



SMIS: The "Ins and Outs" for Safety Managers and CDSOs



Participant Guide

Revised April 10, 2007

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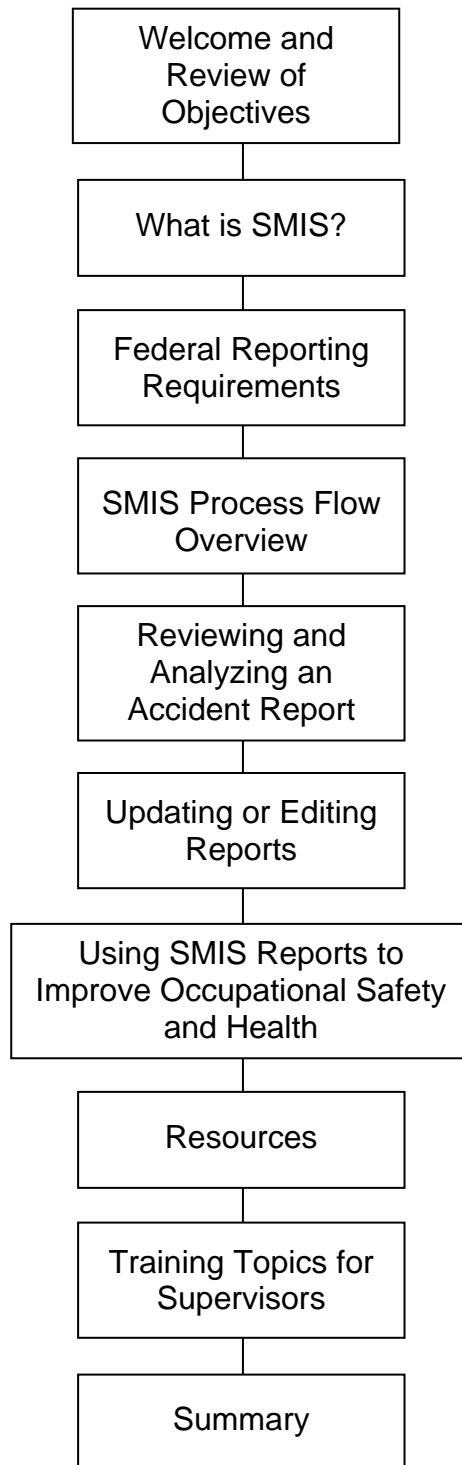
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SMIS: The Ins and Outs for Safety Managers and CDSOs Course Map



How to Interact With the Instructor

We encourage you to ask questions and share your comments with the instructors throughout this TELNPS course.

If you were physically in the classroom with the instructor, you would raise your hand to let him know you had a question or comment. Then you would wait for the instructor to recognize you and ask for your question. We are all familiar with that “protocol” for asking questions or making comments.

With TELNPS courses there is also a “protocol” to follow to ensure you can easily ask questions and others can participate as well. It may seem a little strange at first asking a question of a TV monitor. Remember, it is the instructor you are interacting with and not the monitor. As you ask more questions and participate in more TELNPS courses, you will soon be focusing only on the content of your question and not the equipment you are using to ask it.

As part of the TEL station equipment at your location, there are several push to talk microphones. Depending on the number of students at your location, you may have one directly in front of you or you may be sharing one with other students at your table.

When you have a question, press the push to talk button and say,

“Excuse me [instructor’s first name], this is [your first name] at [your location]. I have a question (or I have a comment).”

Then release the push to talk button. This is important. Until you release the button, you will not be able to hear the instructor. The best distance from the microphone is 10-12 inches. If you get closer than this, the instructor will have difficulty in hearing you clearly.

The instructor will acknowledge you and then ask for your question or comment.

Stating your name and location not only helps the instructor, but also helps other students who are participating at different locations to get to know their classmates.

Course Objectives**Notes**

At the conclusion of this course, you should be able to—

1. Explain DOI, OWCP and OSHA requirements as they relate to the mandatory use of SMIS.
2. Use the SMIS web interface to properly review and analyze a submitted accident report.
 - List common errors that are made when reporting and recording employee accidents or injuries in SMIS.
3. Use the SMIS web interface to properly update SMIS records already reviewed or submitted.
4. Identify reports and statistics that the SMIS can provide a park and how that data can help a park to identify causes of accidents/injuries and take measures to prevent future accidents/injuries.
 - Required documents and reports that must be available to OSHA
 - Reports to facilitate safety management at the park
5. Explain the help resources available when reviewing and analyzing SMIS information.
6. Describe key topics to include in training supervisors and resources available to assist you in training supervisors.

What is SMIS and What are the Federal Reporting Requirements?

Notes

The DOI's Safety Management Information System = (SMIS)

SMIS is an automated system for reporting accidents which involve DOI employees, volunteers, contractors or visitors to DOI facilities. The application can only be used by authorized DOI Employees, Supervisors and Safety Managers.

What is the purpose of the SMIS system?

Tools within the SMIS system help DOI employees:

- Report injuries and illnesses,
- File worker's compensation claims,
- Provide safety and health statistics and performance measures, and
- Distribute occupational safety and health information.

SMIS has several features. Our focus is on:

- Accident Reporting – A tool used to electronically report accidents and file workers' compensation claims
- Reports – Creating outputs of an organization's accidents to help identify trends to bring to management attention.

Why is accident reporting, review and analysis important?

By reporting accidents and monitoring them, we get feedback on what we can do to improve, in addition to how well we are doing.

- Reporting provides factual information used to identify unknown hazards or behaviors.
- Corrective actions can be initiated to prevent recurrence.
- Analysis of aggregate accident report information is used to identify larger trends requiring senior management attention.
- Reporting is required by law.

What is SMIS and What are the Federal Reporting Requirements? (cont.)

Notes

OSHA Requirements

29 CFR 1960
29 CFR 1904

OSHA requires you report all accidents involving injuries and illnesses. This data must be maintained, and an annual summary must be posted.

Supervisors must complete their reporting in SMIS within 6 working days of employee notification. Safety managers/CDSOs must review within 7 days so that SMIS will add it to the OSHA 300 log according to OSHA's timeframe requirement.

OSHA requirements drive DOI and NPS requirements.

DOI Requirements

485 DM 7 Accident Reporting

OWCP Requirements

20 CFR Parts 10 and 25

There are no changes to the OWCP filing requirements or procedures; however, OSHA reporting requirements (to be covered later in the course) are now different than OWCP. (See DOA: Workers' Compensation Case Management).

SMIS uses the OWCP claims process to gather info needed for accident investigation reporting.

What is SMIS and What are the Federal Reporting Requirements? (cont.)**Notes****NPS Requirements**

RM 50B

The Park Service goes deeper as far as what reporting is required:

- All injuries and illnesses go into the system, no matter what level of severity
- All property damage
- Fires affecting NPS property
- Near misses are optional but encouraged
- Public injuries are not required in SMIS (this may change after OIG Program audit that is currently underway)
 - Exception: an injury or death to the public and/or property damage related to departmental operations must be entered into SMIS.

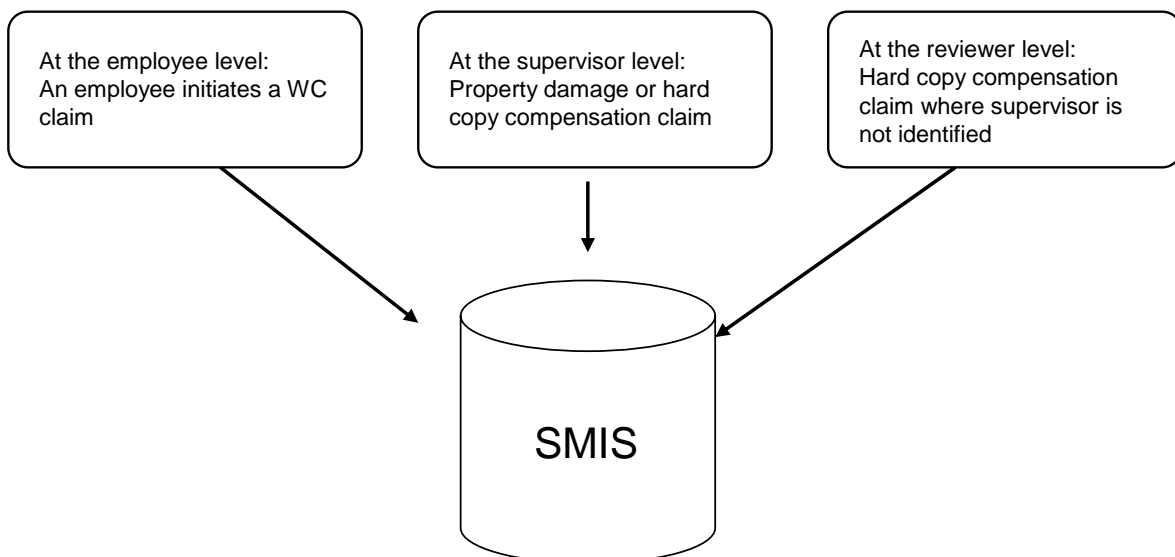
How is SMIS Used to Review and Analyze an Accident Report?: General Information

Notes

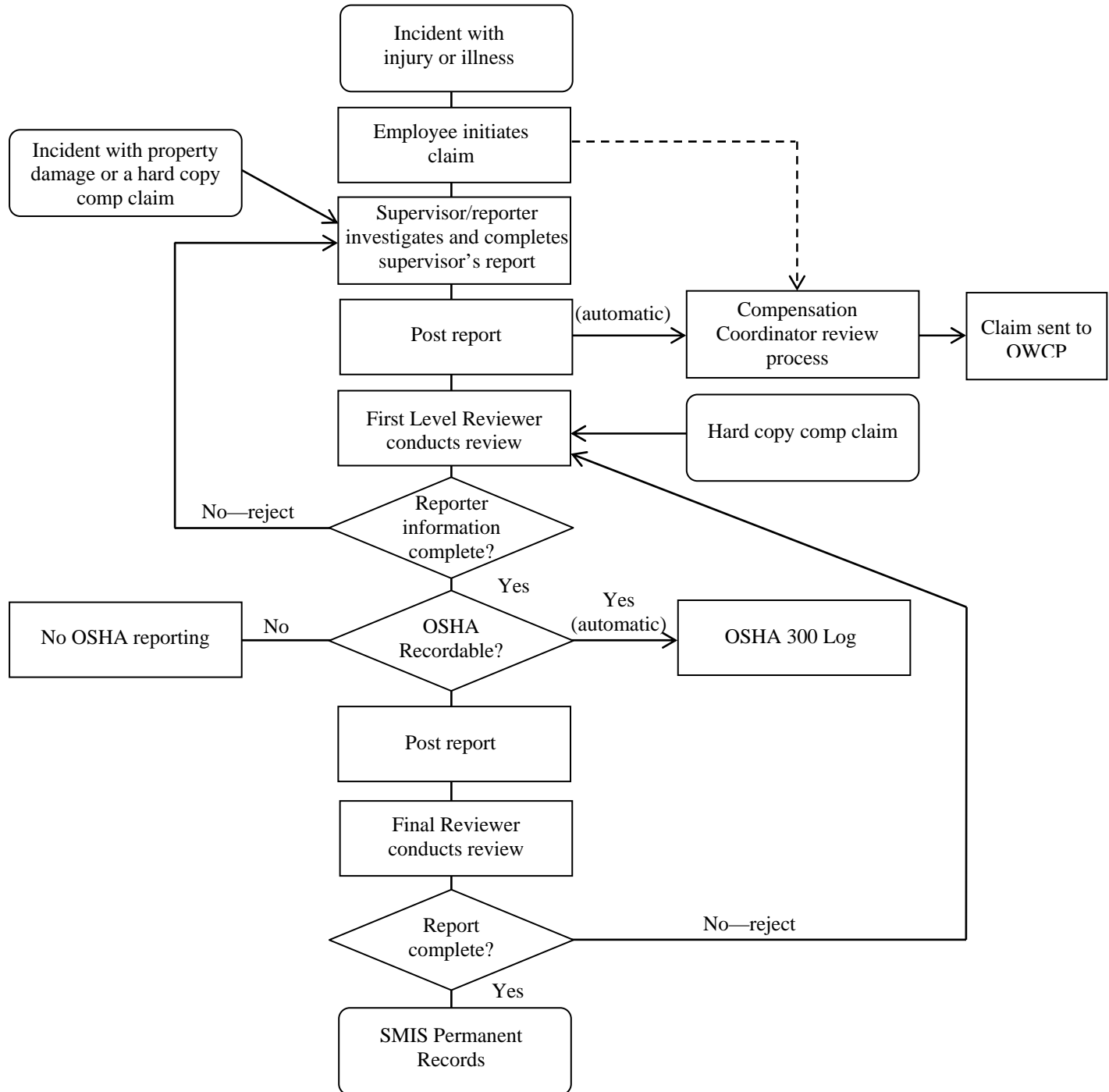
Three ways injury, illness, and property damage information is put into SMIS:

1. *Employee level--most common.* The employee initiates a workers' compensation claim in SMIS (or someone does it on the employee's behalf if the employee is unable to do so).
2. *Supervisor level.* The supervisor initiates a report based on property damage; no workers' compensation is needed. A hard copy compensation claim, one that has been filled out and submitted to DOL for example, may enter the process at this level if the name of the supervisor is known.
3. *Reviewer level—least common.* A hard copy compensation claim where the supervisor is unknown. The safety manager/reviewer must create the initial report, often with very little data. The safety manager may need to seek the details on his/her own.

Where Information Enters SMIS



SMIS Accident Reporting—Safety Review Process



SMIS Accident Reporting—Safety Review Process

CC = Compensation Claim AR = Accident Review

| Process Step | Stage | Description |
|---|-------|---|
| Incident with injury or illness Employee initiates claim (SMIS or hard copy) | CC | The employee initiates a workers' compensation claim. This is one way the employee informs the supervisor that he/she has been injured. |
| Supervisor/ Reporter investigates and completes claim/ report | CC/AR | Under safety and health, the supervisor is responsible for investigating what happened and ensuring the incident is reported, hence the classification "Reporter." This is the first step in the process for incidents with property damage alone, or where there is no workers' compensation claim. |
| Post claim/report Compensation Coordinator review process | CC/AR | The supervisor posts the report. It goes to the First Level Reviewer and shows on the Reviewer's log. At the same time a copy goes to the Compensation Coordinator for processing, then to OWCP. |
| First Level Reviewer conducts review Imported Cases OSHA Recordable | AR | The first level reviewer is usually a local safety manager or CDSO. If the information is complete and accurate, the reviewer completes his/her part and posts it for the next level of review. If not, the reviewer may send it back to the reporter, or the reviewer may seek clarifying information and make changes. This process is repeated until the reviewer is satisfied and posts the report. Imported OWCP cases also first appear at this step. (Cases submitted to the DOL via paper copy and not earlier entered into SMIS.) During the review, OSHA recordability is determined. If recordable, SMIS adds it to the OSHA 300 log when posted. |
| Post report | AR | When the report is posted, it disappears from the reviewer's log and goes to the final review log, |
| Final Reviewer conducts review | AR | The final reviewer is normally an upper level safety manager or a superintendent (organizational decision). |
| Report complete? | AR | As with the first level review, the final reviewer may reject a report and send it back to the reviewer for further information or clarification. |
| SMIS permanent records | AR | When satisfied that the report is complete, the final reviewer sends the report on to SMIS permanent records. At this point, the report cannot be pulled back for editing. However, some high level personnel can still make modification. |

How is SMIS Used to Review and Analyze an Accident Report?: General Information (cont.)

Notes

The Four Main Safety Manager/SMIS Reviewer Screens:

1. Review Log
2. Accident Report
3. Edit/Injury
4. Property Damage

Injuries, illnesses and property damage are referred to as outcomes.

*An outcome is defined simply as the _____
_____ related to an accident*

Review/Final Review Log Screen is your starting point after logging in.

- Lists all accident reports within the reviewer's area of responsibility that are awaiting review or are awaiting some further action before posting
- Sorted by outcome, then by date/time/zip code of injury
- Provides other basic information related to each report

→ Click on Date/Time in the left column to go to a specific report to review

| SMIS | | Safety Manager Review of Accident Reports | | | SMIS Feedback | | Exit to Main Menu | |
|---|------------------------------------|---|----------|---------------------|-------------------------------|---|-----------------------------------|--|
| There are 5 cases reported/pending review within your area of responsibility: | | | | | | | | |
| Click to Review | Date/Time | Zip | Context | Status | Result | Place | Org Info | |
| Review | 21-Sep-03-12:00 AM | 95318 | Non-Fire | Pending your Review | Pers Injury | | 10-8823 | |
| Review | 24-May-06-08:30 AM | 95389 | Non-Fire | Pending your Review | Pers Injury | MAINTENANCE GARAGE | 10-8823 | |
| Review | 22-Feb-07-11:00 AM | 92037 | Non-Fire | Pending your Review | Pers Injury | LA VALENCIA HOTEL (MAIN LOBBY) 1132 PROSPECT STREET, LA JOLLA, CA | 10-8802 | |
| Review | 12-Mar-07-11:00 AM | 95318 | Non-Fire | Pending your Review | Pers Injury | EL PORTAL SOLID WASTE/ROADS SHOP | 10-8822 | |
| Review | 07-Mar-07-11:30 AM | 95389 | Non-Fire | Pending your Review | Prop Damage | Site 113, North Pines Campground, Yosemite, CA 95389 | 10-8822 | |

How is SMIS Used to Review and Analyze an Accident Report?: Accident Report Screen

Notes

Accident Report Screen

Each accident report is set up to go to this initial screen which displays:

- Outcomes of the accident (e.g., injuries, illnesses, property damage)
- Description of the incident with details, causes, and recommended corrective actions.

Most of the fields on this screen are already populated, based on what the Employee/Reporter entered earlier.

What is your job with respect to this screen?

- Review for completeness (boxes that should be filled in already)
- Analyze the narrative to decide if you have enough information to determine whether the incident is recordable or not, what the causal factors were, and what corrective actions have taken place or have yet to take place.
- Ensure that all blocks required for OSHA 301 are filled in
- Enter codes
- Ensure corrective actions match causes

| | | | | | |
|--------------------------------------|--|-------------------------------------|--|-------------------------------------|--|
| SMIS | | Accident Report-Entered: 05/24/2007 | | SMIS Feedback | |
| Accident Report | | Add Addl. Injuries | | Add Property Damage | |
| Delete this Accident | | Exit (no change) | | | |

Each outcome reported for this accident is listed below. To review this accident report, click each outcome, perform a review of the outcome, and submit. After your review, a check appears next each outcome indicating that the review is done. When a check appears by all outcomes, the Post Review button will become active and you can post this accident report.

Review This Accident's Outcomes:

| | |
|--------------------------------|---|
| Injury/Illness to: RICHARD ROE | <input checked="" type="checkbox"/> Review Done |
| Damage to: Tools (\$ 2500) | <input checked="" type="checkbox"/> Review Done |

Report Action:

Identity of the Accident: [Cannot change date/time; a related OWCP Case exists]

Accident Category: Standard Accident Report

Date Accident Occurred: 05/24/2007

Time Accident Occurred: 08:00 AM

ZIP Code: 20955

Reporter Information:

Reporter's Name: HARRY R POITIER

Job Title of Reporter: MAINT SUPERVISOR

Phone Number of Reporter: 209-555-1212

Description of the Accident/Event:

Result: (Accident Outcome): Injury or Illness and Property Damage

Accident OrgCode: IN10PW8823 (br of buildings & grounds maint) Orgcode is not in list:

Place of Accident: MAINTENANCE GARAGE

Safety Review/Analysis:

What was happening just before the accident:

Activity Before Accident: Richard needed to weld a safety chain on the trailer hitch, and it was raining outside, which would not be a good time to weld outside with an electric arc welder. So, he had to bring the trailer under cover, somewhere he had ventilation (the chain is

Activity Code: Maintenance & Repair (machinery, equipment, etc)

What Happened & Contributing Factors:

What Happened - Narrative: The Claimant Reported: I WAS TRYING TO MOVE A GRINDER AND I TWISTED MY BACK. IT WAS VERY PAINFUL.

Unsafe Act: Taking Unsafe Position or Posture

Unsafe Condition: Hazardous Conditions, NEC

Management Factor: Conditions unsafe, lack maintenance, or faulty

Prevention:

Corrective Actions: Ensure that equipment is maintained and repaired when damaged.

Reviewer's Notes:

How is SMIS Used to Review and Analyze an Accident Report?: Accident Report Screen (cont.)

| Section | Content | Your Action |
|-----------------------------------|--|---|
| Review This Accident's Outcomes | Navigational button | If initial review, comes later in process |
| Report Action | Navigational button | If initial review, comes later in process |
| Identify of Accident | Pre-filled from compensation claims process or by supervisor | Ensure all fields are complete |
| Reporter Information | Pre-filled from compensation claims process or by supervisor | Ensure all fields are complete |
| Description of the Accident/Event | Pre-filled from compensation claims process or by supervisor | <ul style="list-style-type: none"> • Ensure all fields are complete • Verify organization code. Code is that of the individual reporting the accident |
| Safety Review/Analysis | Narratives provided by supervisor/reporter. | <ul style="list-style-type: none"> • Review narrative according to checklist • Reject report or seek clarification if needed • Select codes from drop-down boxes • Review corrective actions and determine if corrective actions address causal factors • Add actions if needed. • Make any other comments in Reviewer's Notes box. |

How is SMIS Used to Review and Analyze an Accident Report?: Accident Report Screen (cont.)

Notes

Why Narratives are Important

- Narratives provide field-level descriptions of the circumstances, conditions and events at the point of the accident.
- Information is first-hand or very close second-hand.
- You are responsible for ensuring that these statements are complete and reflect a thorough incident investigation.
- Change or reject narratives that are incomplete.

See *Safety Review/Analysis Checklist* in Appendix A to help you determine if all the information you need is in a given narrative.

Corrective Action Test

"If this solution were in place before this incident occurred, could this incident have occurred?" If the answer is a definitive "no" then the stated corrective action is effective. If the answer is "yes" or "maybe" or "possibly", then more effective solutions need to be found.

Common Errors

- Codes don't match factual information given or are left blank
- Using "unclassified".
- Incorrect accident date
- Fields left unpopulated
- Clicking prematurely on the "Review This Accident's Outcomes" bars or Review Done boxes at top
- Failing to click "Write Changes to this Accident" before going on to the next page
- Leaving the prevention section blank or filling in "no corrective actions"
- Vague solutions

How is SMIS Used to Review and Analyze an Accident Report?: Accident Report Screen (cont.)



Grinding to a Halt

1. The narrative below is typical of many prepared by supervisors. Read the narrative. What problems do you see? Is there enough information there for you to make a determination about OSHA recordability?

