

intellex Safety Incident Reporting

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

Call 416-599-6009

Email intellex@intellex.com



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The Intellex Safety Incidents System is a powerful, highly efficient and 100% web based solution for the challenge of enterprise incident reporting, tracking, analysis and reporting. It is a database driven work flow management system with 100% browser based functionality.

Performance Management

- ▶ Satisfies requirements of the **OHSAS 18001** standard.
- ▶ Easily manage, review and **improve corporate response processes and performance**
- ▶ **Quickly identify all pending and overdue actions** with the graphical Manager's Dashboard
- ▶ **Automatic email notification** of document approvals and reviews, and single click access to feedback forms keep you up-to-date with accurate information
- ▶ **Automatic task notifications** keep you informed and aware of upcoming tasks
- ▶ **Employee specific My Tasks Menu** provides easy access to follow-up actions and record keeping screens
- ▶ **Unlimited escalations** for pending and overdue tasks lets superiors at various levels monitor progress
- ▶ **Full integration** with other Intellex Environmental, Safety, and Quality Management Systems

Complete Incident Lifecycle Management

- 1. Incident Reporting**
 - a. Employee Injury
 - b. Near miss incidents
 - c. Property Damage
 - d. Environmental incidents
- 2. Respond**
 - a. Automatic task notifications
 - b. Automatic email notifications
 - c. Automatic task notifications
 - d. Employee specific My Tasks menu
 - e. Action item tracking

Safety Incident Reporting Highlights

- ▶ 100% web based
- ▶ Escalating email notifications
- ▶ Accident reports trigger automatic email notifications upon submission
- ▶ Accident data is reportable for compliance purposes
- ▶ Meets and exceeds accident reporting requirements of OHSAS 18001
- ▶ Web based accident reporting forms
- ▶ Flexible security for multiple user groups & stakeholders
- ▶ My Tasks Menus
- ▶ Manager's Dashboard
- ▶ Compatible with any email system
- ▶ Auto notifications to employees
- ▶ Enterprise wide roll-up summaries
- ▶ Configurable security access
- ▶ Oracle or SQL Server database support
- ▶ Scalable to unlimited users
- ▶ ASP or in-house installations
- ▶ Superior and personal support

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3. Investigate

- Incident investigation
- Root cause analysis
- Data mining tools
- Incident trending analysis

4. Correct

- Follow up completion of tracked incidents
- Implement policy changes
- Revise safety management procedures
- Apply preventive action plan

5. Track

- Track individual incidents
- Centralized database storage
- Archive incident records
- Track incidents for single departments to global enterprises

6. Summary Reports

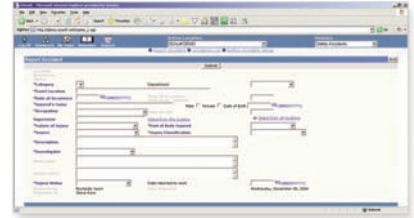
- Real time data roll-up
- Daily reports
- Weekly reports
- Quarterly reports
- Annual summary reports

Incident Tracking Features

- ▶ **Incident reporting forms** are 100% web based to ensure accurate and timely data entry and a user-friendly incident reporting experience
- ▶ **Automatic scheduling, tracking and delegation** of follow-up actions help increase your efficiency
- ▶ **Quickly** enter and maintain complete incident and claim details
- ▶ **Easily track** incident investigation and root cause analysis
- ▶ **Identify recurrences of incidents** and schedule prevention programs
- ▶ **Track and report** on safety data and incident types, causes, and corrective actions for each incident
- ▶ Set up individual, work group, facility, or global **calendar follow-ups** including assignments and linkages to incident information



- ▶ **Automatic "Escalating Email Notifications"** for all tasks and requirements inform supervisors at varying levels of incident reporting progress
- ▶ **System Scalability** lets you expand from a single department or location to multiple departments, locations, regions, and global operations



Easily enter incident details including location, description, root cause, action taken, and injury status, all from a single screen.

Safety Incident Reporting Approaches

Integrated Safety Incident Reporting Approach

- ▶ Integrated reporting of Environmental and Health and Safety Incidents in a single system

Contained Safety Incident Reporting Approach

- ▶ Keep separate forms for Safety Incidents and Environmental Incident reporting

Your Intelex Safety Incident Reporting Management System

- ▶ **Both approaches** are supported and can be configured to enable an integrated reporting form with separate follow up work flow depending on incident type and classification

Incident Analysis Features

- ▶ **Comprehensive data mining tools** provide unprecedented incident trending and analysis capabilities
- ▶ **Data mining tools** let you search, filter, and report on inventories of data providing you with meaningful information
- ▶ The system is **designed to streamline** and facilitate incident investigation and root cause analysis
- ▶ **Utilize comprehensive trending and analysis tools** to generate formatted, real-time reports
- ▶ **Manager's Dashboard** displays statistics graphically and in real-time giving you up-to-date information

Configurable System Features

- ▶ **Configurable views** which let you control information based on work group, location, or management responsibility
- ▶ **Configurable default values**
- ▶ **Configurable field properties:** Mandatory, Read Only, Update Only, etc.
- ▶ **User defined** selection lists (unlimited table entries with appropriate linkages)
- ▶ **Control of data forms** throughout the workflow process with context sensitive **security**

