



Shelby County Schools
Online Employee Accident Reporting
User Manual

Overview

In accordance with SCS board policy 4014, Accidents on the Job (also referred to as On the Job Injuries or OJI), in order for an eligible employee to qualify for any benefits described in policy, he/she must give notice of an accident to his/her immediate supervisor on the day the accident occurs unless he/she is prevented by disability from the accident.

In conjunction with the Department of Information Technology, the Department of Risk Management has developed an online Intranet website that will allow schools and departments to report employee accidents. This site is only accessible from computers on the SCS network. All users are required to log in using their SCS user name and password. Users will only have access to employees assigned to the same location as the user. User access is controlled by the Department of Risk Management. To establish additional user accounts for your location or department, please contact the Department of Risk Management at 416-5515 or you may email Laterica Rose.

After logging in to the site, users will have the ability to:

- Enter a new accident report for an employee
- Review accident report statuses
- Quickly determine the number of accidents reported for a single employee
- Respond to any concerns or questions sent by Risk Management

When a new accident report is submitted to Risk Management, the following will occur:

- The Risk Management administrator(s) will receive an email notification stating that a new accident report has been submitted
- Risk Management will review the accident report and will either:
 - Approve the report
 - Return the report for additional information
 - Reject the report
- The user who submitted the report will receive an email notification indicating the action taken by Risk Management. Reports that are returned for additional information should be updated by the user and resubmitted to Risk Management.

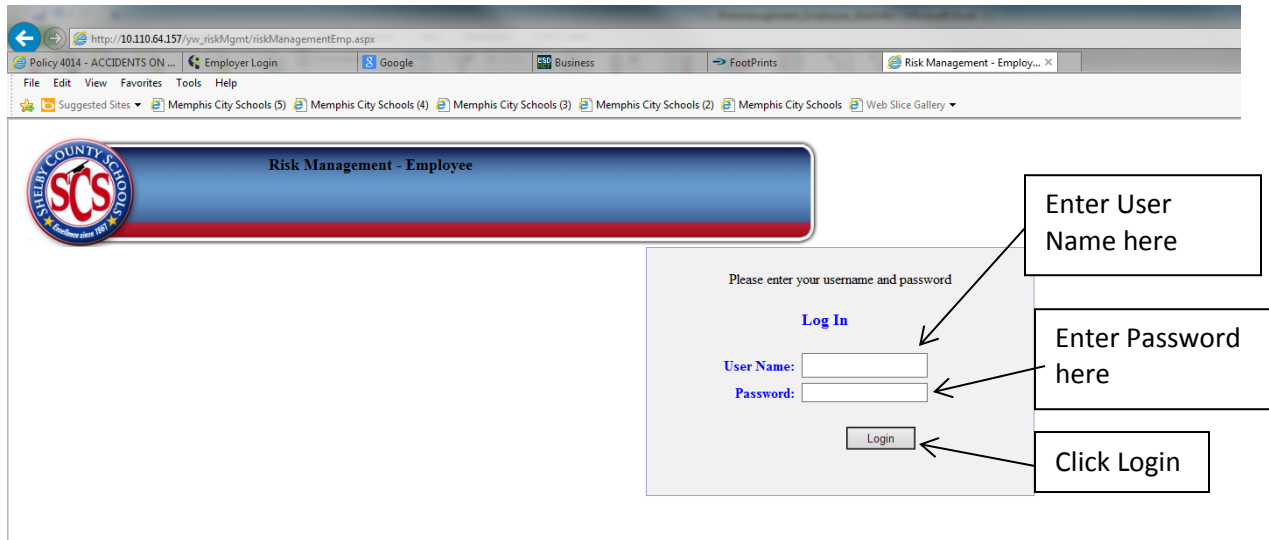
The following pages will provide you with step-by-step instructions on how to:

- Enter a new report
- Search for a specific report(s)
- Update a returned report
- Print an individual report
- Logout

Any questions or concerns regarding employee accidents should be directed to the Department of Risk Management at 416-5515. Inquiries may also be sent via email to Laterica Rose (rosels@scsk12.org) and/or R. Anthony Krone (kronera@scsk12.org).

