

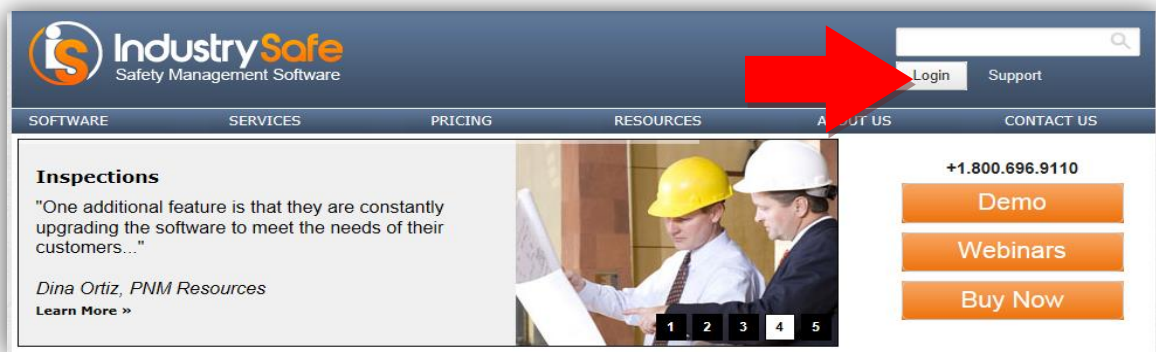
IndustrySafe Corrective Actions Reporting Guide

This guide describes the process for reporting claims using the IndustrySafe Safety Management Software.

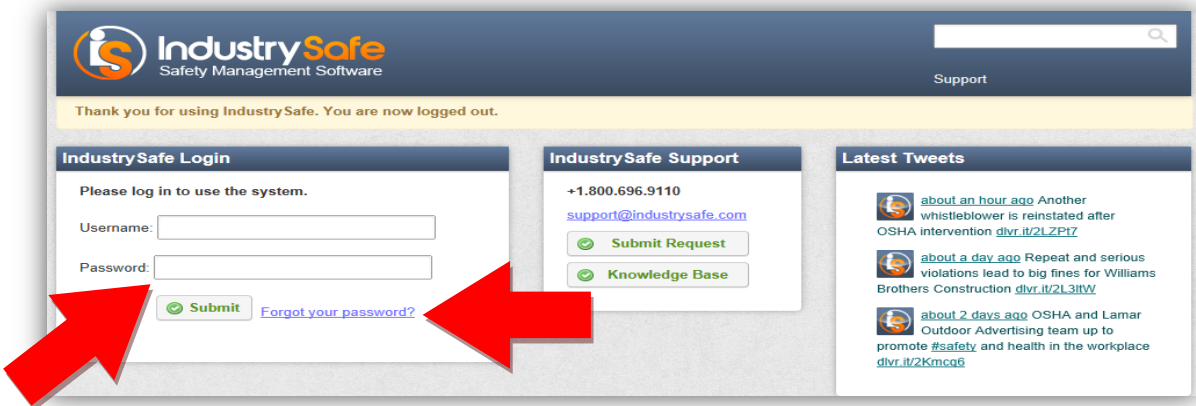
1 Log in to IndustrySafe

1.1 Using your preferred browser, go to <http://www.industrysafe.com>

1.2 Click on the **Login** button at the top right corner of the page.



1.3 Enter your username and password and click the **Submit** button.



Note: If you forget your username or password, click the **Forgot your password?** button to have your username and a new password emailed to you. The next time you log in you will be asked to change your password.

A corrective action may be linked to another record in IndustrySafe, or you may add an unlinked corrective action. Sections two through six describe how to add corrective actions to incidents, inspections, hazard, and observations. Section seven describes how to add an unlinked corrective action. Section eight describes how to complete the corrective action form.

