



Report Name	Supervisor	Manager	Safety
Injury/Illness	X	X	X
Motor Vehicle/Mobile Equipment	X	X	X
Near Hit/Safety Concern	X*	X*	X
Contractor Incident			X

* This applies only if the person reporting chooses to have the Near Hit / Safety Concern report shared with their supervisor.



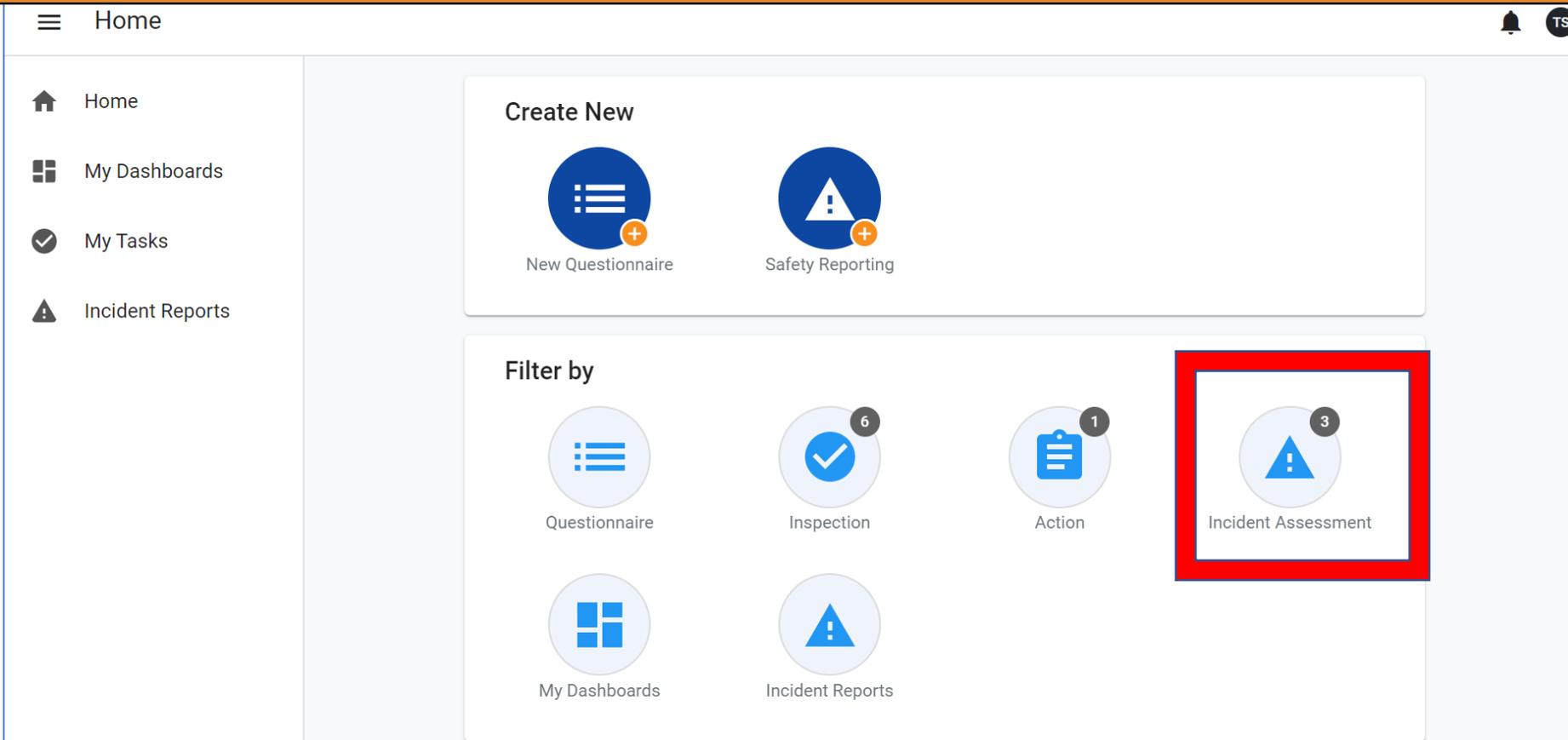
Approvals in OSHIS

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.





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.