Log In Page

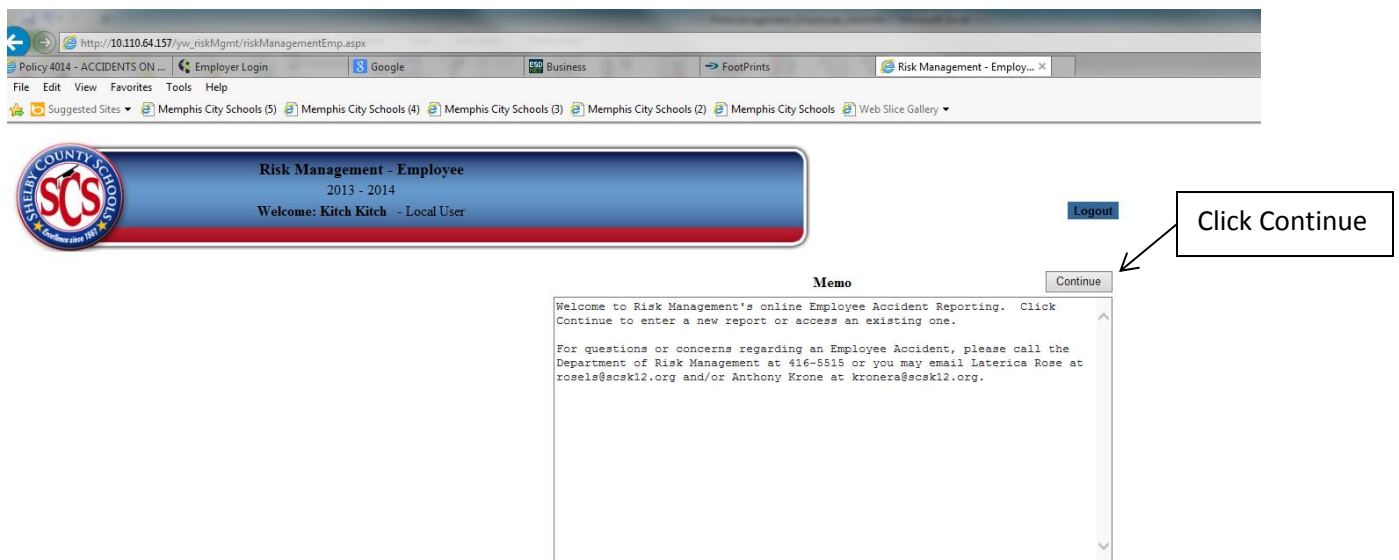
Users can access the login page from <http://OJReport.scsk12.org>.



Users should enter their SCS user name and password in the appropriate fields and click the Login button to login.

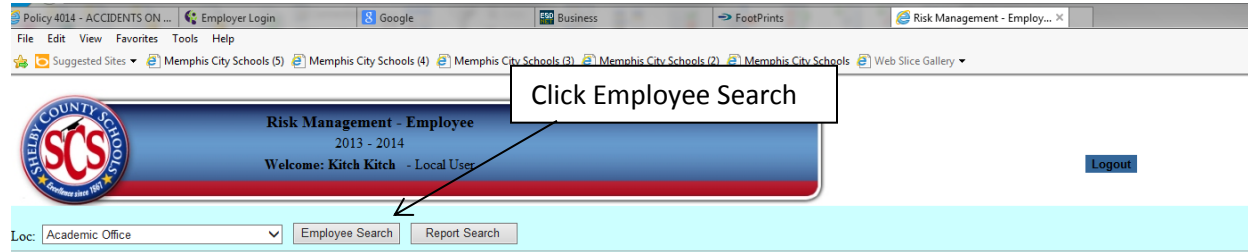
After logging in the user will be directed to the Memo page which will provide users with any special instructions and contact information for the Department of Risk Management.