2 Add a Corrective Action to an Incident

2.1 Click on the **Incidents** tab

Home

Dashboard

Incidents

Claims

Inspections

Hazards

Observations

Corrective Actions

Training

+

Reports & Analysis

Regulatory Reports

Employees

Facility1 Profile

Incident Summary

Q

i

12 out of 12 records

| Incident Number | Facility1 | Date of Incident | Incident Type | Subcontractor | Location |
|---------------------------|-------------------------------|------------------|--------------------------|---------------|----------|
| FY13-0028 | Racine-WI | 09/28/2012 | Hazardous Material Spill | Computer | |
| FY13-0027 | Racine-WI | 09/19/2012 | Operational Malfunction | | |
| FY13-0025 | George-MS | 09/13/2012 | Environmental Incident | | |
| FY13-0026 | Lauderdale-AL | 09/13/2012 | Hazardous Material Spill | | |
| FY13-0022 | Washington Marketing Facility | 09/13/2012 | Employee Injury | | |
| FY13-0024 | Washington Marketing Facility | 09/13/2012 | Employee Injury | | |

2.2 Locate the incident in the summary screen and click on the **Incident Number** link.

Home

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12 out of 12 records

| Incident Number | Facility1 | Date of Incident | Incident Type | Subcontractor | Location |
|---------------------------|-------------------------------|------------------|--------------------------|---------------|----------|
| FY13-0028 | Racine-WI | 09/28/2012 | Hazardous Material Spill | Computer | |
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| FY13-0025 | George-MS | 09/13/2012 | Environmental Incident | | |
| FY13-0026 | Lauderdale-AL | 09/13/2012 | Hazardous Material Spill | | |
| FY13-0022 | Washington Marketing Facility | 09/13/2012 | Employee Injury | | |
| FY13-0024 | Washington Marketing Facility | 09/13/2012 | Employee Injury | | |

2.3 Click on the **Incident Investigation** link on the Incident Information Form page.

Home Dashboard **Incidents** Claims Inspections Hazards Observations Corrective Actions Training

+ Reports & Analysis ▾ Regulatory Reports ▾ Employees Facility1 Profile

Incident: FY13-0027 **9/19/2012** **Operational Malfunction**

Involved Employee: Scott Kaminski - Shop Foreman

+ Add ▾ - Delete

[New Incident Form](#)

[Incident Investigation](#) - Open

Corrective Actions [12149 - Open](#)

Claims [5660 - Open](#)

Hazards [8845 - Open](#)

2.4 Scroll to the bottom of the form and click the **Add Corrective Action** button.

Additional Features

Claims Add Claim [5660](#) - Open

Tasks Add Task

Events Add Event

Hazards Add Hazard [8845](#)

Corrective Actions Add Corrective Action

Attachments Add File

Emails Send Email

Save Back Close Print

The incident form will be saved and pertinent information will be copied to the corrective action form. See section seven for the steps to complete the corrective action form.

3 Add a Corrective Action to an Inspection

3.1 Click on the **Inspections** module



| System ID | Facility | Date ▼ | Category |
|-----------------------|-----------------------|------------|---|
| 20168 | Clare's Location | 10/19/2012 | Safety Inspections - OSHA Checklists - 1926 |
| 20682 | HQ | 10/18/2012 | Safety Inspections |
| 20054 | East Alton Mill | 10/17/2012 | Environmental Inspections |
| 20662 | Job Site #25 -East CT | 10/16/2012 | Safety Inspections |
| 20663 | Kansas City | 10/16/2012 | Safety Inspections |
| 20604 | Clare's Location | 10/16/2012 | Safety Inspections - OSHA Checklists - 1926 |

3.2 Locate the inspection in the summary screen and click on the **System ID** link.



| System ID | Facility | Date ▼ | Category |
|-----------------------|-----------------------|------------|---|
| 20168 | Clare's Location | 10/19/2012 | Safety Inspections - OSHA Checklists - 1926 |
| 20682 | HQ | 10/18/2012 | Safety Inspections |
| 20054 | East Alton Mill | 10/17/2012 | Environmental Inspections |
| 20662 | Job Site #25 -East CT | 10/16/2012 | Safety Inspections |
| 20663 | Kansas City | 10/16/2012 | Safety Inspections |
| 20604 | Clare's Location | 10/16/2012 | Safety Inspections - OSHA Checklists - 1926 |

