Approvals in OSHIS

Safety is the final approver for all four report types.

If a manager or Safety manager rejects a report approval, it will return to the OSHIS queue of the supervisor of the report creator.

It is very important to supply detailed notes when rejecting a report.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Supervisor</th>
<th>Manager</th>
<th>Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury/Illness</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Motor Vehicle/Mobile Equipment</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Near Hit/Safety Concern</td>
<td>X*</td>
<td>X*</td>
<td></td>
</tr>
<tr>
<td>Contractor Incident</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

* This applies only if the person reporting chooses to have the Near Hit / Safety Concern report shared with their supervisor.
When you have a request that requires your action/approval, you’ll be notified two different ways:

On the front page of OSHIS (pictured above) or via email (see next page)

1. Clicking on the Incident Assessment button (note the black circle with a number in it) will take you to a list of reports that require your attention.
2. An email (pictured above)

- Clicking the link in the email will take you directly to the request that requires your attention.

- An email is generated whenever you have an action to take. An email is also sent to the creator to let them know that the next person in line has taken action.

From: [Redacted]
Sent: [Redacted]
To: [Redacted]
Cc: [Redacted]

Subject: ***Action Needed by Supervisor: Incident No.3205 Assessment Required***

** Protect this email in accordance with BPA 420-100-14. **
** Please DO NOT reply to this email as it is system generated. **

Hello,

On 02/11/2020, MacDougall, Paula reported an incident, which occurred on 02/11/2020

Incident #:3205
Incident Category: Injury or Illness
Incident Date: 02/11/2020
Incident Time: [Redacted]
What Happened: what happened

Follow the steps below to complete the incident assessment:
1. Click the preferred link below to open the incident.
2. Follow the instructions to complete all required and optional information.
3. Confirm your name appears in the "Direct Supervisor" field.
4. Click the ‘Mark Investigation Complete’ button to submit the incident to the next level.

Open one of the links to continue the assessment:

direct link to Incident, no login required: https://bpa.aspcl5.medgate.com/gx2test/safetyincidentsupervisor/login.rails?args=F19jzwTTHfODDioj7qHBMkZcgQLRGGssHHU4NnMtcijxPq0%2BI%2Bz0GyywynKoEcTNTXWM8pbg%3D%3D
log into OSHIS to locate the incident within the Incident Assessment button: https://bpa.test.my.cority.com
After clicking the **Incident Reports** button you will be presented with a list of reports that require your attention.

Click the **Incomplete** tab. Select the request you need to approve.

If you have a lot of items in your queue, considering sorting by timeframe using the Period filtering option.
Blue tabs indicate action is required and/or information to review.
Click into the items on the tab (Injuries/Illnesses is depicted above). Review all of the information and add any missing information.

Be sure to press the Save button before you move to a different tab as to not lose any data.
When you’re done, press the **Mark Assessment Complete** button.