Click **Continue** to enter a new report and/or access an existing one.



Enter a New Report

- Click Employee Search (Employees who have held multiple positions at your location will be listed multiple times. Select the record that reflects the employee's current job title.)



- Click New next to the employee for which you need to submit the report
 - To Search for a specific employee enter his/her first and/or last name or their SSN and click Search
 - To scroll through the list of employees assigned to your location you may click the page numbers listed at the bottom of each employee list
 - If you cannot find the employee on your list, you may create a manual report by clicking Create Manual Report

The screenshot shows the search form and employee list. The search form includes fields for "Emp AD:", "Last Name:", "First Name:", "SSN:", and a "Search" button. There is also a "Create Manual Report" button. Below the search form is a table of employees with columns for "Emp Name", "Title", "Emp AD", "Emp Type", "Rpts", "New", and "View". A callout box points to the "Search" button with the text "To Search enter: Last Name and/or First Name or SSN & Click Search". Another callout box points to the "Create Manual Report" button with the text "Click Create Manual Report to create a report for an employee that does not appear on your location's list". A third callout box points to the "New" link in the "Rpts" column of the table with the text "Click New to create a new report for the corresponding employee". A fourth callout box points to the page numbers "1 2" at the bottom of the table with the text "Click page numbers to scroll through your list of employees".

Emp Name	Title	Emp AD	Emp Type	Rpts	New	View
Askew, Jada	School Operations Academic Manager	Askewjb	R		New	View
Black, Mary Lynda	Budget Specialist	Blacknkl	R		New	View
Burr, Carolyn	Grant Writer Advisor	Burrcb	R		New	View
Carter, Erma	High School Initiatives Advisor	Carterel	R		New	View
Conway, Annie	Virtual Schools/Online Analyst	Conwayam	R		New	View
Denton, Janet	Grant Associate	Dentonjt	R		New	View
Edwards, Tammy	Executive Assistant To The Chief Academic Officer	Edwardst1	R		New	View
Faulkner, Nyssa	Grant Clerk	Faulknerns	R		New	View
Gilmore, Margaret	Assistant To The Cao	Gilmorema	R		New	View
Lynn, Gail	School Operations Clerk	Lynngv	R		New	View

- Complete all required fields on the form (required fields are noted with a red asterisk)
- Click Submit to Risk Management (you may click Save & Complete Later if you need to gather additional required information)

(See Next Page for Screen Shot)

Employee Information:

- * Last Name:
- * First Name:
- Middle Name:
- * SSN (e.g. 999999999):
- * Date of Birth(mm/dd/yyyy):
- * Gender:
- * Address:
- * City:
- * State:
- * Zip :
- Emp Ad:
- Emp Id:
- * Date Hired(mm/dd/yyyy):
- * Employee Type:
- * Job Title:
- Work Location:
- Fiscal Year:
- * Email:
- * Person Phone:

Your employee's personal data will be pre-populated in these fields. If data is incorrect or missing, contact the Department of Human Resources for corrections.

* Is the Employee covered by Board Insurance: Yes No

Incident Information:

Date of Incident: (mm/dd/yyyy) Time of Incident: * Hour Minute am Time employee Began Work: * Hour Minute
Date Reported to Supervisor: (mm/dd/yyyy) Time Reported to Supervisor: * Hour Minute am

* Incident Type: Accident Exposure

* Give a clear description of the incident. How it occurred, and where it occurred.

* Check Appropriate Action Required:

No Treatment Needed First Aid Only Ambulance Required Emergency Treatment Hospitalization SCS Clinic

* Specify part(s) of the body affected and the exposure.

Body Part: Injury: Add

* What caused this incident?

* What object or substance directly harmed the employee?

