



# inteleX EHS Incident Reporting

For a **Live Demo** or **Free Trial**:

Call: 416-599-6009

Email: [inteleX@inteleX.com](mailto:inteleX@inteleX.com)



*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.

## EHS Incident Reporting Highlights

- ▶ Comprehensive Incident Reporting
- ▶ Meets and exceeds accident reporting requirements of OHSAS 18001
- ▶ 100% Web Based
- ▶ Automatic Escalating Email Notifications
- ▶ Streamline the OSHA Compliance Processes
- ▶ Easily Generate OSHA 300 and 300A logs
- ▶ Transfer of knowledge and best practices across all departments and locations
- ▶ Unprecedented Reporting Capabilities gives you the information you need, exactly when you need it
- ▶ Flexible security for multiple user groups & stakeholders
- ▶ My Tasks Menus
- ▶ Manager's Dashboard
- ▶ Compatible with any email system
- ▶ Configurable security access
- ▶ Excellent Client Support Services
- ▶ Scalable to unlimited users
- ▶ ASP or in-house installations

## Contents

- ▶ Solution Overview
- ▶ Fail-Proof Task Management
- ▶ Regulatory Compliance - Simplified!
- ▶ Go Beyond Compliance!
- ▶ Configurability: Solutions that Meet Your Needs
- ▶ Unprecedented Reporting Capabilities
- ▶ Get The Whole Picture
- ▶ Benefits of the EHS Incident Reporting Lifecycle
- ▶ Additional Systems

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## Get the Whole Picture

- ▶ 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

## Fail-Proof Task Management

- ▶ 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



## Regulatory Compliance - Simplified!

- ▶ 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**

Enter event details including all related incidents, descriptions, root cause, action taken, and injury status, from a central form.

- ▶ Integrate custom report generation of **WCB/WSIB** cost statements and invoices

## Go Beyond Compliance!

- ▶ Automated workflow management system facilitates the entire incident follow up process, ensuring a **consistent and measurable approach** is applied to every incident response
- ▶ Satisfies the requirements of the **OHSAS 18001 standard**
- ▶ **Standardized data management** allows consistent benchmarking and **performance metrics** enabling standardized measurement, analysis and performance improvement
- ▶ Full integration with **InteleX's Environmental, Safety, and Quality Management Systems**

## Configurability: Solutions that Adapt to Your Needs

- ▶ Configurable captions/field names allow your organization to use the **terminology familiar to your staff**
- ▶ Configurable fields allow you to **capture the data that is pertinent to your company**
- ▶ Configure which fields are mandatory to ensure records are **always complete**
- ▶ Configurable ToolBars allow users to **navigate easily** through the system to the **forms, reports and dashboards** relevant to them

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## 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 group
- ▶ **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

**General Information:**

\*Location: Quebec      Near Miss? No

\*Category: Vehicle

\*Date Occurred: 08/21/2007

\*Time: 3:25 PM

Supervisor: [Select from this location or Select from all location]

Department: paper mill

### 2. Event Classification

*Specific Workflows Engaged According to Event Classification*

- a. Personal Injury/Illness
- b. Vehicle Incident
- c. Property/Spill Damage

**1. Sub-Incidents Associated with this Incident Report:**  
Use the buttons below to add or remove a sub-incident relating to this Incident.

Add Sub-Incident Report

View/Edit	Type	Empl
<a href="#">00044</a>	Injury/Illness Form	Lyon,
<a href="#">00045</a>	Environmental /Property Damage Form	N/A

### 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**  
Please ensure sub-incidents have been closed before closing the incident

Investigators Comments: This was a problem wai identified it. We sho safe driving technique

Investigated By: Ross, 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

**Corrective/Preventive Actions associated with this Incident Report:**  
Use the buttons below to add or remove a Corrective/Preventive Action relating to this In

Add Corrective/Preventive Actions

View/Edit Type	Action Required	Person Responsible	Target D
<a href="#">00009</a>	Corrective Train all employees to NOT use their phones for text messaging while driving.	Caplan, Gary	Monday, July :
<a href="#">00010</a>	Preventive Purchase "Hand's Free" ear pieces for all drivers for their phones.	Ross, Stephen	Monday, July :

### 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:

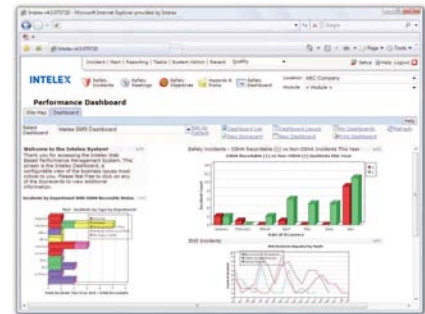
- Intelex Safety Management System incorporating OHSAS 18001.
- Intelex Environmental Management System incorporating ISO 14001.
- Intelex Quality Management System incorporating ISO 9001:2000.

## Intelex Platform Features

- ▶ 100% web based interface
- ▶ User specific activity management
- ▶ Organization wide data roll-up and reporting
- ▶ User specific performance dashboards
- ▶ Security and user specific views
- ▶ Multilingual support
- ▶ In house installations
- ▶ Scalability
- ▶ Database integration
- ▶ Customization services



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



The Intelex Dashboard provides a 30,000 ft. overview of all data managed within the Intelex System and its various Modules. Completed tasks are indicated and outstanding issues are flagged.

## More Modules Available\*

- ▶ Document Control
- ▶ Training Management
- ▶ Audits Management
- ▶ Nonconformances, Corrective/Preventive Actions
- ▶ Permits & Related Activities
- ▶ ISO 14001 Implementation
- ▶ ISO 9001:2000 Implementation
- ▶ Maintenance, Measurement & Monitoring
- ▶ Environmental Incident Reporting
- ▶ Quality Nonconformances & Product Defect Tracking
- ▶ Supplier Management
- ▶ More!

To view all available modules visit [www.intelex-exchange.com](http://www.intelex-exchange.com)

\*Any of the modules can be selected and combined to form a unique Management System solution.

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