3.3 Scroll to the section above the checklist and click the **Add Corrective Action** button.

Additional Features

Tasks

Add Task

Events

Add Event

Hazards

Add Hazard

Corrective Actions

Add Corrective Action

Attachments

Add File

Emails

Send Email

Inspection Checklist

| Item | Reference | Description | Status | Comments |
|------|-------------|--|-------------|----------|
| 01 | 1926.200(a) | Are signs and symbols required by this subpart visible at all times when work is being performed, and are they removed or covered promptly when the hazards no longer exist? | 4 - Not Aud | |

The inspection form will be saved and pertinent information will be copied to the corrective action form. See section seven for the steps to complete the corrective action form.

4 Add a Corrective Action to a specific Inspection Checklist Item

4.1 Click on the **Inspections** module

| Home | Dashboard | Incidents | Claims | Inspections | Hazards | Observations | Corrective Actions | T |
|--|-----------------------|------------|---|-------------|---------|--------------|--------------------|---|
| | Reports & Analysis ▾ | Employees | Facility Profile | | | | | |
| Inspection Summary 56 out of 56 records | | | | | | | | |
| System ID | Facility | Date ▼ | Category | | | | | |
| 20168 | Clare's Location | 10/19/2012 | Safety Inspections - OSHA Checklists - 1926 | | | | | |
| 20682 | HQ | 10/18/2012 | Safety Inspections | | | | | |
| 20054 | East Alton Mill | 10/17/2012 | Environmental Inspections | | | | | |
| 20662 | Job Site #25 -East CT | 10/16/2012 | Safety Inspections | | | | | |
| 20663 | Kansas City | 10/16/2012 | Safety Inspections | | | | | |
| 20604 | Clare's Location | 10/16/2012 | Safety Inspections - OSHA Checklists - 1926 | | | | | |

4.2 Locate the inspection in the summary screen and click on the System ID link.

| Home | Dashboard | Incidents | Claims | Inspections | Hazards | Observations | Corrective Actions | T |
|--|-----------------------|------------|---|-------------|---------|--------------|--------------------|---|
| | Reports & Analysis ▾ | Employees | Facility Profile | | | | | |
| Inspection Summary 56 out of 56 records | | | | | | | | |
| System ID | Facility | Date ▼ | Category | | | | | |
| 20168 | Clare's Location | 10/19/2012 | Safety Inspections - OSHA Checklists - 1926 | | | | | |
| 20682 | HQ | 10/18/2012 | Safety Inspections | | | | | |
| 20054 | East Alton Mill | 10/17/2012 | Environmental Inspections | | | | | |
| 20662 | Job Site #25 -East CT | 10/16/2012 | Safety Inspections | | | | | |
| 20663 | Kansas City | 10/16/2012 | Safety Inspections | | | | | |
| 20604 | Clare's Location | 10/16/2012 | Safety Inspections - OSHA Checklists - 1926 | | | | | |



- 4.3 Within the Inspection Checklist, locate the Inspection Item that you want to attach the corrective action to, and click the green and white addition sign that corresponds to that Inspection Item

| Item | Reference | Description | Status | Comments | Corrective Actions |
|------|----------------|--|-------------|----------|--------------------|
| 01 | 1926.200(a) | Are signs and symbols required by this subpart visible at all times when work is being performed, and are they removed or covered promptly when the hazards no longer exist? | 4 - Not Aud | | |
| 02 | 1926.200(b)(1) | Are danger signs (see Figure G-1) used only where an immediate hazard exists? | 4 - Not Aud | | |
| 03 | 1926.200(b)(2) | Do danger signs have red as the predominating color for the upper panel; black outline on the borders; and a white lower panel for additional sign wording? | 4 - Not Aud | | |
| 04 | 1926.200(c)(1) | Are caution signs (see Figure G-2) used only to warn against potential hazards or to caution against unsafe practices? | 4 - Not Aud | | |

The inspection form will be saved and pertinent information will be copied to the corrective action form. See section seven for the steps to complete the corrective action form.

