# EHSS USER GUIDE

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#### I. Introduction



#### II. Setup





a. Company: Fill up Company Information **del** and Save.

Country	Zip Code	Region	Provinc	ce City	Street & No.
			<b>T</b>	*	
Email	Website		Telepho	one	Facsimile
Industry		SubIndustry			
				<b>.</b>	
Rethink	e Logo (100x3)	00)p× 2			
THEME SETTING R	edmond	<b>~</b> 3			

- 1. Currency select currency and update current value
- 2. Logo Upload browse logo from files and upload
- 3. Theme Setting select desired theme color
- 4. Records Archive and Restore archive and restore previous records per year

# b. Unit: Add, Edit or Delete SubUnit 🛔 and Save.

ETHINK SAFETY LIMITED	ADD/EDIT SI	JBUNIT				
Customer Service Sales Add Area	<sub>Name</sub> InSafety (	Save Cancel				
INSAFETY SAFET	Y CENTER	-	-	-	-	-
SAFETY SAFET	Y CENTER					-
SAFETY SAFET Rethink I.T. Philippine	Y CENTER					
SAFETY SAFETY	Y CENTER					
Rethink I.T. Philippine Customer Service Sales Add Area	Y CENTER					
SAFETY SAFETY	Y CENTER					

1. SubUnit – rename SubUnit or add departments and areas

THINK SAFETT LIMITED	ADD/EDIT DE	PARTMENT	
Rethink I.T. Philippines 💉	Name Rethink I.T. Pł	nilippines	Number of employees
Customer Service	Shift start	Shift End	Hours per Shift
Finance & Accounting	Man-hours		

- 1. Department rename department and add or edit shifts
- c. Map: Add, Edit or Delete map and Save.

Add Map			
Name:	Safety Center Metro Manila		
Address:	Sun Valley Paranaque		
Image:	Browse 1 file selected.	map_3.jpg	
			Save Cancel
			Save

1. Main Map Upload – browse main map from files and upload

dit Map		
Name:	Safety Center Metro Manila	
ddress:	Sun Valley Paranaque	
mage:	Browse No file selected. map_3.jpg	
ocation	Sun Valley Office - Add Location	
	LOCATION	
	Location Name Sun Valley Office	V Submap 1

Map: Add, Edit or Delete Location or Submap, plot and Save.

- 1. Add or Edit Submap/Location input location name and tick Submap if submap
- 2. Plot Location *trace area points*

# d. User Preference: Setup Tab

Employment Type	Employee	▼ + 2* ×		
Job Hazard		*	Existing Control	+ / ×
Illness		Ţ	+ / ×	

User Preference: Incident Tab

ature	of Incident SAF	ETY	* + /	×	1		Į.	Nature of Incident	
							I	Category	
ROPEI	RTY						ł	Safety 👻	
	C Equipment Type		Welding Equipment	•	+	1 3	¢	Subcategory	
	Vehicle Type		Delivery Truck	•	+	1 3	¢	People 💌	
	Vehicle Model		Toyota Altis 2010	•	+	1 3	¢	Nature of Incident	
	L Building Part Dam	naged	Wall	•	+	1 >	¢	People	
IVIRG	ONMENTAL IMPACT						I	Save Cancel	
	Nature of Impact		Noise	•	+	1 >	¢		
3	Aspect Affected		People		+	1 >	¢		
	Impacting Agent		Energized Equipment	*	+	1 >	¢		
CIDE	ENT SEVERITY RATI	VG							
	Class 1	V	Near Miss Incidents						0
	Class 2	V	<ul> <li>Slight Injury or Health E not affecting work perfo</li> <li>No disruption to operati</li> <li>Local environment dama consequences</li> <li>Public awareness may e</li> </ul>	iffects rmanc on, mir age wit	(inclu e or c nimal thin th out the	ding ausir loss ne fer re is	firs ng c of a nce no	it aid case and medical treatment case) disability assets, products or money and within systems, negligible financial public concern.	1
4	Class 3	V	<ul> <li>Minor Injury or Health E as restriction to work ac days to fully recover (Lo Brief disruption to opera Contamination, damage</li> <li>Some local public conce</li> </ul>	ffects tivities ost Wor stion, r suffici rn, loc	(Lost s (Res rkday ninor iently cal me	Time tricte Case loss large dia a	Inj d V e), l of a e to nd/	jury) affecting work performance, such Workday Case) or a need to take a few limited health effects are reversible assets, products or money attack the environment, /or local political attention	1
	Class 4	V	<ul> <li>Major Injury including P the longer termsuch as without loss of life, noise</li> <li>Partial shutdown of oper</li> </ul>	erman prolon induc ration,	ient Pa ged a ced he medi	artial bsenc aring um lo	Dis ce f Joss	sability, affecting work performance in from work. Irreversible health damage ss, chronic back injuries of assets, products or money	1
	Class 5	V	<ul> <li>Fatality involving a comp company premises</li> <li>Permanent total disabilit</li> </ul>	oany e :y (par	emplo; alysis	/ee, ( , loss	con ; of	tractor, customer or visitor inside arms or legs, etc)	42

- 1. Nature of Incident *add, edit or delete options*
- 2. Property add, edit or delete options
- 3. Environmental Impact *add, edit or delete options*
- 4. Incident Severity Rating select or edit and input description of each class

User Preference: Risk Tab

	DENT RIS	SK )				
Hazard Type Phy	rsical	Ţ	1 / W			
	Jidar					
Hazard Origin Beh	avior		+ / X			
RISK MATRIX	1	Risk	Matrix			
Scale Low		Scal	e	-		
Table 5×5	* +	/ × (	Save Ca	ancel		
	2					Save Cancel
lisk Matrix						
able	5×5	5				
		PROBA	BILITY (Like	lihood)		
SEVERITY						
SEVERITY (Consequences)	Remote	Unlikely	Possible	Likely	Most Likely	
SEVERITY (Consequences)	Remote	Unlikely	Possible 15	Likely	Most Likely 25	
SEVERITY (Consequences) Catastrophic	Remote	Unlikely 10	Possible	Likely 20 16	Most Likely 25 20	
SEVERITY (Consequences) Catastrophic a Major Moderate	Remote 5 04 3	Unlikely 10 8 6	Possible 15 12 9	Likely 20 • 16 • 12 •	Most Likely 25 20 15	
SEVERITY (Consequences) Catastrophic a Major Moderate Minor	Remote 5 0 4 3 2	Unlikely 10 8 6 C 4	Possible 15 12 9 6	Likely 20 • 16 • 12 •	Most a Likely a 25 • 20 • 15 • 10 •	
SEVERITY (Consequences) Catastrophic a Major Moderate Minor Insignificant	Remote 5 0 4 3 2 1	Unlikely 10 8 6 4 4	Possible 15 12 9 6 3	Likely 20 • 16 • 12 • 8 •	Most 2 Likely 2 25 20 15 10 5	
Catastrophic a Major Moderate Minor Insignificant	Remote 5 04 3 2 1	Unlikely 10 8 6 4 2	Possible 15 12 9 6 3	Likely 20 • 16 • 12 • 8 •	Most 2 25 20 20 15 10 10 15 10 10 5	
SEVERITY (Consequences) Catastrophic a Major Moderate Minor Insignificant Tooltips SEVERITY (Consequence)	Remote 5 64 3 2 1 ences)	Unlikely 10 8 6 4 2	Possible 15 12 9 6 3	Likely 20 • 16 • 12 • 8 • 4 •	Most Likely 2 25 20 15 10 5	
SEVERITY (Consequences) Catastrophic a Major Moderate Minor Insignificant Cooltips SEVERITY (Consequence) Catastrophic Major	Remote 5 6 4 3 2 1 ences) Mult	Unlikely 10 8 6 6 6 6 6 6 6 6 6 6 6 6 6	Possible 15 12 9 6 3 d or life threa	Likely 20 • 16 • 12 • 8 • 4 •	Most Likely 2 25 20 15 10 5	
Catastrophic a Major Moderate Minor Insignificant Cooltips SEVERITY (Consequ Catastrophic Major Moderate	Remote 5 04 3 2 1 ences) Mult	Unlikely 10 8 6 4 4 2 tiple deaths and	Possible 15 12 9 6 3 d or life threa	Likely 20 16 12 8 4 tening injuries	Most 2 Likely 2 25 20 1 15 1 10 5	
Catastrophic a Major Moderate Minor Insignificant Cooltips SEVERITY (Conseque Catastrophic Major Moderate Minor	Remote 5 4 3 2 1 ences) Mult	Unlikely 10 8 6 4 4 2 tiple deaths and	Possible 15 12 9 6 3 d or life threa	Likely 20 • 16 • 12 • 8 • 4 •	Most Likely 2 25 20 15 10 5	
Catastrophic a Major Moderate Minor Insignificant Cooltips SEVERITY (Consequ Catastrophic Major Moderate Minor Insignificant	Remote 5 4 3 2 1 ences) Mult	Unlikely 10 8 6 4 4 2 tiple deaths and	Possible 15 12 9 6 3 d or life threa	Likely 20 16 12 8 4 tening injuries	Most 2 25 20 15 10 5	
Catastrophic a Major Moderate Minor Insignificant Cooltips SEVERITY (Conseque Catastrophic Major Moderate Minor Insignificant ROBABILITY (Likeli	Remote 5 b 4 3 2 1 ences) Mult	Unlikely 10 8 6 4 4 2 tiple deaths and	Possible	Likely 20 16 12 8 4 tening injuries	Most 2 Likely 2 25 20 15 10 5	d
Catastrophic a Major Moderate Minor Insignificant Cooltips SEVERITY (Conseque Catastrophic Major Moderate Minor Insignificant ROBABILITY (Likelii Remote	Remote 5 4 3 2 1 ences) Mult	Unlikely 10 8 6 4 2 tiple deaths and	Possible 15 12 9 6 3 d or life threa	Likely 20 16 12 8 4 tening injuries	Most Likely 2 25 20 15 10 5	d
Catastrophic a Major Moderate Minor Insignificant Cooltips EVERITY (Conseque Catastrophic Major Moderate Minor Insignificant PROBABILITY (Likeli Remote Unlikely	Remote 5 b 4 3 2 1 ences) Mult	Unlikely 10 8 6 4 4 2 tiple deaths and	Possible 15 12 9 6 3 d or life threa	Likely 20 16 12 8 4 tening injuries	Most Likely 2 25 20 15 10 5	d
Catastrophic a Major Moderate Minor Insignificant Cooltips SEVERITY (Conseque Catastrophic Major Moderate Minor Insignificant ROBABILITY (Likelii Remote Unlikely Possible	Remote         5         0         4         3         2         1         ences)         Multiplication         hood)	Unlikely 10 8 6 4 2 tiple deaths and	Possible 15 12 9 6 3 d or life threa	Likely 20 16 12 8 4 tening injuries	Most Likely 2 25 20 15 10 5	d
Catastrophic a Major Moderate Minor Insignificant Catastrophic Minor Insignificant Catastrophic Major Moderate Minor Insignificant PROBABILITY (Likeli Remote Unlikely Possible Likely	Remote 5 b 4 3 2 1 ences) Mult	Unlikely 10 8 6 4 4 2 tiple deaths and	Possible 15 12 9 6 3 d or life threa	Likely 20 16 12 8 4 tening injuries	Most 2 25 20 15 10 5	d

