this value.

#### RAF Injury Grade

Select a RAF injury grade to indicate the severity of the injury according to social security administration codes. The system populates the <gradoreal> tag in the XML file with this value.

#### Diagnosis Code

Select the diagnosis code according to social security administration codes. The system populates the <diagnostoco> tag in the XML file with this value.

### Related Links

"Managing Delta Communications (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

## Injury Details - Description Page

Use the Injury Details - Description page (HS\_INJ\_DESCRIPTION) to enter detailed information about the injury or illness or both that are involved in the incident.

Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Description
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Description

Image: Injury Details - Description page (1 of 2)

This example illustrates the fields and controls on the Injury Details - Description page (1 of 2). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Injury Details - Description' page for Incident Number 19240003, dated 05/18/2002. The incident type is 'Vehicle/Equipment Accident'. The person involved is Rajkumar Goenka, with Empl ID KP0003, Date of Birth 01/06/1965, and Gender Male. The page includes tabs for Injury, Description, Statements, Details, 1st Aid, Diagnoses, Work-Related, and Reporting. The 'Primary Outcome' section has radio buttons for Injury (selected), Illness, and Death. The 'Treatment Required' section has radio buttons for Medical Treatment, First Aid, Hospitalized (selected), and Not Required. There is an 'Occupational Illness' section with an 'Illness' field and an 'Injury/Illness Details' section with a large text area. At the bottom, there is a 'United Kingdom' flag and an 'Occ Illness Diagnosis Date' field.

Image: Injury Details - Description page (2 of 2)

This example illustrates the fields and controls on the Injury Details - Description page (2 of 2). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Injury Details - Description' page (2 of 2) for Incident Number 19240003. It includes a 'Canada' flag at the top. The 'Injury Outcome' is a dropdown menu, and the 'Business Type' is a text field. The 'Description of Accident Scene' is a large text area. The 'People' section includes a 'Find | View All' link, a 'First 1 of 1 Last' link, and a '+ -' button. It also has fields for 'Empl ID', 'Non-Empl ID', 'Role' (a dropdown menu), a checkbox for 'Responsible For Incident', and a 'Comment' field.

**Primary Outcome** Indicate whether the incident resulted in *Injury*, *Illness*, or *Death*.

**Treatment Required** Indicate if the treatment was *Medical*, *First Aid*, *Hospitalized*, or *None*.

**Note:** (DEU) All illnesses that involve German operations are tracked by using the DEU Illness Tracking (HS\_ILLNESS\_GER) component.

**Occupational Illness**

If you select Illness in the Primary Outcome group box, then the Illness field is available for data entry in this group box. Values come from the Occupational Illness table.

**Injury/Illness Details**

Enter details about the illness.

**(GBR) United Kingdom****Occ. Illness Diagnosis Date**

(occupational illness diagnosis date)

This field is available when the selected injury outcome is illness.

**(CAN) Canada**

For users in British Columbia who report incidents to the BC WCB electronically, note that injury information is not required for incident outcomes that are dangerous occurrences. On the Injury Description page, the only required item is the Injury Outcome, which is used to derive the Incident Outcome on the Incident Details - Canada page. The entries that you make in the Primary Outcome and Treatment Required group boxes should be consistent with the type of incident outcome that you enter into the system.

**Injury Outcome**

Values are *Fatality*, *Health Care Only*, *Reported Only*, and *Short Term Disability*.

**Business Type**

Use the values that are approved by the regional WCB office to describe the business type (required).

**(CAN) People**

Identify the people who are involved with or who have knowledge of the injury or illness. People with knowledge of the incident are entered on the Incident People page.

**EmplID and Non-Employee ID**

Enter either an employee ID or a non-employee ID.

---

**Note:** You must enter the employee into the system by using the Workforce Administration business process, or the non-employee by using Non-Employee Details.

---

Prepare a separate data row for each individual who is connected to the incident.

**Role**

Select a role for each individual who is identified. Values are *Witness* or *Other Party*. The value that you select here affects the availability of fields on the remainder of the page.

**Responsible For Incident**

If you select *Other Party* in the Role field, you can select this check box.

**Note:** For users in British Columbia who report incidents to the BC WCB electronically, the information that is on this page is not required for incident outcomes that are dangerous occurrences. The Injury Outcome and Business Type are required fields. Remember, the most severe injury outcome for all of the injured persons in this incident is used to derive the incident outcome on the Incident Details - Canada page.

## Injury Details - Statements Page

Use the Injury Details - Statements page (HS\_INJ\_STATEMENT) to document the statements that are made by the injured or ill party, the employer, and witnesses.

### Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Statements
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Statements

### Image: Injury Details - Statements page

This example illustrates the fields and controls on the Injury Details - Statements page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Injury Details - Statements' page. At the top, there are tabs: Injury, Description, Statements (selected), Details, 1st Aid, Diagnoses, Work-Related, and Reporting. Below the tabs, incident information is shown: Incident Number 19240003, Date 05/18/2002, and Incident Type Vehicle/Equipment Accident. A 'Person Involved' section includes fields for Empl ID (KP0003), Name (Rajkumar Goenka), Date of Birth (01/06/1965), Date of Death, Gender (Male), and Empl Record (0). There are 'Find', 'View All', 'First', '1 of 1', and 'Last' controls. Below this, there are three main sections: 'Employer Objections' with a checkbox 'Employer Objects to Statement' and a text area; 'Employer's Statement' with a text area; and 'Injured Party's Statement' with a checkbox 'Witness Confirms Statement' and a text area. Each text area has a small icon in the bottom right corner.

### Employer Objections

To indicate that there are employer objections to the injured party's statement, select Employer Objects To Statement and enter the objections.

### Employer's Statement

Enter the employer's statement.

### Injured Party's Statement

Enter the injured party's statement. Select Witness Confirms Statement if a witness confirms the injured person's statement.

---

**Note:** (CAN) For users in British Columbia who report incidents to the BC WCB electronically, the information that is on this page is not required for incident outcomes of the types dangerous occurrences or reported only. The employer's statement is required for incident outcomes of the types health care only, short-term disability, and fatality.

---

## Injury Details - Details Page

Use the Injury Details - Details page (HS\_INJ\_DETAIL) to provide details of the injury or illness that is suffered by each person who is involved in the incident.

## Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Details
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Details

### Image: Injury Details - Details page (1 of 2)

This example illustrates the fields and controls on the Injury Details - Details page (1 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Injury Details - Details page (1 of 2)'. At the top, there are tabs: Injury, Description, Statements, Details (selected), 1st Aid, Diagnoses, Work-Related, and Reporting. Below the tabs, incident information is shown: Incident Number 19240003, Date 05/18/2002, and Incident Type Vehicle/Equipment Accident. A section titled 'Person Involved' includes fields for Empl ID (KP0003), Name (Rajkumar Goenka), Empl Record (0), Date of Birth (01/06/1965), Date of Death, and Gender (Male). Below this is the 'Injury Description' section with a table header: Body Parts, Nature of Injury, Source of Injury, Accident Type, and Unsafe Act. The 'Primary Injury Details' section contains fields for Body Part, Nature of Injury, Source of Injury (Chemicals & chemical products uns), Accident Type, and Unsafe Act Performed. A section for 'Canada' includes checkboxes for 'Damaged Appliance Indicator' and 'Worker Supplies Own Equipment'. At the bottom, there is a 'Link' table with columns: Nature of Injury, Description, Body Part Code, and Description. The table has a search icon and navigation controls (First, 1 of 1, Last).

### Image: Injury Details - Details page (2 of 2)

This example illustrates the fields and controls on the Injury Details - Details page (2 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Injury Details - Details page (2 of 2)'. It starts with a section for 'Germany' and an 'Unsafe Item' field with a search icon. Below is a section for 'France' with a 'Protective Clothing Details' section containing a 'Protective Clothing' dropdown menu and navigation controls (First, 1 of 1, Last). Underneath is a section for 'United Kingdom' with a 'Height of Fall' field and a unit selector (meters). At the bottom is a section for 'Spain' with an 'Accident with sick note' checkbox.

## Injury Description

Click the links to gain access to the detail pages that describe the attributes of the injury.



---

**Note:** Information on the Body Parts, Nature of Injury, and Accident Type pages is required for an incident outcome of reported only. Information on the Body Parts, Nature of Injury, Source of Injury, and Accident Type pages is required for the incident outcomes health care only, short-term disability, and fatality.

---

## (CAN) Canada

For users in British Columbia who report incidents to the BC WCB electronically, the injury information that is on this page is not required for incident outcomes that are dangerous occurrences.

<b>Damaged Appliance Indicator</b>	Select to indicate that the injury involved damage to an artificial appliance, for example, eyeglasses, a hearing aid, or dentures.
<b>Worker Supplies Own Equipment</b>	Select to indicate that the injured worker supplies his own equipment.
<b>Nature of Injury</b>	Enter the code that you want to link to a body part. The reason for creating this link is that the BC WCB assumes that the nature of injury is directly associated with some body part.
<b>Body Part Code</b>	Enter the code for the body part that you want to link to the nature of the injury.  To activate the link, save the information that you enter on the Body Parts and Nature of Injury pages, and save the information here.

## (DEU) Germany

<b>Unsafe Item</b>	Select an unsafe item code, if applicable. Values come from the DEU Unsafe Item table.
--------------------	--

## (FRA) France

<b>Protective Clothing</b>	Identify the employee's protective clothing at the time of the incident. Insert a new data row for more entries.
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## (GBR) United Kingdom

<b>Height of Fall</b>	If the individual was involved in a fall, enter the height of the fall in meters.
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## (ESP) Spain

<b>Accident with sick note</b>	If the accident is a <i>PAT</i> incident type, the system displays the Accident with sick note link. Click it to access the Detailed PAT Data page, where you can specify further details of the PAT incident.
<b>Accident without sick note</b>	If the accident is a <i>RATSB</i> incident type, the system displays the Accident without sick notelink. Click it to access the Details

RATSB Data page, where you can specify further details of the RATSB incident.

See "Managing Delta Communications (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

### **(ESP) Detailed PAT Data Page (Injury Details - Details)**

Use the Detailed PAT Data (Injury Details - Details) page (HS\_PAT2\_ESP\_SEC) (ESP) to enter detailed information about the accident that caused the injury.

## Navigation

Click the Accident with sick note link in the Spain section of the Injury Details - Details page.

### Image: Detailed PAT Data page (HS\_PAT2\_ESP\_SEC) accessed from the Injury Details - Details page (1 of 2)

This example illustrates the fields and controls on the Detailed PAT Data (Injury Details - Details) page (1 of 2). You can find definitions for the fields and controls later on this page.

Detailed PAT Data	
<b>Risk Evaluation</b> <input checked="" type="checkbox"/> Risk Evaluation	<b>Usual Work</b> <input checked="" type="checkbox"/> Usual Work
<b>Where Accident Occurred</b> <div>Accident</div>	
<b>Where Accident Occurred</b> <div>Place Type 11</div>	
<b>Work When Accident Occurred</b> <div>Work Type 20</div>	
<b>Act. When Accident Occurred</b> <div> <div>Task 13</div> <div>To feed the machine, to drain the machine</div> <div>Usual Working Tool 10.01.02.00</div> </div>	

### Image: Detailed PAT Data page (HS\_PAT2\_ESP\_SEC) accessed from the Injury Details - Details page (2 of 2)

This example illustrates the fields and controls on the Detailed PAT Data (Injury Details - Details) page (2 of 2). You can find definitions for the fields and controls later on this page.

<b>Irre. Act. When Acci. Occurred</b> <div> <div>Cause Installing Software Application</div> <div>Deviation 10</div> <div>Source of Injury 10.01.02.00</div> </div>
<b>How Accident Occurred</b> <div> <div>Contact 15</div> <div>Contact with dangerous substances</div> <div>Unusual Working Tool 10.01.99.00</div> </div>
<b>Employees Involved</b> <div> <input type="checkbox"/> Multiple Employees  <input type="checkbox"/> Witness         </div>
<div> <div>OK</div> <div>Cancel</div> </div>

## Risk Evaluation

### Risk Evaluation

Select this check box to indicate that a risk evaluation has been made at the company where the industrial accident took place. The system uses this value to populate the <evaluacion> tag in the XML file.

## Usual Work

### Usual Work

Select this check box to indicate that the employee was working on usual work when the industrial accident took place. The system uses this value to populate the <habitual> tag in the XML file.

## Where Accident Occurred

### Place Type

Select the type of place where the accident took place. Define valid values on the XML Code Table page.

## Work When Accident Occurred

### Work Type

Select the type of work that the employee was doing when the accident took place. Define valid values on the XML Code Table page.

## Act. When Accident Occurred (activity when accident occurred)

### Task

Select the task that the employee was doing when the accident took place. Define valid values on the XML Code Table page.

### Usual Working Tool

Select the category of tool associated with the task that the person was performing when the accident took place. Define valid values on the XML Code Table page.

## Irre. Act. When Acci. Occurred (irregular activity when accident occurred)

### Cause

Describe the unusual incident that started the accident.

### Deviation

Select the unusual incident that started the accident. Define valid values on the XML Code Table page.

### Source of Injury

Select the category of the tool that caused the injury. Define valid values on the XML Code Table page.

## How Accident Occurred

### Contact

Select the contact person for the industrial accident.

**Unusual Working Tool**

Select the category of tool associated with the unusual incident that started the accident. Define valid values on the XML Code Table page.

**Employees Involved****Multiple Employees**

Select this check box to indicate that there were multiple employees involved in the accident.

**Witness**

Select this check box to indicate that there were witnesses to the accident.

**Witness Data**

Enter details about the witness. The system uses this value to populate the <datostes> tag in the XML file.

**Related Links**

"Managing Delta Communications (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

**(ESP) Detailed RATSB Data Page (Injury Details - Details)**

Use the Detailed RATSB Data (Injury Details - Details) page (HS\_RATSB\_ESP\_SEC) (ESP) to enter detailed data for RATSB reporting.

**Navigation**

Click the Accident without sick note link in the Spain section of the Injury Details - Details page.

**Image: Detailed RATSB Data page accessed from the Injury Details - Details page**

This example illustrates the fields and controls on the Detailed RATSB Data (Injury Details - Details) page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web form titled "Detailed RATSB Data". Inside the form, there is a section labeled "RATSB Data" with a light blue background. Below this section, there are three rows of input fields, each with a label, a text box containing a number, and a magnifying glass icon. The first row is "Contact" with the value "15" and the text "Contact with dangerous substances". The second row is "Body Part" with the value "12" and the text "Face Zone". The third row is "Injury" with the value "20". At the bottom of the form, there are two buttons: "OK" and "Cancel".

**RATSB Data****Contact**

Select the contact type for the industrial accident. The system uses this value to populate the <contacto> tag in the XML file. Define valid values on the XML Code Table page.

**Body Part**

Select the body part that was affected by the industrial accident. The system uses this value to populate the <partelasion> tag in the XML file. Define valid values on the XML Code Table page.

**Injury**

Select the injury type caused by the industrial accident. The system uses this value to populate the <tipolesion> tag in the XML file. Define valid values on the XML Code Table page.

**Related Links**

"Managing Delta Communications (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

**Injury Details - 1st Aid Page**

Use the Injury Details - 1st Aid page (HS\_INJ\_AID) to enter first aid and medical treatment information for all injured or ill individuals who are involved in the incident.

## Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, 1st Aid
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, 1st Aid

### Image: Injury Details - 1st Aid page (1 of 3)

This example illustrates the fields and controls on the Injury Details - 1st Aid page (1 of 3). You can find definitions for the fields and controls later on this page.

Injury	Description	Statements	Details	1st Aid	Diagnoses	Work-Related	Reporting
Incident Number 19240003    Date 05/18/2002    Incident Type Vehicle/Equipment Accident							
<b>Person Involved</b> Find   View All    First 1 of 1 Last							
Empl ID KP0003 <b>Rajkumar Goenka</b> Empl Record 0							
Date of Birth 01/06/1965    Date of Death    Gender Male							
<b>Injury Details</b>							
<input type="checkbox"/> Patient Taken To Hospital							
<input type="checkbox"/> Fatal Injuries Sustained							
<input type="checkbox"/> Resuscitation Required							
<input type="checkbox"/> Ambulance Required							
<b>Unconsciousness</b>							
<input type="checkbox"/> Patient Fell Unconscious							
Hrs    Mins							
<b>First Aid and Medical Treatment</b> Find   View All    First 1 of 1 Last							
*Date 05/18/2002							
*Time 12:00PM							
Employee KP0005    Description							
<b>Treatment Type</b> +    -							
<input type="radio"/> First Aid <input checked="" type="radio"/> Medical <input type="radio"/> None							

### Image: Injury Details - 1st Aid page (2 of 3)

This example illustrates the fields and controls on the Injury Details - 1st Aid page (2 of 3). You can find definitions for the fields and controls later on this page.

Canada
<b>Worker First Aid Information</b>
First Aider Desig Sequence
How Worker Arrived First Aid
How Worker Left First Aid
<input type="checkbox"/> Attendant Observe Unconscious
<b>Ambulance Transportation Time</b>
Hours
Minutes
<b>Prior Conditions</b>
<input type="checkbox"/> Prior Disability    Disability
<input type="checkbox"/> Prior Health Condition    Condition
<b>Proximity</b>
Nearest Practitioner Distance
Nearest Hospital Distance
Nearest Hospital Name

**Image: Injury Details - 1st Aid page (3 of 3)**

This example illustrates the fields and controls on the Injury Details - 1st Aid page (3 of 3). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Injury Details - 1st Aid page (3 of 3)' with three country-specific sections:

- France** (indicated by a French flag):
  - Infirmiry Registration**: Includes a checkbox for 'Registered at Infirmiry', a 'Date' field with a calendar icon, and a 'Number' field.
  - Evacuation**: Includes a 'Medical Facility' field with a search icon, a 'Where Taken' field with a location pin icon, and navigation controls ('Find | View All', 'First', '1 of 1', 'Last', '+', '-').
- United Kingdom** (indicated by a UK flag):
  - A checkbox for 'Hospitalized for over 24 hours'.
- India** (indicated by an Indian flag):
  - Proximity**: Includes three fields: 'Nearest Practitioner Distance', 'Nearest Hospital Distance', and 'Nearest Hospital Name'.

**Patient Taken To Hospital**

Select if the individual was taken to a hospital.

**Fatal Injuries Sustained**

If you select this check box, ensure that the primary outcome on the incident description page is death, and enter the date of death in the Workforce Administration business process if the individual is an employee.

**Resuscitation Required**

Select if the individual required resuscitation.

**Ambulance Required**

If you select this check box, the system makes the Ambulance Details available. Click the link to access to the Ambulance Details page.

**Patient Fell Unconscious**

If you select this check box, the Hrs. and Mins. fields are available for entry. Enter the amount of time, in hours and minutes, that the individual remained unconscious.

**Date and Time**

Enter the date and time when first aid or medical treatment was provided.

**Employee and Non-Employee**

When you add a data row, both of these fields are available. Select either the employee ID or non-employee ID of the person who provides first aid or medical treatment.



**First Aid, Medical, and None**

Select the appropriate option to indicate the type treatment that was provided.

**(CAN) Canada****First Aider Designate Sequence (first aider designate sequence)**

Select a designate (first aider) who treated or assisted the injured or ill person. The available values and sequence numbers come from the Injury Details - Injury page.