Narrative A

Richard needed to weld a safety chain on the trailer hitch. He had to bring the trailer inside because it was raining. A grinding wheel was in the way. He had to move the grinder. He couldn't roll it the way it's supposed to because the wheel wasn't working properly, so he tried to lift it. When he tried to lift it, he twisted and injured his back. He went to the Yosemite Medical Center to see the doctor.

Can you determine recordability? Yes No

2. Review the corrective actions below for Narrative A. Which actions pass the test?

- A. Make sure Richard asks for help when moving a heavy item.
- B. Assign Richard to other tasks where he doesn't need the grinder.
- C. Get Richard training on lifting techniques.

3. The Safety Manager requested further information and specific details. The revised Narrative B is below. Is there enough information there for you to make a determination about OSHA recordability? If not, what other information would you request?

Narrative B

Richard needed to weld a safety chain on the trailer hitch, and it was raining outside, which would not be a good time to weld outside with an electric arc welder. So, he had to bring the trailer under cover, somewhere he had ventilation (the chain is galvanized, for rust protection, so he had to make sure he could ventilate the zinc fumes).

Richard had to make room for a trailer in the garage and the grinder was in the way. He was trying to move the 48 pound Craftsman dual grinding wheel. The grinder was on a pyramidal, heavy-gauge sheet metal stand. There's a wheel assembly on one side that can be pivoted into place and locked, so the unit can be flopped over onto the wheeled side and rolled to a new location, sort of wheelbarrow-fashion. But it's an old unit and,

How is SMIS Used to Review and Analyze an Accident Report?: Accident Report Screen (cont.)

the last time Richard tried to use the wheel assembly, he found that one side of the wheel assembly had broken. He hadn't gotten around to repairing it, as he had other, higher-priority work that needed to be done. So, when he needed to move it this time, he realized he'd just have to "wrestle" it out of the way. Since it's a heavy, bulky unit that isn't very "ergonomic" for wrestling, so he had to get into some sort of crouched, awkward positions to do it, which meant he was lifting and twisting at the same time, trying to get the grinder out of the way. He was having trouble moving it, and ended up in an awkward position. He injured his back while attempting to lift the grinder.

Richard said he looked for someone to help him, but one of the other maintenance mechanics was out in the field that day, and the second one had been out for a few months on workers' comp.

Recordable? Yes No

What other information would be helpful?

4. Review the corrective actions. Which actions pass the test? Now that you have more detail, what other corrective actions you might propose? Are there other facts that cause you concern, that you might want to note?

- A. Repair grinder
- B. Take steps to ensure malfunctioning equipment is reported promptly
- C. Conduct routine safety inspections of equipment
- D. Tell Richard he should have postponed working on the trailer.

Other corrective actions:

Other concerns:

How is SMIS Used to Review and Analyze an Accident Report?: Edit/Injury Screen

Notes

Review Outcomes

With few exceptions, accidents will always have at least one outcome. Exceptions might be near miss events where no actual injury or damage occurred.

To review an outcome, which is the same as viewing the edit/injury screen, click a blue box at the top of the accident report page.

What is on the Edit/Injury Screen?

- Information related to the injury or illness outcome of the accident
- Information related to the individual involved

Information from this screen goes into the OSHA 300 log and into the OSHA 301 accident report.

What is your job with respect to this screen?

- Determine the recordability of the injury or illness as applied by OSHA regulations. (See Appendices B and C for a checklist and a “refresher” of OSHA requirement.)
- Ensure all the appropriate data is included; fill in gaps
- Be aware of confidentiality concerns and work closely with your Worker’s Compensation Coordinator to maintain adequate records while preserving confidentiality
- Check for accuracy

How is SMIS Used to Review and Analyze an Accident Report?: Edit/Injury Screen (cont.)

Notes

| | | | | | | | | | |
|---|--|--|--|--------------------------------------|--|------------------------------------|--|----------------------------------|--|
| SMIS | | Edit Injury report of: RICHARD R ROE | | SMIS Feedback | | Delete this Injury | | Exit (no Change) | |
| Action: | | | | | | | | | |
| Review Complete: Return to Accident Report >>> | | | | | | | | | |
| Information about the Employee & Injury Outcome: | | | | | | | | | |
| Date Employee Hired: | | 03/14/1985 | | | | | | | |
| Outcome of Injury: | | Days Away From Work (Enter Date Work Stopped/Return M. (Select Most Serious Outcome) | | | | | | | |
| If Fatal, Date of Death: | | | | | | | | | |
| Date Work Stopped: | | 05/25/2007 | | | | | | | |
| Date Return to Work: | | 10/31/2007 | | | | | | | |
| Date on Restricted Dy: | | | | | | | | | |
| Date off Restricted Dy: | | | | | | | | | |
| Time Work Began: | | 7:00 | | AM | | | | | |
| Seatbelts: | | Yes <input type="radio"/> No <input type="radio"/> N/A <input checked="" type="radio"/> | | | | | | | |
| Safety Manager Analysis: | | | | | | | | | |
| OSHA Log Determination: | | | | | | | | | |
| Category of Injury: | | Injury (not occupational illness) | | | | | | | |
| Privacy Case: | | No <input checked="" type="radio"/> Yes <input type="radio"/> IMPORTANT: Consult Privacy Case Help before making this determination! | | | | | | | |
| Recordable Injury: | | No <input type="radio"/> Yes <input checked="" type="radio"/> | | | | | | | |
| What was Injured: | | | | | | | | | |
| What was Injured Narrative: | | | | Body Part Code: | | | | | |
| The Claimant Reported: BACK SPRAIN/STRAIN | | | | Body, Lower back | | | | | |
| | | | | Nature Code: | | | | | |
| | | | | Back, or neck: strain, sprain | | | | | |
| | | | | Injury Type Code: | | | | | |
| | | | | Lifted, strained by (single action) | | | | | |
| Source/Cause of the Injury: | | | | | | | | | |
| Source/Cause of Injury - Narrative: | | | | Cause Code: | | | | | |
| 48 pound Craftsman dual grinding wheel | | | | Handling unplugd: tools, instruments | | | | | |
| | | | | Source Code: | | | | | |
| | | | | Machine or Tool | | | | | |
| Medical Treatment Information: | | | | | | | | | |
| Emergency Room? | | No <input checked="" type="radio"/> Yes <input type="radio"/> | | | | | | | |
| Overnight Hospitalization? | | No <input checked="" type="radio"/> Yes <input type="radio"/> | | | | | | | |
| Physician's Name: | | YOSEMITE MED CLINIC | | | | | | | |
| Treatment Facility: | | Yosemite Medical Clinic | | | | | | | |
| Address: | | 800 AHWAHNEE DR | | | | | | | |
| City/State/ZIP: | | YOSEMITE NP | | CA | | 95389 | | | |

How is SMIS Used to Review and Analyze an Accident Report?: Edit/Injury Screen (cont.)

| Section | Content | Your Action |
|---|---|--|
| Action | Navigation button once your review is complete | Click to save changes and return to the accident report screen |
| Information about the Employee & Injury Outcome | Some of this information is pre-filled or can be obtained from your WCC or Supervisor | <ul style="list-style-type: none"> • Choose outcome from list • Ensure the date information directly beneath outcome matches the outcome. For MVA injuries select appropriate seatbelt use if not select N/A |
| OSHA Log Determination | List is established by OSHA. Your choice here is automatically transmitted to the OSHA 300 log if the injury outcome is recordable. | <ul style="list-style-type: none"> • Determine recordability • Ensure recordability choice matches the outcome of injury from above. • Make privacy choice if not filled in. |
| What Was Injured | Narrative section is blank code drop down boxes | <ul style="list-style-type: none"> • Enter a narrative as to what was injured. Choose codes |
| Sources, Cause of the Injury | Narrative section Cause code and Source code drop down boxes | <ul style="list-style-type: none"> • Be sure you identify the object/substance that directly caused the injury or made the person ill from the What Happened & Contributing Factors narrative • Choose codes |
| Medical Treatment Information | Information regarding name of hospital and/or physician. | Make sure ALL boxes are complete, including city, state and zip code |

How is SMIS Used to Review and Analyze an Accident Report?: Edit/Injury Screen (cont.)

Notes

Privacy Case

These six types of cases are the only cases which may be considered "privacy cases":

1. Intimate body part or reproductive system
2. Sexual assault
3. Mental illness
4. HIV, HBV or TB
5. Needlestick or sharps injuries
6. Other illnesses, if the employee voluntarily requests that his or her name not be entered on the log.

Failure to mark this correctly can have serious repercussions. You can be held personally liable if information used maliciously.

Common errors on this screen

- "Date employee hired" must be filled in. Use the employee's service computation date.
- Failure to mark correct privacy box
- Classification errors
- Leaving the classification box blank
- Mismatches between OSHA Log Determination and Outcome of Injury and other required information. Examples:
 - Outcome is Job Restriction or Transfer (which needs a date on restricted duty), but someone enters the Date work stopped field.
 - Outcome is first aid, but someone checked YES for OSHA recordable.
- Selecting "Unclassified" for the codes or leaving them blank. Doing so will impact any code based reports you may need to run such as any of the Injury Breakout reports.
- If you leave a box blank, you may not be able to advance to the next screen.

How is SMIS Used to Review and Analyze an Accident Report?: Edit/Injury Screen (cont.)

Notes

Tips

- If the accident report was initiated as a SMIS compensation claim with lost time and the dates for which work were lost were entered in the CA-1, the “date work stopped” and “date returned to work” fields will not appear.
- OSHA requires a form 301 for every entry on the Log 300. You can print the 301 before leaving this screen or the 301 can be printed from the Log 300 itself from the reports menu.



For each scenario answer these questions:

Is the information from the Edit Injury Report Screen correct? If not, what would you change?

Appendices B, C, and D may help.

Situation #1 On April 8, Janice bumped her head hard against a shelf. She could feel a knot forming and went to a medical clinic. Her injury was treated with an ice pack. Janice went back to work later in the day.

Date Employee Hired: 9/10/02
Outcome of Injury: Other case, first aid/medical, etc.
If fatal, Date of Death:
Date Work Stopped: 4/8/07
Date Return to Work: 4/8/07
Date on Restricted Dy:
Date off Restricted Dy:
Time Work Began: 8:00 AM
Seatbelts: Yes No N/A

OSHA Log Determination:

Category of Injury: Injury
Privacy Case: No Yes
Recordable Injury: No Yes

How is SMIS Used to Review and Analyze an Accident Report?: Edit/Injury Screen (cont.)

Situation #2 On April 8, Mike fell while jumping from one place to another and broke his left wrist. He had a cast put on and was off work for two days. The doctor approved return to work, recommending duties that were not physical in nature, e.g., that did not require use of his left hand for about 6 weeks. He returned to work on April 11.

Date Employee Hired: 9/10/02
Outcome of Injury: Restricted duty
If fatal, Date of Death:
Date Work Stopped: 4/8/07
Date Return to Work: 4/11/07
Date on Restricted Dy: 4/11/07
Date off Restricted Dy:
Time Work Began: 8:00 AM
Seatbelts: Yes No N/A

OSHA Log Determination:

Category of Injury: Injury

Privacy Case: No Yes
Recordable Injury: No Yes

Situation #3 An employee works from 8:00 AM to 4:00 pm each day and is injured at 9:00 AM. She takes the rest of the day to visit a physician and receives medical treatment.