- 1. Matrix Scale set rating with corresponding color
- 2. Matrix Table set number of columns and rows
  - a. Labels input probability and severity labels
  - b. Cell Score input score per cell
  - c. Cell Scale select scale per cell
  - d. Severity and Probability Definition add or edit description of each class

# e. Employee Record: Add, Edit or Hide Employee Details and Save.

											Res	igneo
Employee Nam	e <b>v</b>	Designa	ition \$		Departme	nt ¢	Stat	us:		Role	Actio	n
Juan dela Cruz		Safety Offic	er	InSa	fety		Active	1	Safety	Officer	1	
Maria del Rosario				SCP	5		Resigned	t	Not Ap	plicable	1 -	
Add New		No.		+	1 of 1 →					Go t	to Page	1
Employee Details Complete Name First name Birthday		Middle nam	e Gende	r	Last n Civil Status	ame				<b>1</b> ,		
Country	Re	gion		Provi	nce	City		Street		- 1		
	Ŧ		Ŧ		•		*					
Home Phone	Mo	bile Phone								_		
Designation	De	partment		Secti	on					to		
			•			Ψ.						
Job Hazard(s)			Ŧ	Existin	g Control(s	)			¥	+		
Date Hired		Employment	: Туре		Basis of Em	ployemer	nt Nor	mal Workin	ng Hou	rs		
				*			*					
Training(s) Attended				Date			Training Org	ganization				
			*			<b>.</b>				+		
Training(s) Required				Date			Reference					
			*			<b></b>			+	×		
MEDICAL HISTORY												
MEDICAL HISTORY Illness(s)				Date		-						
MEDICAL HISTORY Illness(s)			*	Date		i	+					
MEDICAL HISTORY Illness(s) INCIDENT(S) LOG			*	Date		Ê	+					
MEDICAL HISTORY Illness(s) INCIDENT(S) LOG Incident Title			*	Date Date		<b>#</b>	+ Injured Par	ts/Illness				

Administrator	Safety Officer	Investigator/	Action Officer	Notifier	-		🔲 Include	Inactive Use
Employee Na	me 🔻 🛛 🛛	Designation \$	Departmen	nt ¢	Username	i ¢	Last Login	Action
Juan dela Cru	ız Sa	fety Officer	InSafety		juandelacruz@ehss	.net	Apr 20, 2014 11:20 am	1
Maria del Ros	ario		SCPI		mariadelrosario@ef	nss.net	Apr 21, 2014 11:20 am	1 - 0
	Email First Name		Password Middle Nam	ne	Last N	ame		
	User Role 1	•	Access Lev	el 2	•			

f. System User: Add, Edit or Hide System User and Disconnect Session

- 1. User Roles
  - a. Power User can access all modules including Setup
  - b. Safety Officer assigns or performs investigations, actions, audits/inspections, and add hazard
  - c. Investigation / Action Officer performs assigned investigations, actions, audits/inspections
  - d. Notifier can only access Notice of Incident Form (NOI) \* Systems Administrator – can only access Setup Module
- 2. Access Level set SubUnit access limit per user
- 3. Session Status disconnect user session
- g. Alert: Set Email Notification Alerts for System Users and Save.

	Send email when there is an urgent notification
	Juan dela Cruz (juandelacruz@ehss.net)
	S Maria del Rosario (mariadelrosario@ehss.net)
	Send email when there is a fatal incident
	Send email when nature of incident is Earthquake/Flood/Landslide/Tsunami/Typhoon/Volcanic Eruption/Wildfire
	Send email when notification is not answered for (?) days + Set number of days 2 +
F	ICATION OF HAZARD
	Send email when action is past due date
	Send email when hazard is not assessed for (?) days 🔸
	X Set number of days 2 -
	( Save ) Cancel

# III. INCIDENT

a. Notify: Fill up Notice of Incident (NOI) Form and Submit.

✓ Urgent Notice of Incident Form (NOI)	Notified by: Juan dela	Cruz Date Notified/Recorded: April 25, 2014
Date of Incident * Time of Incident *	Ø	
Exact Location of Incident * Department R	esponsible * Section / Area	
Nature of Incident * • • Safety O Environment	al 🔘 Health 🔿 Security 🔿 Others	
Incident Brief Description		
Activity at that time *		
Brief Description of How the Incident Happened		
List of Injured Person		
Fullname of Injured Person Employment Type	* *	
Injured Person	Employment Type	Actions
	No Record.	
Immediate Action Taken		
Details of Immediate Action		
Person in Charge of the Action Date of Execution of	of Action Time of Execution of Actio	on O
Attachment(s) 🕅		
		Submit Cancel

- 1. Required fields
  - a. Date of Incident
  - b. Time of Incident
  - c. Exact Location of the Incident
  - d. Department Responsible
  - e. Nature of Incident
  - f. Activity at that Time

b. Record: Classify incident notification.

Notifications Assigned Incidents	_	_		More Actions 🔻
Nature of Incident	Date Notified \$	Notifier Name \$	Responsible Department \$	Location \$
Cancers And Other Neoplasms - Occupational Health	Mar 25, 2014 Tue	Maria Cruz	InSafety	Parking Area
Contaminated Nearby Soils - Water	Mar 25, 2014 Tue	Maria Cruz	Rethink IT	Parking Area
Record An Incident	ication	1 of 7 →		Go to Page 1 9
♥ ♥ Urgent Notice of Incident Form (NOI)	I	Notified I	by: Juan dela Cruz 🛛 Date Noti	fied/Recorded: April 25, 2014
Date of Incident * Time of	Incident *			
		O		
Nature of Incident *	Would you like to for No, st	m an investigation t art immediately	eam? Yes	
Incident Brief Description	$\subseteq$	$\sim$		
List of Injured Person	Please choose invest to the selected incide	igating tent.	ssigned	
Immediate Action Taken	Note			
Attachment(s) 🔗				
	Primary Coordinator Target Completion D	4 ate	Incident Haz	ard Archive Cancel
		Send	Cancel	2

- 1. Notifications tick an incident to process
- 2. Classification
  - a. classify as Incident for accidents and near misses
  - b. classify as Hazard for observations notification
  - c. Archive if notification needs no processing
- 3. Investigation Team
  - a. Yes Safety officer assigns and forms an investigation team
  - b. No, Start immediately Safety officer starts investigation immediately
- 4. Primary Coordinator Assign Investigation Officer
- 5. Target Completion Date Set investigation due date

c. Investigate: Gather data, Identify rootcause, Formulate conclusion and Close investigation.