**How Worker Arrived First Aid**

Select the mode of transportation that was used to bring the injured or ill worker to the designate.

**How Worker Left First Aid**

Select the mode of transportation was used to take the injured or ill person away, if applicable.

**Attendant Observe Unconscious**

If you select the Patient Fell Unconscious check box on the primary page, then this check box is available for data entry. Indicate that the designate (first aider) observed that the injured person was unconscious at the time treatment was given.

**Hours and Minutes**

Enter the ambulance transportation time in hours or minutes or both. This is the amount of time that the ambulance took to transport the injured or ill person to the hospital.

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**Note:** In the context of operations and incidents that occur within the CANBC regulatory region, *Ambulance* specifically means British Columbia Ambulance.

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**Prior Disability and Prior Health Condition**

Select the appropriate check boxes to indicate whether the injured or ill person had a relevant prior disability or prior health condition. When you select a check box, the associated Disability or Condition link is available. Click these links to access to the Prior Disability and Prior Health Condition pages.

**Nearest Practitioner Distance**

Enter the distance to the nearest medical practitioner, if it is known.

**Nearest Hospital Distance and Nearest Hospital Name**

Name the nearest hospital and enter its distance from the accident site.

**(FRA) France****Registered at Infirmary**

Select if the injured or ill person was registered at an infirmary.

**Date and Number**

Enter the date of registration in the infirmary and the registration number.

**Medical Facility**

Select the medical facility to which the injured or ill person was taken. Values come from the Medical Facilities table.

If the injured or ill person was taken to a location that is not a medical facility in the system, then bypass the Medical Facility

field, and describe where the individual was taken in the Where Taken field.

### **(GBR) United Kingdom**

#### **Hospitalized for over 24 hours**

Indicate if the injured or ill person was hospitalized for over 24 hours.

### **(IND) India**

#### **Nearest Practitioner Distance**

Enter the distance from the establishment to the nearest medical practitioner at the time of the injury.

#### **Nearest Hospital Distance**

Enter the distance from the establishment to the nearest hospital at the time of the injury.

#### **Nearest Hospital Name**

Enter the name of the nearest hospital at the time of the injury.

## **Injury Details - Diagnoses Page**

Use the Injury Details - Diagnoses page (HS\_INJ\_DIAGNOSIS) to record details about the physician, hospital or clinic, and the medical diagnoses that are involved with the injured and ill employees.

## Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Diagnoses
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Diagnoses

### Image: Injury Details - Diagnoses page (1 of 2)

This example illustrates the fields and controls on the Injury Details - Diagnoses page (1 of 2). You can find definitions for the fields and controls later on this page.

Injury	Description	Statements	Details	1st Aid	Diagnoses	Work-Related	Reporting
Incident Number 19240003		Date 05/18/2002		Incident Type Vehicle/Equipment Accident			
<b>Person Involved</b> <a href="#">Find</a>   <a href="#">View All</a> First 1 of 1 Last							
Empl ID KP0003		Rajkumar Goenka		Empl Record 0			
Date of Birth 01/06/1965		Date of Death		Gender Male			
<b>Physician/Hospital Information</b> <a href="#">Find</a>   <a href="#">View All</a> First 1 of 1 Last							
*Type of Health Care Emergency Care				<a href="#">+</a> <a href="#">-</a>			
Physician ID 00001924002		Shahid Hussain					
Medical Facility		<a href="#">View Address</a>					
Phone							
<b>Medical Diagnoses</b> <a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a> First 1 of 1 Last							
Diagnosis							
		<a href="#">+</a> <a href="#">-</a>					
India							
<b>Disablement</b>							
Type of Disablement							
<b>Partial/Total</b>							
Disablement Code				Pct Loss of Earnings 0			

## Image: Injury Details - Diagnoses page (2 of 2)

This example illustrates the fields and controls on the Injury Details - Diagnoses page (2 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Injury Details - Diagnoses' page (2 of 2). It features several sections with input fields and controls:

- Occupational Illness:** A search field labeled 'Illness' with a magnifying glass icon.
- Others:** A text field labeled 'Additional Descr'.
- Physician Recommendations:**
  - Job:** Includes a 'Type' dropdown menu, 'Start Date' and 'End Date' date pickers.
  - Leave Details:** Includes a 'Type' dropdown menu, 'From Date' and 'To Date' date pickers.
  - Approval:**
    - Approver:** Radio buttons for 'Employee ID' (selected) and 'Physician ID'.
    - Emplid:** A search field with a magnifying glass icon.
    - Approval Date:** A date picker.
- Footer:** A small icon and the text 'Spain' are visible on the left, and 'Accident with sick note' is on the right.

### Type of Health Care

Select the type of health care, such as *Emergency Care* or *Ongoing Health Care*, that the individual received at the hospital or clinic.

### Physician ID

Select a physician ID for the doctor or other medical specialist who treated the injured or ill person. The associated name appears.

### Medical Facility

Select a medical facility where the injured or ill person was treated. The name of the facility appears.

### View Address

Click this link to access the Injury Details - Diagnoses: Medical Facility Address page. This page is read-only. Use the Medical Facilities Table page (HS\_MEDICAL\_FAC ) to edit medical facility address information.

### Diagnosis

When you know the results of the physician's medical diagnosis, select a diagnosis code. Define these codes in the Diagnosis table. If you do not know this information now, enter it at a later date.

Insert a new data row for each additional diagnosis code.

## (IND) India

### Type of Disablement

Select if the type of disablement is *Permanent Partial Disablement*, *Permanent Total Disablement*, due to an *Occupational Disease/Illness*, or due to *Other* reasons.

<b>Disablement Code</b>	If the type of disablement is permanent partial disablement or permanent total disablement, select the appropriate code. Disablement codes are defined on the Disablement Types IND ( Disablement Types India) page.
<b>Pct Loss of Earnings (percent loss of earnings)</b>	The percentage of loss of earnings for the selected disablement code appears. This percentage is defined on the Disablement Types IND page.
<b>Illness</b>	If the type of disablement is an occupational disease or illness, select the type of illness.
<b>Additional Descr (additional description)</b>	If the type of disablement is due to some other reason, enter a description of the disablement type here.
<b>Type</b>	Select if the physician recommended an <i>Alternate Job</i> or <i>Light Work</i> .
<b>Start Date</b>	Enter the start date of the alternate job or light work job.
<b>End Date</b>	Enter the end date of the alternate job or light work job.
<b>Type</b>	Select if the physician recommended <i>Accident Leave</i> or <i>Special Leave</i> .
<b>From Date</b>	Enter the start date of the leave.
<b>To Date</b>	Enter the end date of the leave.
<b>Empl ID (employee ID)</b>	Select if an employee approved the physician recommendations and select the employee's ID.
<b>Phy ID (physician ID)</b>	Select if a physician approved the recommendations and select the physician's ID.
<b>Approval Date</b>	Enter the date that the physician's recommendations are approved.

## (ESP) Spain

<b>Accident with sick note</b>	The Accident with sick note link appears only if the incident type is <i>PAT</i> . Click the link to access the Detailed PAT Data page, where you must enter details about the employee, employer, and place of accident for the PAT incident. The system displays this link only for PAT incident types.
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## (ESP) Detailed PAT Data Page (Injury Details - Diagnoses)

Use the Detailed PAT Data (Injury Details - Diagnoses) page (HS\_PAT3\_ESP\_SEC) (ESP) to specify medical assistance and economic data for PAT incidents.

## Navigation

Click the Accident with sick note link in the Spain section of the Injury Details - Diagnoses page.

### Image: Detailed PAT Data page (HS\_PAT3\_ESP\_SEC) accessed from the Injury Details - Diagnoses page

This example illustrates the fields and controls on the Detailed PAT Data (Injury Details - Diagnoses) page. You can find definitions for the fields and controls later on this page.

The screenshot shows a window titled "Detailed PAT Data" with a close button in the top right corner. It contains two main sections: "Medical Assistance" and "Economic Data".

**Medical Assistance Section:**

- Injury Grade:** A dropdown menu with "High Damage" selected.
- Injury:** A text input field with "20" and a magnifying glass icon.
- Body Part:** A text input field with "12" and a magnifying glass icon.
- Face Zone:** A text input field.
- Type of medical Assistance:** Two radio buttons: "Hospital" (unselected) and "Ambulatory" (selected).

**Economic Data Section:**

- Get GP Data:** A button.
- Monthly Contribution Base:**
  - Previous Month Base:** A text input field.
  - Contribution Days:** A text input field with "12".
  - Regulatory Daily Base:** A text input field with "1000.00".
  - Total Daily Regulatory Base:** A label with the value "1000.28".
- Annual Contribution Bases:**
  - Contribution Overtime:** A text input field.
  - Other Concepts Base:** A text input field with "0.28".
  - Average Daily Base:** A text input field with "0.28".
  - Benefit:** A label with the value "750.21".

At the bottom of the window are "OK" and "Cancel" buttons.

## Medical Assistance

Use this group box to specify details about the medical assistance that the person received for the injury caused by the accident.

### Injury Grade

Select the severity of the injury according to Spanish social security administration codes. Your choices are *Low*, *High*, *Very High*, and *Death*.

### Injury

Select the injury for which the person received medical assistance. Define valid values on the XML Code Table page.

### Body Part

Select the body part for which the person received medical assistance. Define valid values on the XML Code Table page.

### Type of Medical Assistance

Select the whether the person received medical assistance for the injury from a hospital or an ambulatory service.

## Economic Data

Use this group box to enter or load information for benefits calculations.

### Get GP Data

Click this button to load the contribution base values from tables in the core Global Payroll application.

### Contribution Days

Enter the number of contribution days in the month previous to the industrial accident. The system uses this value to fill the <dias> tag in the XML file.

### Contribution Overtime

Enter the annual average overtime contribution in the month previous to the industrial accident. The system uses this value to fill the <b1> tag in the XML file.

## Related Links

"Managing Delta Communications (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

## Injury Details - Work-Related Page

Use the Injury Details - Work-Related page (HS\_INJ\_WORK) to record if the incident occurred while the person was involved in a work-related activity.

## Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Work-Related
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Work-Related

### Image: Injury Details - Work-Related page (1 of 3)

This example illustrates the fields and controls on the Injury Details - Work-Related page (1 of 3). You can find definitions for the fields and controls later on this page.

Incident Number 19240003 Date 05/18/2002 Incident Type Vehicle/Equipment Accident

**Person Involved** Find | View All First 1 of 1 Last

Empl ID KP0003 Rajkumar Goenka Empl Record 0

Date of Birth 01/06/1965 Date of Death Gender Male

Last Work Date Before Injury [ ] LastWorked [ ]

Return Date [ ] Return Time [ ]

\*Illness Resulted In Not Applicable [ ] Work-Related [ ] Employee Return To Work [ ]

**Work Days**

Days Away From Work [ ] Restricted Workdays [ ]

Temp Transfer Work Days [ ] [x] Enter Detailed Dates

**Data** Personalize | Find | [ ] First 1 of 1 Last

	*Start Date	End Date	Type	Comment
1	[ ]	[ ]	[ ]	[ ]

USA

OSHA Days Away As Of Today OSHA Days Restricted/Transferred

### Image: Injury Details - Work-Related page (2 of 3)

This example illustrates the fields and controls on the Injury Details - Work-Related page (2 of 3). You can find definitions for the fields and controls later on this page.

Canada

☐ Payments during disability Payments Descr [ ]

☐ Benefits continue

Last Day Scheduled Start Time [ ] Last Day's Wages 0.00

Last Day Scheduled End Time [ ] [x] Shift Differential Premium

Shift Diff Premium Amount [ ] Differential Premium Ind [ ]

☐ Lump Sum Holiday Pay Received Holiday Pay Rate % [ ]

☐ Absent after day of injury [x] Off Work Vacation Pay

Work after initial absence start dt [ ] Work after initial absence end dt [ ]

Customer Cost Center [ ]

Class/Subclass [ ]

Wage Additions Wage Inclusions Actions Return To Work

Long Term Earnings WCB Form 7 Details Work Information



**Image: Injury Details - Work-Related page (3 of 3)**

This example illustrates the fields and controls on the Injury Details - Work-Related page (3 of 3). You can find definitions for the fields and controls later on this page.

The screenshot displays a web application interface for injury details, organized by country tabs: Germany, France, and India.

- Germany Tab:**
  - Payments:** Includes a checkbox for "Payments Continue" and an "Until Date" field with a calendar icon.
  - Work:** Includes a checkbox for "Work After Start", a "Work Stop" dropdown menu, and a "Stop Date" field with a calendar icon.
- France Tab:**
  - Consequences:** A list of radio buttons with options: "None", "Stop Work", "Reject Claim", and "Change Job".
  - Physical Disability:** Includes a "Period" dropdown menu, an "Amount %" text field, and a "Notify Date" field with a calendar icon.
- India Tab:**
  - Work Related Information:** A section containing a "Shift Details" sub-section with a "Shift" dropdown menu, "Start Time" and "End Time" text fields, a "Supervisor ID" text field with a search icon, and a "Supervisor" dropdown menu.

**Last Work Date Before Injury and LastWorked**

If the employee spent time away from work, enter the date and time of the employee's last day at work.

---

**Note:** (CAN) The Last Work Date Before Injury field is required for reporting to the BC WCB.

---

**Return Date andReturn Time**

If the employee spent time away from work, enter the date and time of the employee's first day back at work after the incident.

**Illness Resulted In**

Select from the available options to indicate if the injury or illness resulted in *Transfer*, *Termination*, or is *N/A* (not applicable).

**Work-Related**

Select if the incident is work-related.

**Employee Return To Work**

Select if the employee returned to work after the incident.

**Days Away From Work**

If the employee spent time away from work as a result of the incident, enter the number of days that the employee is away from work.

---

**Note:** Some government authorities have very precise definitions of days away from work and restricted workdays. Ensure that you use the definitions that apply to the regulatory region.

---

**Restricted Workdays**

Enter the number of days that the employee is able to work within limitations that a doctor established.

**Enter Detailed Dates**

Select this check box to enable entry of detailed dates. If the box is deselected, only the Days Away From Work and Restricted Workdays fields are editable and the detailed dates grid is not editable. When the box is selected, the detail dates grid is editable and the Days Away From Work and Restricted Workdays fields are automatically updated to show the total days from the detail dates.

**Type**

Select from the available options to provide more detail about the time away from work due to an injury. The Days Away from Work and the Restricted Workdays are automatically updated depending on the type that is selected. For example, if the type is *Away from Work Due to Injury*, the Days Away from Work field is automatically updated with the number of days entered in the Start Date and End Date fields.

**(CAN) Canada****Payments during disability and Payments Descr (payments description)**

Select if the employee is receiving payments and then describe the payments in the Payments Descr field.

**Benefits continue**

Select if the employee's benefits are continuing.

**Last Day Scheduled Start Time and Last Day Scheduled End Time**

Record information about lost work time.

**Last Day's Wages**

Enter the wages of the employee's last day.

**Shift Diff Premium Amount (shift differential premium amount)**

Enter the amount of the shift differential premium.

**Differential Premium Ind (differential premium indicator)**

Select the unit of measure for the differential premium amount. Valid values are Day and Hours.

**Lump Sum Holiday Pay Received**

Select if the employee received lump sum holiday pay.

**Holiday Pay Rate % (holiday pay rate percent)**

If the employee received lump sum holiday pay, enter the pay rate percentage.

**Absent after day of injury**

Select if the employee missed work after the injury and then enter the Start Date and End Date for the period of absence.

**Off Work Vacation Pay**

Select to continue to accrue vacation pay for the employee associated with the work-related incident while he or she is off work.

**Customer Cost Center**

Enter the employer's Customer Cost Center code that represents the cost center that the individual is in. The Customer Cost Center code is assigned by the WBC in conjunction with the employer and helps to track claim costs at a given organizational level.

**Class/Subclass**

Select the correct class or subclass for the employee's business unit. Use the proper WCB classification for the business.

---

**Note:** (CAN) To enter additional information that is needed for reporting to the WCB, click the links at the bottom of the page to open additional Canada pages.

---

**(CAN) Canada**

This table lists the required fields for British Columbia users:

<b><i>Incident Outcome</i></b>	<b><i>Required Fields</i></b>
Reported only	Last Day's Wages Class/Subclass
Health care only	Last Day's Wages Last Work Date Before Injury Last/Worked Class/Subclass
Short-term disability or fatality	Last Work Date Before Injury Last/Worked Last Day Scheduled Start Time Last Day Scheduled End Time Last Day's Wages Class/Subclass

**(DEU) Germany****Payments Continue**

If the employee has the right to collect compensation payments, select this check box and enter the date when the payments stop in the Until Date field.

**Work After Start**

Select this check box if the employee resumed working after an illness.

**Work Stop**

If the employee no longer works for the organization, select the appropriate work stop time. Values are *None*, *Immediately*, *Later*, and *No*.

**Stop Date**

Enter the date when the employee stopped working.

**(FRA) France****Consequences**

Indicate the actions taken by the employer in response to the injury or illness.

**Period**

Select whether the period of disability for the injured or ill employee is a *Permanent Disability* or a *Temporary Disability*.

**Amount % (amount percent)**

Indicate the estimated degree of disability, which is determined by a doctor or medical specialist.

**Notify Date**

Enter the date that the employer is notified regarding the employee's disability.

**(IND) India****Shift**

Select *General Shift*, *Shift One*, *Shift Two*, or *Shift Three*.

For example, if the organization has a day shift and a night shift, you can use *Shift One* for the day shift and *Shift Two* for the night shift. If the organization has more than two shifts, you can use *Shift Three*, depending on the timing of the shift.

**Supervisor ID**

Select the employee ID of the employee's shift supervisor.

**Start Time and End Time**

Enter the employee's shift start and end time.

**Long Term Earnings Page**

Use the Long Term Earnings page (HS\_INJ\_LTECAN\_SEC) (CAN) to enter additional information about long term earnings for Canadian employees who have work-related injuries or illnesses.

## Navigation

Click the Long Term Earnings link in the Canada section of the Injury Details - Work-Related page.

### Image: Long Term Earnings page

This example illustrates the fields and controls on the Long Term Earnings page. You can find definitions for the fields and controls later on this page.

The WCB is interested in two different long term earnings periods: the three months that are prior to the injury, and the twelve months that are prior to the injury.

#### Sequence Number

In the records that are on this page, the dates appear by default to three months prior to the injury for sequence number 1 and 12 months prior to the injury for sequence number 2.

#### Amount

Enter the amount of earnings for the periods that are in each sequence.

#### Three Month Wage Duration

Indicate whether the long-term earning amount represents wages accumulated over 12 weeks or three months.

#### Period Start Date and Period End Date

If the person is not with the organization for either the entire three-month period or the entire twelve-month period, enter the period start date and the period end date.

#### Date Change Reason

When you enter period start and end dates, you must provide a reason for the date changes.

## Return To Work Page

Use the Return To Work page (HS\_INJ\_RTWCAN\_SEC) (CAN) to enter additional return-to-work details for Canadian employees who are injured or ill in work-related incidents.

## Navigation

Click the Return to Work link in the Canada section of the Injury Details - Work-Related page.

### Image: Return To Work page

This example illustrates the fields and controls on the Return To Work page. You can find definitions for the fields and controls later on this page.

#### Employer Consider Return

Select to indicate that the employer is considering a graduated return to work for the employee.

#### Modified Work Available

Select to indicate that modified work is available for the employee.