* OSHA Case Classification:

* OSHA Injury Type:

* Anticipated Return Date(mm/dd/yyyy):

Actual Return Date(mm/dd/yyyy):

Away Days:

Physical Assault? Yes No

Was Personal Protection Equipment Required? Yes No

Was Employee using Personal Protection Equipment? Yes No

Reporting Location

Report Entered By: Kitch Kitch on: 11/13/2013 1:53:39 PM

Report Location Comments

Report Location Comments Log: 0

Click Submit to Risk Management

Click Save and Complete Later if you need to gather additional required information

Retrieving Saved Reports

To retrieve and submit a saved report:

- Click Report Search

The screenshot shows the top navigation bar of the Risk Management - Employee system. The user is logged in as Kitch Kitch. Below the navigation bar, there are several buttons: 'Employee Search' and 'Report Search'. A callout box with an arrow points to the 'Report Search' button, with the text 'Click Report Search'.

- Choose Pending from the Status drop down
- Click Search
- Click View to open the saved report

The screenshot shows the search results table. A callout box points to the 'Status' dropdown menu, which is open and shows 'Pending' selected. Another callout box points to the 'Search' button. A third callout box points to the 'View' link in the first row of the table, with the text 'Click View to open the saved report'.

Rpt Id	FY	Type	Loc	Emp Name	Emp Ad	IncType	Inc Date	Enter Date	Rm Act Date	Status	View
34	2014	R	10000	Smith, Armella	Smithaa	A	11/14/2013	11/13/2013		Pending	View

- Click Submit to Risk Management

Reporting Location

Report Entered By: Kitch Kitch on: 11/13/2013 2:04:36 PM

Report Location Comments

Report Location Comments Log: 1

Entered Date	Entered By	Comments
11/13/2013 2:04:37 PM	Kitch Kitch	This is where you may enter comments.

The screenshot shows the bottom of the interface with two buttons: 'Save and Complete Later' and 'Submit to Risk Management'. A callout box with an arrow points to the 'Submit to Risk Management' button, with the text 'Click Submit to Risk Management'.

Updating Reports

- Click Report Search
- Choose the appropriate status from the Status drop down menu. If the report was returned for more information, choose Return for more info.
- Click Search
- Click View next to the report you want to update

Risk Management - Employee
2013 - 2014
Welcome: Kitch Kitch - Local User

Logout

Loc: Academic Office Employee Search Report Search

Report Search:

FY: --All FY-- Emp Type: --All Type-- Status: --All Status-- Rpt Id: Last Name: First Name: SSN: Date End:

IncDate_From: Search

(Click Column header for sorting)

Rpt Id	FY	Type	Loc	Ad	IncType	Inc Date	Enter Date	Rm Act Date	Status
34	2014	R	10000	Submit	a	11/14/2013	11/13/2013	11/13/2013	Return for more info

View

Choose the appropriate status from the Status drop down menu

Click View to open the saved report

- Make the necessary updates to your report
- Click Update (Clicking update on a report returned for more information will resubmit the form to Risk Management)

Reporting Location

Report Entered By: Kitch Kitch on: 11/13/2013 2:04:36 PM

Report Location Comments

This report is being updated to be resubmitted to Risk Management.

Report Location Comments Log: 2

Entered Date	Entered By	Comments
11/13/2013 2:04:37 PM	Kitch Kitch	This is where you may enter comments.
11/13/2013 2:37:13 PM	Kitch Kitch	

Risk Management

Approved Return for more info Rejected

By: Jeri Rudolph on: 11/13/2013 2:38:37 PM

Risk Management Comments Log: 1

Entered Date	Entered By	Comments
11/13/2013 2:38:37 PM	Jeri Rudolph	This report was returned for more info

Update

Click Update

Report Change Log: 2

Changed Date	Changed By	User Ad	User Title
11/13/2013 2:37:13 PM	Kitch Kitch	kitch	Local User
11/13/2013 2:38:37 PM	Jeri Rudolph	rudolphjl	Risk Manager