Date Employee Hired: 9/10/02
Outcome of Injury: Other case, first aid/medical, etc.
If fatal, Date of Death:
Date Work Stopped:
Date Return to Work:
Date on Restricted Dy:
Date off Restricted Dy:
Time Work Began: 8:00 AM
Seatbelts: Yes No N/A

OSHA Log Determination:

Category of Injury: Injury

Privacy Case: No Yes
Recordable Injury: No Yes

How is SMIS Used to Review and Analyze an Accident Report?: Edit/Injury Screen (cont.)

Situation #4 An employee works from 8:00 AM to 4:00 pm each day and is injured on April 8, at 9:00 AM. She takes the rest of the day to visit a physician and receives medical treatment. The physician releases her to full duty starting the next day. She does not take any more time away from work because of the injury.

Date Employee Hired: 9/10/02
Outcome of Injury: Days away from work
If fatal, Date of Death:
Date Work Stopped: 4/8/07
Date Return to Work: 4/9/07
Date on Restricted Dy:
Date off Restricted Dy:
Time Work Began: 8:00 AM
Seatbelts: Yes No N/A

OSHA Log Determination:
Category of Injury: Injury

Privacy Case: No Yes
Recordable Injury: No Yes

Situation #5 An employee works from 8:00 AM to 4:00 pm each day and is injured on April 8, at 9:00 AM. She takes the rest of the day to visit a physician and receives medical treatment. The physician releases her to full duty starting the next day. Two days later, on April 10, she went for a follow up visit to the physician. She left work at noon, which took four hours away from work.

Date Employee Hired: 9/10/02
Outcome of Injury: Days away from work
If fatal, Date of Death:
Date Work Stopped: 4/10/07
Date Return to Work: 4/11/07
Date on Restricted Dy:
Date off Restricted Dy:
Time Work Began: 8:00 AM
Seatbelts: Yes No N/A

OSHA Log Determination:
Category of Injury: Injury

Privacy Case: No Yes
Recordable Injury: No Yes

How is SMIS Used to Review and Analyze an Accident Report?: Edit/Injury Screen (cont.)

Situation #6 An employee works from 8:00 AM to 4:00 pm each day and is injured on April 8, at 9:00 AM. She takes the rest of the day to visit a physician and receives medical treatment. The physician releases her to full duty starting the next day. Two days later, on April 10, she went for a follow up visit to the physician, which took four hours away from work. A week later, on April 17, the employee had to visit the doctor again. This time the doctor recommended that she not work for the next three days.

Date Employee Hired: 9/10/02
Outcome of Injury: Days Away from Work
If fatal, Date of Death:
Date Work Stopped: 4/18/07
Date Return to Work: 4/21/07
Date on Restricted Dy:
Date off Restricted Dy:
Time Work Began: 8:00 AM
Seatbelts: Yes No N/A

OSHA Log Determination:

Category of Injury: Injury

Privacy Case: No Yes

Recordable Injury: No Yes

Situation #7 On Feb 2, Marissa was walking through the campground at night when she was attacked by a male who pinned her to the ground. A visitor happened to pass by and the attacker ran off. Marissa's head struck the ground pretty hard, and she blacked out for a few minutes. After work she went home and applied ice; she did not seek medical treatment. She returned to work the next day.

Date Employee Hired: 9/10/02
Outcome of Injury: Other case, first aid/medical, etc.
If fatal, Date of Death:
Date Work Stopped:
Date Return to Work: 02/03/07
Date on Restricted Dy:
Date off Restricted Dy:
Time Work Began: 11:30 AM
Seatbelts: Yes No N/A

OSHA Log Determination:

Category of Injury: Injury

Privacy Case: No Yes

Recordable Injury: No Yes

Reviewing and Analyzing a SMIS Accident Report: View/Edit Property Damage Notes

To review a property damage outcome, click a blue box at the top of the accident report page.

What is on the Property Damage Screen?

- Type of property that was damaged
- Property owner
- Responsible party
- Cause and source of damage
- Estimated value of property

DOI DM Part 485 and NPS RM 50B do not set minimum dollar amounts when reporting property damage.

What is your job with respect to this screen?

- Review and correct as needed; fill in missing information

SMIS View/Edit Property Damage [SMIS Feedback](#) **Accident Report** **Dele**

Details about Property Damaged:

Description of Property: Craftsman dual grinding wheel

Type of Property: Tools

Property Owner: Interior Owned

Responsible Party: Harry Potter (Name, SSN or other ID)

Cause of Damage: Hand Tool (Powered: Saw, Grinder, etc.)

Source of Damage: Walking/Working Surface (floor, street, etc.)

Estimated Value: 2500.00 (Enter cost of damage; round to nearest dollar)

Seatbelts worn? Yes No N/A (If this damage involves a motor vehicle)

Action:

Return-Write Changes (Updates this record & notifies SMIS of your review)

You may post a report only when you have a checkmark in each Review Complete box on the Accident Report Screen. See Appendix E for “Start to Finish” steps.

How is SMIS Used to Update Records Already Reviewed or Submitted?

Notes

Why would you need to update SMIS records?

- Changes in report information
- Changes in recordability information
- Changes in lost days
- Errors in OSHA 300 log

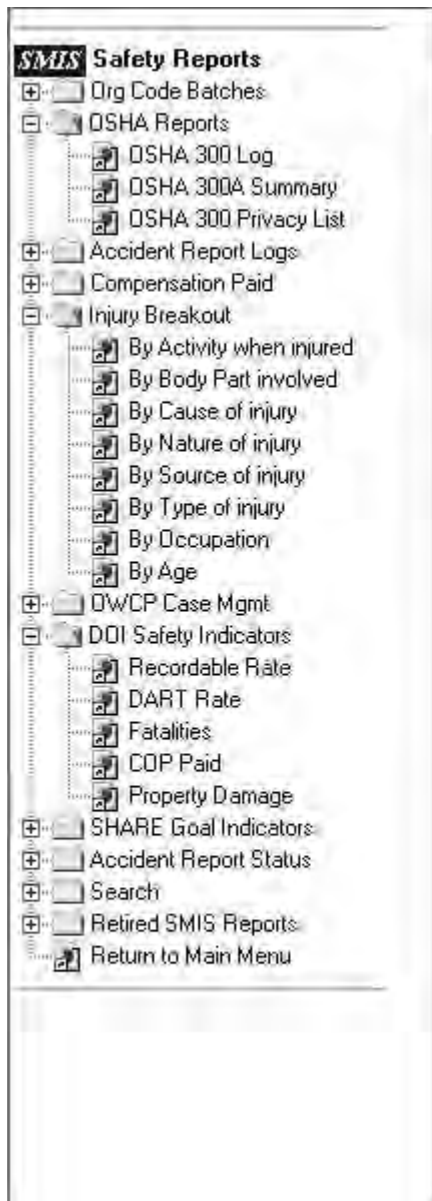
When in the process can edits be made?

- At any time before you (the Safety Manager/CDSO) click the Post Review button, or
 - Call the final reviewer and ask him/her to reject the report, which causes the report to come back to you
 - Ask the final reviewer to make changes before posting the report
- Once the final reviewer posts the report, only authorized users with access to permanent records (commonly final reviewers/regional and bureau safety managers) can make changes.

How do you edit an existing Accident Report?

From the Safety Manager's Main Menu:

1. Click on Review Accident Reports
2. On the Review of Accident Reports (Log) screen, find the report you want and select it by clicking on the date/time in the left column.
3. Make changes.
4. Save the changes by clicking on "Write changes to this Accident" at the top of the screen. If you don't, you'll lose your changes !!



SMIS Safety Manager Reports Menu

Welcome SMIS Sa

Important:

In order for the majority of these reports to work (if you will need to create at least one "batch file" (if

For more information, or to create a "batch file", c column located to the left of this message.

How is SMIS Used to Run Reports that Identify Causes of Accidents and Preventive Measures that Can Be Taken?

Notes

Overview

SMIS Reports:

- Provide documents required to meet OSHA reporting and record keeping requirements
- Provide information on injury/illness trends for the organization.

OSHA Reports Folder

OSHA 300 Log of Work-Related Injuries and Illnesses

- Official record of recordable injuries for an “establishment”
- Can be generated at any time for any given calendar year
- Helps you determine what occupations are being injured the most, the time of year the majority of injuries occur, the location where the majority of injuries happen, and what parts of the body are being injured the most and the severity.

OSHA 301, Injury and Illness Incident Report

- Can be generated for any specific report in the log, by clicking on the case number.
- Possible errors
 - Not all recordable injuries/illnesses in log
 - No job title
 - No case number

OSHA 300A, Summary of Work-Related Injuries and Illnesses

- Creates the required annual summary of work-related injuries and illnesses for an establishment
- Can be generated at any time for any given calendar year
- Possible errors
 - Inaccurate employment information
 - # of volunteers entered incorrectly adds to average number of employees

How is SMIS Used to Run Reports that Identify Causes of Accidents and Preventive Measures that Can Be Taken? (cont.)

Notes

Accident Report Log Folder

- Not used frequently
- Show status of reports so you can see which reports :
 - have been viewed
 - are pending action
 - are undergoing final review
 - have been transferred to the permanent database

Injury Breakout Folder

The four most popular are by :

- Cause
- Nature
- Source
- Body part

DOI Safety Indicators Folder

- Recordable rate
- DART rate (Days Away, Restricted work, Transfer)
- Fatalities
- COP paid report
- Property damage

Incident rates such as Recordable and DART rates are commonly used to measure a site's overall effectiveness of its safety program. Incident rate = only recordables

Accident Report Status Folder

- Not used frequently
- Track submitted reports, timeliness of submission

How is SMIS Used to Run Reports that Identify Causes of Accidents and Preventive Measures that Can Be Taken? (cont.)

Notes

How do you run reports?

Decide what information you are looking for or what is being requested, then:

1. Choose the report type from the appropriate folder.
2. Fill in the set-up screen with information requested. This varies depending on the report you select. Typically, most of the information is the same.
3. Choose batch or access. This is how you select the organizational work units for which you want to see data.
 - Access gives you information for all organization codes for which you have authorization to see
 - Batch allows you to choose a subset of all of your organizations, so you can focus in on one division, one branch, one park. You can name and save these subsets to use again in the future, particularly if you are monitoring certain organizations.
4. Submit the request by clicking “Send this info >>”

The screenshot shows the 'SMIS Report Set-up' form with the following fields and values:

- Establishment Name:** Yosemite National Park
- Establishment City:** Yosemite NP
- Establishment State:** CA
- Select Orgs From:** Batch File (Facilities Mgmt Div)
- or- Select Orgs From:** Access List (Single Org: YOSEMITE NP)
- Report for Year:** 2006
- Send this Info >>** (button)

Note: Before you can run ANY kind of report, you must have one batch file saved. Even if you never use it to run a batch report, you must still create it.

How is SMIS Used to Run Reports that Identify Causes of Accidents and Preventive Measures that Can Be Taken? (cont.)

How do you create a batch file ?

1. Open the ORG CODE BATCHES folder
2. Choose Create or Edit Batches
3. Give your batch a name so that you can use it again
4. From the list on the left, select the organizations to include and click Add

[The names now appear on the right.]

5. Click Finished editing this batch to save your work.

SMIS Batch Generator for User: *adumbledore* [SMIS Feedback](#)

A list of your previously established batches (if any) is listed below. You may edit or delete any of your batches by clicking the appropriate link below. You may also create a new batch by clicking the "Add NEW batch" link below.