#### Return to Work At Full Salary

Select to indicate that the injured employee is to return to work at his or her full salary.

#### Contact

Enter the name of the contact for the employee's return to work.

## Work Information Page

Use the Injury Details - Work Information page (WCB\_WORK\_INFO\_SEC) (CAN) to enter additional work information for employees who are injured or ill in work-related incidents.

## Navigation

Click the Work Information link in the Canada section of the Injury Details - Work-Related page.

### Image: Work Information page

This example illustrates the fields and controls on the Work Information page. You can find definitions for the fields and controls later on this page.

#### Work Schedule Type Code

Specify the type of work schedule that the employee works. Values are *FIXED*, *ROTATING*, and *VARIABLE*. If you select *FIXED*, the Fixed Rotation Start Date field and all fields in the Shift Cycle group box become unavailable.

#### Fixed Rotation Start Date

Enter the shift cycle start date, which is the date on which the shift rotation begins.

## Shift Cycle

#### Days ON and Days OFF

For each shift cycle, starting with the shift cycle start date, enter the number of days that the employee was on and off work.

**More than Five Shift Cycles**

Select to indicate that there are more than five shift cycles associated with the job.

**Employment Term****Short Term Basis**

Select if the employee is employed on a short-term basis.

**On Call**

Select if the employee is employed on an on-call basis.

**Less Than Three Months**

Select if the employee is employed for less than three months.

**Other Employment Service**

Select if the employee works for another employment service.

**Temporary Basis**

Select if the employee is employed on a temporary basis. If you select this radio button, the Start Date and End Date fields become available.

**Start Date and End Date**

Enter the start date and end date for the employee's temporary employment term.

**End Date Unknown**

Select this check box if you do not know the end date for the employee's temporary employment term.

**Days Normally Worked**

Use the check boxes in this group box to indicate on which days of the week the employee normally worked.

**Injury Details - Reporting Page**

Use the Injury Details - Reporting page (HS\_INJ\_REPORT) to track if incidents are reportable under the terms of an authority of a regulatory region.



## Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details, Reporting
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Reporting

### Image: Injury Details - Reporting page (1 of 2)

This example illustrates the fields and controls on the Injury Details - Reporting page (1 of 2). You can find definitions for the fields and controls later on this page.

Injury	Description	Statements	Details	1st Aid	Diagnoses	Work-Related	Reporting
Incident Number 19240003		Date 05/18/2002		Incident Type Vehicle/Equipment Accident			
Person Involved							Find   View All First 1 of 1 Last
Empl ID KP0003		Rajkumar Goenka		Empl Record 0			
Date of Birth 01/06/1965		Date of Death		Gender Male			
<input type="checkbox"/> Further Inquiry <input checked="" type="checkbox"/> Reportable Case <input checked="" type="checkbox"/> DEU - Germany							
Case Number <input type="text"/> Case Officer ID <input type="text"/> Date Filed <input type="text"/> 31 Reject Reason <input type="text"/> Employer Social Insurance Nbr <input type="text"/>							
<input checked="" type="checkbox"/> USA							
OSHA Case Nbr <input type="text"/> <input type="checkbox"/> Privacy Case Date Filed <input type="text"/> 31 Illness Type <input type="text"/> Log Comments <input type="text"/>							
<input checked="" type="checkbox"/> Australia							
Case Number <input type="text"/> Date Filed <input type="text"/> 31							
<input checked="" type="checkbox"/> New Zealand							
Case Number <input type="text"/> Date Filed <input type="text"/> 31							

## Image: Injury Details - Reporting page (2 of 2)

This example illustrates the fields and controls on the Injury Details - Reporting page (2 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Reporting Details' page for an injury incident. It is organized into three main sections:

- Inspection Information:** Contains fields for 'Inspector Name', 'Inspector Title', 'Inspection Date' (with a calendar icon), 'Inspection Time', 'Corrective or Preventive Action' (a dropdown menu), 'Action' (with a calendar icon), 'Date of Action' (with a calendar icon), and 'Officer Responsible'.
- Reporting Information:** Contains fields for 'Reported To Empl ID' (with a magnifying glass icon), 'Employer Designate ID' (with a magnifying glass icon), and 'Dept ID' (with a magnifying glass icon).
- Insurance Information:** Contains fields for 'Insurance Number' and 'Insurance Date' (with a calendar icon).

### Further Inquiry

Select if additional inquiry is required to determine if this is a reportable case.

### Reportable Case

Select if the incident is reportable under the terms of one or more authorities in one or more regulatory regions. Even if there are no regulatory requirements at the location for tracking reportable cases, you can track whether the case is reportable based upon insurer requirements or the requirements of the organization.

If you do not need to report this particular case based upon the requirements for the regulatory region, the insurer, or the organization, then deselect the Reportable Case check box.

---

**Warning!** You must follow the reporting requirements of any particular regulatory regions where you have operations. Clearly document the reasons and methods for how you use the system for identifying reportable cases, and train all of the users to do it the same way.

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**Note:** If the U.S. operations follow the requirements of the Occupational Safety and Health Administration (OSHA), select the Reportable Case check box for cases that are required for recording on the OSHA Form 200 Injury and Illness Recordkeeping Log.

---

**(DEU) Germany****Case Number**

Enter the official report case number.

---

**Note:** If the government, insurer, or organization uses a standard system for numbering cases, you can set up HR so that it assigns the numbers automatically.

---

**Case Officer ID**

The case officer ID from the Case Officer Assignment page (for the person who is involved in the incident). Case officers are set up for particular setIDs and locations using the Case Officer Table DEU page. Individuals are designated as case officers on the Employee page. Case officers are assigned to individuals who are involved in incidents by using the Case Officer Assignment page.

**Date Filed**

Enter the date that the report is filed with the insurer. This information is used in the DEU accident report.

**Reject Reason**

Select any reason that the insurer gave for rejecting the claim, if applicable.

**(USA) United States****OSHA Case Nbr (occupational safety and health case number)**

Enter the case number; the system uses it in the OSHA 200 Occupational Injury and Illness report (OHS001).

**Privacy Case**

Select to mark the incident as private. This is to comply with an OSHA requirement. Private cases do not display the employee's name on any reports but maintain the name in the system in case it is requested by OSHA.

**Date Filed**

Enter the date that the reportable case is entered into the OSHA Form 200 Injury and Illness Recordkeeping Log.

**Illness Type**

If the person has a work-related illness, select an appropriate type of illness. OSHA defines these illness types.

**Log Comments**

You can enter comments that are exactly the length of the field as it appears on the page. This length matches the length for comments on the OSHA Form 200 Injury and Illness Recordkeeping Log.

**(AUS) Australia****Case Number**

Enter the case number.

**(NZL) New Zealand****Case Number**

Enter the case number.

**(IND) India**

<b>Inspector Name</b>	Enter the name of the person who is doing the inspection.
<b>Inspector Title</b>	Enter the title of the inspector.
<b>Inspection Date</b>	Enter the date of the inspection.
<b>Inspection Time</b>	Enter the time of the inspection.
<b>Corrective or Preventive Actn (corrective or preventive action)</b>	Select if the inspector has directed <i>Corrective Action</i> or <i>Preventive Action</i> .
<b>Action</b>	Enter the specifics of the corrective or preventive action.
<b>Date of Action</b>	Enter the date by which the corrective or preventive action must be completed.
<b>Officer Responsible</b>	Enter the name of the officer who is responsible for the completion of the corrective or preventive action.
<b>Reported to Empl ID (reported to employee ID)</b>	Select the ID of the employee to whom the injury is reported.
<b>Employer Designate ID</b>	Enter the ID of the person in the organization who received the information about the injured employee.
<b>Dept ID</b>	Select the department ID to which the employer designate belongs.
<b>Insurance Number</b>	Enter the employee's insurance number.
<b>Insurance Date</b>	Enter the effective date of the employee's insurance.

**Injury Details - Details BRA Page**

Use the Injury Details - Details BRA page (HS\_INJURY\_BRA) to enter injury details for Brazil.

This information is used on the Work Risk report for Brazil.

**Navigation**

Workforce Monitoring, Health and Safety, Obtain Incident Information, Injury Details BRA, Details BRA

Incidents need to be set up in the Incident Details BRA component to access incidents through the Injury Details BRA components and enter Brazilian reporting information on this page. Information entered on this page is used on the Work Risk report for Brazil.

<b>Area Type</b>	Valid values are <i>Rural</i> and <i>Urban</i> .
<b>INSS Type</b>	Valid values are <i>Employee</i> , <i>Medical Doctor</i> , <i>Non-Employee</i> , and <i>Special Security</i> .
<b>Worked Hours</b>	Enter the number of hours this person worked prior to the injury.

<b>CID Code</b>	Enter the international disease code related to this injury. Valid values are defined in the CID Code BRA table.
<b>CAT ID andDate</b>	Enter the work risk ID and date.
<b>Certificate of Death</b>	Select if a death certificate has been issued.
<b>Death andDeath Date</b>	Select if this injury resulted in a death and enter the date that the death occurred.
<b>CAT Type</b>	Enter the work risk type. Valid values are <i>Death Communication</i> , <i>Initial</i> , and <i>Reopened</i> .
<b>CAT Register ID andCAT Register Date</b>	Enter the work risk register ID and date related to this injury.
<b>Diagnosis Information</b>	Record detailed information about the diagnosis of the injury.
<b>Issued by, Date From, andLocation</b>	Valid issued by values are <i>Authority</i> , <i>Depen</i> , <i>Doctor</i> , <i>Employer</i> , and <i>Union</i> .
<b>Job Rate Code andComp Rate Code (compensation rate code)</b>	Select this option when the monthly salary type should be a specific compensation rate code. When you select this option the Comp Rate Code field displays. Valid values are defined on the Comp Rate Code table.
<b>Other, Monthly Salary, andCurrency Code</b>	Select this option when the monthly salary type is neither the job monthly pay rate or a job rate code. When you select this option the Monthly Salary andCurrency Code field display. Enter the monthly salary amount and its related currency.

---

## Entering Incident Data for Vehicles and Equipment

This section discusses how to enter incident data for vehicles and equipment.

### Pages Used to Enter Incident Data for Vehicles and Equipment

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Vehicles/Equipment Involved	HS_INC_VEHICLE	Workforce Monitoring, Health and Safety, Obtain Incident Information, Vehicles/Equipment Involved, Vehicles/Equipment Involved	Enter the specifics of incidents involving vehicle or equipment accidents. You must create the incident and assign it an incident type of Vehicle/Equipment Accident.
Vehicles/Equipment Involved - Equipment Details	EQUIP_SUM_SEC	Click the Equipment Details link on the Vehicles/Equipment Involved page.	View additional information about equipment.  The Equipment Details link is available only when the property type is <i>Equipment</i> .

Page Name	Definition Name	Navigation	Usage
Vehicles/Equipment Involved - Car Details	CAR_DATA_SUM_SEC	Click the Car Details link on the Vehicles/Equipment Involved page.	The Car Details link is available only when the property type is <i>Vehicle</i> .  View additional information about vehicles.

## Vehicles/Equipment Involved Page

Use the Vehicles/Equipment Involved page (HS\_INC\_VEHICLE) to enter the specifics of incidents involving vehicle or equipment accidents.

You must create the incident and assign it an incident type of Vehicle/Equipment Accident.

### Navigation

Workforce Monitoring, Health and Safety, Obtain Incident Information, Vehicles/Equipment Involved, Vehicles/Equipment Involved

### Image: Vehicles/Equipment Involved page

This example illustrates the fields and controls on the Vehicles/Equipment Involved page. You can find definitions for the fields and controls later on this page.

### Property Code

Select a property code from the values that you classify as vehicles or heavy equipment in the Company Property table.

For vehicles, the system makes the Car Details link available.

For heavy equipment, the system makes the Equipment Details link available. Click the links for the associated pages.

### Business Unit and Dept Charged (department charged)

If you assign this company property to a business unit and department in the Company Property table, the business unit and department that is charged for the incident appears here.

Otherwise, select the business unit, if needed. The values come from the Business Unit table. Select the department charged, if needed. The values come from the Department table.

**Estimated Damage Amount**

Enter an estimated damage amount for the vehicle or equipment and any other property that is damaged in the incident, if an estimate is provided.

**Actual Damage Amount**

Enter an actual damage amount for the vehicle or equipment and any other property that is damaged in the incident, when that information is known.

**(USA) USA****DMV Reported (Department of Motor Vehicles reported)**

Select if the incident is reported to the state Department of Motor Vehicles.

**DOT Reported (Department of Transportation reported)**

Select if the incident is reported to the federal Department of Transportation.

**EmplID (employee ID) and Non-EmplID (non-employee ID)**

Identify the employees or non-employees that are associated with the vehicle or heavy equipment that is involved in the incident.

**Role**

Indicate the role of each person that is involved in the accident.

---

## Tracking Consequent Actions of Incidents

This section provides an overview of the methods that you can use to document consequent actions of incidents and discusses how to:

- Enter corrective actions.
- Enter preventative actions.

## Pages Used to Track Incident Consequent Actions

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Corrective	HS_INC_ACTION_CRCT	Workforce Monitoring, Health and Safety, Obtain Incident Information, Identify Corr/Prevent (Corrective/ Preventive) Actions, Corrective	Enter corrective and preventive actions.
Preventive	HS_INC_ACTION_PREV	Workforce Monitoring, Health and Safety, Obtain Incident Information, Identify Corr/Prevent (Corrective/ Preventive) Actions, Preventive	Enter preventive actions that are taken to prevent workplace incidents.

## Methods of Documenting Consequent Actions

You can use the Consequent Actions (HS\_INCIDENT\_ACTION) component to manage a health and safety program in one of three ways:

- Document the causes, corrective actions, and preventative actions that are associated with a health and safety incident.
- Document the efforts at preventative hazard control.
- Document the corrective and preventative actions that you implemented as a result of the analysis of hazards that are associated with a particular job or location.

## Corrective Page

Use the Corrective page (HS\_INC\_ACTION\_CRCT) to enter corrective and preventive actions.

### Navigation

Workforce Monitoring, Health and Safety, Obtain Incident Information, Identify Corr/Prevent (Corrective/Preventive) Actions, Corrective

### Image: Corrective page

This example illustrates the fields and controls on the Corrective page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Corrective' page interface. At the top, there are tabs for 'Corrective' and 'Preventive'. Below the tabs, incident details are shown: 'Incident Number 70000001', 'Date 04/16/1992', and 'Incident Type Accident'. The main section is titled 'Causes' and includes a search bar with '\*Hazard' and '\*Cause' fields. Below this is the 'Consequent Actions' section, which contains a table for entering actions. The table has columns for '\*Action Sequence', 'Responsible ID', 'Category', '\*Status', 'Action', and 'Completion Date'. The 'Completion Date' column is further divided into 'Estimated' and 'Actual' dates. The table currently shows one action with sequence '1' and status 'Recommended'. At the bottom, there is a 'Corrective Actions' search bar and a 'Germany' flag icon.

### Hazard

Select a code from the values that come from the Hazardous Materials/Conditions table. The value that is associated with the selected hazard appears in the Cause field.



<b>Action Sequence</b>	The system automatically assigns the action sequence in numerical order for each data row that you insert.
<b>Category</b>	Select a category for the action.
<b>Responsible ID</b>	Select the ID of the employee who is responsible for following through on the action.
<b>Status</b>	Enter the status of the action.
<b>Action</b>	For each action sequence, you can enter a description.
<b>Estimated and Actual</b>	When you know them, enter the estimated, actual, or both completion dates for carrying out the action.

---

**Note:** (CAN) For users in British Columbia who report incidents to the BC WCB electronically, the required fields for the Corrective Actions page are the Hazard Code and the written statement of the Action.

---

### **(DEU) Germany**

<b>Corrective Actions</b>	For each action, select the appropriate code from the values that are established in the GER Corrective Actions table.
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## **Preventive Page**

Use the Preventive page (HS\_INC\_ACTION\_PREV) to enter preventive actions that are taken to prevent workplace incidents.

## Navigation

Workforce Monitoring, Health and Safety, Obtain Incident Information, Identify Corr/Prevent (Corrective/Preventive) Actions, Preventive

### Image: Preventive page

This example illustrates the fields and controls on the Preventive page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Preventive' tab of an incident management system. At the top, incident details are shown: Incident Number 70000001, Date 04/16/1992, and Incident Type Accident. Below this is the 'Causes' section, which includes a 'Preventative Actions' table. The table has columns for \*Action Sequence (1), Responsible ID, Category, \*Status (Recommended), and Action. Below the table are 'Completion Date' fields for Estimated and Actual dates. The page also shows a list of countries (Canada, Germany) with corresponding 'Preventative Action' and 'Other' Description fields.

## Causes

The fields in this group box are identical to those that are on the Corrective page.

### (CAN) Canada

#### Preventative Action

For each action, select the appropriate code from the values that come from the CAN Preventative Actions table.

#### 'Other' Description

This field is available only to users in British Columbia when they enter the preventative action code 00996. Users in British Columbia may enter descriptions of nonstandard preventative actions, which are then used in reports to the British Columbia Workers Compensation Board (BC WCB).

Users in British Columbia must first ensure that the preventative action codes that are entered in the CAN Preventative Actions

table are the approved codes that are used by the BC WCB, including the code *00996 - Other*.

If you are a user in British Columbia, and if the approved codes are entered into that table and the incident that you are currently working with has the Regulatory Region CANBC applied to it, then when you select a Preventative Action code of *00996 - Other* in the Preventative Action field on this page, the 'Other' Description field is available for data entry. Enter a description of the nonstandard preventative action.

---

**Note:** (CAN) For users in British Columbia who report incidents to the BC WCB electronically, the Hazard code and the Preventative Action code are required fields.

---

### (DEU) Germany

#### Preventative Action

For each action, select the appropriate action from the values which come from the GER Preventative Actions Table.

---

## Tracking Incident, Injury, and Illness Data by Individual

This section lists prerequisites and discusses how to view employee injury summaries. This information is useful for pinpointing recurring problems that certain employees experience.

### Pages Used to Summarize Employee Injuries

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Review Employee Injury Summary	INJURY_SUMMARY	Workforce Monitoring, Health and Safety, Obtain Incident Information, Review Employee Injury Summary, Review Employee Injury Summary	View a summary of all the injuries that an employee has experienced and related incident data.
Review Injury Summary BRA	INJURY_SUM_BRA	Workforce Monitoring, Health and Safety, Obtain Incident Information, Review Injury Summary BRA, Review Injury Summary BRA	View a summary of all the injuries that an employee has experienced and related incident data for Brazil.  This page is identical to the Employee Injury Summary page.

### Related Links

[Injury Details - Details Page](#)

## Prerequisites

Before you can access injury and illness data by individual, you must first create incident data and associate individuals with the incident by using the Incident Details (HS\_INCIDENT) or Incident Details BRA (HS\_INCIDENT\_BRA) components.

## Review Employee Injury Summary Page

Use the Review Employee Injury Summary page (INJURY\_SUMMARY) to view a summary of all the injuries that an employee has experienced and related incident data.

### Navigation

Workforce Monitoring, Health and Safety, Obtain Incident Information, Review Employee Injury Summary, Review Employee Injury Summary

### Image: Review Employee Injury Summary page

This example illustrates the fields and controls on the Review Employee Injury Summary page. You can find definitions for the fields and controls later on this page.