5 Add a Corrective Action to a Hazard

- 5.1 Click on the **Hazards** tab

| Home | Dashboard | Incidents | Claims | Inspections | Hazards | Observations | Corrective Actions |
|---|-----------------------|-----------|------------------|----------------------------------|---------|--------------|--------------------|
| | Reports & Analysis | Employees | Facility Profile | | | | |
| Hazards Summary 8 out of 8 records | | | | | | | |
| System ID | Facility | Section | Location | Originating Type | | | |
| 9002 | Kansas City | | | Inspections | | | |
| 9022 | Philadelphia | | | Incident | | | |
| 8982 | | | | Unlinked | | | |
| 8962 | Alaska Final Assembly | | | Observation | | | |
| 8942 | Washington | | | Unlinked | | | |
| 8922 | | | | Unlinked | | | |
| 8902 | | | | IH - Industrial Hygiene Sampling | | | |
| 7962 | | | | Unlinked | | | |

5.2 Locate the hazard in the summary screen and click on the **System ID** link.

Home

Dashboard

Incidents

Claims

Inspections

Hazards

Observations

Corrective Actions

+

Reports & Analysis

Employees

Facility Profile

Hazards Summary

8 out of 8 records

| System ID | Facility | Section | Location | Originating Type |
|----------------------|-----------------------|---------|----------|----------------------------------|
| 9002 | Kansas City | | | Inspections |
| 9022 | Philadelphia | | | Incident |
| 8922 | | | | Unlinked |
| 8922 | Alaska Final Assembly | | | Observation |
| 8922 | Washington | | | Unlinked |
| 8922 | | | | Unlinked |
| 8902 | | | | IH - Industrial Hygiene Sampling |
| 7962 | | | | Unlinked |

5.3 Scroll to the bottom of the form and click the **Add Corrective Action** button.

Additional Features

Corrective Actions

Attachments

Emails

Add Corrective Action

Add File

Send Email

ave

Save and Add

Delete

Print

The hazard form will be saved and pertinent information will be copied to the corrective action form. See section seven for the steps to complete the corrective action form.