Searching for and Printing Individual Reports

- Click Report Search
- Enter search criteria which may be a combination of:
 - Fiscal Year - allows you to search for reports reported in a previous fiscal/school year
 - Employee Type - allows you to search for reports submitted for regular or substitute employees
 - Status – search by report status:
 - Approved/Rejected – returns all reports that have been approved or rejected
 - Approved – returns all approved reports
 - Rejected – returns all rejected reports
 - Return for more info – returns all reports returned to the user for more information
 - Submit – returns all reports that have been submitted to Risk Management but no action has been taken by them
 - Pending – returns reports that have been saved by the user and have not been submitted to Risk Management
 - Report ID – the report ID is assigned when the report is submitted
 - Employee Last Name – returns all reports for employees with that last name
 - Employee First Name – returns all reports for employees with that first name
 - SSN – returns reports for the employee with that SSN
 - Status Date From & Status Date End – returns reports that are in the status indicated and fall between the dates stated. For example, the user may search for reports that were in a submit status on or between November 1 and November 13.
 - IncDate_From & IncDate_End – returns reports that have an incident date that falls between the dates entered. For example, the user may search for reports for incidents/accidents that occurred on or between November 1 and November 13.
- Click Search
- Click View to view individual reports

Risk Management - Employee
2013 - 2014
Welcome: Kitch Kitch - Local User

Logout

.oc: Academic Office Employee Search Report Search

Report Search:

FY: --All FY-- Emp Type: --All Type-- Status: --All Status-- Rpt Id: Last Name: First Name: SSN: Status Date From: Status Date End:
 IncDate_From: IncDate_End: Search

Click Column header for sorting

Rpt Id	FY	Type	Loc	Emp Name	Emp Ad	IncType	Inc Date	Enter Date	Rm Act Date	Status
34	2014	R	10000	Smith, Armella	Smithaa	A	11/14/2013	11/13/2013	11/13/2013	Return for more info View

- Click Print (must allow pop-ups on this site) – this will generate a PDF document of the viewed report (must have Adobe Reader installed)

Risk Management - Employee
2013 - 2014
Welcome: Kitch Kitch - Local User

Loc: Academic Office Employee Search Report Search

View Employee Incident Report: Id Number: 34 (* indicates required field.) Print

*OSHA Reporting Checklist (check all that apply):

- Diagnosed as work related by physician or healthcare professional
- Required days away from work
- Required medical treatment beyond first aid
- Restricted work activity or necessitated job transfer
- Resulted in loss of consciousness
- Resulted in one or more deaths
- None of the above

Employee Information:

*Last Name: []
*First Name: []

Employee Accident History

To quickly determine how many reports have been entered for a particular employee:

- Click Employee Search
- The number indicated in the Rpts column reflects the number of reports that have been entered for that employee

Risk Management - Employee
2013 - 2014
Welcome: Kitch Kitch - Local User

Loc: Academic Office Employee Search Report Search

Employee Search:

Emp AD: [] Last Name: [] First Name: [] Search SSN: [] Create Manual Report

Emp Name	Title	Emp AD	Emp Type	Rpts		
Otkins-Salvant, Trikel	Grant Specialist	Otkinssalvanttm	R		New	View
Richmond, Roderick	Chief Academic Officer	Richmondrf	R		New	View
Smith, Armella	Dual Enrollment/Post Secondary Specialist	Smithaa	R	1	New	View
Williams, Audrey	Grant Specialist	Williamsal	R		New	View

1 2

Logging Out

Due to the sensitive nature of data captured in this system, the user should **ALWAYS** log out when he/she has completed the work that needs to be done in this system. To logout click the Logout button located in the top right corner of the page.

Risk Management - Employee
2013 - 2014
Welcome: Kitch Kitch - Local User

Loc: Academic Office Employee Search Report Search

Logout