[Add NEW batch]

| Batch Name | Org Count |
|--|-----------|
| No Report Batches for user adumbledore were found. Click 'Add New Batch' above to cr | |

How is SMIS Used to Run Reports that Identify Causes of Accidents and Preventive Measures that Can Be Taken? (cont.)



Refer to Appendix I.

1. Review the OSHA log. What observations can you make? What questions does it raise?

2. Review the Injury Breakout Report. What conclusions can you draw? What might you want to explore further?

3. At the beginning of class we asked about an area you wanted to improve. What safety reports could help you in making and monitoring improvement(s)?

Resources**Notes**

If you need a SMIS Safety Manager Login Account to review incident reports, please contact _____

NPS Resources

Park safety personnel
Regional safety office personnel, see Appendix F
WASO Office

DOI Resources

In SMIS itself:

- Reference Library (<https://www.smis.doi.gov> , click on Reference Library link)
 - User guides
 - Powerpoint presentations
- Feedback link on every page of SMIS

Other Useful SMIS resources

- Safety Smart – On Line – downloadable safety information for use in tool box, safety meetings, posters, presentations
- DOI SafetyNet – Topical items related to DOI's Occupational Safety and Health Program

System Status messages – 303-236-7130 ext.200

SMIS Help Lines

- NBC Help Desk (for connection problems) – 303-969-7777
- SMIS Help Desk – 303-236-7130 ext. 228 (voicemail box with response within 1-2 hours), email – mirela_bacria@ios.doi.gov

SMIS Training website – <http://demo.smis.doi.gov>
DOI SMIS Safety Users Group

Resources (cont.)**Notes**

Web Resources

- OSHA Recordkeeping site – link to record keeping and record keeping handbook:
<http://www.osha.gov/recordkeeping/index.html>
- OSHA Office of Federal Agency Programs
(<http://www.osha.gov/dep/fap>)
- RM website recordkeeping course and link to forms:
<http://www.govlearning.net/nps/osha300/>
- DOI SMIS Toolkit (to be developed in FY 2007)

What SMIS Topics Should Be Included in Supervisor Training and What Resources are Available to Assist in Training? Notes

What should a safety manager cover when training supervisors?

- Accident prevention (accident investigation and root cause analysis)
- Basic OSHA recordkeeping – Decisions made by supervisors when dealing with injured employees have a direct effect on recordability
- Importance of accurate data - Injury breakout codes
- Effective corrective actions
- How SMIS can help supervisors prevent accidents

Additional tools you can provide or use with your supervisors are:

- Your participant guide, in particular Appendix A
- Appendix H on SMIS developed by the Intermountain Region
- The SMIS Reference Library
- SMIS training database

Recommended courses (see Appendix G):

- Workers' Comp for Supervisors—May 17
- Accident Investigation

Appendix A – Safety Review/Analysis Checklist

General

- Are all fields populated?
- Is the accident date correct?
- Do codes match factual information given? (No blank code boxes.)
- No boxes with “unclassified”. Take the time to choose something that is as close as possible to cause, source, type, nature of injury.

What was happening just before the accident?

- What is the location?
- Is the work activity well described?
- Was the injured employee part of a team or working alone? Who was involved?
- How long had the employee been working? What was the employee doing just before the incident?
- What were the environmental conditions?

What happened and contributing factors

- What happened at the time of event that caused or contributed to the negative outcome (causal factors)? Consider:
 - Human factors—Did personnel perform work according to procedure (and do procedures exist) ?
 - Equipment factors—Did equipment perform as expected or did something malfunction?
 - Unsafe or unhealthy working condition—Was the condition related to design? To a process?
- Avoid leaving fields or codes blank.

Appendix A – Safety Review/Analysis Checklist (cont.)

- ❑ Does the narrative identify physical or behavioral factors that may have contributed to the accident? For example, physical—an object such as a chemical or an overhead obstruction; behavioral—was there misconduct, intoxication, or an underlying emotional problem?
- ❑ What was the nature and severity of the injury, illness or property damage? What body part was affected?

Corrective actions

- ❑ What initial corrective action was taken, if any?
- ❑ Solutions identified are clear and measurable. Vague or subjective actions like, "pay more attention", "be more careful", "counseled employee...", "re-emphasized safety procedure", etc. are ineffective.
- ❑ Does each corrective action recommended meet the 'test'? That is, If the solution were in place before the incident, would the incident still have taken place?
- ❑ Do not leave this area blank !
- ❑ Make sure you save information before proceeding!

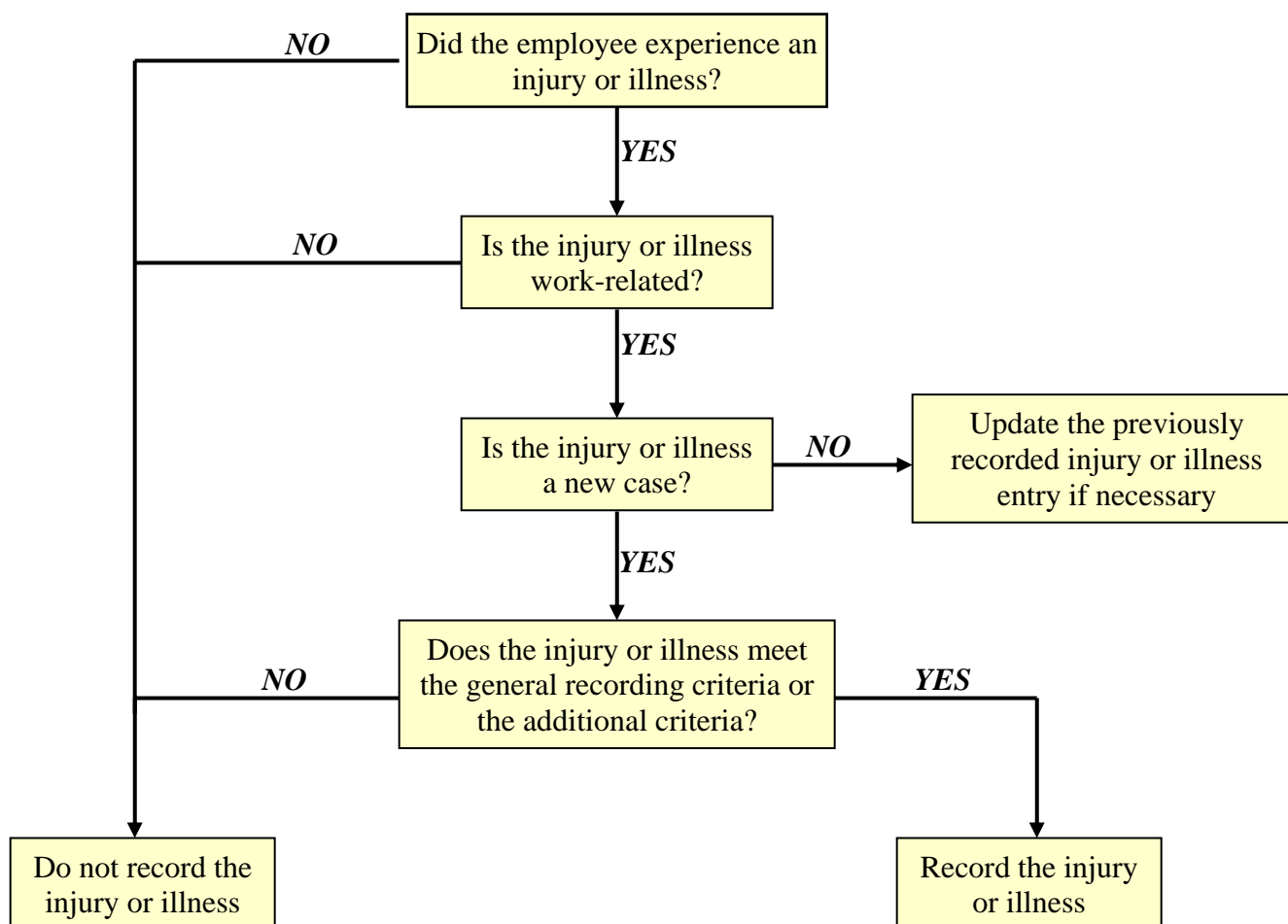
Appendix B – Outcomes (Edit Injury) Checklist

- ❑ Review the page first. Do you have enough information thus far to make a determination on OSHA recordability? See Appendix C for recordability tips.
- ❑ Are all dates filled in?
- ❑ If the injury can fit more than one outcome, did you choose the most serious outcome?
- ❑ Did you mark the privacy box?
- ❑ Did you change the recordability from Yes—the default—to NO if the case is not recordable?
- ❑ Is the “What was injured” narrative specific? Identify the body part that was affected and how it was affected. Examples: : "strained back"; "chemical burn, hand." Do not use words like "hurt", "pain", or "sore."
- ❑ Are all codes entered?
- ❑ Identify in as much detail as possible the object(s) or substance(s) that directly harmed the employee, e.g. “concrete floor”; "chlorine"; "radial arm saw.”

Appendix C: Injury/Illness Recordability and Privacy Criteria

| Recordability | Privacy |
|--|---|
| <p>An injury or illness is recordable if it meets the criteria in the flow chart AND results in one or more of the following:</p> <ul style="list-style-type: none"> • Death • Days away, Job Transfer or Restriction (DART) • Medical attention beyond first aid • Loss of consciousness • Significant injury/illness diagnosed by a PLHCP | <p>Six types of privacy cases:</p> <ul style="list-style-type: none"> • Intimate body part or reproductive system • Sexual assault • Mental illness • HIV infection, hepatitis or tuberculosis • Needlestick or sharps injuries • Other illnesses – by voluntary employee request |

Injury/Illness Recordability Flowchart



Appendix D: What is First Aid?

What is "first aid"? For the purposes of Part 1904, "first aid" means the following: (1904.7(b)(5)(ii))

- Using a non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
- Cleaning, flushing or soaking wounds on the surface of the skin;
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
- Using hot or cold therapy;
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
- Using temporary immobilization devices while transporting an accident victim (**e.g.**, splints, slings, neck collars, back boards, etc.).
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
- Using eye patches;
- Removing foreign bodies from the eye using only irrigation or a cotton swab;
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- Using finger guards;
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
- Drinking fluids for relief of heat stress.

Appendix E : SMIS Steps for Completing a Safety Accident Review

1. Logon
[The Safety Manager's Main Menu displays.]
2. Click Review Accident Reports
[The Safety Manager Review of Accident Reports (log) displays.]
3. Click the date and time of the report you wish to review
[The Accident Report screen displays.]
4. Review, analyze, select codes, and correct the accident report as needed.
5.
 - a. If you made changes, click "Write changes to this account" before continuing.
 - b. If not enough information, click Reject to return the accident report to the reporter.
6. To continue and go to the next screen, scroll to the top where you see one or more blue boxes under "Review This Accident's Outcomes". Each box indicates either an "Injury/Illness" or a "Property Damage" outcome. Click a blue box to review that particular outcome.
[The Edit Injury Report or Edit/View Property Damage screen displays.]
7. Review, analyze, select codes, and make corrections as needed.
8. When finished, click the Review Complete bar within the "Action" section of the page.
[The Accident Report screen displays, and a checkmark is placed in the box to the right of the blue field injury/illness.]
9. If there is more than one blue box, repeat steps 6 – 8 until all have been reviewed and there is a check mark to the right of each outcome.