Indiant Tills * Consequences Trepet   00001 Electrical Outlet Dingag, Environmental   00002 Fall of the Same Level Injury   00003 Fall of the Same Level Injury   00004 Mar 23, 2014 Sin + SCPI Luzon i June de Claro   00005 Fall of the Same Level Injury   00006 Mar 23, 2014 Sin + SCPI Luzon i June de Claro   00007 War 23, 2014 Sin + SCPI Luzon i June de Claro   00008 Mar 23, 2014 Sin + SCPI Luzon i June de Claro   00009 Mar 23, 2014 Sin + SCPI Luzon i June de Claro   00009 Mar 28, 2014 Fin + Server Room Eleen Reyes   00009 Mar 28, 2014 Fin + Server Room Eleen Reyes   00010 Electrical Dutlet Server Room Mar 28, 2014 Fin + Server Room   00011 Nature of Incident Date Notified Notifier name   1011 Date of Incident Date of Incident:   1011 Date of Incident: March 11, 2014 T   1011 Date of Incident * Date of Incident:   1011 Date of Incident * Department Responsible *   1011 Section / Area   1011 Date of Incident *   1011 <	Open Investi	gations	Closed Investiga	tions			View I	nvestigations Ass	igned To n
Injury, Property   Damage, Environmental   Ordon   Fiel of the Same Level   Injury   Ordon   Mar 14, 2014 Fri   Insing Server   Property Damage   Mar 23, 2014 Sun × SCPI Luzon I   June de Claro   Ordon   Missing Server   Property Damage   Mar 23, 2014 Fri   Server Room   Electrical Outlet   Server Room   Electrical Outlet   Server Room   NUCDENT NUMBER 00001 - Electrical Outlet Server Room     Incident   Mar 28, 2014 Fri   Server Room     NUCDENT NUMBER 00001 - Electrical Outlet Server Room     Incident Title:     Incident *     Oppartment Responsible *           Nature of Incident *                       Incident *              Nature of Incident *   <	Incident Number *		Incident Title \$	Consequences		Target	Location \$	Investigator \$	Action
0003 Fall of the Same Level Injury Image Mar 23, 2014 Sun + SCPI Luzon 1 June de Claro   0004 Missing Server Property Damage Mar 28, 2014 Fri + Server Room Elleen Reyes   See and dent Indiant Indiant Image Mar 28, 2014 Fri + Server Room   NUCLOENT NUMBER 00001 - Electrical Outlet Server Room Image March 11, 2014 Tuesday. Clarissa Yulo   Nuture of Incident Indiant Date Notified Notifier name Details   Fire-Equipment/Property March 11, 2014 Tuesday. Clarissa Yulo Image   Nuture of Incident * Image Image Section / Area   Incident Title: * Image Department Responsible * Section / Area   Sexet Location of Incident * Image Environmental Health   Section / Area Image Image Environmental Image   Nature of Incident * Image Section / Area Image   Incident Brief Description Image Environmental Impact Image   Incident Brief Description Image Environmental Impact Image   Incident Severity I Class: Image Image Environmental Impact Image   Incident Severity I Class: Image Image Environmental Impact Image   Image Image Image Image Image Image   Image Image Image Image Image Image   Image Image Image Image </td <td>00001</td> <td>Electri</td> <td>cal Outlet</td> <td>Injury, Property Damage, Environmen Impact, Illness</td> <td>tal 🌖</td> <td>Mar 14, 2014 Fri 👻</td> <td>InSafety</td> <td>Clarisa Rivera</td> <td>/ 8</td>	00001	Electri	cal Outlet	Injury, Property Damage, Environmen Impact, Illness	tal 🌖	Mar 14, 2014 Fri 👻	InSafety	Clarisa Rivera	/ 8
00004 Missing Server Property Damage Mar 28, 2014 Fri * Server Room Eileen Reyes   Sea whickdent   INCIDENT NUMBER 00001 - Electrical Outlet Server Room   INCIDENT NUMBER 00001 - Electrical Outlet   Nature of Incident Date Notified Notifier name Details   Fire-Equipment/Property   March 11, 2014 Tuesday Clarissa Yulo Image   Incident Title: *   Incident * Image Image Section / Area   Nature of Incident *   Incident # Department Responsible * Section / Area   Nature of Incident *   Incident # Safety Environmental Health   Section / Area Image Image Environmental Impact   Nature of Incident *   Incident # Safety Environmental Health   Section / Area   Incident # Safety Environmental Health   Section / Area   Incident # Safety Environmental Health   Section / Area   Incident # Safety Environmental Image   Nature of Incident * Safety Safe	00003	Fall of	the Same Level	Injury	0	Mar 23, 2014 Sun 👻	SCPI Luzon 1	June de Claro	1*
See	00004	Missin	g Server	Property Damage	0	Mar 28, 2014 Fri 👻	Server Room	Eileen Reyes	1*
INCIDENT NUMBER 00001 - Electrical Dutlet Server Room     Nature of Incident:     Date Notified     Notifier name     Date Notified     Notifier name     Date Notified     Notifier name     Date Notified     Nature of Incident:     Date of Incident:     Incident OCCURANCE DETAIL     Incident Title: *     Incident *     Incident *     Department Responsible *   Section / Area   Incident Brief Description     List of Injure 4 Person     Incident Severity •	Search ncid	ent		(+) I	of 1 [-	*		Go to Pa	ge 1
Nature of Incident Date Notified Notifier name Details   Fire-Equipment/Property March 11, 2014 Tuesday. Clarissa Yulo   INCIDENT OCCURANCE DETAIL  Date of Incident: March 11, 2014 T  Date of Incident: March 11, 2014 T  Date of Incident *   Date of Incident *   Department Responsible *  Section / Area Safety Environmental Health Security Others Incident Brief Description Inst of Injury V Illness V Property Damage V Environmental Impact 3 ANALYSIS V SCAT V WhyWhy V Fishbone 4 Incident Severity O Class: 01 02 03 04 05 5 SupPORTING DOCUMENTS Solution		UMBER	00001 - Electrical	Outlet Server Room					
Fire-Equipment/Property March 11, 2014 Tuesday Clarissa Yulo   Incluent March 11, 2014 Tuesday   Clarissa Yulo Image: Clarissa Yulo   Date of Incident: March 11, 2014 T   Incident Title: *     Date of Incident: March 11, 2014 T   Incident Title: *     Date of Incident: March 11, 2014 T   Incident Title: *     Date of Incident: March 11, 2014 T   Incident Title: *     Date of Incident: March 11, 2014 T Exact Location of Incident *   Incident *     Department Responsible *   Section / Area   Nature of Incident *   Incident Brief Description   Its of Injured Person Immediate Action Taken   INCIDENT OUTCOME © Injury © Illness © Property Damage © Environmental Impact 3   ANALYSIS   SCAT © WhyWhy ♥ Fishbone 4 Incident Severity ① Class: @ 1 0 2 0 3 0 4 5 5 SUPPORTING DOCUMENTS ② Conclusion ⑤			Nature of Incident			Date Notified	Notifier	name D	)etails
INCIDENT OCCURANCE DETAIL Date of Incident: March 11, 2014 T Incident Title: *  Date of Incident *  Time of Incident *  Department Responsible * Section / Area  Exact Location of Incident *  Department Responsible * Section / Area  Nature of Incident *  Section / Area  Nature of Incident *  Section / Area  Nature of Incident *  Section / Area  Nature of Incident *  Section / Area  Nature of Incident *  Section / Area  Nature of Incident *  Section / Area  Nature of Incident *  Section / Area  Nature of Incident *  Section / Area  Nature of Incident *  Section / Area  Nature of Incident *  Section / Area  Nature of Incident *  Section / Area  Nature of Incident *  Section / Area  Nature of Incident *  Section / Area  Section	Fire-Equipm	nent/Proj	perty	Ma	ch 11, 3	2014 Tuesday	Clarissa Yul	0	p
Incident Title: *  Incident Title: *  Date of Incident *  Exact Location of Incident *  Department Responsible * Section / Area  Exact Location of Incident *  Department Responsible * Section / Area  Nature of Incident *  Safety Environmental Health Security Others  Incident Brief Description  List of Injured Person  Incident Taken  INCIDENT OUTCOME Injury Illness I Property Damage I Environmental Impact  ANALYSIS SCAT WhyWhy Fishbone  Incident Severity O Class: 01 02 03 04 05 5  SUPPORTING DOCUMENTS		CELIRAN					Date of Inci	dent: March 11, 2	2014 Tuesd
Nature of Incident *   Safety Environmental Health Security Others  Incident Brief Description  List of Injured Person  Immediate Action Taken  INCIDENT OUTCOME INJURY Illness I Property Damage I Environmental Impact  ANALYSIS I SCAT I WhyWhy I Fishbone  Incident Severity Class:  1 2 3 4 5 5  SUPPORTING DOCUMENTS	Exact Locatio	n of Inci		Cepartment Responsible *	0	Section / Area			
Incident Brief Description List of Injured Person Immediate Action Taken INCIDENT OUTCOME V Injury V Illness V Property Damage V Environmental Impact 3 ANALYSIS V SCAT V WhyWhy V Fishbone 4 Incident Severity ① Class: 01 02 03 04 05 5 SUPPORTING DOCUMENTS & CONCLUSION 6	Nature of Ir	ncident	* 💿 Safety 🔿	) Environmental 🛛 🔿 Healt	h ()	Security 🕤 Others			
List of Injured Person Immediate Action Taken INCIDENT OUTCOME V Injury V Illness V Property Damage V Environmental Impact 3 ANALYSIS V SCAT V WhyWhy V Fishbone 4 Incident Severity 1 Class: 01 02 03 04 05 5 SUPPORTING DOCUMENTS CONCLUSION 6	Incident Bri	ef Desc	ription						
Immediate Action Taken INCIDENT OUTCOME V Injury V Illness V Property Damage V Environmental Impact 3 ANALYSIS V SCAT V WhyWhy V Fishbone 4 Incident Severity Class: 01 02 03 04 05 5 SUPPORTING DOCUMENTS CONCLUSION 6	List of Injur	ed Pers	on						
INCIDENT OUTCOME V Injury V Illness V Property Damage V Environmental Impact 3 ANALYSIS V SCAT V WhyWhy V Fishbone 4 Incident Severity C Class: 01 02 03 04 05 5 SUPPORTING DOCUMENTS CONCLUSION 6	Immediate	Action 1	raken 🛛						
ANALYSIS V SCAT V WhyWhy V Fishbone 4 Incident Severity O Class: O1 O2 O3 O4 O5 5 SUPPORTING DOCUMENTS & CONCLUSION 6	INCIDENT O	UTCOME	E 🔽 Injury 💟 Illr	ness 🔍 Property Damage	🗸 Envi	ronmental Impact 3	)		
Incident Severity ① Class: 01 02 03 04 05 5 SUPPORTING DOCUMENTS Ø CONCLUSION 6	ANALYSIS	<b>⊻</b> sc	AT 🗹 WhyWhy 💆	Fishbone 4					
SUPPORTING DOCUMENTS @ CONCLUSION 6	Incident Se	verity (	🕽 Class: 🔍 1	02 03 04 05 5					
CONCLUSION 6	SUPPORTIN	G DOCUI	MENTS						
	CONCLUSIO	N 6							