6 Add a Corrective Action to an Observation

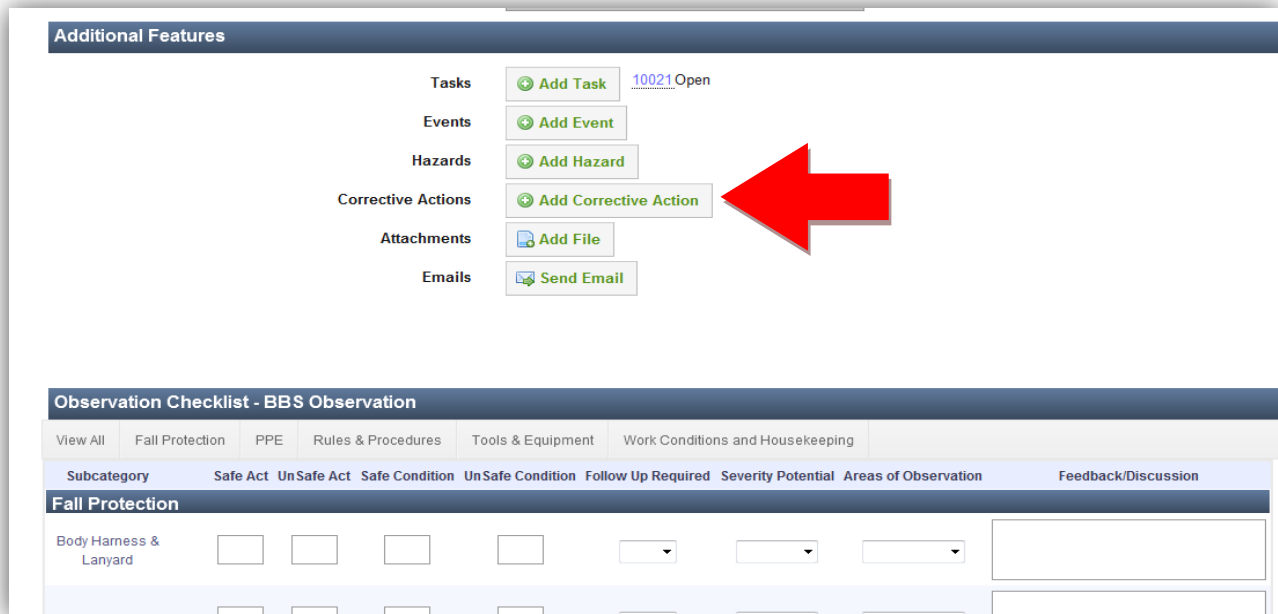
6.1 Click on the **Observations** tab

| Home | Dashboard | Incidents | Claims | Inspections | Hazards | Observations | Corrective Actions | T |
|---|---|----------------------|--------------------|-------------|-----------------------|--------------|--------------------|---|
| | Observations | Observation Schedule | Reports & Analysis | Employees | Facility Profile | | | |
| Observation Summary 26 out of 26 records | | | | | | | | |
| System ID | Facility | | | | Date of Observation ▼ | | | |
| 7722 | Mississippi Main | | | | 10/18/2012 | | | |
| 7723 | Parks Patterson Sports Maintenance Center | | | | 10/18/2012 | | | |
| 7724 | Philadelphia | | | | 10/18/2012 | | | |
| 7725 | | | | | 10/18/2012 | | | |
| 7702 | Alaska Final Assembly | | | | 10/16/2012 | | | |
| 7703 | Mississippi Main | | | | 10/16/2012 | | | |
| 7662 | Mississippi Main | | | | 10/15/2012 | | | |
| 7663 | Mississippi Main | | | | 10/15/2012 | | | |
| 7682 | Mississippi Main | | | | 10/15/2012 | | | |
| 7644 | Main Office - Calgary | | | | 10/10/2012 | | | |
| 7622 | Forest Hill Facility | | | | 10/03/2012 | | | |

6.2 Locate the observation in the summary screen and click on the **System ID** link.

| Home | Dashboard | Incidents | Claims | Inspections | Hazards | Observations | Corrective Actions | T |
|---|---|----------------------|--------------------|-------------|-----------------------|--------------|--------------------|---|
| | Observations | Observation Schedule | Reports & Analysis | Employees | Facility Profile | | | |
| Observation Summary 26 out of 26 records | | | | | | | | |
| System ID | Facility | | | | Date of Observation ▼ | | | |
| 7722 | Mississippi Main | | | | 10/18/2012 | | | |
| 7723 | Parks Patterson Sports Maintenance Center | | | | 10/18/2012 | | | |
| 7724 | Philadelphia | | | | 10/18/2012 | | | |
| 7725 | | | | | 10/18/2012 | | | |
| | Alaska Final Assembly | | | | 10/16/2012 | | | |
| | Mississippi Main | | | | 10/16/2012 | | | |
| | Mississippi Main | | | | 10/15/2012 | | | |
| | Mississippi Main | | | | 10/15/2012 | | | |
| 7682 | Mississippi Main | | | | 10/15/2012 | | | |
| 7644 | Main Office - Calgary | | | | 10/10/2012 | | | |
| 7622 | Forest Hill Facility | | | | 10/03/2012 | | | |

6.3 Scroll to the section above the checklist and click the **Add Corrective Action** button.



The screenshot displays the 'Additional Features' section of the IndustrySafe interface. It contains a list of buttons for various actions: 'Add Task' (with a link to '10021 Open'), 'Add Event', 'Add Hazard', 'Add Corrective Action', 'Add File', and 'Send Email'. A large red arrow points directly to the 'Add Corrective Action' button. Below this section is the 'Observation Checklist - BBS Observation' table, which has tabs for 'View All', 'Fall Protection', 'PPE', 'Rules & Procedures', 'Tools & Equipment', and 'Work Conditions and Housekeeping'. The 'Fall Protection' tab is selected, showing a table with columns for 'Subcategory', 'Safe Act', 'UnSafe Act', 'Safe Condition', 'UnSafe Condition', 'Follow Up Required', 'Severity Potential', 'Areas of Observation', and 'Feedback/Discussion'. The first row is for 'Body Harness & Lanyard' and contains several empty input fields.

