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:

  o Approve the report
  o Return the report for additional information
  o 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.
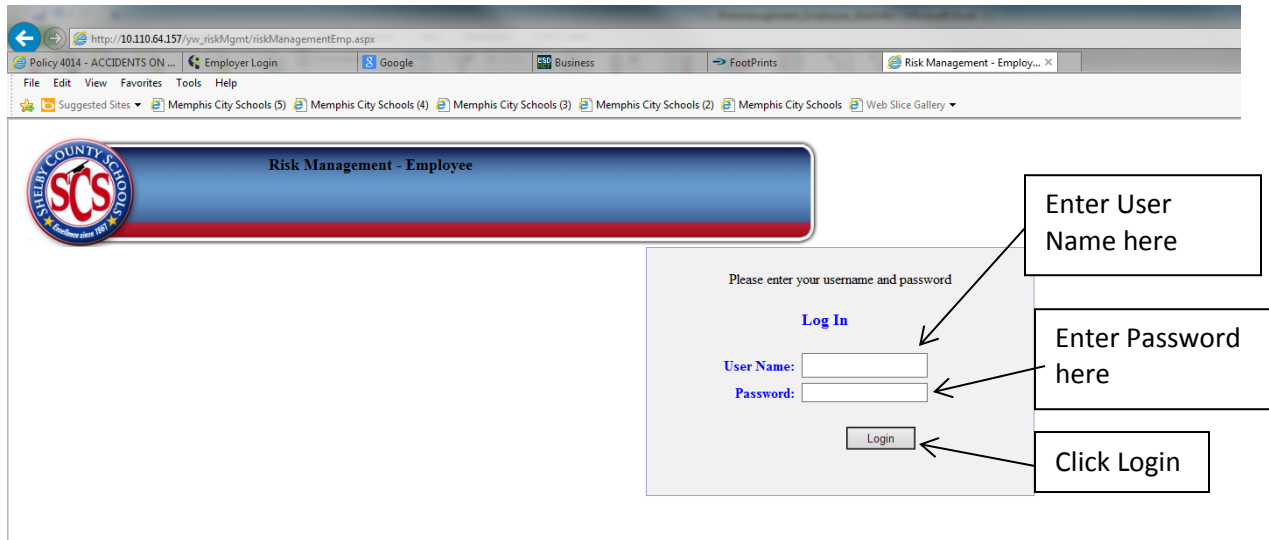
The following pages will provide you with step-by-step instructions on how to:

- 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).
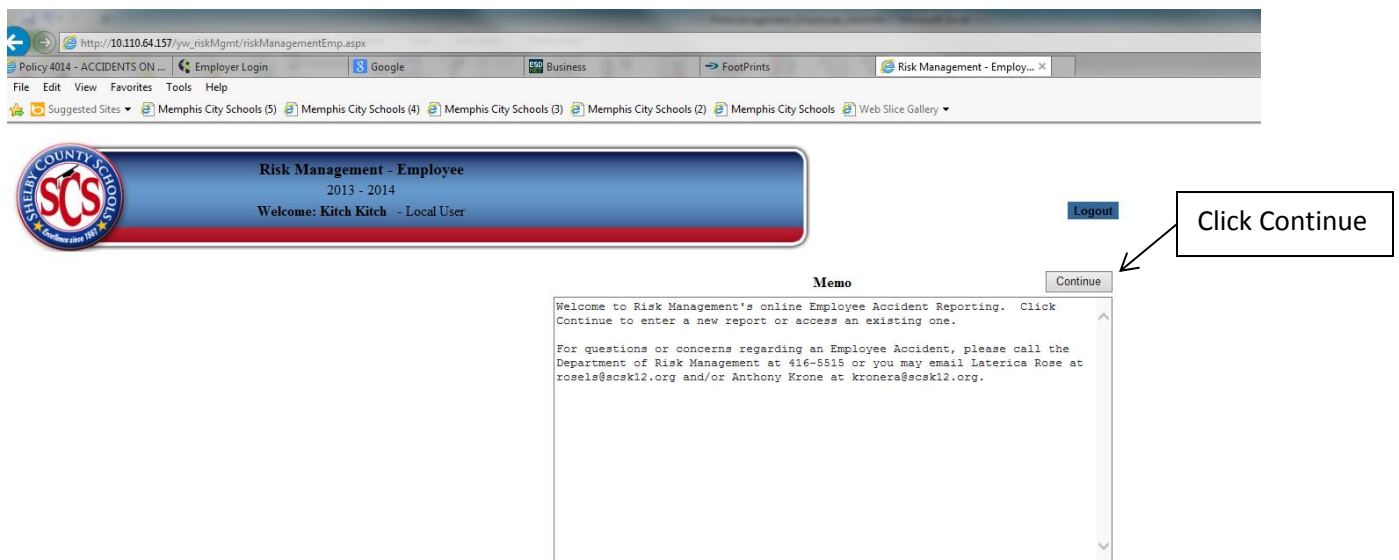
Log In Page

Users can access the login page from http://OJIReport.scsk12.org.

Users should enter their SCS user name and password in the appropriate fields and click the Login button to login.
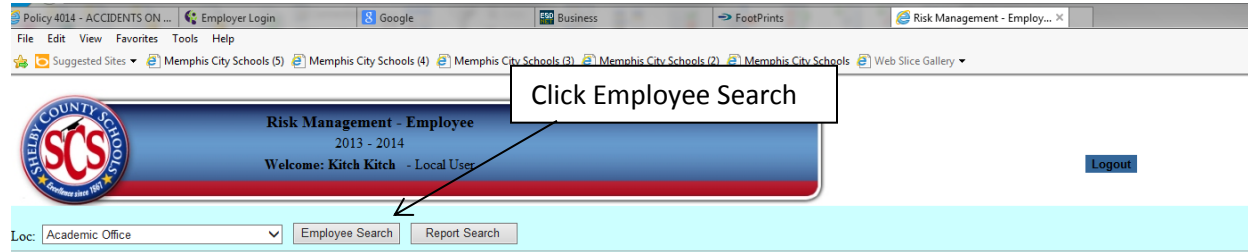
After logging in the user will be directed to the Memo page which will provide users with any special instructions and contact information for the Department of Risk Management.

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

- 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:	Time employee Began Work:
	*Hour [00 ∨] Minute [00 ∨] [am ∨]	*Hour [00 ∨] Minute [00 ∨]
*Date Reported to Supervisor: (mm/dd/yyyy)	Time Reported to Supervisor:	
	*Hour [00 ∨] Minute [00 ∨] [am ∨]	

*Incident Type: ○ Accident ○ Exposure

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

[   ]

*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 Parts: [∨]   Injury: [∨]   [Add]

*What caused this incident?

[   ]

*What object or substance directly harmed the employee?

[   ]

*OSHA Case Classification: [--Select-- ∨]
*OSHA Injury Type: [--Select-- ∨]
*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

[Save and Complete Later]   [Submit to Risk Management]

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

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

- 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.

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

Click Report Search

Click Search

Click View to open the saved report

Choose the appropriate status from the Status drop down menu

- 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		Click Report Search		Logout

Loc: [Academic Office ▾]   [Employee Search]   [Report Search]

Report Search:

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

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

Enter Search Criteria

Click View

Click Search

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

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

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.