- 1. Open Investigation tick an investigation to process.
- 2. Incident Title Safety Officer or Investigation Officer defines the incident title.
- 3. Incident Outcome Safety Officer or Investigation Officer records Injured person(s), property damage(s), environmental impact or illness(es).

Name	Occupation	Age	C	Gender	Ir	njured Body	Parts	Action
Neil Percival Celerio	Safety Inspector	33	Male	9	left hand			1 ×
								+ Add Inju
st of Ill Person								
Name	Occupation	A	ge	Gende	er	Initial Fin	dings	Action
Lionell C. Briones	Sr Software Engineer	28		Male	Vor	niting		/ ×
								+ Add Ill Pers
ist of Damaged Property								
Asset Number	Classification	Туре		Date	Purchased		Insured	Action
	No R	Records to	Displa	ıy.				
						_		•
Add Injured Person								
lame of Injured Person:	* [FIRST, MIDDLE INITIAL, L	AST]						
225								
4ge	Gender		Civil	Status				
₄ge Designation	Gender Department		Civil Secti	Status on				
age Designation Imployment Type	Gender Department Basis of Employement		Civil Secti	Status on				
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- a. Add or Edit Injured Person fill up Injured Person form and Save or Delete.
- b. Add Ill Person *fill up Ill Person form and Save or Delete.*
- c. Add Property Damage *fill up Property Damage form and Save or Delete*.

#### 4. Analysis Methods: Note that these are just optional methods

a. Systematic Cause Analysis Technique (SCAT)

Type of Contact	
Contact with (Excessive Electricity, Heat, Cold, Radiation, Caustics,	, Toxics, Noise, Water, Explosion Impact) 💽 🔒 Print SCAT Analysis
Immediate/Direct Causes	(Show/Hide Unselected)
Unsafe Act	
<ul> <li>Making Safety Devices Inoperative</li> <li>Failing to Use PPE Properly</li> <li>Servicing Equipment in Operation</li> <li>Under Influence of Alcohol and/or Other Drugs</li> <li>Unsafe Condition</li> <li>Inadequate Guards or Barriers</li> <li>Defective Tools, Equipment or Materials</li> <li>Fire and Explosion Hazards</li> <li>Radiation Exposure</li> <li>Inadequate Ventilation</li> </ul>	<ul> <li>Using Defective Equipment</li> <li>Improper Position for Task</li> <li>Horseplay</li> <li>Using Equipment Improperly</li> <li>Inadequate or Improper Protective Equipment</li> <li>Inadequate Warning System</li> <li>Noise Exposure</li> <li>Temperature Extremes</li> <li>Hazardous Environmental Conditions</li> </ul>
Basic/Underlying Causes	(Show/Hide Unselected)
Personal Factors Improper Motivation (more) Job Factors Inadequate Leadership and/or Supervison (more) Inadequate Engineering (more) Inadequate Purchasing (more) Inadequate Maintenance (more)	<ul> <li>Inadequate Tools and equipment (more)</li> <li>Inadequate Work Standards (more)</li> <li>Exercise Wear and Tear (more)</li> <li>Abuse or Misuse (more)</li> </ul>

The SCAT method guides the user systematically to work backwards from the loss to identify where the organization lacks control over deficiencies that led to the occurrence of the incident.

A Loss is the main consequence of the incident. It represents an unintended harm or damage, for example damaged equipment, a broken arm, loss of production, etc.

A SCAT analysis can only have one Loss. When the user wants to analyze more Losses, multiple SCAT diagrams need to be made. A Loss can be the result of one or more Events. An Event is a happening or a moment in which the state of the incident changes. Each Event is analyzed with a cause chain of three cause types. The Direct Cause is a substandard act or substandard conditions that triggered the Event. Examples are:

- Inspection not performed by new employee
- Failure to secure lift
- Safety valve is broken

The Basic Causes include personal and job or system factors that together made it possible for the Direct Cause to occur. Examples are:

- Maintenance department understaffed
- High workload
- Wear and Tear

A Lack of Control factor can be inadequate program standards or compliance to standards that cause the Basic Causes to occur. These factors always act on an organizational latent level.

They will influence a range of unsafe conditions and can therefore cause different incidents. Examples are:

- Inadequate leadership
- No task or risk assessments
- Lack of training

This chart gives a list of generic descriptions for each of the causes. Picking the descriptions from the SCAT chart can be very useful when comparing different incidents. Every user will pick from the same list for every incident. For each cause level there can be multiple items per incident explaining the event. Actions for improvement can be made on every cause level, but will be most effective on the Lack of Control causes because these will address the latent failures in the organization.

#### b. Why Why Analysis

roblem statement:	
Contact with (Excessive Electricity, Heat, Cold, Radiation, Caustics, Toxics, Noise, Water, Explosion Impact)	
Vhy?	
Because 1	
Vhy?	
Because 2	
/hy?	
Because 3	
Vhy?	***
Because 4	
Vhv?	.::
Because 5	
/hy?	
Because 6	
	O ADD MORE WHY

The 5 Whys is one of the simplest technique in analyzing a problem or incident to help identify the root cause. By repeatedly asking the question "Why" (five is a good rule of thumb), you can peel away the layers of symptoms which can lead to the root cause of a problem. Why why is most useful when problems involve human factors or interactions.

#### How To Complete The 5 Whys

- i. Write down the specific problem. Writing the issue helps you formalize the problem and describe it completely. It also helps a team focus on the same problem.
- ii. Ask Why the problem happens and write the answer down below the problem.
- iii. If the answer you just provided doesn't identify the root cause of the problem that you wrote down in step 1, ask Why again and write that answer down.
- iv. Loop back to step 3 until the team is in agreement that the problem's root cause is identified. Again, this may take fewer or more times than five Whys.

