Intelex’s EHS Incident Reporting system is a comprehensive, highly efficient and 100% web based solution for managing all aspects of environmental and safety incidents. It facilitates the full process of capturing, tracking, investigating and reporting on all the elements of an EHS incident including: near-miss events, personal injury/illness, vehicle incidents and spill/property damage.

EHS Incident Reporting Overview

The Intelex EHS Incident Reporting solution is a centralized system that provides a portal for organizations to comprehensively manage all aspects of EHS incidents. Manage and track each event, and all related outcomes, such as near-miss events, personal injury/illness, vehicle incidents and spill/property damage. This module is fully configurable ensuring flexibility to satisfy internal goals and processes as well as regulatory responsibilities.

Regulatory Compliance - Simplified

The EHS Incident Reporting module is fully compliant with requirements of ISO 14001, and the OHSAS 18001 standards. In addition, the system streamlines OSHA requirements, including the generation of all OSHA Recordable Statistics such as, OSHA 300 and OSHA 300A log at the touch of a button!

Go Beyond Compliance!

The EHS Incident module not only ensures regulatory compliance but also supports proactive management of hazards and risks to continually improve workplace performance. More than a historical database, the EHS Incident Reporting module is an automated workflow management system facilitating the entire incident follow up process, ensuring a consistent and measurable approach is applied to every incident response. Organizations are able to track and report on the event, as well as all resulting outcomes including, personal injury/illness, vehicle incidents, spill/property damage and near-miss events.

The Intelex Reporting Suite

The EHS Incident Reporting module integrates seamlessly with the reporting features of the Intelex Platform. Reporting features including Real-Time Dashboards, Pre-built Reports, Merge Templates and Configurable Reports enable unprecedented reporting capabilities.

Lesson Learned

Eliminate the communication barrier between multi-site organizations ensuring lessons learned from an EHS incident at one location are learned by all locations. Fully configurable security privileges facilitates location managers at various locations to share/view incident records, including report details, root cause analysis, and corrective actions.
The EHS Incident Reporting system enables capturing, investigating, follow-up and reporting on all aspects of an EHS incident, and resulting outcomes, including near-miss events, personal injury/illness, vehicle incidents, and spill/property damage.

Incident specific workflows are triggered according to the specific outcomes that surround an EHS incident.

Report on aggregate results of an entire EHS incident, or specific outcomes, including near-miss events, personal injury/illness, vehicle incidents and spill/property damage.

Employee specific My Tasks Menu provides easy access to follow-up actions and record keeping screens, ensuring nothing falls through the cracks.

My Staff’s Tasks and My Location’s Tasks Menus allow supervisors to easily monitor if any tasks have gone overdue.

Quickly identify all pending and overdue actions with the graphical Manager’s Dashboard.

Automatic task notifications keep you informed and aware of upcoming tasks.

Automatic “Escalating Email Notifications” for all tasks and requirements inform supervisors at varying levels of incident reporting progress.

Satisfies the related requirements of the ISO 14001 standard.

Achieve complete OSHA compliance, while alleviating the cumbersome nature of OSHA incident reporting processes.

Easily generate OSHA 300 and OSHA 300A logs.

For a Live Demo or Free Trial:
Call: 416-599-6009
Email: intelex@intelex.com

www.intelex.com/safety_incidents
Unprecedented Reporting Capabilities

- **Configurable Reports**: Easily create reports to present incident data as required by your organization, specifying exactly what information should appear as well as how the data should be sorted, filtered and grouped.

- **Merge Templates**: Incident data can be pulled directly from the system into pre-formatted Word documents at the click of your mouse!

- **Dashboards and Scorecards**: Monitor in real time, data summaries from your EHS Incident Reporting module, to stay up to date with all relevant Key Performance Indicators (KPIs), such as number of incidents by month, by location, lost time days, and cause of incidents.

- **Export all incident data to various file formats such as .xls, .doc, PDF, and HTML.**

Benefits of the EHS Incident Reporting Lifecycle

1. **Incident/Event Occurs**
   - Capture All Pertinent Event Details
     a. Time/Date
     b. Event Description
     c. Event Classification
     d. Witness Information

2. **Event Classification**
   - Specific Workflows Engaged According to Event Classification
     a. Personal Injury/Illness
     b. Vehicle Incident
     c. Property/Spill Damage

3. **Respond**
   - Fail Proof Task Management
     a. Automatic Task Notifications
     b. Automatic Email Notifications
     c. Employee Specific My Tasks Menu
     d. Action Item Tracking

4. **Investigate**
   a. Incident Investigation
   b. Root Cause Analysis
   c. Incident Trending Analysis

   ![Investigation Completion](#)
   - This was a problem with identified it. We also a safe driving technique.
   - Investigated By: Rose, Stephen
   - Investigation Completed: Monday, July 16, 2007

5. **Correct**
   a. Follow Up Task Completion
   b. Implement Policy Changes
   c. Revise EHS Policies and Procedures
   d. Apply Preventative Action Plan

6. **Final Approval**
   a. Ensure Incident Information Accuracy
   b. Ensure Organization-Wide Lessons Learned
   c. Maintain Incident Management Consistency and Accuracy

7. **Central Incident Management Tracking**
   a. Track individual incidents
   b. Monitor Aggregate Incident Rates
   c. Centrally Manage Incident Records
   d. Track Incidents for Single Departments to Global

8. **Summary Reports**
   a. Real Time Data Roll-Up
   b. Daily, Weekly, Quarterly Reports
   c. Annual Summary Reports
   d. OSHA 300 and OSHA 300A logs
   e. Annual summary reports
   f. Lost Time Calculations
   g. DART Rates
   h. Incidents Rates
   i. Configurable Reports

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Additional Systems and Modules

The Intelex EHS Incident Reporting Module is available stand-alone or fully integrated with any of Intelex’s other Modules and Systems.

Intelex offers complete, cutting edge solutions for Enterprise Performance Management. The Intelex System features an entirely web based interface and functionality that addresses users at all levels of the organization.

Managing processes and business performance requires a comprehensive approach. Organizations must carefully consider and control activities to ensure all stakeholder expectations and regulatory requirements are met. The Intelex System has been designed to enable organizations to implement and maintain a comprehensive approach to continual improvement with the tools that drive process efficiency, due diligence, and performance monitoring.

The Intelex Management System has Modules structured per International Management System Standards such as the ISO 9001:2000 Quality, ISO 14001 Environmental and OHSAS 18001 Safety Management System Standards. Though not all organizations using the Intelex system need to pursue these Management System frameworks, all users can benefit from the proven approach set by these standards.

Intelex’s web based Management System solutions are extremely flexible, enabling you to utilize any of the Modules available as stand-alone systems, or combine multiple Modules to form your own tailored Management System solution.

Pre-configured systems include the:
- Intelex Safety Management System incorporating OHSAS 18001.
- Intelex Environmental Management System incorporating ISO 14001.

Contact us today and see how Intelex can help you with your environmental, quality, safety, or general Business Performance Management needs.