**Review Employee Injury Summary**

**Naveen Patil** Employee Empl ID KP0002 Empl Record 0

Business Unit India Business Unit Last Start Date 01/01/2002

Department Human Resources Employee Status Active

Job Code Staff

Location M G Road, Branch

**Employee Injury Summary** Personalize | Find | View All | First 1 of 1 Last

Incident Nbr	Incident Date	Incident Type	Primary Outcome	Injury Treatment	Show Details	Reportable Case
119240002	05/10/2002	Injury	Illness	Medical Treatment	Show Details	Y

### Show Details

Click to access the Injury Details component for a selected incident. Review and update injury or illness information and the pages that are in the Injury Details component. This link is helpful when you do not have the incident number at hand.

Save the changes before you close the pages.

## (GBR) Collecting RIDDOR Data for UK reports

This section provides an overview of collecting RIDDOR data and lists the page used to run the Collect RIDDOR Data (OHS501UK) SQR process.

## Page Used to Run the Collect RIDDOR Data Process

Page Name	Definition Name	Navigation	Usage
Collect RIDDOR Data	RUNCTL_OHS_UK	Workforce Monitoring, Health and Safety, Collect Health/Safety Data, RIDDOR Data GBR, Collect RIDDOR Data	Collect RIDDOR data for GBR Health and Safety reporting.

### Related Links

"Monitor Health and Safety Reports (*PeopleSoft HCM 9.2: Application Fundamentals*)"

## Understanding the Collect RIDDOR Data Process

The Collect RIDDOR Data process builds a data collection for reporting. You must enter either a date range or a manager to run the report, and you can (optionally) request data for a single incident. This process is run prior to requesting the following reports:

- UK F2508 (injury/dangerous occurrences).
- UK F2508A (illness).

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## (MEX) Defining Mixed Committees for Mexico

This section provides an overview of mixed committees for health and safety and discusses how to define mixed committees.

## Page Used to Define Mixed Committees

Page Name	Definition Name	Navigation	Usage
Mixed Committee MEX	MIX_COM_TBL_MEX	Workforce Monitoring, Health and Safety, Collect Health/Safety Data, Mixed Committee MEX, Mixed Committee MEX	Define details for the mixed committee, including class, representatives, location, and objectives.

## Understanding Mixed Committees for Health and Safety

In Mexican companies, a mixed committee, *Comisión Mixta de Seguridad e Higiene*, is formed to oversee health and safety processes and investigate work-related accidents. A similar mixed committee, *Comisión Mixta de Capacitación*, is formed to oversee the training and development process for employees.

The mixed committee is made up of an equal number of employee and employer representatives and is selected annually. When the committee is formed, the group defines its working objectives, functions, and mechanisms.

The mixed committee for health and safety investigates the causes of work-related accidents, reviews legal decisions, registers violations of the legal decisions, and recommends health and safety preventative measures.

You can enter the information for a health and safety mixed committee on the Mixed Committee page.

After you define the details for a health and safety mixed committee, there is an additional step. If a safety incident occurs on the job, record it on the Incident Details page.

## **Defining Training Legal Requirements**

There are specific legal forms for the formation of the mixed committee. The Department of Labor (STPS) can audit all the information that is related to the mixed committee and its formation (STPS Form DC-1).

Submit the committee formation and definition of the training plan to the STPS through Form DC-2.

After training is complete, the company can issue labor ability certificates to employees. Each employee who completes a course or event receives a certificate (STPS Form DC-3) and a copy is sent to the STPS.

You can now generate all the STPS reports that are used to track employee training.

## **Mixed Committee MEX Page**

Use the Mixed Committee MEX page (MIX\_COM\_TBL\_MEX) to define details for the mixed committee, including class, representatives, location, and objectives.

## Navigation

Workforce Monitoring, Health and Safety, Collect Health/Safety Data, Mixed Committee MEX, Mixed Committee MEX

### Image: Mixed Committee MEX page

This example illustrates the fields and controls on the Mixed Committee MEX page. You can find definitions for the fields and controls later on this page.

**Mixed Committee MEX**

Mixed Committee Trabajo

**Committee Detail** Find | View All First 1 of 1 Last

\*Effective Date 01/24/2013 [B1]  
 \*Description  
 \*Year  
 \*Class Health & Safety  
 \*Status Active  
 Short Description  
 \*Constitution Date 01/24/2013 [B1]

**Representative** Find | View All First 1 of 1 Last

\*Empl ID  
 \*Status Date 01/24/2013 [B1]  
 \*Type Employee  
 \*Status Active

**Location** Find | View All First 1 of 1 Last

\*Business Unit  
 \*Location Code

**Objective Detail** Find | View All First 1 of 1 Last

\*Objective Year Sequence 0  
 \*Type Objective  
 Objective  
 Description

## Committee Detail

Enter the details about the mixed committee, such as a description of the committee.

**Year** Enter the year for which the mixed committee is effective.

**Constitution Date** Enter the date when the mixed committee is formed.

**Class** Select the committee class. Values are *Health & Safety* and *Training*.

## Representative

Define details for mixed committee representatives.

**EmplID** Select the employee ID of the representative for the mixed committee.

<b>Type</b>	Identify the type of representative. Values are <i>Employee</i> and <i>Employer</i> .
<b>Location</b>	
<b>Business Unit</b>	Select the business unit that the mixed committee serves.
<b>Location Code</b>	Identify the location where the mixed committee is available.
<b>Objective Detail</b>	
Define the objectives, functions, and mechanisms for the mixed committee.	
<b>Objective Year</b>	Enter the year in which the mixed committee's objectives are effective.
<b>Sequence</b>	If you have more than one objective, you can identify each objective by assigning it a sequence number.
<b>Type</b>	Select the objective type. Values are: <ul style="list-style-type: none"><li>• <i>Function</i>: An activity that a mixed committee needs to do.</li><li>• <i>Mechanism</i>: The way to achieve the functions or goals of a mixed committee.</li><li>• <i>Objective</i>: The goals of the period in which the committee is valid.</li><li>• <i>Other</i>: Any other information that you need to enter about the mixed committee.</li></ul>
<b>Objective</b>	Enter the objective of the mixed committee.
<b>Description</b>	Enter a description for the function, mechanism, objective, or other objective type.



## Chapter 6

# Processing Rehabilitation, Claims, and Examination Data

## Managing Claims

This section provides an overview of claims management and reports and discusses how to:

- Open claims.
- Enter claim details.
- Track claim charges.
- Enter claims payment information.
- Enter provider reference data.

## Pages Used to Manage Claims

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Claim Details	HS_CLAIM_MGMT1	Workforce Monitoring, Health and Safety, Obtain Incident Information, Open Claim, Claim Details	Open claims.
Appeal Details	HS_CLAIM_APPL_SEC	Click the Appeal Data link on the Claim Details page.	Enter details about the claim appeal.
Claim Charges	HS_CLAIM_MGMT2	Workforce Monitoring, Health and Safety, Obtain Incident Information, Open Claim, Claim Charges	Track charges related to injury claims, including one-time medical treatments and lengthy, multiple claim-incurred costs.
Payments and Deposits	HS_CST_IND_SEC	Click the Claim Payment Details link in the India section of the Claim Charges page.	(IND) Enter specific information about claim payments.
Claim Provider	HS_CLAIM_MGMT3	Workforce Monitoring, Health and Safety, Obtain Incident Information, Open Claim, Claim Provider	Enter provider reference data, the claim assessment date, and its disposition.
Contact's Work Address	HS_CM3CAN_SEC	Click the Contact Address link in the Canada section of the Claim Provider page.	(CAN) Enter additional address details for the claim contact in Canadian claims.

## Understanding Claims Management

Use the Claims Management pages to enter the details of an individual's status and assessments of the individual's ability to return to work and to track direct and indirect costs of the claims while they are open. File this information with the government or with an insurance company.

You might need to create claims before you create incidents. For example, you might not learn about an incident until someone files a claim against the organization. You create the claim first. Later, as you learn more about the incident and enter incident details in HR, you can link the claim and the incident in the system by entering the incident number on the Claims Management pages.

---

**Note:** For users in British Columbia who report incidents to the British Columbia Workers' Compensation Board (BC WCB) electronically, claims information is required on the Claims Management pages for all incident outcome types except *Dangerous Occurrence*.

---

### Claims Reports

You can generate these claims reports:

- OHS015, Incident Claim Detail report.
- OHS012, Claim Summary Overview report.

### Related Links

"Monitor Health and Safety Reports (*PeopleSoft HCM 9.2: Application Fundamentals*)"

## Claim Details Page

Use the Claim Details page (HS\_CLAIM\_MGMT1) to open claims.

## Navigation

Workforce Monitoring, Health and Safety, Obtain Incident Information, Open Claim, Claim Details

### Image: Claim Details page (1 of 2)

This example illustrates the fields and controls on the Claim Details page (1 of 2). You can find definitions for the fields and controls later on this page.

Claim Details	Claim Charges	Claim Provider
<p>Claim Number 00094000</p> <p>*Date Opened 06/24/2000 </p> <p>Date Closed </p>		
<p><b>Claim Status</b></p> <p> <input checked="" type="radio"/> Pending           <input type="radio"/> Approved           <input type="radio"/> Denied           <input type="radio"/> Withdrawn         </p>		
<p><b>Person Filing</b></p> <p>Empl ID KC0005  Catherine Moore</p>		
<p><b>Incident Data</b></p> <p>           Incident Number 00000011  Incident Date 06/15/2000 <a href="#">Appeal Data</a>            Type Incident <input type="checkbox"/> Investigated            Location KCBC00 Vancouver Branch            Province BC British Columbia            Country CAN Canada         </p>		
<p> Canada</p> <p>WCB Claim Number 22345</p> <p> France</p> <p>           Claimant  Recipient  </p>		

### Image: Claim Details page (2 of 2)

This example illustrates the fields and controls on the Claim Details page (2 of 2). You can find definitions for the fields and controls later on this page.

USA	
Case Number	Date Filed
India	
<p><b>Medical Officer Certification</b></p> <p> <input type="checkbox"/> Certified Date of Certification  </p>	
<p><b>Dependent Claims</b></p> <p>           Dependent ID             Relationship         </p>	

**Warning!** To avoid maintaining two different sets of claim numbers, PeopleSoft recommends that you either always assign numbers manually or always let the system do it—not both.

If you choose to have the system assign the claim number automatically, it first appears as *00000000*. The actual number assigned to the claim appears after you save the information on the Claims Management pages. The last claim number assigned is stored in the Installation Table.

<b>Claim Status</b>	Select whether the claim status is <i>Pending</i> , <i>Approved</i> , <i>Denied</i> , or <i>Withdrawn</i> .
<b>Date Opened</b>	The date the claim is opened appears. By default, this is the current date, which you can change if needed.
<b>Date Closed</b>	Enter the date that the claim is resolved.
<b>Person Filing</b>	Select either an EmplID or a Non-EmplID for the person filing.
<b>Investigated</b>	Select if the claim is investigated.

## Incident Data

<b>Incident Number</b>	<p>Select an incident number to associate with the claim. The system prompts you only with incidents that are associated with this individual. When you enter the incident number, the incident date, type, location, state and country appear on the page.</p> <p>You do not have to enter an incident number when you first create a claim. However, you must add an incident and save the information before you can change the Claim Status to <i>Approved</i>.</p>
<b>Appeal Data</b>	If the claim is appealed, click this link to access the Appeal Details page.

---

**Note:** For users in British Columbia who report incidents to the BC WCB electronically, the Date Opened, Person Filing, and Incident Number fields are required for all Incident Outcome types except *Dangerous Occurrences*.

---

## (CAN) Canada

<b>(WCB) Claim Number</b>	Enter the Workers' Compensation Board (WCB) claim number.
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## (FRA) France

<b>Claimant</b>	Select the claimant type.
<b>Recipient</b>	Select the recipient type.

## (USA) USA

<b>Case Number</b>	If the claim concerns an incident to which you previously assigned an OSHA Case Number and Date Filed on the Official
--------------------	---

Report Details - USA page, then the Case Number and Date Filed fields appear in read-only mode.

## (IND) India

### Certified

Select if a medical officer has certified the claim.

### Date of Certification

Enter the date of certification.

### Dependent ID

For dependent claims, select the Dependent ID. Once selected, the system populates the Relationship field.

## Appeal Details Page

Use the Appeal Details page (HS\_CLAIM\_APPL\_SEC) to enter details about the claim appeal.

### Navigation

Click the Appeal Data link on the Claim Details page.

### Image: Appeal Details page

This example illustrates the fields and controls on the Appeal Details page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web form titled "Appeal Details" with a close button (X) in the top right corner. The form contains three input fields: "Date of Appeal" with a calendar icon, "Date Claim Re-Opened" with a calendar icon, and "Appealed By" with a dropdown menu showing "N/A". Below these fields are two buttons: "OK" and "Cancel".

### Date of Appeal

Enter the date on which the appeal is filed.

### Date Claim Re-Opened

Enter the date on which the claim is re-opened.

### Appealed By

Select from the available values to indicate who filed the appeal.

## Claim Charges Page

Use the Claim Charges page (HS\_CLAIM\_MGMT2) to track charges related to injury claims, including one-time medical treatments and lengthy, multiple claim-incurred costs.

### Navigation

Workforce Monitoring, Health and Safety, Obtain Incident Information, Open Claim, Claim Charges

### Image: Claim Charges page

This example illustrates the fields and controls on the Claim Charges page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Claim Charges' page with the following sections:

- Claim Details:** Claim Number 00094000, Claim Status Pending, Incident Number 00000011, Incident Date 06/15/2000, Created 06/24/2000, Close Date, Empl ID KC0005, Catherine Moore.
- Claim Charges Summary:** Total Claim 275.45, To Currency USD, \*Type of Charge Medical Costs.
- Claim Details Table:**

*Charge Date	Charge Amount	*Currency
1 06/15/2000	350.00	CAD
- Total Type:** 275.45, To Currency USD.
- Footer:** India, Claim Payment Details.

## Claim Charges

### Total Claim

The total charges for the claim (all charges for all types) in the currency that is specified for a user ID in the Operator Preferences table. If there is no To Currency for the User ID in the Operator Preferences Table, then the system uses the base currency that you specified in the Installation Table. (This is also true for the Currency and Total Type fields.)

### Type of Charge

Select one: *Medical Costs*, *Other Costs*, or *Wage Loss*.

To add more charge types, insert additional data rows.

## **Claim Details**

**Charge Date**

Enter the charge date for the claim.

**Charge Amount**

Enter a charge amount. Enter multiple charges for each type by adding new data rows.

**Total Type**

The total charges for this claim type in the currency specified for the user ID in the Operator Preferences table.

## **(IND) India**

Click the Claim Payment Details link to access the Payments and Deposits page where you enter details about claim payments.

## **Payments and Deposits Page**

Use the Payments and Deposits page (HS\_CST\_IND\_SEC) (IND) to enter specific information about claim payments.

## Navigation

Click the Claim Payment Details link in the India section of the Claim Charges page.

### Image: Payments and Deposits page

This example illustrates the fields and controls on the Payments and Deposits page. You can find definitions for the fields and controls later on this page.

#### Payment Type

Select if the payment type is *Advance Payment*, *Claim Deposit*, *Claim Payment*, or *Provisional Payment*.

#### Payment Date

Enter the payment date.

#### Amount

Enter the payment amount.

#### Recipient Type

Select if the recipient of the payment is an *Employee*, *Non-Employee*, or *Dependent*. Once selected, select the ID of the employee, non-employee, or dependent. If you select *Dependent*, the relationship appears.

#### Comment

Enter an optional comment about the payment.

## Claim Provider Page

Use the Claim Provider page (HS\_CLAIM\_MGMT3) to enter provider reference data, the claim assessment date, and its disposition.



## Navigation

Workforce Monitoring, Health and Safety, Obtain Incident Information, Open Claim, Claim Provider

### Image: Claim Provider page

This example illustrates the fields and controls on the Claim Provider page. You can find definitions for the fields and controls later on this page.

Claim Details	Claim Charges	Claim Provider	
Claim Number	00094000	Claim Status	Pending
Incident Number	00000011	Incident Date	06/15/2000
Created	06/24/2000	Close Date	
Empl ID	KC0005	Catherine Moore	
Contact ID	<input type="text" value="KC0009"/>	Stephanie A Mills	
Provider Claim Nbr	<input type="text" value="22346"/>	Provider Name	<input type="text" value="Pacific Blue Cross"/>
Claims Manager	<input type="text" value="Check,Sam"/>		
Phone	<input type="text" value="604 555 9384"/>		
Assessment Date	<input type="text" value="06/15/2000"/>	Disposition	<input type="text" value="Return with work restrictions"/>
Comment	<input type="text" value="Employee has bad back"/>		
<div>  Canada </div>			
Contact Address			
<div>  India </div>			
Claim Filed Date	<input type="text" value="01/24/2013"/>	Claimed Amount	<input type="text"/>
Claim Received Date	<input type="text"/>	Received Amount	<input type="text"/>
		Unapproved Amount	<input type="text"/>
Comment	<input type="text"/>		

#### Contact ID

Select a Contact ID (Employee ID Number), if one exists within an organization. Available values come from personal data.

#### Provider Claim Nbr (provider claim number)

Enter this, if you know it.

Typical types of providers are government agencies, such as the Workers' Compensation Board of Canada or insurance companies.

#### Provider Name

Enter the provider name.

#### Claims Manager

Enter the name of the claims manager.

#### Assessment Date

Enter an assessment date.

<b>Disposition</b>	Select the claim disposition from the available values in the list of available options.
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**Note:** (CAN) For users in British Columbia who report incidents to the BC WCB electronically, the *Contact ID* field is required for all Incident Outcomes other than *Dangerous Occurrence*. Click the [Contact Address](#) link to access the Claim Provider: Contact's Work Address page.

---

### (IND) India

<b>Claim Filed Date</b>	Enter the date the claim is filed.
<b>Claimed Amount</b>	Enter the amount that is claimed.
<b>Claim Received Date</b>	Enter the date the claim is received by the provider.
<b>Received Amount</b>	Enter the date that the amount is received.
<b>Unapproved Amount</b>	If the amount is an unapproved amount, enter the amount here.
<b>Comment</b>	Enter an optional comment.

---

## Tracking Rehabilitation Plans

This section discusses how to:

- Associate an injury incident with a rehabilitation plan.
- Monitor work restrictions and duties.
- Track rehabilitation action details.
- View employee work restriction summaries.

You develop rehabilitation plans when an employee or a non-employee is injured, and an injury claim is filed. The Create Employee Rehab Plan component enables you to track rehabilitation plans only for employees associated with an injury incident. The Create Non-Employee Rehab Plan component allows you to track rehabilitation plans only for non-employees associated with an injury incident. Rehabilitation plan information is helpful for government reporting and claims management.

---

**Note:** The pages for employee rehabilitation plans and non-employee rehabilitation plans are identical in format and usage.