#### c. Fishbone Diagram



The Fishbone Analysis is a technique used to facilitate root cause analysis for a defined problem or incident. Fishbone is brainstorming in a structured format. The technique uses graphical means to relate the causes of a problem to the problem itself, in other words, to determine cause and effect. The diagram focuses on the causes rather than the effect. Because there may be a number of causes for a particular problem, this technique helps us to identify the root cause of the problem in a structured and uncomplicated manner. It also helps us to work on each cause prior to finding the root cause.

#### You may find it helpful to use the Fishbone diagram in the following cases:

- To analyze and find the root cause of a complicated problem or incident
- When there are many possible causes for a problem
- If the traditional way of approaching the problem (trial and error, trying all possible causes, and so on) is very time consuming
- The problem is very complicated and the project team cannot identify the root cause

The analysis starts with a problem to be investigated. This problem is written in the form of a question on the right side of the page. An arrow, or sometimes a drawing of a fish head, will point to the question under consideration. To the left of the problem statement, a horizontal line divides the paper in two. This is the "backbone" of the fishbone diagram.

The next set of bones represents the most important categories of the factors which might lead to the basic cause; the names of these categories are written along the top and bottom of the paper, with angled arrows pointing back to the backbone as well as towards the head, thus forming a herringbone pattern. The EHSS system used eight categories that relate to industrial issues: processes, policies, procedures, people, technology, environment, materials and machineries.

Analysis gets underway after the fundamental skeletal structure is in position. Variables are listed that play a part in each subset of elements that result in the underlying or root cause. These are displayed on top of arrows directing you to the subset lines, which themselves may possess lines of their own directing toward them, further delineating the variables that play a part. While this may proceed ad infinitum, naturally it will be hard to sketch more than a minimal number of levels.

With the skeleton of the diagram in place a team brainstorms about each category, looking for reasons that produce the end result. Generally, it is good to phrase a problem as a question and ask team members to answer the question in the context of each category. In general, the question is "Why is this happening?" Then, for each category, the question shifts to "How are factors in this category causing this?"

The brainstorming continues until team members can no longer think of useful items to add to the diagram. At this point, the results are analyzed to identify the most likely root causes of the problem. Finding the same issue within multiple categories is a good indication that it is an important root cause in the system. Likewise, areas of the diagram that are densely populated with detail.

- 5. Incident Severity a score of 1, 2, 3, 4 or 5 measures the severity of the impact (harm) caused to either a person or organisation following an incident. In determining the actual severity consider the outcome of the incident in terms of harm to people/resources/environment/reputation/quality.
- 6. Conclusion: *Add more root causes*.

CONCLUSION	
Root Cause from SCAT	
Conclusion	Add Root Cause
	Save Cancel Add Action
CONTROL	

7. Close investigation – click on lock icon to close investigation.

pen Investi	gations Closed Investiga	tions			View I	nvestigations Assi	gned to r
Incident Number 💌	Incident Title \$	Consequences	-	Target Completion Date \$	Location ¢	Investigator \$	Action
00001	Electrical Outlet	Injury, Property Damage, Environmental Impact, Illness	0	Mar 14, 2014 Fri 👻	InSafety	Clarisa Rivera	1.0
00003	Fall of the Same Level	Injury	0	Mar 23, 2014 Sun 👻	SCPI Luzon 1	June de Claro	1+
00004	Missing Server	Property Damage	0	Mar 28, 2014 Fri 👻	Server Room	Eileen Reyes	1
Search Incid	ent	← 1 of	1 -		1	Go to Par	10.1

d. Correct: *Add* corrective measures to incident rootcauses.

CONCLUSION				Add Action		
Root Cause from SCA Root Cause from Why Root Cause from Fish Conclusion	T y Why Analysis Ibone Diagram			Scat Analysis v Assesment. Do Control Action	vas used in this you want to u Needs on di Yes	s Incident's ise SCAT's ng Acti 2 No
CONTROL				Save	Cancel (	Add Action
						_
List of Open Actions	List of Closed Actions		7		_	
Corrective Type \$	Description \$	Responsible Person ¢	Due Date 🔻	Status \$	Days Left	Action
CAN	Need to do this	Clarisse Cruz	Mar 24, 2014 Mon	Assigned	0	/ ×
ADD ACTION		[← 1 of 1 -	•		Go to P	age 1

1. Control Action Needs (CAN) for SCAT Anaylsis only

Control Action Needs (Show   Hi	de)	V Copy to Content Mang
LEADERSHIP AND ADMINISTRATION     ACCIDENT AND INCIDENT INVESTIGATION     EMPLOYEE TRAINING     PERSONAL PROTECTIVE EQUIPMENT     PURCHASING CONTROL     ENGINEERING CONTROL Action Description *		<ul> <li>Check / Uncheck All</li> <li>✓ 1 Design Engineering Safety and Health Considerations at Conception and Design</li> <li>✓ 2 Process Engineering Safety and Health Consideration at Conception and Design</li> <li>✓ 3 Regular Program Monitoring</li> </ul>
Responsible Person	Due Date	
Υ.		
Estimated Cost		
PHP 0,000,000,000.00 to USD	000,000.00	
Attachment(c)		
ALLOCHTHENLES (SP		
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X Republic Act No. 9512 - Nati	onal Environmental A	Awareness and Education Act of 2008 view »
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Republic Act No. 9512 - Nati  Recommended Engineering Control      Barricades  Enclosures	onal Environmental A Is	Awareness and Education Act of 2008 view »
Republic Act No. 9512 - Nati  Recommended Engineering Control      Barricades     Enclosures     Handrails	onal Environmental A s	Awareness and Education Act of 2008 view »
Republic Act No. 9512 - Nati  Recommended Engineering Control      Barricades     Enclosures     Handrails     Machine Guarding	onal Environmental A Is	Awareness and Education Act of 2008 view »
Republic Act No. 9512 - Nati  Recommended Engineering Control      Barricades     Enclosures     Handrails     Machine Guarding     Others	onal Environmental A	Awareness and Education Act of 2008 view »
Republic Act No. 9512 - Nati  Recommended Engineering Control      Barricades     Enclosures     Handrails     Machine Guarding     Others	onal Environmental 4 s	Awareness and Education Act of 2008 view »
Republic Act No. 9512 - Nati  Recommended Engineering Control      Barricades     Enclosures     Handrails     Machine Guarding     Others More Recommendations	onal Environmental A	Awareness and Education Act of 2008 view »
Republic Act No. 9512 - Nati  Recommended Engineering Control      Barricades     Enclosures     Handrails     Machine Guarding     Others  More Recommendations	onal Environmental A	Awareness and Education Act of 2008 view »
Republic Act No. 9512 - Nati  Recommended Engineering Control      Barricades     Enclosures     Handrails     Machine Guarding     Others  More Recommendations	onal Environmental 4	Awareness and Education Act of 2008 view »

Add Action Search Content Man   Elimination Yes © No   Substitution Yes © No   Administrative Yes © No   Administrative Yes © No   Action Description Image: Copy to Content Man   Action Description Image: Copy to Content Man   Responsible Person Image: Copy to Content Man   Bestimated Cost Image: Copy to Content Man   Responsible Person Image: Copy to Content Man   Action Description Image: Copy to Content Man   Action Description Image: Copy to Content Man   Action Description Image: Copy to Content Man   Responsible Person Image: Copy to Content Man   PHP 0,000,000,000,000   to USD 000,000,000   Attachment(s)   If Beasic Rope Rescue   Image: Copy to Course (Trainees: 3)   Accident Investigation   Amusement Parks and Attractions Training   Basic Rope Rescue   Image: Copy to Course (Trainees: 3)   Accident Investigation   Image: Copy to Course (Trainees: 3)   Accident Investigation   Image: Copy to Course (Trainees: 3)   Image: Copy to Course (Trainees				
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More Recommendations          Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective Equipment       Yes Image: Second protective Equipment         Image: Second protective E				Send your assigned action(s) to:
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	Personal Prote	ctive Equipment	: 🔘 Yes 🧿 No	(Send) Cance
Save Ca				

2. Elimination, Substitution, Engineering, Administrative, PPE (ESEAP)

- *a.* ESEAP Action Description *Safety Officer adds a detailed description for the chosen action.*
- *b.* Responsible Person & Due Date *Safety Officer assigns an Action Officer and sets the due date.*
- c. Estimated Cost *define cost of all actions needed*.
- d. Recommended Actions EHSS push relevant recommendations.
- e. Save & Send Assignments Safety Officer may opt to save and send the actions by ticking on the names of the assigned Action Officers

# Save & Send Assignments: Action officer accepts and completes task. Safety Officer confirms.

Incident Number 00001 - Vehicula ADMINISTRATIVE CONTOL	r accident at th	e parking area 03	2814 Accepted Date: April 1, 2014 Tuesday
Action Description			
Responsible Person	Due Date	<b>m</b>	
Estimated Cost			
PHP 0,000,000,000.00 to USD 000	0,000.00		
Attachment(s)			
× Behaviour Based Safety 2014 v	iew »		
Defensive Driving Course (Trainee:	s: 3)		Accept Cancel
Progress & Notes Completed			Date Completed: April 1, 2014 Tuesday
Notes			
Attachment(s) 🔗 X drivingsafety.jpg view »			
Confirmation 0 Or Confirmed C	Completed		Comfirmed Date: April 1, 2014 Tuesday
Notes			
			Save Cancel

# Close Incident: Safety officer closes the incident when investigation is closed and all actions are confirmed completed. All incident rootcauses are now forwarded to the hazard list in Risk Module.