Note: If you reviewed an outcome but the box is not checked, a required item on the outcome review page is incomplete. Return to that outcome to ensure all needed blocks are filled.
10. If you made further changes or entered data on the Accident Report screen, click "Write changes to this account" before continuing. Otherwise, proceed to the next step.
11. The review is now complete. Either:
 - a. Exit (top right), allowing you to make future edits/changes OR
 - b. Click post review, causing the report to go to the final reviewer. Generally, from this point on, you may not make changes to the report (unless you call the final reviewer and ask that person to Reject the report you sent).

*Before a report is rejected, you can provide comments to the reporter regarding what additional information is needed. These comments go back to the reporter as an email message. The reporter can add additional information to the rejected report before returning it to your review log. (The report remains in the review log after rejection with a note that it is waiting resubmission.)

Appendix F : NPS Occupational Safety and Health Personnel

Revised: December 30, 2006

| | |
|---|---|
| <p><u>NPS Risk Management Division (WASO)</u></p> <p>Richard Powell Chief, Risk Management Division Richard_Powell@nps.gov 202 513 7218</p> <p>Louis Rowe, CSP Deputy Program Manager Louis_Rowe@nps.gov 202 513 7222</p> | <p>Ed Perez Occupational Health Manager Edward_Perez@nps.gov 202 513 7214</p> <p>Glenn Dean Safety Training Officer Glenn_Dean@nps.gov 202 536 5596</p> |
| <p><u>Regional Risk Managers</u></p> <p>Northeast Region Jill Hawk Jill_Hawk@nps.gov 215 597 5386</p> <p>National Capital Region Rose Capers-Webb Rose_Capers-Webb@nps.gov 202 619 7266</p> <p>Southeast Region Linda Giles Linda_Giles@nps.gov 404 562 3108 ext 650</p> <p>Midwest Region Dickie Brown Dickie_Brown@nps.gov 402 221 3419</p> | <p>Intermountain Region Jennifer Sahmel Jennifer_Sahmel@nps.gov 303 969 2702</p> <p>Pacific West Region Larry Nolen Larry_Nolen@nps.gov 206 220 4246</p> <p>Alaska Region Jay Cable Jay_Cable@nps.gov 907 969 2702</p> |
| <p><u>Regional Industrial Hygienists</u></p> <p>Intermountain Region Jennifer Sahmel Jennifer_Sahmel@nps.gov 303 969 2702</p> | |

Appendix G: NPS Risk Management Division Schedule of Courses - Instructor Led Courses

| Date | Time | Course Title | Delivery | Length | Remarks |
|------------------|--|--|-----------------|---------------|---|
| December 7, 2006 | 12:30 PM – 4:30 PM | Congratulations, You're the Collateral Duty Safety Officer (CDSO) | TEL | 4 hrs | Core CDSO Course |
| January 10, 2007 | 10:00 AM – 12:00 PM 1:00 PM – 3:00 PM | The Park Safety Committee: Key to an Effective Safety Program | ACG | 2 hrs | Core CDSO Course |
| January 25, 2007 | 12:30 PM – 4:30 PM | Accident Investigation: Getting to "Why?" to Prevent "It Happened Again!" | TEL | 4 hrs | Core CDSO Course. |
| February 7, 2007 | 10:00 AM – 12:00 PM 1:00 PM – 3:00 PM | Personal Protective Equipment | TEL | 2 hrs | Core CDSO Course OSHA General Industry Standards |
| March 1, 2007 | 10:00 AM – 12:00 PM 1:00 PM – 3:00 PM | Job Hazard Analysis: Identifying Risks Sooner Rather Than Later | AGC | 2 hrs | Core CDSO Course |
| March 7, 2007 | 12:30 PM – 4:30 PM | Bloodborne Pathogens: Breaking the Chain of Infection | TEL | 4 hrs | |
| April 11, 2007 | 9:30 AM – 12:30 PM 1:30 PM – 4:30 PM | SMIS: A Resource for CDSOs and Supervisors | TEL | 3 hrs | |
| April 19, 2007 | 12:30 PM – 4:30 PM | Managing Workers' Compensation Cases: Finding Your Way Through the Maze - Part 1 | TEL | 4 hrs | |
| April 26, 2007 | 12:30 PM – 4:30 PM | Managing Workers' Compensation Cases: Finding Your Way Through the Maze - Part 2 | TEL | 4 hrs | |
| May 17, 2007 | 12:30 PM – 4:30 PM | A Supervisor's Guide to Worker's Compensation: Fact and Fiction | TEL | 3 hrs | |
| May 31, 2007 | 10:00 AM – 12:00 PM 1:00 PM – 3:00 PM | Safety Responsibilities for First Line Supervisors | TEL | 2 hrs | |
| June 7-8, 2007 | 1:00 PM – 4:00 PM Both Days | You Should Hear What They Are Missing: Hearing Loss Prevention Program Implementation Workshop | TEL | 6 hrs | Two 3-hour sessions over two days. Program Implementation Workshop |
| June 20-21, 2007 | 1:00 PM – 4:00 PM Both Days | Confined Space Entry Program Implementation Workshop | TEL | 6 hrs | Two 3-hour sessions over two days. Program Implementation Workshop |
| July 18-19, 2007 | 1:00 PM – 4:00 PM Both Days | Respiratory Protection – Breathing a Little Easier in the Workplace | TEL | 6 hrs | Two 3-hour sessions over two days. Program Implementation Workshop |

Appendix G (cont.): NPS Risk Management Division Schedule of Courses - Instructor Led Courses

| NPS Risk Management Division CDSO Training Program – Self Paced Online Courses | | | | | |
|--|--|------------------------|---|---|--|
| Date | Course Title | Delivery Method | Location | Remarks | |
| Before Sep 28, 2007 | Authority, Roles, and Responsibilities | WBT | http://www.doiu.nbc.gov/safety/nps.html | Core CDSO Course OSHA General Industry Standards | |
| Before Sep 28, 2007 | Resources, References, and Standards | WBT | http://www.doiu.nbc.gov/safety/nps.html | Core CDSO Course OSHA General Industry Standards | |
| Before Sep 28, 2007 | HAZCOM | WBT | http://www.doiu.nbc.gov/safety/nps.html | Core CDSO Course OSHA General Industry Standards | |
| Before Sep 28, 2007 | OSHA Recordkeeping Requirements | WBT | http://www.govlearning.net/nps/osha300/ | Core CDSO Course OSHA General Industry Standards | |
| <u>Delivery Method – Explanation of Acronyms:</u> | | | | | |
| ITV = Interactive Television. These courses are delivered via satellite and participants must be at an NPS site with a TELStation installed or at an FWS Distance Learning Classroom site. | | | | | |
| AC = Audio Conferencing. These courses are delivered via a phone conference bridge. Participants must have a high-quality speaker phone or audio conferencing unit such as a Polycom SoundStation or equivalent. | | | | | |
| AGC= Audio Graphic Conferencing. These courses are delivered via a phone conference bridge and web conferencing software such as Microsoft Live Meeting. Participants must have a high-quality speaker phone or audio conferencing unit such as a Polycom SoundStation or equivalent AND must have a PC with a Internet connection. The PC must be configured with the appropriate web conferencing software. | | | | | |
| WILD= These courses are web-enhanced instructor led DVD courses. Participants will be sent a DVD that they are asked to view. Following the viewing of the DVD, participants are required to input a course assignment via the web and to participant in an audio conference with the instructor. | | | | | |
| WBT= Web-Based Training. These courses are web-based courses that are available for participants to complete at a time of their choosing. Participants must have a PC with an Internet connection and an appropriate web browser. | | | | | |
| <u>OSHA General Industry Standards</u> - Participation in those courses with “OSHA General Industry Standards” in the “Remarks” column is required to receive credit for the 30 hour General Industry Standard’s course. Where one of these courses is offered multiple times, participation in only one of the course offerings is required. | | | | | |
| <u>Attendance and Participation to Meet OSHA Requirements</u> - To meet the OSHA requirements for student participation, you must be pre-registered for a course and you must participate in the discussions and exercises during the course. Where a course is taught via TEL, you must be able to use the Push-to-Talk microphones to respond to instructor questions and reply to the roll call. If the course requires an evaluation or exercise following the live interactive session, you must submit that evaluation and the exercise in a timely manner to receive credit. | | | | | |

Appendix H :

The following 10 pages contain an example of a guide used to provide information to park personnel on using SMIS.

A. Key Changes to the SMIS System for 2006

The primary modifications to SMIS were made to accommodate the new OSHA 300 Recordkeeping requirements, which took effect for the Federal Government beginning in 2005. The SMIS system is now capable of tracking incidents according to the new OSHA definitions for first aid incidents, recordable injuries, and DART injuries. All CDSOs and Safety Managers for NPS should also be knowledgeable about these new definitions. SMIS is now also able to automatically generate OSHA 300 logs and 300A summary forms beginning in calendar year 2006.

- The supervisor's supplemental information form is now a required part of the CA-1 form completion process. This ensures that the information required to generate the new OSHA 301 forms is available in the SMIS system.
- The injury coding fields have been streamlined. There are more drop-down menus to use in completing these coding fields.
- Many of the injury coding fields are no longer completed by the employee or supervisor. Instead, these fields must now be filled out by the designated park SMIS reviewer. This will help ensure more consistency in coding.
- The fields to be completed by the supervisor and employee are primarily narrative in nature to encourage a more detailed description of the incident and how it occurred. As a result, the reviewer should expect to see empty coding fields that must be completed during the case review process.
- The park SMIS reviewer can now "reject" the inputs of a supervisor and send the case back to the supervisor for additional work if the reviewer feels that the information which has been entered is incomplete or incorrect.
- The narrative corrective actions box initially completed by the supervisor can be checked and updated by the SMIS reviewer as appropriate or necessary, such as following a formal root cause analysis.
- It is very important that the park SMIS reviewer be knowledgeable about the new OSHA injury definitions and recordkeeping requirements. The reviewer must be able to determine whether each case is a first aid incident, recordable injury, DART injury, or privacy case. It is now the responsibility of the reviewer to correctly code each case according to the OSHA definitions. This coding will be used at the end of the fiscal year to determine the park's recordable and DART injury rates, and also to generate the park's OSHA 300 Log and 300A Summary at the end of the calendar year.
- Recordability is determined based on a check box on the reviewer screens. DART dates and privacy cases must also be checked and verified on the reviewer screens.
- SMIS now accepts only the top injury outcome for each incident rather than multiple outcomes.
- An "Injury Context" box on the supervisor input screens now allows the supervisor to specify whether the incident occurred at the park, or outside the park during a national disaster, during a wildland or structural fire, or during a work capacity test.
- The supervisor must print and file the CA-1 and should also print the OSHA 301 form after completing the supervisory input screens.
- Shortly, SMIS will have the capability to send an email notification to the park SMIS reviewer or safety manager when a new claim is filed. Let Jennifer Sahmel know if there are individuals at your park who would like to receive this notification so that their Safety Manager account information can be updated.
- Clicking on the label for many fields will now bring up a help screen with information.

B. SMIS STEP BY STEP

1. Main Menu Screens of the SMIS System

The first screen of the SMIS system allows the user to select whether he/she is an employee who has been injured, a supervisor of an injured employee, the safety manager/SMIS case reviewer for a park, or the OWCP coordinator for a park.