---

## Pages Used to Track Rehabilitation Plans

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Claims	HS_INJ_REHAB1	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Employee Rehab Plan, Claims</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Non-Employee Rehab Plan, Claims</li> </ul>	Associate an incident and essential claims data to rehabilitation plan details for either an employee or non-employee.
Restrictions	HS_INJ_REHAB2	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Employee Rehab Plan, Restrictions</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Non-Employee Rehab Plan, Restrictions</li> </ul>	Monitor an employee or non-employee's work restrictions and modified duties included in the rehabilitation plan.
Actions	HS_INJ_REHAB3	<ul style="list-style-type: none"> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Employee Rehab Plan, Actions</li> <li>Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Non-Employee Rehab Plan, Actions</li> </ul>	Track the details of actions taken in the rehabilitation plan.
Employee Work Restriction Smry (employee work restriction summary)	HR_WORK_RESTR_SUM	Workforce Monitoring, Health and Safety, Employee Work Restriction Smry, Employee Work Restriction Smry	View the list of valid and current work restrictions by employee.

## Claims Page

Use the Claims page (HS\_INJ\_REHAB1) to associate an incident and essential claims data to rehabilitation plan details for either an employee or non-employee.

## Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Employee Rehab Plan, Claims
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Non-Employee Rehab Plan, Claims

## Image: Claims page

This example illustrates the fields and controls on the Claims page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web interface for managing claims. At the top, there are three tabs: 'Claims' (selected), 'Restrictions', and 'Actions'. Below the tabs, the employee's name 'Catherine Moore' is displayed with a dashed underline. To the left of the name, the 'Empl ID' is 'KC0005'. Below the name, the 'Empl Record' is '0'. To the right of the name, the 'Incident Number' is '00000011'. Below the incident number, the 'Incident Date' is '06/15/2000'. Below the incident date, the 'Regulatory Region' is 'CANBC'. Below the regulatory region, the 'Last Work Date Before Injury' is a date field with a calendar icon. Below the last work date, the 'Return Date' is a date field with a calendar icon. Below the return date, there is a section titled 'Claims Filed'. This section has a 'Find | View All' link and a pagination control showing 'First', '1 of 1', and 'Last'. Below the 'Claims Filed' section, there are several fields: 'Claim Number' is '00094000', 'Open Date' is '06/24/2000', '\*Claim Status' is a dropdown menu showing 'Pending', 'Close Date' is a date field with a calendar icon, 'Provider Claim Nbr' is '22346', 'Assessment Date' is '06/15/2000', and 'Disposition' is a dropdown menu showing 'Return with work restrictions'.

You can enter the Last Work Date Before Injury and Claims Filed information for each incident in which the individual is involved.

### Last Work Date Before Injury

Enter the date for the last day the person worked before the injury.

### Return Date

Enter the date when the person returned to work.

## Claims Filed

If the individual has filed any claims, the information that you entered on the Open Claims pages appears here. If this information is not in the system, enter it here for each claim associated with this incident. The most important data is in the Assessment Date and Disposition fields. The governing agency or insurance company that you report the claim to uses the information in conjunction with the rehabilitation plan details.

### Close Date

Enter the claim close date.

### Claim Status

Select from the list of available options.

**Provider Claim Nbr (provider claim number)** Enter the provider claim number.

**Assessment Date** Enter the assessment date.

**Disposition** Select from the list of available options.

## Restrictions Page

Use the Restrictions page (HS\_INJ\_REHAB2) to monitor an employee or non-employee's work restrictions and modified duties included in the rehabilitation plan.

### Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Employee Rehab Plan, Restrictions
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Non-Employee Rehab Plan, Restrictions

### Image: Restrictions page

This example illustrates the fields and controls on the Restrictions page. You can find definitions for the fields and controls later on this page.

#### Work Restrictions

Select a code for any work restrictions that the person has as a result of the injury or illness. Create these codes using the Codes and Effective Dates - Work Restrictions Table page.

#### Work Modifications

Select a code for any work modifications the person has as a result of the injury or illness. Create these codes using the Modified Work page.

#### From and To

Enter the dates for the period that each modified work duty must apply.

## Actions Page

Use the Actions page (HS\_INJ\_REHAB3) to track the details of actions taken in the rehabilitation plan.

## Navigation

- Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Employee Rehab Plan, Actions
- Workforce Monitoring, Health and Safety, Obtain Incident Information, Create Non-Employee Rehab Plan, Actions

## Image: Actions page

This example illustrates the fields and controls on the Actions page. You can find definitions for the fields and controls later on this page.

### Action Sequence

The system assigns each data row with an action sequence in numerical order.

### Type

Select an action type from the list of available options.

### Responsible ID

If a person within the organization is coordinating the rehabilitation plan, enter or select a responsible ID (employee ID number). The available values come from personal data.

### Physician

Select an option from the list of available options. Values come from the Physicians table. Or, if you choose not to enter physicians in the Physicians table, enter the physician's name into the name field.

### Provider Description

Enter a description of the provider.

### Diagnosis

Select the type of diagnosis in this action. Create these values using the Diagnosis Table page.

### Action Status

Change the action status if you are also changing the actual completion date.

### Estimated Completion Date

Enter the estimated completion date of the action.

**Actual Completion Date**

When the action is complete, enter the actual completion date.

**Employee Work Restriction Smry Page**

Use the Employee Work Restriction Smry (employee work restriction summary) page (HR\_WORK\_RESTR\_SUM) to view the list of valid and current work restrictions by employee.

**Navigation**

Workforce Monitoring, Health and Safety, Employee Work Restriction Smry, Employee Work Restriction Smry

**Image: Employee Work Restriction Smry page**

This example illustrates the fields and controls on the Employee Work Restriction Smry page. You can find definitions for the fields and controls later on this page.

Employee Work Restriction Smry									
As of Date 01/24/2000 									
Work Restrictions					Personalize   Find   First 1 of 1 Last				
	Empl ID	Name	Work Restriction Code	Description	Restriction To Date	Incident Number	Incident Date	DETAIL	
	1 KU0009	Stephanie Turbic	K03	No stair climbing	06/15/2000	00000010	06/12/2000	DETAIL	 

**Tracking Employee Medical Exam Results**

This section includes common elements used in tracking medical exam results and discusses how to:

- Enter physical examination information.
- Enter physical exam results.
- Enter hearing exam details.
- Enter eye exam details.
- Enter respiratory exam details.
- Set up drug testing information.
- Enter test results and referrals.

An organization can require employee to have medical examinations for a number of different reasons.

Tracking medical exam results is useful for observing and protecting the health of employees who are at occupational risk due to their work location or job group. Use the results of exams to track risk factors, analyze trends, and compare work groups with one another to monitor work environments. You can also use the information to put together preventive health care programs for educating employees about work-related health issues.

Track this information for employees only.

## Pages Used to Track Medical Exam Results

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Physical Exam Address/Phone	HS_EXAM_PHYSICAL1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Physical Exam, Physical Exam Address/Phone	Maintain the exam date and type, indicate the next exam date, and enter physician address information.
Physical Exam - Exam Details	HS_EXAM_PHYSICAL2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Physical Exam, Exam Details	Maintain physical exam results.
Audio Exam Address/Phone	HS_EXAM_AUDIO1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Audiometric Exam, Audio Exam Address/Phone	Maintain audiometric exam results, referrals, and comments. Indicate the next audiometric exam date, and enter physician information.
Audiometric Exam - Exam Details	HS_EXAM_AUDIO2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Audiometric Exam, Exam Details	Maintain audiometric exam details.
Eye Exam Address/Phone	HS_EXAM_EYE1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Eye Exam, Eye Exam Address/Phone	Maintain exam results, referrals, and comments.
Eye Exam - Exam Details	HS_EXAM_EYE2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Eye Exam, Exam Details	Maintain exam results, referrals, and comments.
Respiratory Exam Addr/Phone (respiratory exam address/phone)	HS_EXAM_RESPIRE1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Respiratory Exam, Respiratory Exam Addr/Phone	Maintain exam results, referrals, restrictions, and comments.
Respiratory Exam - Exam Details	HS_EXAM_RESPIRE2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Respiratory Exam, Exam Details	Maintain exam results, referrals, restrictions, and comments.
Drug Test Data 1	GVT_DRUG_TEST1	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Drug Test, Drug Test Data 1	Set up physician and test information for a drug test.



<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Drug Test Data 2	GVT_DRUG_TEST2	Workforce Monitoring, Health and Safety, Record Medical Exam Results, Drug Test, Drug Test Data 2	Maintain test results, referrals, and comments.

## Common Elements Used in Tracking Medical Exam Results

<b>Baseline</b>	Select if this is a baseline exam.
<b>Referral</b>	Select a physician referral code from the list of available options, or enter a referral directly.

## Physical Exam Address/Phone Page

Use the Physical Exam Address/Phone page (HS\_EXAM\_PHYSICAL1) to maintain the exam date and type, indicate the next exam date, and enter physician address information.

### Navigation

Workforce Monitoring, Health and Safety, Record Medical Exam Results, Physical Exam, Physical Exam Address/Phone

### Image: Physical Exam Address/Phone page

This example illustrates the fields and controls on the Physical Exam Address/Phone page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web application interface for the 'Physical Exam Address/Phone' page. At the top, there are tabs for 'Physical Exam Address/Phone' and 'Exam Details'. Below the tabs, the user's name 'Douglas Lewis' and 'Person ID KU0001' are displayed. The main section is titled 'Physical Exam Data' and contains several input fields and controls. On the right side of this section, there are links for 'Find', 'View All', 'First', '1 of 1', and 'Last'. The fields include: '\*Exam Date' with a date picker showing '01/24/2013'; '\*Exam Type' with a dropdown menu; 'Next Exam' with a date picker; 'Physician ID' with a search icon; 'Country' with a dropdown showing 'USA' and 'United States'; 'Address' with an 'Edit Address' button; 'Phone' with a text input field; and 'Medical Organization Code' with a search icon. At the bottom left, there is a small icon and the text 'France'.

**Note:** The only difference on the Address/Phone page of each exam group is the name. Depending on the component that you open, the page name is Physical, Audiometric, Eye, Respiratory, or Drug Exam. The information below applies to all of the Address/Phone pages.

<b>Exam Date</b>	Enter the date of the exam. The current date appears by default. You can override it, if necessary. The system sorts exam result data rows by exam date.
------------------	--

<b>Exam Type</b>	Select an option from the available values.
<b>Next Exam</b>	<p>The next exam date appears by default for the following exam types. You can override the defaults if the actual dates are different.</p> <ul style="list-style-type: none"> <li>• <i>Annual</i>: Next exam is one year later.</li> <li>• <i>Exposure</i>: Next exam is six weeks later.</li> <li>• <i>Periodic Surveillance</i>: Next exam is six months later.</li> </ul>
<b>Physician ID</b>	<p>Select from the available values, which come from the Physician Table.</p> <p>If you select a physician ID, the physician's address information from the Physician Table automatically fills in the address block. You can edit this address.</p>
<b>Edit Address</b>	Click this button to enter or modify an address. The appropriate address fields appear in the standardized address formats that you previously set up in the Country table.
<b>(FRA) France</b>	
<b>Medical Organization Code</b>	Select the medical organization that completed the physical exam.
<b>Related Links</b>	"Administering Country Codes ( <i>PeopleSoft HCM 9.2: Application Fundamentals</i> )"

## Physical Exam - Exam Details Page

Use the Physical Exam - Exam Details page (HS\_EXAM\_PHYSICAL2) to maintain physical exam results.

## Navigation

Workforce Monitoring, Health and Safety, Record Medical Exam Results, Physical Exam, Exam Details

### Image: Physical Exam - Exam Details page (1 of 2)

This example illustrates the fields and controls on the Physical Exam - Exam Details page (1 of 2). You can find definitions for the fields and controls later on this page.

Physical Exam Address/Phone Exam Details

**Douglas Lewis** Person ID KU0001

**Physical Exam Details**

Exam Date 01/24/2013 Exam Type

☐ Baseline

☐ Organ Donor

☐ Blood Donor

\*Blood Type Unknown

Referral

Comment

Germany

**Examination Results**

Empl Record	Result
1	0

### Image: Physical Exam - Exam Details page (2 of 2)

This example illustrates the fields and controls on the Physical Exam - Exam Details page (2 of 2). You can find definitions for the fields and controls later on this page.

France

**Exam Time**

This Exam

Next Exam

Time Zone PST

Regulatory Region

**Work Capability**

☒ Able To Work Normally

☐ Able To Work With Restrictions

☐ Unable to work

**Work Restriction** Personalize Find View All First 1 of 1 Last

*Restr Code	Description	From Date	To Date

**Work Modification** Personalize Find View All First 1 of 1 Last

*Modfd Code	Description	From Date	To Date

The employee's name and employee ID appear at the top of the page.

#### Organ Donor

Select if the employee is an organ donor.

#### Blood Donor

Select if the employee is a blood donor.

**Blood Type**

Select an option from the list of available options.

**(DEU) Germany****Empl Record and Result**

For each employee record number that you enter, enter the result of the examination by selecting a value from the list of available options.

**(FRA) France****This Exam**

Enter the time for this exam.

**Next Exam**

Enter the time for the next exam.

**Work Capability**

To enter information about the employee's ability to work, select the appropriate option: *Able to Work Normally*, *Able to Work With Restrictions*, or *Unable to Work*.

**Regulatory Region**

Enter the regulatory region in which the employee works. Select from the available values, which come from the Regulatory Region Table.

**Work Restriction**

Enter restriction code by selecting an option from the list of prompt values, which are from the Work Restrictions Table. Then enter the From Date and To Date for which the restriction applies.

**Work Modification**

Enter the modification code by selecting an option from the available values, which come from the Modified Work table. Then enter the From Date and To Date for which the modification applies.

**Audiometric Exam - Exam Details Page**

Use the Audiometric Exam - Exam Details page (HS\_EXAM\_AUDIO2) to maintain audiometric exam details.

## Navigation

Workforce Monitoring, Health and Safety, Record Medical Exam Results, Audiometric Exam, Exam Details

### Image: Audiometric Exam - Exam Details page

This example illustrates the fields and controls on the Audiometric Exam - Exam Details page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Exam Details' page for an audiometric exam. At the top, the patient's name 'Douglas Lewis' and 'Person ID KU0001' are shown. Below this, the 'Exam Information' section includes the 'Exam Date' (01/24/2013), 'Exam Type' (Baseline), and 'Audiometer Serial Nbr'. A table for recording results is divided into 'Left Ear' and 'Right Ear' sections. Each section has columns for frequencies (250, 500, 1K, 2K, 3K, 4K, 5K, 6K, 7K, 8K) and rows for 'Decibels' and 'Trouble Frequency'. At the bottom, there are dropdown menus for 'Hearing Classification' and 'Referral', and a text area for 'Comment'.

#### Decibels

For each ear, enter the decibels the employee cannot hear.

#### Trouble Frequency

For each decibel selection, select each trouble frequency.

#### Hearing Classification

Select a hearing classification.

## Eye Exam - Exam Details Page

Use the Eye Exam - Exam Details page (HS\_EXAM\_EYE2) to maintain exam results, referrals, and comments.

## Navigation

Workforce Monitoring, Health and Safety, Record Medical Exam Results, Eye Exam, Exam Details

### Image: Eye Exam - Exam Details page

This example illustrates the fields and controls on the Eye Exam - Exam Details page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Exam Details' page for 'Douglas Lewis' (Person ID KU0001). The 'Exam Information' section includes:

- Exam Date:** 01/24/2013
- Exam Type:** Far Sight and Near Sight. Each type has fields for 'Corrected' and 'Uncorrected' vision for both 'Left' and 'Right' eyes.
- Color Vision:** Radio buttons for 'Normal' (selected) and 'Abnormal'.
- Correction Required:** A checkbox.
- Referral:** A dropdown menu.
- Comment:** A large text area.

#### Far Sight/Near Sight

Enter the specific exam results for the Left and Right eyes, both Corrected and Uncorrected.

#### Correction Required

Select this check box if the exam results indicate that this employee needs lenses or other corrective treatment.

#### Color Vision

Indicate if the patient's color vision is Normal or Abnormal.

## Respiratory Exam - Exam Details Page

Use the Respiratory Exam - Exam Details page (HS\_EXAM\_RESPIRE2) to maintain exam results, referrals, restrictions, and comments.

## Navigation

Workforce Monitoring, Health and Safety, Record Medical Exam Results, Respiratory Exam, Exam Details

### Image: Respiratory Exam - Exam Details page

This example illustrates the fields and controls on the Respiratory Exam - Exam Details page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Respiratory Exam - Exam Details' page for employee Douglas Lewis (Person ID KU0001). The page is divided into sections: 'Exam Information' and 'Exam Details'. The 'Exam Information' section includes a 'Smoker' checkbox (unchecked), 'Exam Date' (01/24/2013), 'Exam Type' (Baseline), 'Date of Exposure' (calendar icon), 'Exposure Type' (dropdown), 'Contaminant Agent' (dropdown), 'Business Unit' (GBIBU with search icon), 'Location Code' (search icon), 'Referral' (dropdown), and a 'Comment' field (text area with icon). The 'Exam Details' section is currently empty.

#### Smoker

Because information about the employee's history as a smoker comes from personal data, this check box is unavailable for entry. If the employee is not a smoker, the check box is not selected. If the check box contains a check mark, it indicates that the employee is a smoker.

#### Date of Exposure

If it applies, enter the exposure date.

#### Exposure Type

If it applies, select a value from the list of available options.

#### Contaminant Agent

If it applies, select a value from the list of available options.

#### Business Unit

Select a business unit for the employee's work location. Define business units in the Business Unit Table. The system automatically enters the associated description.

#### Location Code

Select a location code for the employee's work location. You define location codes in the Location Code table. The system automatically enters the associated description.

## Drug Test Data 1 Page

Use the Drug Test Data 1 page (GVT\_DRUG\_TEST1) to set up physician and test information for a drug test.

## Navigation

Workforce Monitoring, Health and Safety, Record Medical Exam Results, Drug Test, Drug Test Data 1

### Image: Drug Test Data 1 page

This example illustrates the fields and controls on the Drug Test Data 1 page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Drug Test Data 1' page for 'Douglas Lewis' with 'Person ID KU0001'. The page is titled 'Exam Information' and includes a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. The form contains the following fields and controls:

- \*Exam Date:** A date field set to '01/24/2013' with a calendar icon.
- Exam Time In:** A time field.
- Exam Time Out:** A time field.
- Exam Type:** A dropdown menu.
- Next Exam:** A date field with a calendar icon.
- Physician:** A text field.
- Country:** A dropdown menu set to 'USA' with a search icon and the text 'United States'.
- Address:** A text field with an 'Edit Address' button.
- Phone:** A text field.
- Union Negotiated:** A checkbox.

#### Exam Date

Today's date appears by default. The system, however, enables you to change it appropriately. The system sorts exam result data rows by exam date.

#### Physician

Enter the name of the employee's physician.

#### Testing Type

Select one: *For Cause*, *Mandatory*, or *Random*.

#### Next Exam

Indicate when the next exam is scheduled.

#### Union Negotiated

Select to indicate that the test is mandated by a union agreement.

## Drug Test Data 2 Page

Use the Drug Test Data 2 page (GVT\_DRUG\_TEST2) to maintain test results, referrals, and comments.



## Navigation

Workforce Monitoring, Health and Safety, Record Medical Exam Results, Drug Test, Drug Test Data 2

### Image: Drug Test Data 2 page

This example illustrates the fields and controls on the Drug Test Data 2 page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Drug Test Data 2' page for a person named Douglas Lewis (Person ID KU0001). The page has two tabs: 'Drug Test Data 1' and 'Drug Test Data 2'. The 'Exam Information' section includes a date field for '\*Exam Date' (01/24/2013) and a dropdown for 'Exam Type'. Below this is the 'Exam Results' section with four radio buttons: 'Pass', 'Fail', 'No Show for Exam', and 'Monitoring Required'. There is also a 'Referral' dropdown and a 'Comment' text area.