Open Action Su	ummary	Open Incident	Closed Incident	Recurrin	g Incident	View J	Actions A	ssigned	to me
Incident Number 🔻		Incident Title	*	Investigator \$	Incident Status \$	Location \$	Open / Closed	Actions	
00001	Electrica	al Outlet	C	larisa Parayno	Open Investigation	InSafety	<b>1</b> / 2	+	
00002	Yolanda	Typhoon	C	larisa Parayno	Close Investigation	InSafety	0/1	+ (8	$\mathbf{)}$
00005	Caught	Between 5-13-14	Ju	un Valencia	Open Investigation	Rethink Safety	<b>0</b> / 0	+	
00005	Caught	Between 5-13-14	ונ	un Valencia	Open Investigation	Rethink Safety	0 / 0 Go to (		Page ;

# IV. COMPLIANCE

#### a. Manage: Create or Edit inspection or audit checklist.

Environmental Complianc	æ Checklist for Shipbuildir	Inspection Title	Action
Environmental Complianc	ce Checklist for Shipbuildir		
Create New		ng and Shipyard Facilities	1
Create New			1
Create New			1
		← 1 of 1 →	Go to Page 1
Freate New O Inc			
	pection C Addit 1		
Inspection Title			
Description			
Description			
Reference			
Question Title			
WORKING POSTU	RES-The workstation is	s designed or arranged for doing computer	tasks so it allows your
Question Description			
			3
Question Type			
Yes or No 🔻			
Score 2			

- a. Yes/No answerable by yes or no with corresponding score
- b. Multiple choice multiple options with one answer and corresponding score
- c. Checkboxes multiple options with multiple answers and corresponding score
- d. Text description with no score
- 4. Subquestion *add a subquestion to a question.*

b. Audit/Inspect: *Schedule* and *Assign* safety audit/inspection.

				Compliance Title *			
List of Complianc	e Assigned Compl	ance Results List				τ.	0 1
Compliance Number 🔻	Compliance Title \$	Location \$	F	Exact Location *	Responsible Person *		n
00001-2	Forklift Inspection	Rethink Safety	Ai	•			)
00006-5	Scaffolding Inspectio	n Parking Area	C	Department Responsible *	Section/Area		
00007-5	Computer Workstation	SCPI Luzon 2	Ju	· · · · · · · · · · · · · · · · · · ·		)	
00008-2	Crane Safety Inspection	SCPI Luzon 1	С	Compliance Frequency: 2			
00010	Elevated Surfaces Inspection	SCPI Luzon 2	Ju	Start Date*	Due Date*		
Search Records	Add Audit/Inspe	tion		<b></b>		<b></b>	
			1	Passing Percentage * 3			
					2 (%)		

- 1. Inspection/Audit details select compliance checklist and location to be inspected/audited and assign inspector/auditor.
- 2. Compliance frequncy -select inspection/audit schedule by weekly, monthly, quarterly or annually.
- 3. Passing Percentage set passing inspection/audit score, usually 100%.
- c. Investigate: *Gather data, Identify rootcause and Formulate conclusion*.

NONCONFORMANCE DETAIL		Accepted Date: April 25, 201
xact Location	Responsible Person	
epartment Responsible	Section/Area	Investigation
assing Percentage: (%) Score	Outcome	Would you like to form an investigation team?
ompliance Frequency	Reference	No, start immediately Yes
Forklift truck operators are comp Remarks	etent to operate these vehicles safely as demonstrated	by Primary Coordinator
Existing Condition Idea	I Condition	Target Completion Date 5
	2 Noncomformance Classification*	Send Cancel
		Save Cancel Investigate
1. Nonconforman	ce (NC) Category	

- a. Safety nonconformity related to fire, OSH, environment, housekeeping hazards
- b. Operation nonconformity related to customer service & administrative nonconforminty
- c. Technical nonconformity related to electrical, mechanical, civil nonconforminty

- 2. Nonconformance Classification
  - a. Emergency nonconformity which may result in hazardous or unsafe conditions for individuals using, maintaining or depending upon the product or prevent performance of a vital agency mission.
  - b. Major nonconformity which may result in failure or materially reduce the usability of the product for the intended purpose (i.e. effective use or operation, weight or appearance (where a factor), health or safety) and which can not be completely eliminated by rework or reduced to a minor nonconformity by an approved repair.
  - c. Minor nonconformity which does not adversely affect the performance, durability, interchangeability, reliability, maintainability, effective use or operation, weight or appearance (where a factor), health or safety of a product. Multiple minor nonconformities when considered collectively may raise the category to a major or critical nonconformity.
- 3. Investigation Team
  - a. Yes Safety officer assigns and forms an investigation team
  - b. No, Start immediately Safety officer starts investigation immediately
- 4. Primary Coordinator Assign Investigation Officer
- 5. Target Completion Date Set investigation due date

	INVESTIGATION				Completion Date: April 28, 2014
	Assigned Investigator	Accepted Date	Target Completion Date	Ê	
	Description of Findings *				
1	Rootcause *				
	Attachment(s) 🔗				Save Cancel
	CONFIRMATION (to be filled up	by the administrator or the safe	ty officer only)		Confirmed Date: April 28, 2014
2	Notes				
					Save Cancel Add Action

- 1. Investigation assigned investigator fills up findings and root cause(s).
- 2. Confirmation safety officer confirms the submitted investigation findings.

d. Correct/Prevent: *Add* corrective measures to nonconformance.

CORRECT	Add Action	Search Content Manager
List of Open Action Control Type 4 Preventive	Action Description 1	☑ Copy to Content Manger
Preventive Corrective	Responsible Person Due Date 2	
Preventive ADD ACTION	4 Save & S     Estimated Cost 3     PHP 0,000,000,000 to USD 000,000.00     Attachment(s)      ✓ Jun	end Assignment r assigned action(s) to: Valencia for Engineering
	X Republic Act No. 9512 - National Environmental Awareness and Education Act	t of 2008 view > Send Cancel Save Cancel

- 1. Action Description Safety Officer adds a detailed description for the chosen action.
- 2. Responsible Person & Due Date Safety Officer assigns an Action Officer and sets the due date.
- 3. Estimated Cost *define cost of all actions needed*.
- 4. Save & Send Assignments Safety Officer may opt to save and send the actions by ticking on the names of the assigned Action Officers.

Save & Send Assignments: Action officer accepts and completes task. Safety Officer confirms.

Due Date	Ē		
USD 000,000.00			
			Accept Cance
npleted		Date Completed:	April 1, 2014 Tuesda
nfimed Completed		Comfirmed Date:	April 1, 2014 Tuesd
	Due Date	Due Date	Due Date USD 000,000.00  npleted Date Completed:

# V. RISK

a. Identify: *Fill up Add Hazard Form and Save.* 

HAZARD DETAILS				
Date Hazard Identified*	Exact Location*	Departr	nent Responsible	Area/Section
Ê		- <b>?</b> @	*	· · · · · · · · · · · · · · · · · · ·
Hazard Type	Hazard Impact*	Hazard Origin	*	
			• +	
Hazard Name*				0 0
Hazard Description				Inherent Hazard   No  Yes
-				
Consequences				
Potential Damage Cost* 💋	Add Attachment			
PHP 0,000,000,000.00	to USD 000,000.00			
Existing Controls:				
en en en dan de brie dans dans ber	2014/07/02/17:00/20			
Last Edited by Jun Valencia	2014-04-02 17:08:50			Save Cancel Assess
1. Acqui	red Hazard (No) – <i>H</i>	azard resultina fron	n an accident/incide	nt or non-compliance.
2 Inhere	ont Hazard (Yes) – H	nzard existina in a n	articular occupation	that is nermanent
2. Innere	annot he eliminated	izara existing in a p		
	annot be emmuleu.			