The screenshot shows the SMIS main menu. At the top left is the SMIS logo and the title "Safety Management Information System - Release 5.00". On the left is a sidebar with "SMIS & OWCP References & Links" containing buttons for Reference Library, Instructional Slides, Updates & Information, Report Codes, Important Notices, Privacy Act, Workers' Compensation, and Return To Homepage. The main area is titled "Select the SMIS activity you would like to perform" and contains four categories of activities, each with a radio button and a list of options:

- Employees:**
 - File a Workers' Compensation Claim (CA1/CA2)
 - o If you incur a job-related injury or illness (or are representing someone who has) use this option to submit your claim for compensation to OWCP electronically.
- Supervisors:**
 - All Supervisor Safety Activities
 - o These activities include completion of the supervisor portion of an employee's CA1/CA2 (claim for compensation), Filing SMIS Accident Reports for Minor Injuries that did not involve a claim for compensation, accident reports for property damage or near-misses, or editing and updating accident reports that you have previously entered.
- Safety Manager/Safety Incident Report Reviewers:**
 - All Safety Manager/Accident Reviewer Activities
- Workers' Compensation Coordinators:**
 - All Compensation Coordinator Activities

At the bottom right of the main area is a button labeled "Proceed to the Selected Activity >>".

The screenshot shows the SMIS Safety Manager Login screen. At the top left is the SMIS logo and the title "Safety Manager Login". Below the title is a paragraph of text: "Access to this portion of the system is limited to approved DOI Safety Managers. If you need access to the system, contact your bureau safety office to receive a user-ID and password. For your protection, data is encrypted using SSL (https) between the SMIS server and your browser." Below this text is a form with the heading "Enter your Safety Manager login information:". The form contains two input fields: "User ID:" and "Password:". Below the input fields is a button labeled "Login to SMIS as Safety Manager >>".

Once the Safety Manager function is selected, the Safety Manager Login appears. Keep in mind that all User IDs and Passwords are case sensitive. Additionally, passwords must now meet certain security criteria. If you have an older password that does not meet these criteria (i.e., not enough characters, no numbers/symbols), you may find that you need to have your password changed with the assistance of the IMR Safety Office before you can continue to use the SMIS system.

SMIS Safety Manager's Main Menu [SMIS Feedback](#)

- Run SMIS Data Reports
- Review Accident Reports
- Perform Final Reviews
- Edit Permanent SMIS Data
- Enter Hours/Mileage Data
- Download SMIS Data Files
- Manage Safety Managers
- Enter Accident Reports
- EXIT to SMIS Homepage

Welcome ; Your last login was on 01/30/2006 12:00 PM.
 The Safety Manager activities which you can perform are listed in the menu on the left. Click the appropriate icon to access the activity.

From May-November of 2005, extensive changes are in the background and not visible to the user. The look-and-feel of the application has changed and the data has been consolidated to improve future development. The changes will make the forms more accessible to persons with disabilities.

The new OSHA-300 requirements brought changes to the Safety Manager input screens. SMIS can now generate an OSHA300 Report.

Due to the changes in the nature of the data, the presentation of a SMIS report to the user has been processed. As soon as a Supervisor

2. The Employee Input Screens

After entering basic data including name, address, SSN, grade, phone, and date of birth, injured employees who access SMIS to complete a CA-1 will see the following screen:

SMIS Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation (CA-1)
[Print CA-1 Form](#) [Claim Status](#) [Witness Statement](#) [Privacy Act](#) [Help](#) [Exit](#)

Description of Injury

9. Place Where Injury Occurred (e.g. 2nd floor, Main Post Office Bldg., 12th & Pine)
 TEST LOCATION Zip

10. Date Injury Occurred: (mm/dd/yyyy) Time: :

11. Date of this Notice: 12. Employee's Occupation:

13. Cause of Injury (Describe what happened and why) [Limit 264 Characters]
 I WAS WALKING IN THE PARKING LOT AND SLIPPED ON ICE. I FELL ON MY SIDE. 192 Chars left

14. Nature of Injury (Identify both the injury and the part of body, e.g. fracture of left leg) Be Specific [Limit 264 Characters]
 BADLY BRUISED ELBOW AND KNEE CAUSED BY STRIKING THE ICE AND PAVEMENT. 195 Chars left

Employee Certification

15. I Certify, under penalty of law, that the injury previously described was sustained in performance of duty as an employee of the United States Government and that it was not caused by my willful misconduct, intent to injure myself or another person, nor by my intoxication. I hereby claim medical treatment, if needed, and the following as checked below, while disabled for work:

3. The Supervisor Input Screens

Once an employee has completed his or her sections of the CA-1 or CA-2, the supervisor must access SMIS to complete additional information. Note the Injury Context field at the bottom of the screen: if the employee is injured while working outside of the park, indicate the nature of the duty assignment (i.e., fire duty, emergency/natural disaster response, fitness test) here.

| Supervisor's Report | |
|---|--|
| 18. Employee's duty station (Street address and zip code) Addr: <input type="text" value="TEST LOCATION"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text" value="80228"/> | |
| 19. Employee's retirement coverage: <input type="radio"/> CSRS <input checked="" type="radio"/> FERS <input type="radio"/> Other, Identify <input type="text"/> | |
| 20. Regular Work Hours From: <input type="text" value="8:00"/> <input type="text" value="AM"/> To: <input type="text" value="5:00"/> <input type="text" value="PM"/> | 21. Regular Work Schedule <input type="checkbox"/> Sun. <input checked="" type="checkbox"/> Mon. <input checked="" type="checkbox"/> Tue. <input checked="" type="checkbox"/> Wed. <input checked="" type="checkbox"/> Thu. <input checked="" type="checkbox"/> Fri. <input type="checkbox"/> Sat. |
| 22. Date Of Injury 01/30/2006 12:00PM | 23. Date Notice Received 01/30/2006 |
| | 24. Date Stopped Work <input type="text"/> Time: <input type="text" value="12:00"/> <input type="text" value="AM"/> |
| 25. Date Pay Stopped <input type="text"/> | 26. Date 45 Day Period Began <input type="text"/> |
| | 27. Date Returned To Work <input type="text"/> Time: <input type="text" value="12:00"/> <input type="text" value="AM"/> |
| 28. Was employee injured in performance of duty? <input checked="" type="radio"/> Yes <input type="radio"/> No (If "No," explain [264 Chars Max]) <input type="text"/> <input type="text"/> Chars left | |
| 29. Was injury caused by employee's willful misconduct, intoxication, or intent to injure self or another? <input type="radio"/> Yes <input checked="" type="radio"/> No (If "Yes," explain [264 Chars Max]) <input type="text"/> <input type="text"/> Chars left | |
| 30. Was injury caused by third party? <input type="radio"/> Yes <input checked="" type="radio"/> No (If "No," go to item 32) The Third party is a: <input type="text" value="Person"/> | 31. Name and address of third party (Include city, state, and ZIP code) Last Name: <input type="text"/> First Name: <input type="text"/> Addr: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> |
| Certification of Supervisor and Filing Instructions | |
| 38. A supervisor who knowingly certifies to any false statement, misrepresentation, concealment of fact, etc., in respect of this claim may also be subject to appropriate felony criminal prosecution. I certify that the information given above and that furnished by the employee on the reverse of this form is true to the best of my knowledge with the following exception: <input type="text"/> <input type="checkbox"/> I have read and understand the above statement. | |
| Name of supervisor: Last: <input type="text"/> First: <input type="text"/> Middle: <input type="text"/> | Date <input type="text" value="01/30/2006"/> |
| Supervisor Title <input type="text"/> | Office Phone <input type="text"/> |
| 39. Filing Instructions <input type="radio"/> No lost time and no medical expense: Print and then place this form in employee's medical folder (SF-66-D) <input checked="" type="radio"/> No lost time, medical expense incurred or expected: Forward this form to OWCP <input type="radio"/> Lost time covered by leave, LWOP, or COP: forward this form to OWCP <input type="radio"/> First Aid | |
| Local Case Notes: (Enter any information you would like to convey to the compensation coordinator*) <input type="text"/> <input type="text"/> | |
| Injury Context* <input type="text" value="Standard (non-firefighting) Accident Report"/> | |
| <small>*Information that you provide in these blocks is for local DOI use only and does not go forward to OWCP.</small> | |

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The Supervisor Input Screens, Continued

After completing the initial information above, the supervisor must next complete the information that is necessary for the OSHA 301 form.

| | |
|--|--|
| General Information about the Accident: | |
| Accident OrgCode: | IN10IM1239 (safety) <input type="checkbox"/> Orgcode is not in list: <input type="text"/> |
| Activity Preceding Accident: | <input type="text"/> |
| What Happened: | The Claimant Reported: I WAS WALKING IN THE PARKING LOT AND SLIPPED ON ICE. I FELL ON MY SIDE. |
| Unsafe Act: | <input type="text"/> |
| Unsafe Condition: | <input type="text"/> |
| Corrective Actions: | <input type="text"/> |
| General Information about the Injured Individual: | |
| Date Employee Hired: | <input type="text"/> |
| Outcome of Injury: | Other Case (First Aid/Medical etc.) (Select Most Serious Outcome) |
| If fatal, Date of Death: | <input type="text"/> |
| Date on Restricted Dy: | <input type="text"/> |
| Date off Restricted Dy: | <input type="text"/> |
| Information about Environment Surrounding and the Injury/Illness: | |
| Category of Injury: | Injury (not occupational illness) |
| Severity of Injury: | 00 No Treatment Requested |
| Time Work Began: | 8:00 AM |
| What was Injured: | The Claimant Reported: BADLY BRUISED ELBOW AND KNEE CAUSED BY STRIKING THE ICE AND PAVEMENT. |
| Describe Source of Injury: | <input type="text"/> |

Supervisors must print and sign the CA-1 or CA-2 and keep it on file following the completion of the input screens. The supervisor should also print and file the OSHA 301 form.

SMIS

Congratulations! Your Report is now Complete

[Print CA-1 Form](#)

[Print SMIS Accident Report](#)

[Print OSHA-301 Form](#)

[Edit your Report](#)

[Exit to the SMIS Homepage](#)

You must now print and sign a compensation form (CA1 or CA2) and also have the employee sign the form. This must be kept on file as a legal record to back-up the electronic form that will be submitted to OWCP.

Some Additional Notes:

- You should print an OSHA-301 form to keep a record of this injury on file. This is an OSHA requirement, but SMIS has done the work for you, click the "Print OSHA-301 Form" button above and then send the screen to your printer.
- You may also print a SMIS accident report which overlaps with the OSHA-301 form but contains summary information about all the outcomes of the accident.
- Remember that all these forms contain personal data that is subject to the privacy act and should be carefully protected.
- If two or more employees have filed claims for injuries sustained during the same accident, you will need to complete the supervisor section for both employees. You will also be prompted to enter the supplemental data during the completion of the second or subsequent CA1/CA2 form; however as long as the date/time and zipcode of both reports are identical (as they should be if both employees were hurt as a consequence of the same event) much of the information you already entered from the first report will be preloaded into the second report and you simply need to confirm that it is correct and submit.
- Finally, if you need to enter additional information about this event (for instance: a second employee sustained a very minor injury and is not filing a claim, a visitor or other person ineligible for OWCP compensation was injured, or there was property damage that needs to be reported, click the "Edit your report" button on the menu bar above to return to your report with additional editing options.

4. The Safety Manager/SMIS Reviewer Input Screens

SMIS **Accident Report-Entered: 01/30/2006** *SMIS Feedback*

Each outcome reported for this accident is listed below. To review this accident report, click each outcome, perform a review of the outcome, and submit. After your review, a check appears next each outcome indicating that the review is done. When a check appears by all outcomes, the Post Review button will become active and you can post this accident report.