### Exam Results

Select an option to indicate the exam results: Pass, Fail, No Show for Exam, or Monitoring Required.



# (BRA) Running Health and Safety Reports for Brazil

## Running the Work Risk Report for Brazil

This section discusses how to run the Work Risk report for Brazil.

### Page Used to Run the Work Risk Report for Brazil

Page Name	Definition Name	Navigation	Usage
CAT Report BRA	CATRC_INCIDENT_BRA	Workforce Monitoring, Health and Safety, Reports, CAT Report BRA	Monitor work risks by establishment ID, department ID, employee, and incident ID.

### CAT Report BRA Page

Use the CAT Report BRA page (CATRC\_INCIDENT\_BRA) to monitor work risks by establishment ID, department ID, employee, and incident ID.

#### Navigation

Workforce Monitoring, Health and Safety, Reports, CAT Report BRA

#### Image: CAT Report BRA page

This example illustrates the fields and controls on the CAT Report BRA page. You can find definitions for the fields and controls later on this page.

CAT Report BRA

Run Control ID 092012 Report Manager Process Monitor Run

Parameters

\*Company KYS Compañía de Servicios

\*Via Number 1

Begin Date End Date

Selection Criteria

Select Establishment ID

Select Department ID

Select Employee

Select Incident ID

Exclude Data

Department Data

Find First 1 of 1 Last

\*Set ID KRSI1

\*Department 27000 Customer Services

Select the appropriate values for the fields that appear on the page. The system displays a different set of fields at the bottom of the page for each of the options that you select in the Selection Criteria group box.

---

## Running the Bioprofessional Profile Report for Brazil

This section discusses how to run the Bioprofessional Profile report for Brazil.

### Page Used to Run the Bioprofessional Profile Report for Brazil

<i><b>Page Name</b></i>	<i><b>Definition Name</b></i>	<i><b>Navigation</b></i>	<i><b>Usage</b></i>
PPP Report BRA	PPP_RC_BRA	Workforce Monitoring, Health and Safety, Reports, PPP Report BRA	Add profile information to the system by establishment ID, department ID, group ID, or worker.

### PPP Report BRA Page

Use the PPP Report BRA page (PPP\_RC\_BRA) to add profile information to the system by establishment ID, department ID, group ID, or worker.

## Navigation

Workforce Monitoring, Health and Safety, Reports, PPP Report BRA

### Image: PPP Report BRA page

This example illustrates the fields and controls on the PPP Report BRA page. You can find definitions for the fields and controls later on this page.

**PPP Report BRA**

Run Control ID 092012 Report Manager Process Monitor Run

---

**Parameters**

\*Company  Compañía de Servicios

\*Begin Date  \*End Date

\*Issue Date

\*Parameter ID

\*PPP Responsible

---

**PPP Action / Reasons** Personalize | Find | View All |  First 1 of 1 Last

*Action	Description	*Reason	Description
<input type="text" value="FSC"/>		<input type="text" value="AGE"/>	Dependent exceeds age limit <span>+ -</span>

---

**Observation Option**

☒ No Observation
 ☐ Print Observation
 ☐ Override Observation

---

**Selection Criteria**

☐ Select Establishment ID
 ☒ Select Department ID
 ☐ Select Group ID
 ☐ Select Worker

---

**Department Data** Find | View All First 1 of 1 Last

Set ID  
 Dept ID  
 Corporate Controller + -

Select the appropriate values for the fields that appear on the page. The system displays a different set of fields at the bottom of the page for each of the options that appear in the Selection Criteria group box.

If you select the Override Observation option, the system displays the Detailed Description field. Use this field to write a description of why you are overriding the observation.



# (CAN) Preparing to Report to the Workers Compensation Board

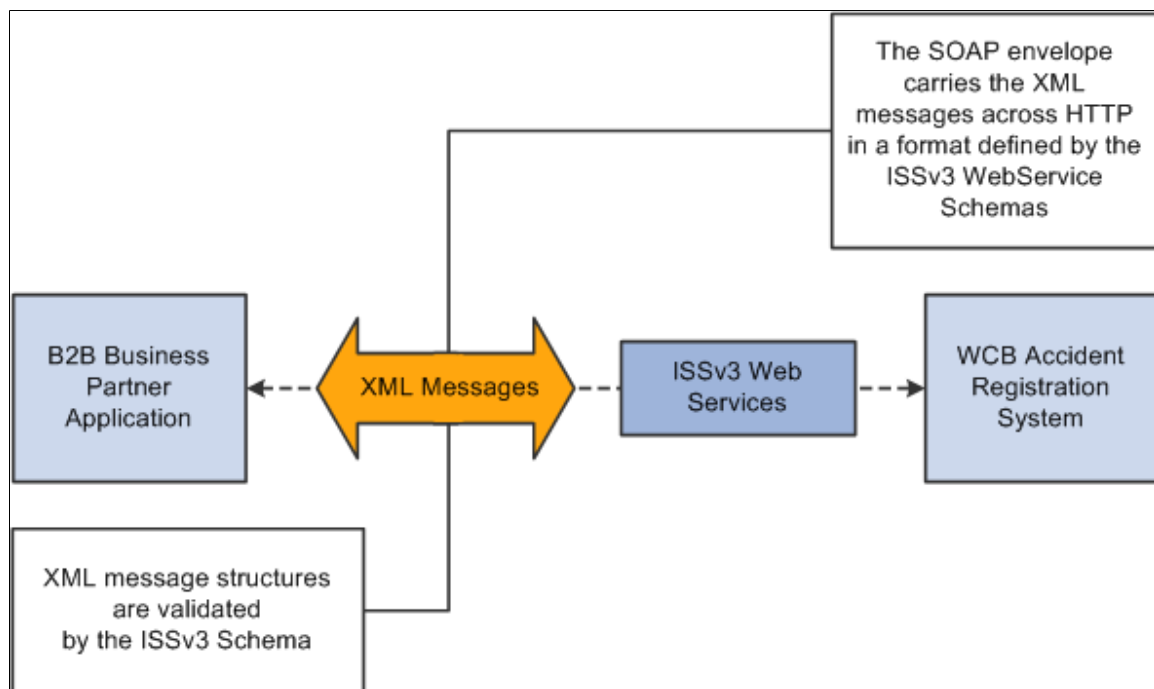
## Understanding the WorkSafeBC Web Service

The British Columbia (B.C.) Workers' Compensation Board (WCB), also known as WorkSafeBC, uses the Interchange Specification Standard Version 3 (ISSv3) web service to submit and receive data from the WCB Accident Registration System. The ISSv3 web service is an Extensible Markup Language (XML) application that permits data transfer between employers using PeopleSoft HR applications and the WCB's Accident Registration System. By creating an XML document in the form of a Simple Object Access Protocol (SOAP) message, an employer can send accident information to the web service across the Internet, and receive a response, also in the form of an XML document. Upon receiving an XML document, the web services interface validates the data against business rules and transforms the XML data into a format understood by the WCB Accident Registration System. The system rejects XML documents that do not pass the validation and does not save the submitted data in the WCB Accident Registration System.

The following diagram illustrates the WorkSafeBC web service process:

**Image: WorkSafeBC Web Service process**

WorkSafeBC web service process flow



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**Warning!** We have associated a series of data-entry checks and warning messages with key fields to remind you about key information that you must complete to meet British Columbia WCB reporting requirements. You activate these data-entry checks and warnings during data entry by applying the regulatory region and setID CANBC to an incident. If you do not use the proper regulatory region and setID, you could produce an XML message that is formatted correctly but is rejected by the WCB due to missing or invalid information.

---

## Prerequisites

Before you can use the new WorkSafeBC Web Service functionality, you must:

- Confirm your PeopleTools release.
- Identify a static Internet protocol (IP) address from which your system calls WorkSafeBC's web services. This is required to connect to WCB's Accident Registration System
- Register with WorkSafeBC Web Services.
- Set Up Integration Broker.
- Enter a phone number for your location.
- Change the ISSv3 web service URL.

### Confirming your PeopleTools Release

You must be running PeopleTools 8.48 or later to use the WorkSafeBC Web Service functionality.

### Identifying a Static Internet Protocol (IP) Address

To protect the integrity of the ISSv3 Web Service, WorkSafeBC uses several firewalls, each of which requires authentication before permitting messages to pass. Therefore, before an employer requests access to the ISSv3 Web Service, it must register with WorkSafeBC one or more static IP addresses from which its system calls the Web Services.

### Registering with WorkSafeBC Web Services

Before you begin implementing and testing your web service functionality, you must register with WorkSafeBC. Registration enables you to:

- Use WorkSafeBC's business-to-business services.
- Use the web service feature in PeopleSoft HR to electronically submit the Employer's Report of Injury (Form 7).
- Complete WorkSafeBC's web service testing requirements before being permitted access to the production environment (optional). Optional testing may include a connectivity test and/or a data test.

To obtain instructions on web service registration, visit the [WorkSafe BC](#) website.



## Setting Up Integration Broker

The WorkSafeBC Web Service enhancement uses PeopleSoft Integration Broker to transmit information between your PeopleSoft system and the WCB system. To use Integration Broker for this purpose, you need to configure the default local node, PSFT\_HR, and make sure that it is active.

The WorkSafeBC Web Service enhancement uses the following four service operations:

- RETRIEVEEMPLOYERCODES
- RETRIEVEINCIDENTSTATUS
- RETRIEVESYSTEMCODES
- SUBMITINCIDENT

## Entering a Phone Number for your Location

Telephone Area Code and Telephone Number are mandatory fields for WCB for

- Reporting employers
- Submitting employers
- Payroll contacts
- Workers

Telephone number, however, is not a mandatory field in PeopleSoft HR, so it is imperative that you enter an area code and telephone number on the Company page. The system uses this telephone number if no telephone number exists for one of the entities listed above.

## Changing the ISSv3 Web Service URL

Although completing WorkSafeBC's web service testing requirements is an optional step, we deliver a client validation ISSv3 web service URL so that you can perform this testing if you wish. In test mode, you can send web service messages to request system codes, request employer-related codes, and submit injury reports. Only the ability to request submission status is disabled for client validation testing. You need to contact WorkSafeBC prior to connecting to the production database. In addition, you need to change the client validation URL to the production URL. To change the ISSv3 web service URL:

1. Access the Service page (PeopleTools, Integration Broker, Integration Setup, Services) for the ISSV3 service.
2. In the Existing Operations group box, click the RETRIEVEEMPLOYERCODES.V1 link to access the Service Operations component for the RETRIEVEEMPLOYERCODES service operation.
3. Access the Routings page of the Service Operations component.
4. In the Routing Definitions group box, click the ~IMPORTED~22075 link to access the Routings component for the ~IMPORTED~22075 routing.
5. Access the Connector Properties page.
6. Change the value of the PRIMARYURL property ID from <https://cv.b2b.online.worksafebc.com/ISSV3/ISSV3.aspx> to <https://b2b.online.worksafebc.com/ISSV3/ISSV3.aspx>.

7. Click Save.
8. Repeat these steps for the routings associated with the RETRIEVEINCIDENTSTATUS, RETRIEVESYSTEMCODES, and SUBMITINCIDENT service operations.

See Also *PeopleTools: PeopleSoft Integration Broker*

## Related Links

"Establishing Locations (*PeopleSoft HCM 9.2: Application Fundamentals*)"

## Editing Report Data

The BC WCB expects you to perform a significant amount of editing and checking to make sure that submitted reports are complete, accurate, and compatible with WorkSafeBC's web service. The WCB returns incomplete files for more information.

For this reason, HR contains several edit checks and warnings. By following the warnings during data entry, you significantly increase the likelihood that the BC WCB will accept the report file the first time that you send it.

However, the BC WCB's mainframe computer checks for some things that HR cannot. For example, the BC WCB system knows whether a postal code and an address associated with it are correct or incorrect. If you send address information for which the address is correct, but the postal code is wrong, their system detects the error and rejects the file. In most cases, you can solve the problem by correcting and resubmitting the report file to the BC WCB.

## Understanding BC WCB Reporting Based Upon Incident Outcomes

The BC WCB recognizes five types of incident outcomes for health and safety incidents. The following table lists these outcomes in increasing order of severity.

<b><i>Incident Outcome</i></b>	<b><i>Definition</i></b>
Dangerous Occurrence	The least severe outcome. An event is a dangerous occurrence when no workers are injured but there is a potential for serious injuries. You complete the pages in the report about incident-related information rather than injury-related information.
Reported Only	An event in which one or more workers are injured, but the workers do not require health care treatment or lose time away from work. The workers may or may not receive first aid treatment. You report this type of event at the discretion of the employer or at the worker's request.
Health Care Only	An event in which one or more workers are injured and a health care practitioner renders care for at least one worker, but the injuries do not result in any time away from work. The workers may or may not receive first aid treatment.
Short Term Disability	An event in which one or more workers are injured, a health care practitioner renders care for at least one worker, and at least one of the injured workers requires time away from work. The workers may or may not receive first aid treatment.

<b><i>Incident Outcome</i></b>	<b><i>Definition</i></b>
Fatality	An event in which one or more workers are injured and at least one injured worker dies. First aid and health care practitioner care may have been rendered.

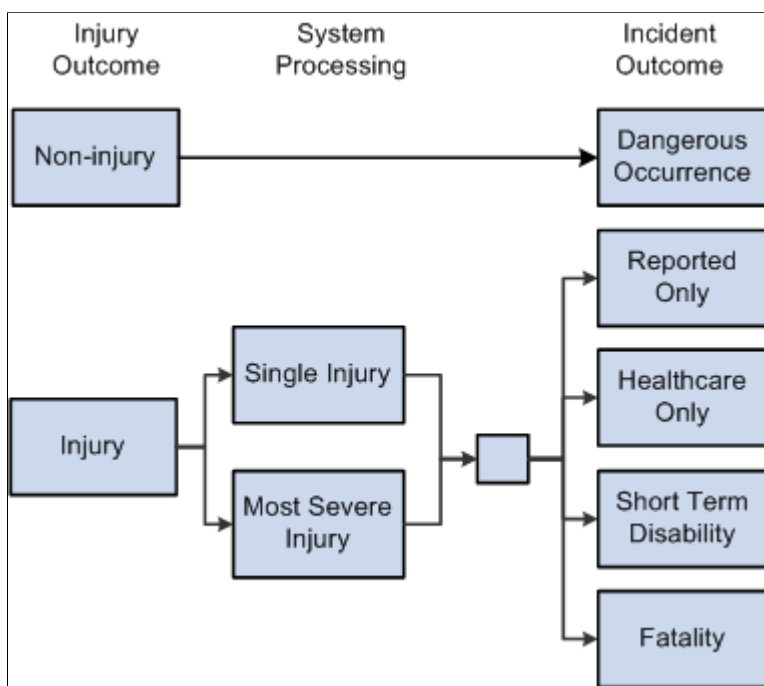
As a general rule, the more severe the incident outcome, the more information that you report to the BC WCB. As the amount of information required for an incident increases, the number of checks carried out by the WCB mainframe system also increases, and so does the number of checks and warnings built into the HR system. This means that entering a particular piece of information into the PeopleSoft system may cause the system ask you for several other pieces of information.

Also note that Dangerous Occurrence is the only *non-injury* incident outcome. The remaining categories are *injury-related* incident outcomes that have a corresponding injury outcome. Whenever you enter WCB incidents in which there is only one injured employee, the category or severity of the incident outcome is determined by the injury outcome. When more than one employee is injured, the incident outcome is automatically determined as the most severe of the injury outcomes.

This diagram shows how incident outcome is derived from injury outcome:

#### **Image: Injury outcome and incident outcome**

Diagram showing how incident outcome is derived from injury outcome.



## **Processing Data for WorkSafeBC's Web Service**

This section provides an overview of WorkSafeBC's web service processes and discusses how to:

- Enter employer registration details.

- Request system codes.
- Request employer codes.
- Populate staging tables.
- Create and transmit injury reports.
- Review error messages.
- Review success messages.
- Request submission status.
- Review submission status.

## Pages Used to Process Data for WorkSafeBC's Web Service

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Employer Web Srv Registration	WCB_WEB_REG_DTLS	Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, WCB Web Service CAN, Employer Web Srv Registration, Employer Web Srv Registration	Enter employer WCB registration details.
Employer-Related Codes	WCB_EMPLR_REL_CD	Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, WCB Web Service CAN, Employer-Related Codes, Employer-Related Codes	Request employer codes.
System Codes	WCB_SYSTEM_CD	Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, WCB Web Service CAN, System Codes, System Codes	Request system codes.
Extract WCB Injury Data CAN	RUNCTL_WCB_501	Workforce Monitoring, Health and Safety, Collect Health/Safety Data, Extract WCB Injury Data CAN, Extract WCB Injury Data CAN	Run the OHS501BC SQR process to populate staging tables with WCB injury data.
Submit Injury Report	INIT_BC_WCB_WEB	Workforce Monitoring, Health and Safety, WCB Web Services CAN, Submit Injury Report, Submit Injury Report	Create and transmit injury reports.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Review Error Messages	WCB_INJ_ERR_RESP	Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Review Error Messages	Review error messages received from the WCB.
Request Submission Status	WCB_SUB_STAT	Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Request Submission Status	Request submission status.
Review Submission Status	WCB_INC_SUB_STAT	Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Review Submission Status	Review the submission status of an injury report.
Review Success Messages	WCB_INJ_RPT_RESP	Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Review Success Messages	Review success messages received from the WCB.

## Understanding WorkSafeBC's Web Service Processes

Using the WorkSafeBC web service you can:

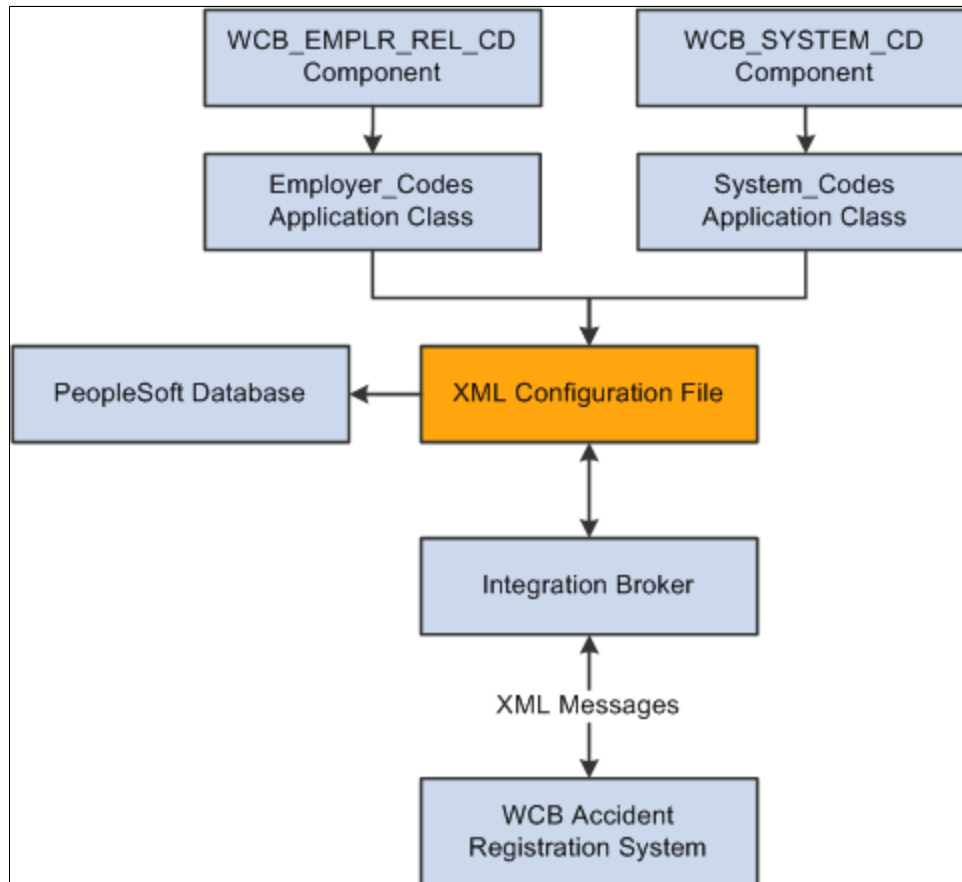
- Request employer and system codes.
- Submit injury reports.
- Request submission statuses.