# b. Assess: Identify rootcause, Rate risk and Formulate conclusion.

SK KATING * Impact	People	<b>*</b>						
	SEVERITY		PROBA	BILITY (Like	lihood)		]	
	(Consequences)	Remote	Unlikely	Possible	Likely	Most Likely		
	Catastrophic					-		
	Major			12				
	Moderate							
	Minor							
	Insignificant							
UPPORTING DOCUMENT	<b>S @</b> Add attachment d)							
	17 Allal7313							
nclusion								

c. Control: *Add* preventive measures to hazards.

ONCLUSION (not re	quired)						
ootcause from Wh	y Why Analysis						
onclusion							
				Save	Cancel	Add A	ctior
						-	_
ONTROL							
ist of Open Actions.	List of Closed/Monitored Actio	ons					
Control Type \$	Description \$	Responsible Person \$	Due Date 👻	Status \$	Days Left	Actio	n
Substitution	Change the light sources	Juan dela Cruz	Mar 15, 2014 Sat	Assigned	0	1.	ж
Administrative	yes admin	Maria de Guzman	Apr 1, 2014 Tue	Assigned	0	1	×
PPE	yes ppe	John Fernando	Apr 1, 2014 Tue	Assigned	0	1.	×
ADD ACTION		← 1 of 1 →			Go to P	age	1
Elimination Sub	actitution Engineering Ac	Aministrativo DDE (ESI					
	Stitution, Engineering, At		_~				-
Add Action				Search	Content Mar	nager	
	<u></u>						
Elimination	🕐 res 🔮 No						
Substitution	🔿 Yes 🔍 No						
Engineering	©Yes ◉No						

Linnacion	🔿 Yes 🧿 No			
Substitution	🔿 Yes 🧿 No			
Engineering	🔿 Yes 🧿 No			
Administrative	e 🧕 Yes 🔘 No			Copy to Content Mange
Action Descriptio	on 1			
Responsible Per:	son	Due Date 2		
Estimated Cost	3			
PHP 0,000,000	0,000.00 to USD	000,000.00		
Attachment(s)				
X Behavio	ur Based Safety 20	14 view »		
Recommended Defensive Dri Accident Inve Amusement F Basic Rope Ri Others	Trainings 4 iving Course (Train estigation Parks and Attraction escue	ees: 3) Is Training	5	Save & Send Assignments Send your assigned action(s) to:
More Recommer	ndations			<ul> <li>Juan dela Cruz for Engineering</li> <li>Eileen Garcia for Administrative</li> <li>Ina Cruz for Personal Protective Equipmer</li> </ul>
Personal Prote	ective Equipment	🖤 Yes 🥥 No		Send Cancel

- 1. ESEAP Action Description Safety Officer adds a detailed description for the chosen action.
- 2. Responsible Person & Due Date *Safety Officer assigns an Action Officer and sets the due date.*
- 3. Estimated Cost *define cost of all actions needed*.
- 4. Recommended Actions EHSS push relevant recommendations.
- 5. Save & Send Assignments Safety Officer may opt to save and send the actions by ticking on the names of the assigned Action Officers

Save & Send Assignments: Action officer accepts and completes task. Safety Officer confirms.

Risk Number 0000 Administrative C	01 - Location			Accep	teo Date:	April 1, 2014 Tuesda
Action Description						
Responsible Person		Due Date	Ē			
Reduction by Probat Reduction by Severi	ility ty			Possible Major	12 9 20	Risk Score Residual Risk Score Reduction (%)
Estimated Cost						01007000101020
PHP 0,000,000,000	0.00 to USD	000,000.00				
Attachment(s)						
V Depublic Art	No. 9512 - Nati	anal Equivaremental (	Awareness and Edu	ucation Act of 2008	view »	
Republic Act Recommended Train 5S + 2 Good Cor	ings porate Houseke	seping (Trainees: 3)				Accept) Cance
Recommended Train 5S + 2 Good Con Progress & Notes	ings porate Houseke	eeping (Trainees: 3)		Date Co	mpleted:	Accept Cance
Recommended Train 5S + 2 Good Cor Progress & Notes Notes	ings porate Houseke	eeping (Trainees: 3)		Date Co	mpleted:	Accept Cancel April 1, 2014 Tuesda
Recommended Train 5S + 2 Good Cor Progress & Notes Notes	ings porate Houseke	eeping (Trainees: 3)		Date Co	mpleted:	Accept Cance
A Republic Act Recommended Train 5S + 2 Good Cor Progress & Notes Notes Notes Attachment(s) @ X 5S and good	ings porate Houseke omplet	eeping (Trainees: 3) eed		Date Co	mpleted:	Accept Cance
A Republic Act Recommended Train 5S + 2 Good Cor Progress & Notes Notes Notes Attachment(s) X 5S and good	ings porate Houseke omplet	eeping (Trainees: 3) eed .jpg view »		Date Co Comfirm	mpleted: ned Date:	Accept Cance April 1, 2014 Tuesda April 1, 2014 Tuesda
A Republic Act Recommended Train 5S + 2 Good Cor Progress & Notes Notes Attachment(s) X 5S and good Confirmation ① Notes	ings porate Houseke omplet	eeping (Trainees: 3) eed .jpg view »		Date Co Comfirm	mpleted: ned Date:	Accept Cancel April 1, 2014 Tuesda April 1, 2014 Tuesda
A Republic Act Recommended Train 5S + 2 Good Cor Progress & Notes Notes Attachment(s) X 5S and good Confirmation Notes	ings porate Houseke omplet	eeping (Trainees: 3) eed g.jpg view »		Date Co Comfirm	mpleted: ned Date:	Accept Cancel April 1, 2014 Tuesda April 1, 2014 Tuesda
A Republic Act Recommended Train 5S + 2 Good Cor Progress & Notes Notes Attachment(s) X 5S and good Confirmation Notes	ings porate Houseke omplet	eeping (Trainees: 3) eed g.jpg view »		Date Co Comfirm	mpleted: ned Date:	Accept Cancer April 1, 2014 Tuesda April 1, 2014 Tuesda

# d. Monitor: *Monitor* all actions for inherent hazards.

Inherent Hazards	Monitored Actions				View Actions	Assigned to r
Control Type \$	Action Description \$	Responsible Person \$	Frequency	Date Last Reviewed	Status \$	Action
Substitution	Change the light sources that can b	Maria de Claro	Monthly	Mar 15, 2014 Sat	Continue Review	/ =
PPE	Buy PPE	Aileen de Guzman	Monthly	Mar 17, 2014 Mon	Continue Review	/ =
Administrative	Inherent	Aileen de Guzman	Quarterly	Apr 3, 2014 Thu	Stopped Review	
Administrative	Inherent	Aileen de Guzman ← 1 of 1 →	Quarterly	Apr 3, 2014 Thu	Review Go to	Page