Review This Accident's Outcomes:

Injury/Illness to: [REDACTED] Review Done

Report Action:

(Returns the Report to the Reporter for Clarification)

(Awaiting review of all Accident Outcomes)

Identity of the Accident: [Cannot change date/time; a related OWCP Case exists]

Accident Category: Standard Accident Report

Date Accident Occurred: 01/30/2006

Time Accident Occurred: 12 : 00 PM

ZIP Code: 80228

Reporter Information:

Reporter's Name: [REDACTED]

Job Title of Reporter: MANAGER

Phone Number of Reporter: 303-969-2702

Description of the Accident/Event:

Result: (Accident Outcome): Injury/Illness incl. Fatality Only (No Property Damage)

Accident OrgCode: IN10IM1239 (safety) Orgcode is not in list: [REDACTED]

Place of Accident: TEST LOCATION

Safety Review/Analysis:

What was happening just before the accident:

Activity Before Accident: Employee was walking into building

Activity Code: [REDACTED]

What Happened & Contributing Factors:

What Happened - Narrative: The Claimant Reported: I WAS WALKING IN THE PARKING LOT AND SLIPPED ON ICE. I FELL ON MY SIDE.

Unsafe Act: Inattention to Surroundings

Unsafe Condition: Hazards of Outside Work Environment

Management Factor: [REDACTED]

Prevention:

Corrective Actions: Provide Yak Traks to all employees. Talk to parking lot maintenance staff about best ways to reduce ice build-up.

Reviewer's Notes: [REDACTED]

The Safety Manager/SMIS Reviewer Input Screens, Continued

| | | | | |
|--|--|--|------------------------------------|-------------------------------|
| SMIS | | Edit Injury report of: <input type="text"/> | | <i>SMIS Feedback</i> |
| OSHA 301 Accident Report | | Delete this Injury | | Exit (no change) |
| Action: | | | | |
| <input type="button" value="Review Complete: Return to Accident Report >>"/> | | (Updates this record & notifies SMIS of your review) | | |
| Information about the Employee & Injury Outcome: | | | | |
| Date Employee Hired: | <input type="text" value="01/01/1990"/> | | | |
| Outcome of Injury: | <input type="text" value="Other Case (First Aid/Medical etc.)"/> | | | (Select Most Serious Outcome) |
| If fatal, Date of Death: | <input type="text"/> | | | |
| Date Work Stopped: | <input type="text"/> | | | |
| Date Return to Work: | <input type="text"/> | | | |
| Date on Restricted Dy: | <input type="text"/> | | | |
| Date off Restricted Dy: | <input type="text"/> | | | |
| Time Work Began: | <input type="text" value="8:00"/> | <input type="text" value="AM"/> | | |
| Seatbelts: | Yes <input type="radio"/> No <input type="radio"/> N/A <input checked="" type="radio"/> | | | |
| Safety Manager Analysis: | | | | |
| OSHA Log Determination: | | | | |
| Category of Injury: | <input type="text" value="Injury (not occupational illness)"/> | | | |
| Privacy Case: | No <input checked="" type="radio"/> Yes <input type="radio"/> IMPORTANT: Consult Privacy Case Help before making this determination! | | | |
| Recordable Injury: | No <input type="radio"/> Yes <input checked="" type="radio"/> | | | |
| What was Injured: | | | | |
| What was Injured Narrative: | <input type="text" value="The Claimant Reported: BADLY BRUISED ELBOW AND KNEE CAUSED BY STRIKING THE ICE AND PAVEMENT."/> | | | |
| Body Part Code: | <input type="text"/> | | | |
| Nature Code: | <input type="text"/> | | | |
| Injury Type Code: | <input type="text"/> | | | |
| Source/Cause of the Injury: | | | | |
| Source/Cause of Injury - Narrative: | <input type="text" value="Icy conditions in parking lot."/> | | | |
| Cause Code: | <input type="text"/> | | | |
| Source Code: | <input type="text"/> | | | |
| Medical Treatment Information: | | | | |
| Emergency Room? | No <input checked="" type="radio"/> Yes <input type="radio"/> | | | |
| Overnight Hospitalization? | No <input checked="" type="radio"/> Yes <input type="radio"/> | | | |
| Physician's Name: | <input type="text" value="JANICE DR. SMITH"/> | | | |
| Treatment Facility: | <input type="text"/> | | | |
| Address: | <input type="text" value="12795 W. ALAMEDA PKWY"/> | | | |
| City/State/ZIP: | <input type="text" value="LAKEWOOD"/> | <input type="text" value="CO"/> | <input type="text" value="80228"/> | |

5. Using SMIS to Generate Forms and Reports

The OSHA 301 form for each case will be automatically formatted and can be easily printed following completion of the CA-1 form.

**OSHA's Form 301
 Injury and Illness Incident Report**

Attention This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

The Injury and Illness Incident Report is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the log of Work-Related Injuries and Illnesses and the accompanying Summary, these forms help the employer and OSHA develop a picture of the extent and severity of work related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Information About the Employee

- 1) Full Name _____
- 2) Street
 City GOLDEN State CO Zip 80401
- 3) Date of Birth 04/14/1970
- 4) Date hired 01/01/1990
- 5) Sex F

Information About the Physician or Other Health Care Professional

- 6) Name JANICE DR. SMITH
- 7) If treatment away from worksite where was it given
 Facility
 Street 12795 W. ALAMEDA PKWY
 City LAKEWOOD State CO Zip 80228
- 8) Was employee treated in an emergency room?
 NO
- 9) Was employee hospitalized overnight as an in-patient?
 NO

Information About the Case

- 10) Case number from the log
- 11) Date of Injury or Illness 01/30/2006
- 12) Time Employee Began Work 8:00 AM
- 13) Time of Event 12:00 PM
- 14) Was employee doing just before the incident occurred?
 Employee was walking into building
- 15) What happened?
 The Claimant Reported: I WAS WALKING IN THE PARKING LOT AND SLIPPED ON ICE. I FELL ON MY SIDE.
- 16) Was was the injury or illness?
 The Claimant Reported: BADLY BRUISED ELBOW AND KNEE CAUSED BY STRIKING THE ICE AND PAVEMENT.
- 17) What object or substance directly harmed the employee?
 Icy conditions in parking lot.
- 18) If the employee died when did death occur n/a

Completed By:

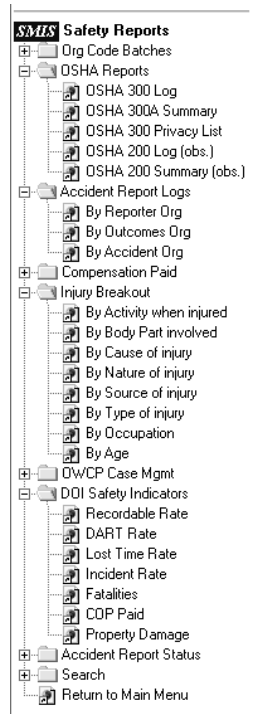
Title: MANAGER

Phone: 303-969-2702

Date: 01/30/2006

DOI Facsimile of OSHA Form 301 - Maintain at organization, do not send completed form to OSHA US Department of Labor

The Reports Menu below demonstrates some of the report options available in SMIS.



SMIS Safety Manager Reports Menu for:

[SMIS Feedback](#)

Welcome SMIS Safety Reports Menu

All of the SMIS reports have been changed as a result of the SMIS R5 upgrade.

We are still experiencing difficulties with the Injury Breakout reports and the search engine. We are working on those reports and hope to have them working within a week or two. Although there have been substantial changes to the way the reports find their data i.e. the use of access lists as well as batch files, the old reports continue to use old (pre-OSHA 300) selection criteria. The new reports: OSHA300, OSHA300A, Recordable Rate, and Dart Rate all use the new reporting criteria.

Appendix I : Injury Breakout by Cause

DEPARTMENT OF THE INTERIOR

Injury Breakout by Cause
 All Injuries Report Breakout by Cause (DOI Employees)
 Date Range: 01-Oct-05-30-Sep-06
 Organization Batch: "YOSE"

Top 15 Values

| Cause | Cases |
|--|--------------|
| Animals, Insects | 11 |
| Handling unpkgd. tools, instruments | 10 |
| Other manual handling and equipment | 10 |
| Jumping to or from other places | 9 |
| Fall/slip walkways, curbs, porches | 8 |
| Poison ivy, oak, sumac | 8 |
| Hand Tools | 7 |
| Unclassified | 6 |
| Handling stone, clay, glass, cement | 5 |
| Handling unpkgd. lumber, dunnage | 4 |
| Other dust, Gas or Chemical | 4 |
| Handling cable, rope, nets, chains, etc. | 4 |
| Slip on or in, not Falling | 3 |
| Weather Exposure | 3 |
| Personal Protective Equipment | 3 |
| Misc | 31 |
| Total | 126 |

[Return to the Report Configuration Page](#)

This page intentionally blank.

OSHA 300 Log Report

| Identify the person | | | Describe the case | | | Classify the case | | | | Number of Days | | Injury or Illness Classification | | | |
|---------------------|------------------|--------------------|-------------------|--------------------------------------|-------------------------------|-------------------|-----------|----------|-------|----------------|---------------|----------------------------------|----|----|----|
| Case no. | Employee's Name | Job Title | Date of Injury | Where Event Occurred | Description of Injury/Illness | Death | Days Away | Job Xfer | Other | Away From Work | On Xfer/Restr | IN | SD | RE | PO |
| <u>2006-1000103</u> | PRIVACY CASE | ELECTRICIAN | Jan/3 | 1ST. FLOOR UTILITY RM. RES. 724 BARI | Abdomen | | x | | | 24 | 84 | x | | | |
| <u>2006-1000232</u> | JOELLA DOMINGUES | LABORER | Jan/24 | YOSEMITE VALLEY, DNC DUMPSTER, BEHIN | Single Lower Leg | | x | | | 1 | 0 | x | | | |
| <u>2006-1000156</u> | LINDA KELLY | MAINTENANCE WORKER | Feb/20 | YOSEMITE FALLS RESTROOM (OUTSIDE) | Vertebrae | | x | | | 4 | 0 | x | | | |
| <u>2006-1000496</u> | LEONOR PEREZ | MAINTENANCE WORKER | Mar/6 | YVP TRAILERS LOCATED AT THE MAIN COM | Single Forearm | | | x | | 0 | 7 | x | | | |
| <u>Legacy Case</u> | LILLIE SEAL | LABORER | May/2 | PARKWIDE CUSTODIAL AND GROUNDS SHOP | Both 1st fingers | | | | x | 0 | 0 | x | | | |
| <u>2006-1004077</u> | RICHARD ROE | MAINTENANCE WORKER | May/24 | MAINTENANCE GARAGE | Lower back | | x | | | 159 | 0 | x | | | |
| <u>2006-1000908</u> | CASEY ELLIS | LABORER | Jun/2 | UPPER PINES CAMPGROUNDS YOSEMITE NAT | Single hand | | x | | | 23 | 38 | x | | | |
| <u>2006-1001387</u> | THOMAS CLARK | | Jun/14 | MATHER B&G OFFICE HODGDON MEADOWS | Lower back | | x | | | 4 | ? | x | | | |
| <u>Legacy Case</u> | GINGER MORROW | LABORER | Sep/28 | NORTH PINE SITE 417 YOSEMITE VALLEY. | Single Lower Leg | | x | | | 5 | 0 | x | | | |
| Totals: | | | | | | 0 | 7 | 1 | 1 | 220 | 129 | 9 | 0 | 0 | 0 |

[Return to the OSHA 300 Log Configuration Page](#)