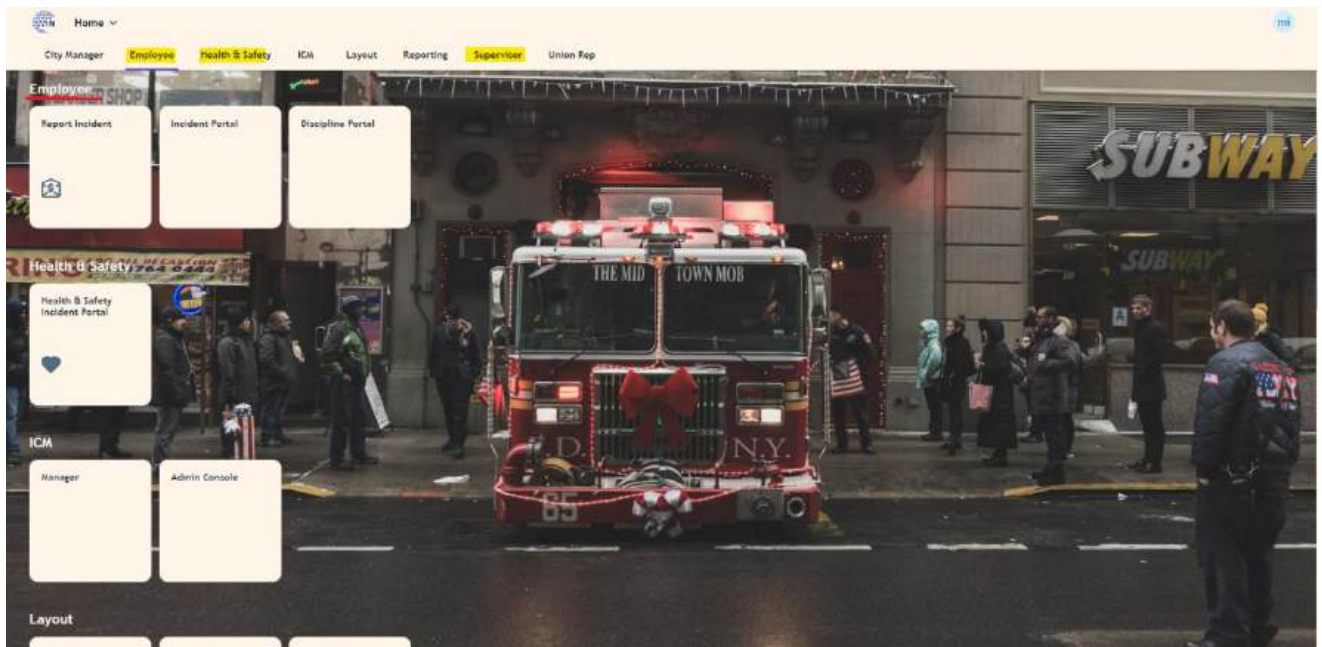


Incident Management System

Incident Module comprises of 3 roles: -

1. Employee View
2. Supervisor View
3. Health and Safety



1. Applications under Employee View:
 - 1.1 Report Incident
 - 1.2 Incident Portal
2. Applications under Supervisor View:
 - 2.1 Incident Portal
3. Applications under Health and Safety View:
 - 3.1 Incident Portal