## Requesting Employer and System Codes

This diagram illustrates the process flow for requesting employer and system codes using the WorkSafeBC web service:

### Image: Employer and system code request process

Process flow for requesting employer and system code through WorkSafeBC web service.



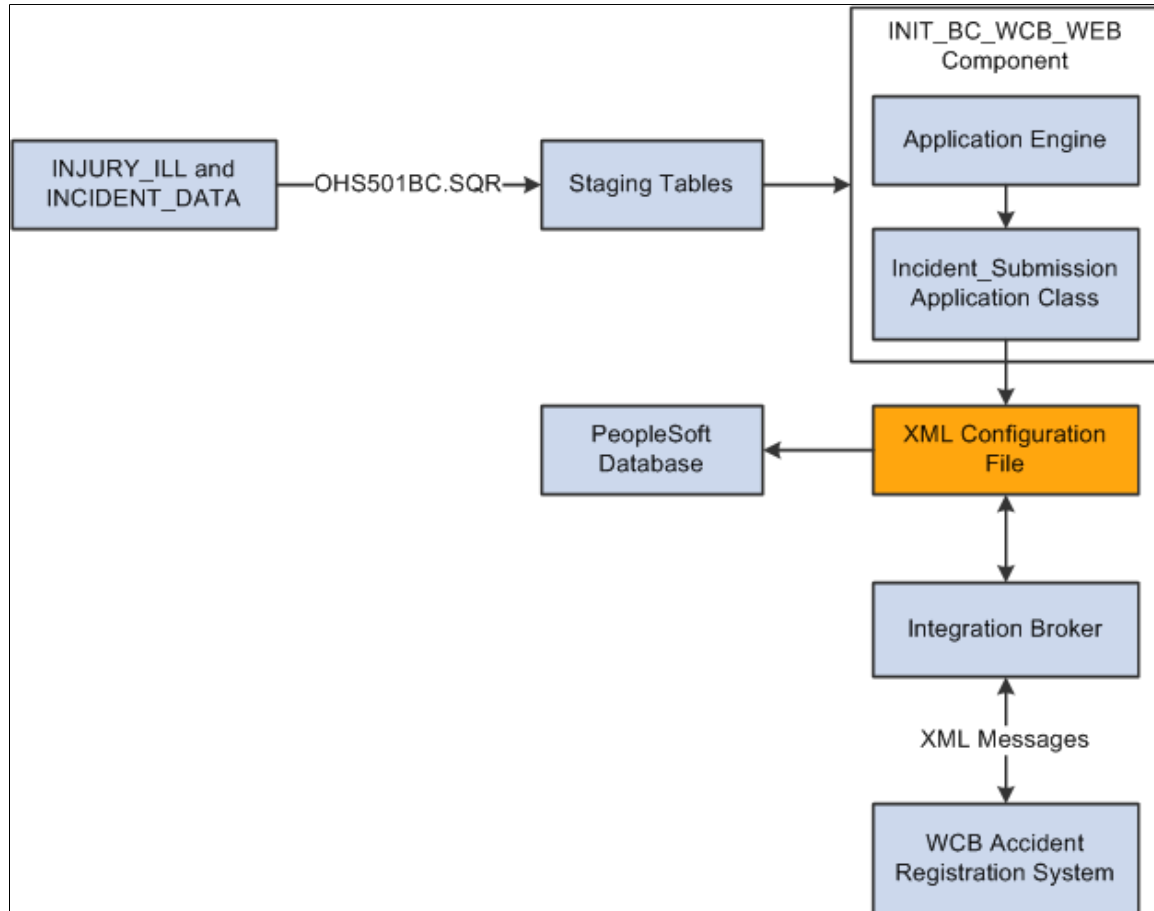
1. Using the WCB\_EMPLR\_REL\_CD or WCB\_SYSTEM\_CD component, you initiate the Employer\_Codes or System\_Codes application class, respectively.
2. Both application classes generate an XML file and initiate a web service operation through Integration Broker to send the XML file as a SOAP envelope to WCB's Accident Registration System.
3. After receiving the XML file, the WCB system validates it and returns either completion codes confirming that the validation was successful, or error codes indicating that the validation failed.
4. Based on the response from WCB, the PeopleSoft system parses the XML file and extracts the data to update the database.

## Submitting Injury Reports

This diagram illustrates the process flow for submitting injury reports using the WorkSafeBC web service:

### Image: Injury report submittal process

Process flow for submitting injury reports using WorkSafeBC web service.



1. You initiate the OHS501BC.SQR process to collect injury and incident data from the INJURY\_ILL and INCIDENT\_DATA tables and use it to populate staging tables. The process collects the following types of data:
  - Incident/injury data.
  - Corrective preventative actions.
  - Non-employee information.
  - Employee information.
  - Employment information.
  - Claims information.
2. Using the INIT\_BC\_WCB\_WEB component, you trigger the Incident\_Submission application class, which collects data from the staging tables and uses it to generate an XML file. The same application

class also initiates a web service operation through Integration Broker to send the XML file as a SOAP envelope to the WCB's Accident Registration System.

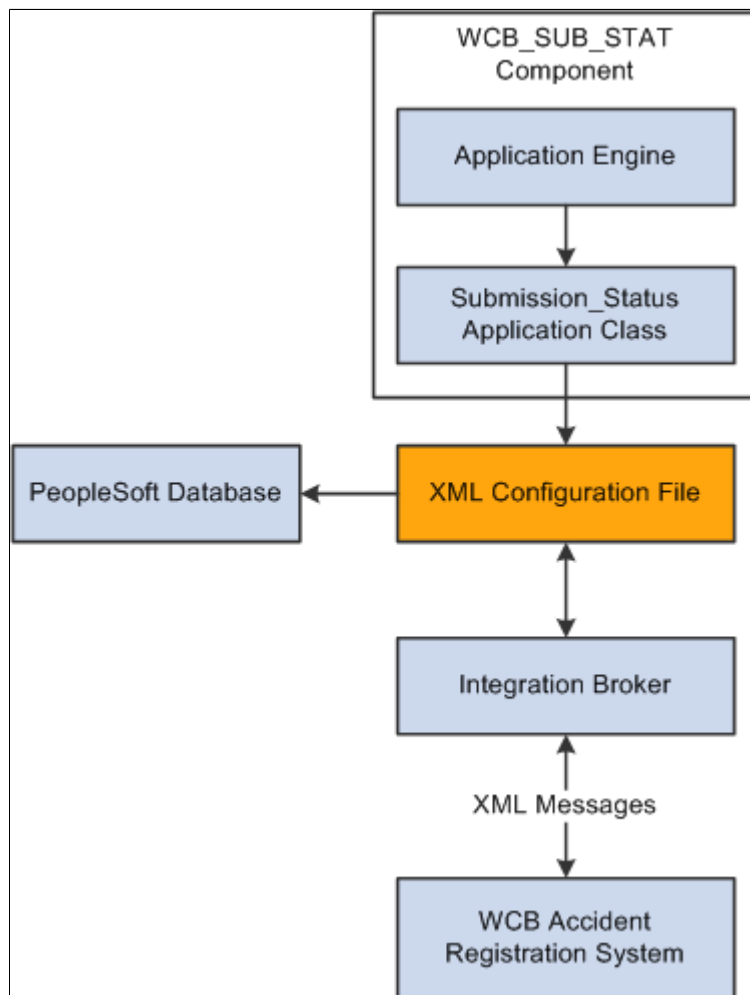
3. After receiving the XML file, the WCB system validates it and returns either completion codes confirming that the validation was successful, or error codes indicating that the validation failed.
4. Based on the response from WCB, the PeopleSoft system parses the XML file and extracts the data to update the database.

## Requesting Submission Statuses

This diagram illustrates the process flow for requesting submission statuses using the WorkSafeBC web service:

### Image: Submission status request process

Process flow for requesting submission statuses using WorkSafeBC web service.



1. Using the WCB\_SUB\_STAT component, you initiate the Submission\_Status application class.
2. The application class generates an XML file and initiates a web service operation through Integration Broker to send the XML file as a SOAP envelope to WCB's Accident Registration System.
3. After receiving the XML file, the WCB system validates it and returns either completion codes confirming that the validation was successful, or error codes indicating that the validation failed.



4. Based on the response from WCB, the PeopleSoft system parses the XML file and extracts the data to update the database.

## Employer Web Srv Registration Page

Use the Employer Web Srv Registration page (WCB\_WEB\_REG\_DTLS) to enter employer WCB registration details.

### Navigation

Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, WCB Web Service CAN, Employer Web Srv Registration, Employer Web Srv Registration

### Image: Employer Web Srv Registration page

This example illustrates the fields and controls on the Employer Web Srv Registration page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Employer Web Srv Registration' page. At the top, there is a tab labeled 'WCB Web Registration Details'. Below the tab, the page title 'Employer Web Srv Registration' is displayed. Underneath the title, there is a section titled 'Employer Details' which contains a table. The table has four columns: '\*WCB Employer ID', '\*Business Partner Identifier', '\*Business Partner Type', and '\*Business Partner Token'. The first row of the table is highlighted, and the first column contains the number '1'. To the right of the table, there are navigation controls including 'Personalize', 'Find', 'View All', and 'First 1 of 1 Last'.

	*WCB Employer ID	*Business Partner Identifier	*Business Partner Type	*Business Partner Token
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### WCB Employer ID

Enter the employer ID assigned by the WCB.

### Business Partner Identifier

Enter the six-digit WCB account number.

### Business Partner Type

Enter the role type assigned to the employer during web service registration.

### Business Partner Token

Enter the unique credential issued to each business partner.

## Employer-Related Codes Page

Use the Employer-Related Codes page (WCB\_EMPLR\_REL\_CD) to request employer codes.

## Navigation

Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, WCB Web Service CAN, Employer-Related Codes, Employer-Related Codes

### Image: Employer-Related Codes page

This example illustrates the fields and controls on the Employer-Related Codes page. You can find definitions for the fields and controls later on this page.

Employer ID	Effective Date	Details												
1		<table border="1"> <thead> <tr> <th>Operating Location</th> <th>Start Date</th> <th>End Date</th> <th>Class/Subclass</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Operating Location	Start Date	End Date	Class/Subclass	Start Date	End Date						
Operating Location	Start Date	End Date	Class/Subclass	Start Date	End Date									

Use this page to retrieve employer-related codes from the WCB. An employer should run this web service every time that it adds, changes or deletes operating locations or industry classifications because the WCB validates every web service transmission to ensure that the codes are correct.

#### Employer ID

Enter the ID of the employer for which you want to request employer-related codes.

#### Select All Employer IDs

Select to request codes for all valid employer IDs.

#### Request Employer Codes

Click to initiate the employer-related codes request to the WCB. The WCB sends a response message containing the valid employer-related code values for the selected employer ID.

#### Clear

Click to deselect the displayed information in the Employer Related Codes group box.

#### Operating Location

Displays the identification number of the employer's operating location(s) as assigned by the WCB. The Start Date and End Date fields next to this field represent the date on which the location became active and the date on which it became inactive, respectively.

#### Class/Subclass

Displays the type of industry classification assigned to the employer by the WCB. The Start Date and End Date fields next to this field represent the date on which the classification unit became active and the date on which it became inactive, respectively.

## System Codes Page

Use the System Codes page (WCB\_SYSTEM\_CD) to request system codes.

### Navigation

Set Up HCM, Product Related, Workforce Monitoring, Health and Safety, WCB Web Service CAN, System Codes, System Codes

### Image: System Codes page

This example illustrates the fields and controls on the System Codes page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'System Codes' page with the following elements:

- Employer ID:** A search input field with a magnifying glass icon.
- \*System Category:** A dropdown menu currently showing 'Differential Premium Indicator'.
- Select All System Categories:** A checkbox.
- Request System Codes:** An orange button.
- Clear:** An orange button.
- System Codes Table:** A table with columns 'System Code', 'Description', 'Start Date', and 'End Date'. It shows one row with '1' in the 'System Code' column.
- Navigation:** 'Find | View All' and 'First 1 of 1 Last' links are present above and below the table.

Use this page to request system codes. It is necessary to request system codes only once during implementation unless new system codes are added.

<b>Employer ID</b>	Select the ID of the employer for which you are requesting system codes.
<b>System Category</b>	Select the system category for which you are requesting codes.
<b>Select All System Categories</b>	Select to request system codes for all valid system categories.
<b>Request System Codes</b>	Click to initiate the system codes request to the WCB. The WCB sends a response message containing the valid system code values for the selected system category.
<b>Clear</b>	Click to deselect the displayed information in the System Code group box.
<b>System Code</b>	Displays the system codes of the system category that you select.
<b>Description</b>	Displays the description of the system code.
<b>Start Date</b>	Indicates the date on which the system code became active.
<b>End Date</b>	Indicates the date on which the system code became inactive.

**Note:** One of the system codes is SEXTY, which is the gender code. The PeopleSoft system derives the gender of an EmplID from the Personal Data table, so the gender values of Male and Female are hard coded. These values are the same as those currently delivered by the WCB, but if these values change or new values are added, you need to update the hard coded PeopleSoft values accordingly.

## Extract WCB Injury Data CAN Page

Use the Extract WCB Injury Data CAN page (RUNCTL\_WCB\_501) to run the OHS501BC SQR process to populate staging tables with WCB injury data.

### Navigation

Workforce Monitoring, Health and Safety, Collect Health/Safety Data, Extract WCB Injury Data CAN, Extract WCB Injury Data CAN

### Image: Extract WCB Injury Data CAN page

This example illustrates the fields and controls on the Extract WCB Injury Data CAN page. You can find definitions for the fields and controls later on this page.

**Extract WCB Injury Data CAN**

Run Control ID 235325 Report Manager Process Monitor Run

**Transaction Details**

\*Employer ID

\*Operating Location

\*Name of Person Transmitting  (Last Name, First Name)

\*Phone Number  Phone Extension

Email ID

Date Transmitted 01/24/2013 Time 2:32PM

**Data Request Parameters** Personalize | Find | First 1 of 1 Last

	*Incident Number
1	<input type="text"/>

(CAN) Use this page to run the OHS501BC SQR process, which extracts injury data to staging tables, where it can then be transmitted to the WCB.

### Transaction Details

#### Employer ID

Enter the employer ID assigned by the WCB.

#### Operating Location

Enter your organization's operating location ID.

#### Name of Person Transmitting

Enter the name of the primary point of contact for the transmitting organization.

<b>Phone Number</b>	Enter the phone number of the primary point of contact for the transmitting organization.
<b>Phone Extension</b>	Enter the phone extension of the primary point of contact for the transmitting organization.
<b>Email ID</b>	Enter the email address of the primary point of contact for the transmitting organization.
<b>Date Transmitted</b>	Enter the date on which the injury report data was extracted.
<b>Time</b>	Enter the time at which the injury report data was extracted.

### Data Request Parameters

Use this group box to select the incidents for which you want to extract injury data.

## Submit Injury Report Page

Use the Submit Injury Report page (INIT\_BC\_WCB\_WEB) to create and transmit injury reports.

### Navigation

Workforce Monitoring, Health and Safety, WCB Web Services CAN, Submit Injury Report, Submit Injury Report

<b>Incident Number</b>	Enter the unique identifying number of the incident you want to report to the WCB.
<b>Event Report Type</b>	Displays the event report type of the incident number you select.
<b>Resubmission</b>	Indicates that the employer has made updates to a previously reported incident and is resubmitting it.
<b>Transaction Identifier</b>	Displays the unique identifier returned by the WCB as part of the response to a successfully validated transmission. This field is populated only if you select the Resubmission check box.
<b>Message Status</b>	Indicates whether a transmitted message resulted in success or error.
<b>Details</b>	Click to open the Review Error Messages page or Review Success Messages page depending on whether the message was transmitted successfully.
<b>Submit Injury Report</b>	Click to submit the selected injury reports.

---

**Note:** You should submit to the WCB only incidents with an outcome of Short Term Disability or Health Care Only. Do not submit incidents with an outcome of Dangerous Occurrence, Reported Only, and Fatality through the WorkSafeBC web service. The outcome of an incident is displayed in the Outcome field of the Incident Details – Incident page.

---

## Review Error Messages Page

Use the Review Error Messages page (WCB\_INJ\_ERR\_RESP) to review error messages received from the WCB.

### Navigation

Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Review Error Messages

This page displays any business logic error messages returned by the WCB. These types of errors are usually data entry errors and easily rectified.

### Reviewing Non-Business Logic Errors

The WCB Web Service Administrator in your organization needs to review the more technical errors that are not a result of bad business logic. To review these errors, go to the Synchronous Services page (PeopleTools, Integration Broker, Service Operations Monitor, Monitoring, Synchronous Services) and enter the name of the service operation on which you want to run a query. You can view additional details for an error by opening the errorlog.html and msglog.html files, which are located in the <PIA\_HOME>\webserv\<database name>\applications\peoplesoft\PSIGW directory.

## Request Submission Status Page

Use the Request Submission Status page (WCB\_SUB\_STAT) to request submission status.

### Navigation

Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Request Submission Status

Use this page to request the current submission status of an incident. WorkSafeBC updates the submission status code of an incident as the state of the claim changes.

<b>Incident Number</b>	Enter the unique identifying number of the incident for which you want to review the status.
<b>Transaction Identifier</b>	Displays the unique identifier returned by the WCB as part of the response to a successfully validated transmission.
<b>Request Submission Status</b>	Click to retrieve the submission status of the selected incidents.
<b>View Submission Status</b>	Click to open the Incident Submission Status page for the associated incident.

---

**Note:** Your organization must be live on the production URL to receive responses to submission status requests.

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## Review Submission Status Page

Use the Review Submission Status page (WCB\_INC\_SUB\_STAT) to review the submission status of an injury report.

## Navigation

Workforce Monitoring, Health and Safety, WCB Web Services CAN, Review Submission Status, Review Submission Status

This page displays the submission Status Code and Status Message associated with the incident. There are four valid submission status codes that the WCB can return in response to a reported incident:

<b>Submission Status Code</b>	<b>Submission Status Message</b>	<b>Description</b>
CNP	Submission Not Processed Yet	The submission currently resides in the WCB interim repository and is awaiting processing.
CAC	Submission Was Accepted	The submission is successfully stored in the WCB Accident Registration System.
CNW	Submission Has No Workers	The submission has no workers and therefore no claim numbers.
CNF	Submission Not Found	The submission could not be found in the interim repository or in the WCB Accident Registration System.

