Managing Incidents

The Incident Management section lets you view and record incidents as well as enter or create the course of action.

You can:

- Search for and view submitted incidents
- Record new incidents
- Edit recorded incidents

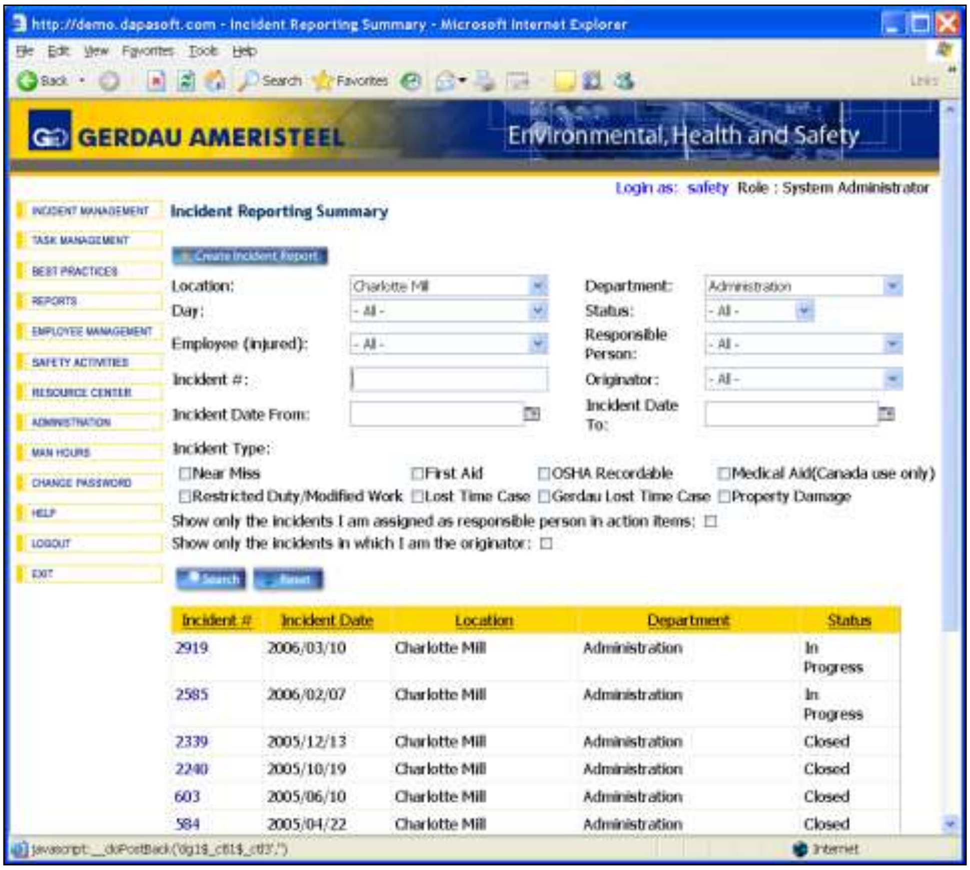
Searching for and Viewing a Submitted Incident

You can search for and view submitted incidents associated to your mill department or if you are the person responsible for an incident.

To search for and view a submitted incident:

1. Select **Incident Management** from the main menu. The Incident Reporting Summary page appears.

Figure 5: Incident Reporting Summary page



2. Enter the search criteria in the fields provided.

Field	Explanation
Location	The location where the user works at is displayed. Users may not edit the location field.
Department	Select the department for which the incident is reported. For supervisor users, the department that they work in is displayed and is not editable.
Day	Select the day of the week on which the incident occurred
Status	Select the status of the incident you want to view
Employee (injured)	Select the employee who has been injured
Responsible Person	Select the person who is responsible for the incident
Incident #	Enter the incident number of the incident you want to view. You will only be able to view the incidents from your mill or if you are the person responsible for the incident.
Originator	Enter the name of the originator of the incident
Incident Date From	Select the first date of the period in which you want to view the incidents
Incident Date To	Select the last date of the period in which you want to view the incidents
Incident Type	Select the incident type that you want to view

3. Place a checkmark in the "Show only the incidents I am assigned to" box if you only want to view the incidents you are assigned to.