Action Description							
Responsible Person		Due Date					
Reduction by Probabilit Reduction by Severity	y			Possible Major	12 9 20	Risk Score Residual Ris Reduction (	k Score %)
Estimated Cost							
HP 0,000,000,000.0	to USD 0	00,000.00					
Attachment(s)							
			630.0				
X Republic Act No. Recommended Training 5S + 2 Good Corpor	9512 - Nation s ate Housekeel	ial Environmental Aw	areness and Educat	tion Act of 2008 vie	W >		
x Republic Act No. Recommended Training 5S + 2 Good Corpor Progress & Notes	9512 - Nation s ate Housekeep V Completee	ial Environmental Aw ping (Trainees: 3) d	areness and Educat	Date Comp	pleted:	April 1, 201	4 Tuesda
X Republic Act No. Recommended Training 5S + 2 Good Corpor Progress & Notes Confirmation	9512 - Nation s ate Housekeep V Completed Confimed •	ping (Trainees: 3)	Action Stop Rev	tion Act of 2008 vie Date Comp Comfirmed	pleted: d Date Date:	April 1, 201 : April 1, 201 April 15, 20	4 Tuesday 14 Tuesda
X Republic Act No. Recommended Training 5S + 2 Good Corpor Progress & Notes Confirmation	9512 - Nation s ate Housekeer Completec Confimed of ntinue Review	ping (Trainees: 3)	Action Stop Rev	tion Act of 2008 vie Date Comp Comfirmed view Reviewed	pleted: d Date Date:	April 1, 201 : April 1, 201 April 15, 20	4 Tuesda 14 Tuesda 14 Tuesda
X Republic Act No. Recommended Training 5S + 2 Good Corpor Progress & Notes Confirmation Action Review Co Responsible Person	9512 - Nation s ate Housekeep V Completed Confimed of ntinue Review	al Environmental Aw ping (Trainees: 3) d Completed 2 Needs Follow Up Start Date	Action Stop Rev	Date Comp Date Comp Comfirmed /iew Reviewed	pleted: d Date Date: <b>tion</b>	April 1, 201 : April 1, 201 April 15, 20	4 Tuesda 14 Tuesda 14 Tuesda
X Republic Act No. Recommended Training 5S + 2 Good Corpor Progress & Notes Confirmation Action Review Co Responsible Person	9512 - Nation s ate Housekeep V Completec Confimed of ntinue Review	ping (Trainees: 3)	Action Stop Rev	tion Act of 2008 vie Date Comp Comfirmed view Reviewed <b>ced Follow Up Act</b> and to Safety Office	pleted: d Date Date: <b>tion</b> ers:	April 1, 201 : April 1, 201 April 15, 20	4 Tuesda 14 Tuesda 14 Tuesda
x Republic Act No. Recommended Training 5S + 2 Good Corpor Progress & Notes Confirmation Action Review Co Responsible Person	9512 - Nation s ate Housekeep V Completed Confirmed I ntinue Review	al Environmental Aw ping (Trainees: 3) Completed 2 Needs Follow Up Start Date	Action Stop Rev	Date Comp Date Comp Comfirmed view Reviewed eed Follow Up Act end to Safety Office Jun Valencia (j V Aileen Alim (ai V Tin Neri (tin.ne	pleted: d Date Date: tion ers: iun.val leen.a eri@ret	April 1, 201 : April 1, 201 April 15, 20 encia@insafe lim@rethinkit hinkit.net)	4 Tuesda 14 Tuesda 14 Tuesda 14 Tuesda ty.com) .net)
X Republic Act No. Recommended Training 5S + 2 Good Corpor Progress & Notes Confirmation Action Review Co Responsible Person Notes *	9512 - Nation s ate Housekeep Completed Confirmed ntinue Review	al Environmental Aw ping (Trainees: 3) Completed 2 Needs Follow Up Start Date	Action Stop Rev	Date Comp Comfirmed riew Reviewed eed Follow Up Act end to Safety Office Jun Valencia (j Jun Valencia (j Jun Valencia (j Jin Neri (tin.ne	pleted: d Date: Date: tion ers: iun.val leen.a eri@ret	April 1, 201 April 1, 201 April 15, 20 encia@insafe lim@rethinkit hinkit.net) Send	4 Tuesday 14 Tuesda 14 Tuesda 14 Tuesda ty.com) .net) Cancel
X Republic Act No. Recommended Training 5S + 2 Good Corpor Progress & Notes Confirmation Action Review Notes * Action Review Histor April 15 2014	9512 - Nation s ate Housekeep V Completed Confimed of ntinue Review	ping (Trainees: 3)	Action Stop Rev	Date Comp Comfirmed riew Reviewed eed Follow Up Act and to Safety Office Jun Valencia (j Jun Valencia (j Aileen Alim (ai Jin Neri (tin.ne	pleted: d Date: Date: tion ers: iun.val leen.a eri@ret	April 1, 201 : April 1, 201 April 15, 20 encia@insafe lim@rethinkit hinkit.net) Send	4 Tuesda 14 Tuesda 14 Tuesda ty.com) .net) Cancel

- 1. Continue Review *retain existing action*.
- 2. Needs Follow up Action existing action is not enough and needs additional action(s).
- 3. Stop Review existing action not appropriate anymore and needs new action.

VI. HOME

#### a. Dashboard



- 1. Risk Matrix
- 2. Safety Milestone
- 3. Hot Spot Map
- 4. Incident, Risk & Compliance Graph
- 5. Incident by Severity Graph
- 6. Incident by Category
- 7. Incident, Risk & Compliance Summary

# b. Messages: *Send and Reply to private and group messages*.

Incident Investigation 2014 Server Room	¢	INBOX (1)
ileen, Kenny, Clarisa, Loey, Nel, JP Aileen Alim Please review this incident so we can discuss the details by tomorr Tin Neri copy Kenny Noe noted	Actions	Aileen, Kenny, Clarisa 18/02/2014
▼ Aileen Alim	Mark Unread	Server Room
Please review this incident so we can discuss the details by tomorro	Delete Messages	Aileen Alim 15/01/2014
Tin Neri copy	Delete Conversation	board room meeting
Kenny Noe noted	18/02/2014 15:30	Lionell Briones 03/01/2014 board room meeting
reply		
	Send Cancel	

#### c. Reports: View, Save and Print reports.

And a second sec	Incide	ent Reports	Risk Rep	orts Compliance Repo	rts	Filt	er Option	Incident Summ	ary	Ŧ
Incident Num	ber 🔻	Incident	Title \$	Nature of Incident ¢	Department \$	Location \$	Severity \$	Incident Stat	us ¢	
00001		Electrical Outlet		Equipment Damage - Equipment/Property	InSafety	InSafety	Class 2	Open Investigat		٦
00002	0002 Yolanda Typhoon		hoon	Typhoon - Land	SCPI	InSafety	Class 2 Closed Investiga		sed estigation	
00003	Yolanda Typhoon		hoon	Typhoon - Land	Corporate Bazaar	SCPI Luzon 1		Open Investi	Open Investigation	
00004		Missing Serv	/er	Missing Property - Property	Rethink IT	Server Room		Open Investi	gatior	n
⊢ Back 🔄 ±	Save	🔒 Print		← 1 ol	1 →			Go to Page	1	4

d. Calendar: Schedule appointments, meetings and events.

		Create Ever	nt			15
UPCOMING EVENTS Monday, April 21, 2014 Crane Safety Inspection Action for Review Scaffolding Inspection Action for Review Wednesday, April 23, 2014		Subject: * Location: * Start Date: End Date:	March March	Invite Users 7 Aileen Alim (aileen.alim@rethin 7 Jun Valencia (jun.valencia@ins	nkit.net) afety.com)	AM 💌 AM 💌
		Note:	event	<ul> <li>Klarissa Javier (klarissa.javier:</li> <li>Tin Neri (mfnmcfn@yahoo.com</li> </ul>	avier1@mysafetycenter.com) p.com)	
Friday, April 25, 2014	ieeang, 11 Koon 2.0000-5.			🛿 Weng Quiambao (weng.quiamb	oao@rethinksafe	ty.net )
Fire Safety Drill, All D	ay Event				Save	Cancel
		🕌 Invite Us	ers (5)		Save	Cancel

# VII. CONTENT MANAGER

a. Library: Add and Delete contents (html, bookmark, attachments:document, excel, pdf, jpg, gif, png)

+ Add Conten	t			Choose t	he type o	f content	: HTM	L Forn	nat		Ş		D	N @
EHSS Library	SafetyH	low Library	1800Safety Lib	Category Title	Articles		×							
Tarminalagia		European S	Standard EN 420:	-										
	:5	Club and H	otel Liability and I	Details										
Forms		Checklists	for Inspecting the	BI	Ū ⇒ee	1∃≣ <b>H</b> Ξ		P	E E	3				
Checklist		Hazardous	Substances Work		曲。	Size 👻	A	A -	*			6 8		
Standards		Constructio	on Hazard Identifi	_		h							- 11	
Articles		Distribution	of Active Faults											
Products		Distribution	of Active Faults i											
Bookmarks		Distribution	n of Active Faults i											
Actions		Distribution	of Active Faults											
Others		Distribution	of Active Faults :											
				Uploaded	Images:									
				Industry ( Reference	select inc	lustry)								
											Sav	/e	Car	ncel

b. Mailing List: Send content to contact list or groups list.

Name ¢ ando	ailee	E-1	mail A Ma	nage E-Group <i>s</i>	- Stor	¢'∉:	(A.H	(én)	
ando	ailee	n.alim@rethink	2000.00						
	1.000		cit.net						
	ailee	nfernando@gn	nail.co		+ Add Nev	v Group			
Add/Move Selected E-mail(s) To A Group		-	Group	Name \$	Act	tion			
		H		IT Group		1			
					← 1 of 1	→ Go	to Page	1	4
		•					Filter	Car	ncel
	ted E-mail(s) To	ted E-mail(s) To A Group Group Name ¢ IT Group ← 1 of 1	ted E-mail(s) To A Group ← Group Name ¢ Act IT Group ← 1 of 1 → Go	ted E-mail(s) To A Group     Group Name +     Action       IT Group     +     1 of 1 +     Go to Page	ted E-mail(s) To A Group Action IT Group A Go to Page 1 ← 1 of 1 → Go to Page 1 Filter Car				