Summary Reports

- ▶ **Create reports** sorted by employee, work group, department, type of incident, injury, or body part
- ▶ **Capture all days lost** and create production loss reports utilizing real-time data
- ▶ **Report** on incident frequency, severity, and roll-up date for any level of your organization
- ▶ **Integrate custom report generation** of WCB/WSIB cost statements and invoices
- ▶ **Export all incident data** to various file formats such as .xls, .doc, PDF, and HTML

*Employee Involved	Alex
*Department	Hurr
*Branch	
*Division	
*Section	

Benchmarking and Performance Metrics

- ▶ Easily apply **consistent benchmarking and performance metrics** to all operations
- ▶ **Web based reporting forms** and follow up work flow serve as a structured template guiding users to capture incident data in a controlled manner
- ▶ Provides a **consistent and universal approach** for reporting and follow up throughout multiple locations, divisions and departments within the organization

- ▶ **Controlled incident reporting** and follow up processes enables data to be archived in a consistent format
- ▶ **Standardized data management** allows consistent benchmarking and performance metrics enabling standardized measurement, analysis and performance improvement

Organization-wide Communication

- ▶ **Share incident data** and root cause analysis information between multiple locations
- ▶ **Avoid recurring incidents** by communicating findings across multiple locations with similar hazards and risks
- ▶ **Security privileges are highly configurable** allowing managers at one location to view incident information from another location for analysis purposes
- ▶ **Reduce inefficiencies** resulting from duplication of effort and inconsistent management approaches

Date and Hour of Injury or Awareness of Disease	
*Date	11/24/2004
Date and Hour Reported to Employer	
*Date	11/17/2004
Normal Working hours on Last Day Worked	
*From	1:00 AM
Date and Hour Returned to Work	
Date	

Legacy-System Integration

- ▶ **Easy setup** saves dozens to hundreds of hours in organizing incident data utilizing hierarchical folder trees, shortcuts to master versions, and browser based cut, copy and paste functionality
- ▶ **Integration with MS Office** and complete compatibility allow you to work with any document format
- ▶ **External database integration** let's you utilize existing databases without having to re-input data
- ▶ **Universal e-mail support** enables integration with any e-mail system ensuring complete compatibility

*Part of Body Injured		
Head		
Face	Left <input type="checkbox"/>	Right <input type="checkbox"/>
Eye	Left <input type="checkbox"/>	Right <input type="checkbox"/>
Ear	Left <input checked="" type="checkbox"/>	Right <input type="checkbox"/>
Nose	Left <input type="checkbox"/>	Right <input type="checkbox"/>
Mouth	Left <input checked="" type="checkbox"/>	Right <input type="checkbox"/>

The following is an example of the work flow capabilities within the Intellex Incident Reporting System. This workflow is highly configurable to be specific to an organization. Please contact Intellex for a free incident needs assessment.

Step 1.

Employee/Facility Information

Injured employee and facility information is selected and/or entered.

Step 2.

Classification Wizard

Incident submission triggers follow-up workflow immediately, email notifications are sent and forms provided for the appropriate stage in the follow-up process.

Step 4.

Creation of Corrective Actions

Corrective Actions can be entered and tracked through to completion. Persons responsible receive notification via email and can immediately click on a link to enter details about the work completed.

Step 3.

Complete Incident Report Information

Based on the incident classification additional steps will be added to the accident report. The following information will be collected:

- ▶ Personal Injury/Illness Details (Checkbox selections)
- ▶ Accident Description (Text box entries)
- ▶ Property Damage/Lost Details (track and summarize costs)
- ▶ Accident Analysis (Text boxes and check box selections)

Step 5.

Manager Approvals

Safety Managers, Facility Managers and Corporate Managers will receive email notification of submitted incidents. Comments and additional information can be appended to the safety report.

Step 6.

Corporate Report Generation and OSHA/WCB/WSIB

Upon classification of an incident full access and system administrator users can generate reports summarizing the incident details. If the incident is deemed OSHA/WCB/WSIB recordable, the facility manager is prompted to review/edit accident information and then print the appropriate reporting form. Reports can be generated at the end of each month summarizing incident information.



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Additional Systems and Modules

The Intelix Safety Incident Reporting Module is available stand-alone or fully integrated with any of Intelix's other Modules and Systems.

Intelix offers complete, cutting edge solutions for Enterprise Performance Management. The Intelix 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 Intelix 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 Intelix 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 Intelix system need to pursue these Management System frameworks, all users can benefit from the proven approach set by these standards.

Intelix'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.

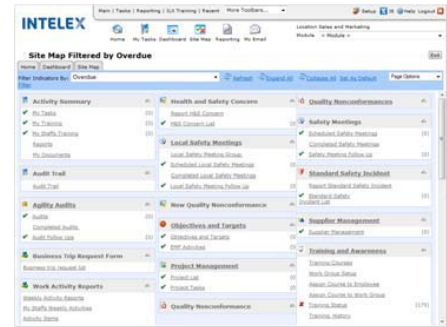
Pre-configured systems include the:

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

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

Intelix 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



The Intelix Dashboard provides a 60,000 ft. overview of all data managed within the Intelix 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.intellex.com/modules

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

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