The observation form will be saved and pertinent information will be copied to the corrective action form. See section seven for the steps to complete the corrective action form.

7 Add an Unlinked Corrective Action

7.1 Click on the **Corrective Actions** module

| Home | Dashboard | Incidents | Claims | Inspections | Hazards | Observations | Corrective Actions | Training |
|---|---|-----------|------------------|-----------------------|---------|------------------|--------------------|----------|
| | Reports & Analysis ▾ | Employees | Facility Profile | | | | | |
| <div>Corrective Actions Summary<div> </div>15 out of 15 records</div> | | | | | | | | |
| System ID | Facility | | | Originating System ID | | Originating Type | | |
| 22445 | Philadelphia | | | FY13-0068 | | Incident | | |
| 22444 | Parks Patterson Sports Maintenance Center | | | FY13-0078 | | Incident | | |
| 22405 | Genzyme Facility A | | | FY13-0074 | | Incident | | |
| 22404 | Genzyme Facility A | | | FY13-0074 | | Incident | | |
| 22406 | Philadelphia | | | FY13-0075 | | Incident | | |
| 22424 | Philadelphia | | | FY13-0076 | | Incident | | |
| 22384 | Corporate Offices | | | 20522 | | Inspection | | |
| 22364 | Alaska Final Assembly | | | 8962 | | Hazard | | |

7.2 Click the green and white addition sign icon to access a new Corrective Action recording form.

Home | Dashboard | Incidents | Claims | Inspections | Hazards | Observations | **Corrective Actions** | Training | Industrial Hygiene

Reports & Analysis ▾ | Employees | Facility Profile

Add

Corrective Action Recording Form:

Save Save and Add Print

[Basic Information](#) | [Resolution & Responsibility](#) | [Addition](#)

Basic Information

Originating Type: Unlinked ▾

Source: ▾

Date Identified *: 10/19/2012

Business Group *: ▾

Region *: ▾

Division *: ▾

Facility *: ▾

Facility Type *: ▾

Department: ▾




Investigator *: Kaminski, Scott ▾

Detailed Location:

Problems/Description *:

8 Complete the Corrective Action Form

3.1 Enter the Basic Information


 Save
 Save and Add
 Print

[Basic Information](#) | [Resolution & Responsibility](#) | [Additional Features](#)

Basic Information

Originating Type Unlinked ▼

Source ▼

Date Identified * 10/19/2012 

Business Group * ▼


Region * ▼

Division * ▼

Facility * ▼

Facility Type * [Greyed out]

Department ▼

Investigator *  Kaminski, Scott ▼

Detailed Location [Text area]

Problems/Description * [Text area]

Recommendation * [Text area]

Notes/Comments [Text area]

Note: If you are adding a linked corrective action, data from the originating record will be copied over to the corrective action form. The originating record type and system ID will be identified at the top of the Basic Information section.

8.1 Assign a Responsible Party and enter a Due Date

Resolution & Responsibility

Top

Responsible Party *

Phone Number

Second Level Responsible Party

For Overdue Notifications

Third Level Responsible Party

For Final Overdue Notification

Estimated Start Date *

Estimated Completion Date *

Actual Completion Date

Status

Number of Days Until Due

Corrective Action Taken

Estimated Cost

\$ 0

Note: The Responsible Party will receive an email alert letting them know that they have been assigned a Corrective Action, as well as before it comes due and if it goes overdue. If you select a Second or Third Level Responsible Party, they will be alerted if the corrective action goes over due.