In addition, for each EmplID and Claim Number, this page displays the Claim Status Code and Claim Status Message. There are nine valid claim status codes that the WCB can return for each claim:

<b>Claim Status Code</b>	<b>Claim Status Message</b>	<b>Description</b>
AC	This claim has been accepted.	The claim has been accepted.
AI	We require more information to process this claim.	The claim has been accepted for investigative purposes only. Only health care costs are payable. This is not a final decision on the claim.
AN	This claim has been accepted.	The claim has been accepted on an interim basis. Only wage loss costs are payable. This is not a final decision.
DI	This claim has not been accepted.	This claim has been disallowed.
PE	We require more information to process this claim.	The claim is in a pending state as we have not made a claim decision yet.
SU	We require more information to process this claim.	The claim has been suspended as we did not have all the evidence we required to make a claim decision.
HC	This claim has been accepted for health care only.	The claim has been accepted for the payment of health care benefits only.
IN	This claim has been registered but needs more information.	The claim has been recorded for information purposes only. There was no medical attention sought or time loss involved.
RE	This claim has not been accepted.	The claim has been rejected. The claim does not meet the requirements of the Workers Compensation Act.

## Review Success Messages Page

Use the Review Success Messages page (WCB\_INJ\_RPT\_RESP) to review success messages received from the WCB.

### Navigation

Workforce Monitoring, Health and Safety, WCB Web Services CAN, Monitor Web Services, Review Success Messages

This page displays success messages returned by the WCB.



# (DEU) Monitoring Additional Health and Safety Incident, Injury, and Illness Data For German Employers

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## Understanding Incident, Injury, and Illness Data for German Employers

Most German liability insurance associations require that employers implement comprehensive health and safety programs, especially for those employees who work in hazardous conditions or with hazardous materials. HR enables you to track information specific to incidents that involve German operations.

Most of the German features needed to track and report incidents, injuries, and illnesses to the liability insurance association are included within the core global pages.

### Reports for Germany

Once you finish entering additional data in the pages here, you can prepare reports for the German workforce. These include:

- Accident report (OHS001GR).
- Reportable Accident/Illness report (OHS002GR).
- Incident Location Summary report (OHS003GR).
- Illness report (OHS004GR).

### Related Links

"Monitor Health and Safety Reports (*PeopleSoft HCM 9.2: Application Fundamentals*)"

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## Reviewing German Employee Checklist Data

This section describes prerequisites for reviewing checklist data and discusses how to use checklists to update medical exam information.

## Page Used to Update Medical Exam Information

Page Name	Definition Name	Navigation	Usage
Employee Checklist	HS_EMPL_MEDCHK_GER	Workforce Monitoring, Health and Safety, Details DEU, Employee Checklist	View and update medical examination dates and status.

### Prerequisites

An organization's physician can use the Employee Checklist page to view and enter the medical examination dates and exam statuses for employees in a medical checklist.

Before the organization's physician views and updates the status and date of medical examinations using the Employee Checklist page, create medical checklists for employees using the Checklist table, Checklist Item table, and Employee Checklist pages.

In Workforce Administration, the Employee Checklist page appears with the Checklist Date, Checklist, Responsible ID, Comments, Checklist Sequence, and Checklist Item fields. Use these fields to configure checklists for employees.

See "Creating Checklists (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

### Employee Checklist Page

Use the Employee Checklist page (HS\_EMPL\_MEDCHK\_GER) to view and update medical examination dates and status.

#### Navigation

Workforce Monitoring, Health and Safety, Details DEU, Employee Checklist

#### Image: Employee Checklist page

This example illustrates the fields and controls on the Employee Checklist page. You can find definitions for the fields and controls later on this page.

**Employee Checklist**

Marcus Eli-Ben-Amar-Dea Employee      Empl ID KDG015      Empl Record 0

**Checklist Description**      Find | View All      First 1 of 1 Last

Checklist Date 01/24/2013      Checklist

Responsible ID

Comment

**Checklist**      Personalize | Find | View All      First 1 of 1 Last

Sequence	Item	Description	*Briefing Status	*Status Date
			Initiated	01/24/2013

You can add checklist items (exam types) by inserting additional rows.

**Briefing Status**

Update the exam status by selecting from the list of available options: *Completed*, *Initiated*, *Notified*, or *Received*.

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## Tracking Illnesses for German Employees

This section discusses how to:

- Establish an illness profile.
- Describe employee circumstances.
- Enter information about job-related illnesses.
- Enter compensation and insurance information.
- Enter medical details.
- Enter corrective actions.
- Enter preventative actions.

German laws and insurers require employers to track and report detailed occupational illness data. In Germany, all illnesses are tracked using the Illness Tracking component. The information that you enter on these pages is used in the German Illness report.

### Pages Used to Track Illnesses

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Illness Profile	HS_ILLNESS1_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Illness Profile	Establish an illness number and track details about an employee's illnesses.
Job Details	HS_ILLNESS2_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Job Details	Describe employee circumstances.
Job-Related Cause	HS_ILLNESS3_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Job-Related Cause	Enter information about the job-related cause for each of the individual's illnesses.
Payment/Work	HS_ILLNESS4_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Payment/Work	Enter data about employee compensation and insurance related to an illness.
Medical Details	HS_ILLNESS5_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Medical Details	Enter information about the attending doctor, hospital, medical diagnoses, and autopsy.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Corrective Actions	HS_ILLNESS6_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Corrective Actions	Enter the causes and corrective actions for occupational illnesses.
Preventative Actions	HS_ILLNESS7_GER	Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Preventative Actions	Enter the causes and preventative actions for occupational illnesses.

## Illness Profile Page

Use the Illness Profile page (HS\_ILLNESS1\_GER) to establish an illness number and track details about an employee's illnesses.

### Navigation

Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Illness Profile

### Image: Illness Profile page

This example illustrates the fields and controls on the Illness Profile page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Illness Profile' page for employee KD0001 (Heiner Breit-Gossmann). The page has a navigation bar with tabs: Illness Profile, Job Details, Job-Related Cause, Payment/Work, Medical Details, and Corrective Actions. The 'Profile' tab is selected. Below the navigation bar, the employee's ID and name are shown. The main form area contains several fields: 'Illness Number' (01), '\*Regulatory Region' (DEU), 'Case Officer ID', 'Occ Illness', 'Disease Class' (with a checkbox for 'Incident Related'), 'Incident Number', 'Illness Start Date', 'Result' (a dropdown menu), 'Symptoms' (Coughing, Sneezing, Chills), and 'Checkup Results' (Flu). There are also search icons and a 'Find | View All' button.

### Illness Number

You may either enter an illness number or let the system assign one when you save.

**Note:** To prevent having two sets of numbers and to avoid confusion, PeopleSoft recommends that you either always enter the illness number or always let the system assign numbers automatically.

	If an individual has more than one illness, then insert additional data rows to add additional illnesses.
<b>Regulatory Region</b>	Select the regulatory region.
<b>Case Officer ID</b>	<p>Select a case officer ID, which is the employee identification number of a person assigned as a case officer of the type <i>Company Physician</i> for this individual's setID and location.</p> <p>Case officer information is set up on the Case Officer Table DEU and specified on the Employee page. Case officers are assigned to employees on the Case Officer Assignment page.</p>
<b>Occ. Illness (occupational illness)</b>	Select an occupational illness code; these values come from the Occupational Illness table.
<b>Disease Class</b>	The disease class that is associated with the occupational illness appears in this field. Disease class values come from the Disease Class DEU component. Use the values for occupational illnesses and disease classes that are defined by the employer's liability insurance association.
<b>Incident Related</b>	Select this check box to indicate that the illness is incident related.
<b>Incident Number</b>	If you select the Incident Related check box, this field is available for entry. Define incident numbers using the Incident Details component.
<b>Illness Start Date</b>	Enter the illness start date.
<b>Result</b>	Select a value from the list of available options: <i>N/A</i> (not applicable), <i>Terminate</i> , and <i>Transfer</i> .
<b>Symptoms</b>	Enter a brief description.
<b>Checkup Results</b>	Enter exam results.

## Job Details Page

Use the Job Details page (HS\_ILLNESS2\_GER) to describe employee circumstances.

## Navigation

Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Job Details

### Image: Job Details page

This example illustrates the fields and controls on the Job Details page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Job Details' page for employee KD0001 (Heiner Breit-Gossmann). The page includes tabs for 'Illness Profile', 'Job Details' (active), 'Job-Related Cause', 'Payment/Work', 'Medical Details', and 'Corrective Actions'. The main content area displays employee information: Empl ID KD0001, Heiner Breit-Gossmann, Empl Record 0, Date of Birth 01/01/1943, Date of Death, and Gender M. Below this is a 'Job Data' section with a 'Find' button and 'View All' link. It shows 'Illness Number 01' with a '+' and '-' button. Underneath is an 'Employee Job Data' table with columns for Dept ID (10200), Headquarters, Active, Job Code (350000), and Country Manager. At the bottom are four checkboxes: Owner Partner, Partner, Incompetent, and Relation.

The employee's data from the Personal Data component appears on this page if the individual is an employee. If the person is a non-employee the data comes from the Non-Employee - Personal Details component.

### Illness Number

You can insert a new row to add information for another illness. Enter the illness number on the Illness Tracking - Illness Profile page.

### Current Job

If the individual is a non-employee, enter a brief description of the current job.

### Owner Partner

Select this check box, if appropriate; Partner and Relation check boxes then become unavailable for data entry.

### Partner

Select this check box, if appropriate; Owner Partner and Relation check boxes then become unavailable for data entry.

### Incompetent

Select this check box, if appropriate.

### Relation

Select this check box, if appropriate; Owner Partner and Partner check boxes then become unavailable for data entry.

When you select the Relation check box, the associated relationship field appears. Specify the person's family relationship by selecting an option.

## Job-Related Cause Page

Use the Job-Related Cause page (HS\_ILLNESS3\_GER) to enter information about the job-related cause for each of the individual's illnesses.

### Navigation

Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Job-Related Cause

### Image: Job-Related Cause page

This example illustrates the fields and controls on the Job-Related Cause page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Job-Related Cause' page for employee KD0001 (Heiner Breit-Gossmann). The page has tabs for Illness Profile, Job Details, Job-Related Cause (selected), Payment/Work, Medical Details, and Corrective Actions. The 'Job-Related Cause' section includes a 'Find | View All' link and pagination (First, 1 of 1, Last). The form fields are: Illness Number (01), a checked 'Use Current Job Details' checkbox, Job Code (350000), From date (01/02/2010), To date (01/05/2010), Current Job (empty), Work Responsible (empty), Work Dangers (empty), and Comment (recommend sick leave).

### Use Current Job Details, Job Code, and Current Job

If the individual is an employee and you select the Use Current Job Details check box, the employee's most current job data appears in the Job Code and Current Job fields. These fields are then unavailable for data entry. If the individual is an employee and you do not select the Use Current Job Details check box, then you must enter the Current Job information directly into the field.

For non-employees, the Use Current Job Details check box and Job Code field are unavailable for data entry. You can enter information directly into the Current Job field.

### From/To

Enter the dates for the individual's job.

### Work Responsible and Work Dangers

Provide more information about the activity and associated hazards that caused the illness.

## Payment/Work Page

Use the Payment/Work page (HS\_ILLNESS4\_GER) to enter data about employee compensation and insurance related to an illness.

## Navigation

Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Payment/Work

### Image: Payment/Work page

This example illustrates the fields and controls on the Payment/Work page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Payment/Work' tab selected in a web application. At the top, there are navigation tabs: 'Illness Profile', 'Job Details', 'Job-Related Cause', 'Payment/Work' (highlighted), 'Medical Details', and 'Corrective Actions'. Below the tabs, the employee information is displayed: 'Empl ID KD0001' and 'Heiner Breit-Gossmann'. To the right, 'Empl Record 0' is shown. The main section is titled 'Payments/Work Details' and includes a 'Find | View All' button and 'First 1 of 1 Last' navigation. Underneath, the 'Illness Number 01' is listed. The 'Payments' section contains a 'Payments Continue' checkbox and an 'Until Date' field with a calendar icon. The 'Work' section contains a 'Work After Start' checkbox, a 'Work Stop' dropdown menu, 'Start Date' and 'Stop Date' fields with calendar icons, and a 'Patient's Residence' text field.

## Payments

### Payments Continue and Until Date

If the employee has the right to collect compensation payments, select the Payments Continue check box and indicate when the payments are scheduled to stop in the Until Date field.

## Work

### Work After Start

Select if the employee has resumed working after an illness.

### Start Date

If you selected the Work After Start check box, enter the date that the employee resumed work.

### Work Stop and Stop Date

Indicate when the employee stopped work by selecting a value from the list of available options and then enter the corresponding date.

### Patient's Residence

Identify the residence where the individual is convalescing.

## Medical Details Page

Use the Medical Details page (HS\_ILLNESS5\_GER) to enter information about the attending doctor, hospital, medical diagnoses, and autopsy.



## Navigation

Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Medical Details

### Image: Medical Details page

This example illustrates the fields and controls on the Medical Details page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Medical Details' page for employee KD0001, Heiner Breit-Gossmann. The page is divided into several sections:

- Top Navigation:** Tabs for Illness Profile, Job Details, Job-Related Cause, Payment/Work, Medical Details (active), Corrective Actions, and Preventative Actions.
- Employee Information:** Empl ID KD0001, Heiner Breit-Gossmann, Empl Record 0.
- Physician/Medical Details:**
  - Find | View All | First 1 of 1 Last
  - Illness Number 01
  - Autopsy: ☐ Autopsy, Date: , Physician:
  - Fatality: ☐ Fatality, Result:
- Physician/Hospital Information:**
  - Find | View All | First 1 of 1 Last
  - \*Type of Health Care:
  - Physician ID:  (with search icon)
  - Medical Facility:  (with search icon)
  - Phone:
  - Name:  (for both Physician and Facility)
  - Edit Address: [Edit Address](#)
- Medical Diagnoses:**
  - Personalize | Find | View All | | First 1 of 1 Last
  - Table with 2 columns: \*Diagnosis,  (with search icon)

## Autopsy

### Autopsy

Select this check box if an autopsy is performed.

### Fatality

If the individual died as a result of the occupational illness, select this check box.

### Date

Enter the autopsy date.

### Physician

Enter the name of the physician who performed the autopsy.

### Result

Enter the autopsy result.

## Physician/Hospital Information

### Type of Health Care

If the individual received health care, enter the type of health care from the list of available options.

### Physician ID

Select a physician ID (non-employee ID). This data comes from the Physicians table. When you select a physician, the physician's name appears.

**Medical Facility**

Select a medical facility code from the list of available options. This data comes from the Medical Facilities table. When you select a medical facility, the facility name appears.

**Edit Address**

Click the Edit Address links to access the Injury Details - Medical Details Address page. The default address for the medical facility comes from the Medical Facilities Table page (HS\_MEDICAL\_FAC). You can edit the medical facility address information but it will not update the information on the Medical Facilities Table page.

**Medical Diagnoses****Diagnosis**

For each medical diagnosis provided by a physician, select a diagnosis code from the list of available options. These values come from the Diagnosis table. If there are multiple medical diagnoses, insert a data row to add a diagnosis code for each.

**Corrective Actions Page**

Use the Corrective Actions page (HS\_ILLNESS6\_GER) to enter the causes and corrective actions for occupational illnesses.

**Navigation**

Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Corrective Actions

**Image: Corrective Actions page**

This example illustrates the fields and controls on the Corrective Actions page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Corrective Actions' page for employee KD0001 (Heiner Breit-Gossmann). The page has several tabs: Illness Profile, Job Details, Job-Related Cause, Payment/Work, Medical Details, Corrective Actions (selected), and Preventative Actions. Below the tabs, the employee information is displayed: Empl ID KD0001, Heiner Breit-Gossmann, and Empl Record 0. The main content area is titled 'Causes/Corrective Actions' and includes a search bar with 'Find | View All' and 'First 1 of 1 Last' buttons. Below this, there is a section for 'Causes' with a search bar and a table. The 'Corrective Actions' section includes fields for 'Action Sequence' (1), 'Corrective Actions' (searchable), 'Responsible ID' (searchable), '\*Status' (Recommended), 'Action' (text area), and 'Completion Date' (Estimated and Actual dates).

## Causes

### Hazard and Cause

You must select a hazard code from the list of available options. Values come from the Hazardous Materials/Conditions table and are based on the person's regulatory region and setID. The Cause field is read only when you enter a hazard code.

## Corrective Actions

### Action Sequence

The system automatically assigns this field a number for each data row that you insert.

### Corrective Actions

Select a code from the list of available options. These values come from the Correct. Actions Table DEU (corrective actions table DEU).

### Responsible ID

Select or enter the ID of the employee who is responsible for following through on the action.

### Action

Enter a description for the corrective action.

## Completion Date

### Estimated and Actual

When you know them, enter the estimated or actual completion date for the corrective action.

## Preventative Actions Page

Use the Preventative Actions page (HS\_ILLNESS7\_GER) to enter the causes and preventative actions for occupational illnesses.

### Navigation

Workforce Monitoring, Health and Safety, Details DEU, Illness Tracking, Preventative Actions

This page is identical to the Corrective Actions page except that Corrective Actions field is Prevent Act, where the list of available options comes from the Preventative Actions DEU table.

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## Entering Case Officer Information for German Employees

This section discusses how to enter information about the case officer assigned to an incident that involves a German employee.

## Page Used to Assign Case Officers

Page Name	Definition Name	Navigation	Usage
Case Officer Assignment	HS_JOB_DATA_GER	Workforce Monitoring, Health and Safety, Details DEU, Case Officer Assignment	Assign case officers from a particular setID and location that are responsible for an injured or ill employee's case.

## Case Officer Assignment Page

Use the Case Officer Assignment page (HS\_JOB\_DATA\_GER) to assign case officers from a particular setID and location that are responsible for an injured or ill employee's case.

### Navigation

Workforce Monitoring, Health and Safety, Details DEU, Case Officer Assignment

### Image: Case Officer Assignment page

This example illustrates the fields and controls on the Case Officer Assignment page. You can find definitions for the fields and controls later on this page.

## Case Officers

### Officer Type

Select a type for the case officer from the list of available options.

### Case Officer ID

You can select from the list of case officers who are assigned to this employee's setID and location in the Case Officer Table DEU.

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**Note:** Employees in an organization are designated as case officers on the Employee page. These case officers are classified by type and associated with a particular setID and location in the Case Officer Table DEU.

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**Form Officer**

If the officer type is *Company Physician* and you select the Form Officer check box, then this case officer is used in the German Illness report for illnesses.

If the officer type is *Health and Safety Specialist* and you select the Form Officer check box, then this case officer is used in the German Accident Report for incidents that are injuries and fatalities.

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## Collecting Data for German Reports

This section lists the page used to collect data for generating the Illness report.

### Page Used to Collect Data for the Illness Report

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Illness Report	RUNCTL_OHS504GR	Workforce Monitoring, Health and Safety, Reports, Illness DEU, Illness Report	<p>Collect illness data for generating the Illness report ( OHS004GR).</p> <p>Before you can run the Illness report (OHS004GR), you must run the Collect Illness Report Data SQR process ( OHS504GR). Both of these processes are available through the Illness Report page.</p>