4. Place a checkmark in the "Show only the incidents in which I am the originator" box if you only want to view the incidents of which you are the incidents.

4. Click Search: 

. A list of incidents that satisfy the search criteria are displayed.

5. Click on the Incident # of the request of which the details you want to view. The Edit Incident page appears, displaying the details of the incident.

Figure 6: Edit Incident page

Recording an Incident

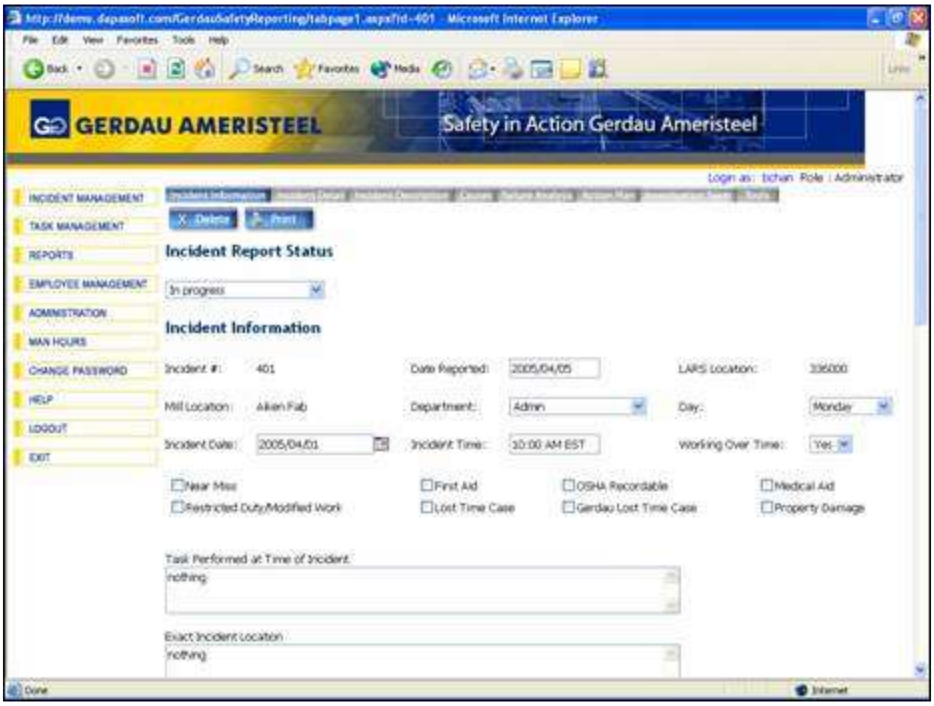
To record an incident, you need to fill out a series of forms accessible from tabs in the Incident Management section of the system.

To begin recording an incident:

1. Select **Incident Management** from the main menu. The Safety Reporting Summary page appears.
2. Click **Create Incident Report**: 

. The Incident Information page appears.

Figure 7: Incident Information page



Your first step is to fill out the Incident Information page.

Filling out the Incident Information Tab

To fill out the incident information tab:

1. Click on the Incident Information tab. The Incident Information page appears.
2. Fill in the general information about the incident in the fields provided.

Field	Explanation
Incident Report Status	Select the status of the incident report (i.e. in progress or closed)
Incident #	The incident number will be automatically generated after the information on this page has been filled out
Date Reported	The default date reported (for the incident) is today's date
LARS Location	The LARS location is automatically generated after the mill location and department have been filled out
Location	The location is defaulted to the location of the user
Department	Select the department for which the incident is reported
Incident Day	Select the day of the week when the incident has occurred
Location Type	Location type appears automatically based the information in the "location"

	field, e.g. mill
Incident Date	Select the date when the incident occurred
Incident Time	Enter the time when the incident occurred. The format should be HH:MM AM/PM time zone, e.g. 01:00 AM EST.
Working Overtime	Select whether the incident happened while the employee was working overtime
Incident Type	Place a checkmark in the box beside the type of incident
Task Performed at Time of Incident	Enter the task that the employee was performing at the time of the incident
Exact Incident Location	Enter the exact location where the incident took place

3. Click Save:  at the end of the Incident Information section. The incident information is saved.

4. Fill in detailed information about the incident in the text boxes and checkboxes provided.