From: [redacted]
Sent: [redacted]
To: M [redacted]
Cc: tr [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:
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.aspc15.medgate.com/gx2test/safetyincidentsupervisor/login.rails?args=F19jzwTTHfrOQDioi7qHBMkZcqnlRRGssHH0U4NNrMtcijxPq0%2BI%2Bz0GyywynKoEctTNXWM8pbg%3D%3D>
Log into OSHIS to locate the incident within the Incident Assessment button : <https://bpa.test.my.cority.com>

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.



The screenshot shows the 'My Tasks' section of the OSHS Safety Reporting system. The left sidebar contains navigation options: Home, My Dashboards, My Tasks, and Incident Reports. The main area displays a list of tasks under the 'Incomplete' tab, which is highlighted with a red box. The tasks are filtered by 'Incident Assessment' and 'Me'. The list includes three items, each with a blue triangle icon and a 'Due: NOW' status. The first item is 'Incident Assessment' for incident #3152, due on 12/19/2019. The second is 'Incident Assessment' for incident #3196, due on 02/03/2020. The third is 'Incident Assessment' for incident #3197, due on 02/02/2020. A search bar and filter options are visible at the top of the task list. The bottom of the list shows 'Items per page: 20' and '1 - 3 of 3'.

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.



OSHS: Safety Reporting – Approvals

My Tasks

Incident - Supervisor

Cancel Save Mark Assessment Complete

Incident **Injuries/Illnesses** Witnesses and Contacts Motor Vehicle/Mobile Equip Documents

Instructions

1. Navigate to all tabs, from left to right, and fill out all known information.
2. All required fields denoted by an asterisk must be filled out.
3. When you are satisfied that all information entered is complete, press Mark Assessment Complete. A notification email will be sent automatically to the next level supervisor.

Incident Details

Report Type	Incident #
Injury or Illness (INJ)	3197
Reported By	
Seaman, Tim (54321)	
Incident Date *	Reported Date
02/02/2020	02/03/2020

Blue tabs indicate action is required and/or information to review.



OSHS: Safety Reporting – Approvals

My Tasks

Incident - Supervisor

Cancel Save Mark Assessment Complete

Incident **Injuries/Illnesses** Witnesses and Contacts Motor Vehicle/Mobile Equip Documents

Injuries/Illnesses

Related Injuries/Illnesses +

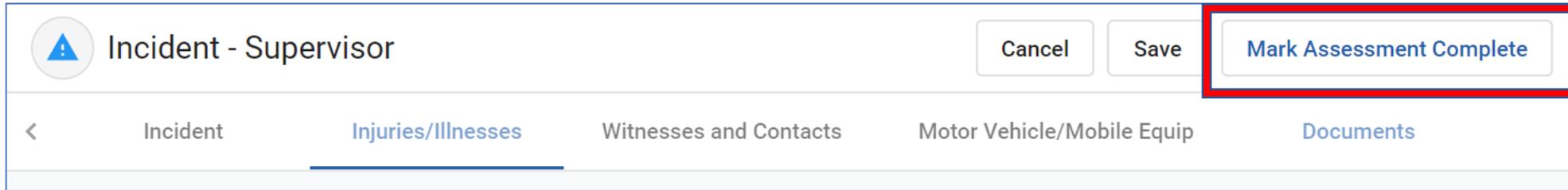
<input type="checkbox"/>	Date Injured	Employee	Case #	Nature Of Injury	Supervisor
<input type="checkbox"/>	02/02/2020	MacDougall, Paula	854		Kayton, Lisa ()

Items per page: 20 1 - 1 of 1

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.





The screenshot shows a mobile application interface for safety reporting. At the top, there is a header bar with a blue triangle icon and the text "Incident - Supervisor". To the right of the header are three buttons: "Cancel", "Save", and "Mark Assessment Complete". The "Mark Assessment Complete" button is highlighted with a red rectangular border. Below the header is a navigation bar with a back arrow and five tabs: "Incident", "Injuries/Illnesses", "Witnesses and Contacts", "Motor Vehicle/Mobile Equip", and "Documents". The "Injuries/Illnesses" tab is currently selected and underlined.

When you're done, press the **Mark Assessment Complete** button.