8.2 Save the Form

Estimated Cost

\$ 0

Attachments

Add File

Emails

Send Email

Save

Save and Add

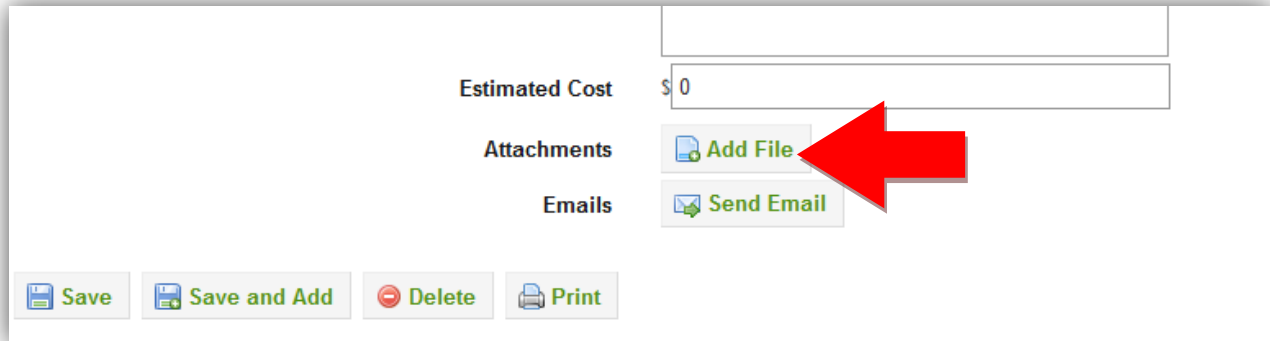
Delete

Print

Note: To add an additional corrective action, click the **Save and Add** button. Doing this will save the current corrective action and copy the basic information to a new record.

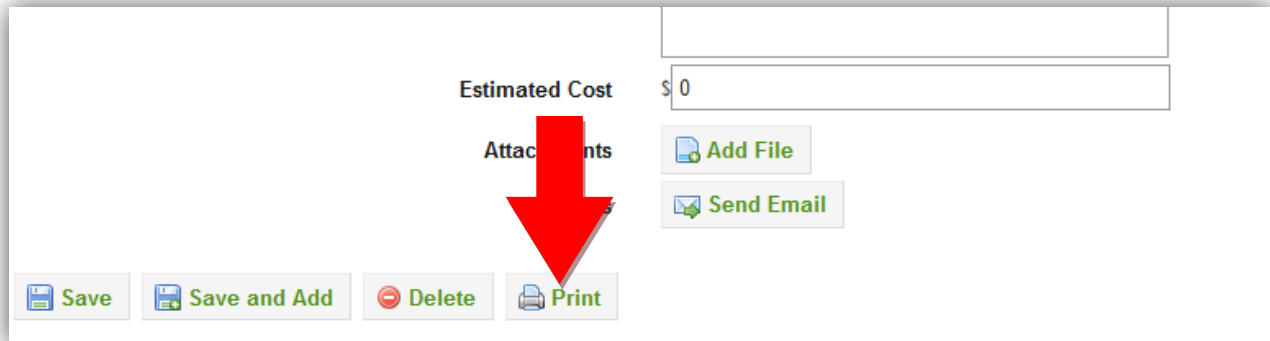
9 Additional Features

9.1 To attach supporting documents (Photos, etc.), click the **Add File** button.



The screenshot shows a portion of the IndustrySafe form. At the top, there are two empty text input fields. Below them, the 'Estimated Cost' is displayed as '\$ 0'. Under the 'Attachments' section, there is a green 'Add File' button with a document icon, which is pointed to by a large red arrow. Below that, under the 'Emails' section, is a green 'Send Email' button with an envelope icon. At the bottom of the form, there are four buttons: 'Save' (with a floppy disk icon), 'Save and Add' (with a floppy disk and plus icon), 'Delete' (with a red minus icon), and 'Print' (with a printer icon).

9.2 To view a print-out of the incident, click the **Print** button.



This screenshot is similar to the previous one, showing the same form elements. However, a large red arrow points directly to the 'Print' button at the bottom of the form, which is located next to the 'Delete' button.

10 General Notes about IndustrySafe

- Fields with a red * are required.
- Ensure that your browser allows pop-ups from IndustrySafe. This is required for certain features such as printing reports and attaching supporting documents.
- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have open on the screen will be saved. A pop-up will alert you before this happens.

- Additional help may be obtained by clicking the Help icon within the navigation pane at the top of the screen.