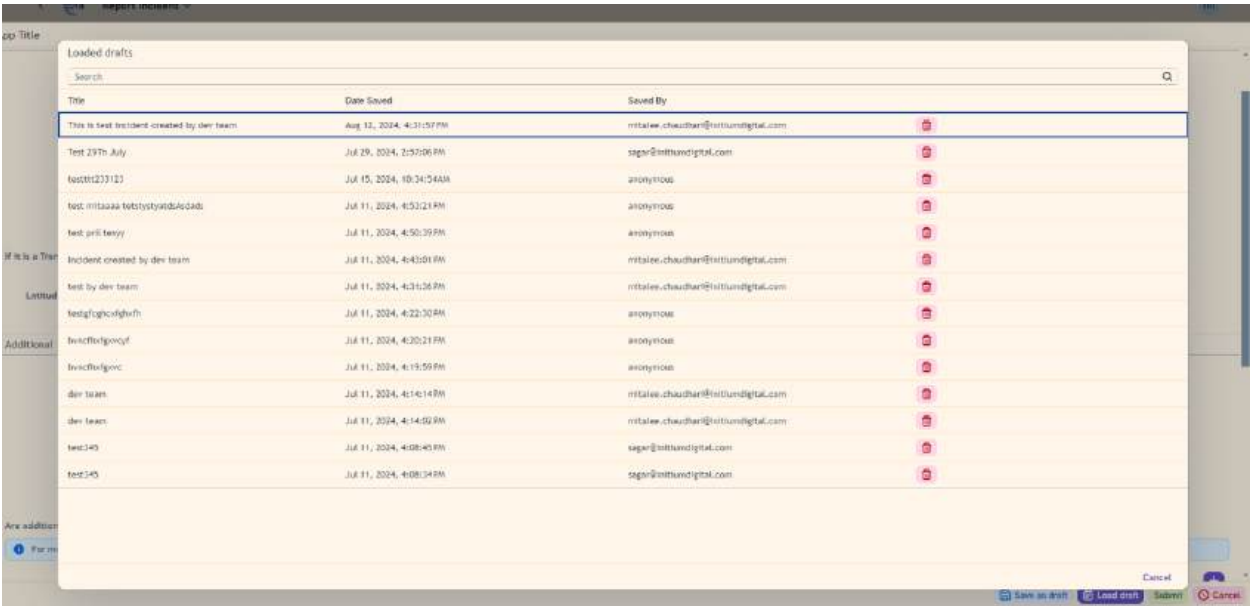
Lets discover Employee View along with applications and functionalities: -

1.1 Report Incident

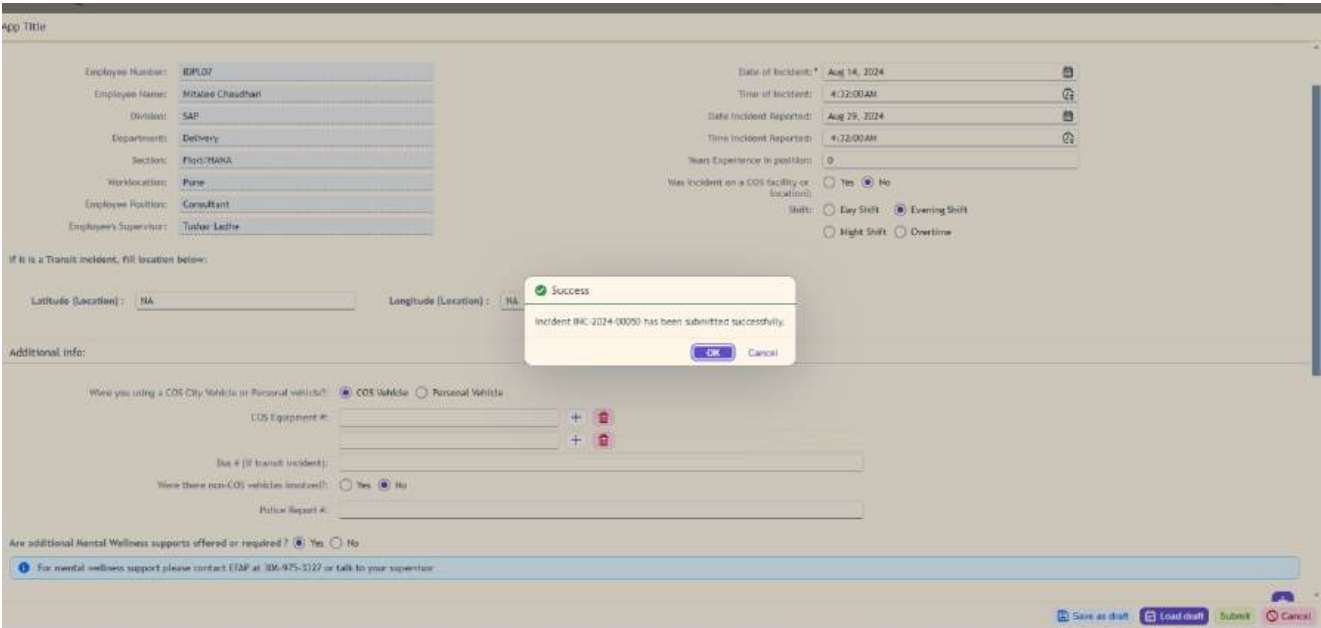
Once you entered into report incident application, you will able to see your personal details under **employee details** section which you cannot change (read only).

Now fill the complete form. If you are not sure about filled details you can save the form as draft by clicking on save as draft. This will save your form which you can open in future and edit and submit. Now if you hit save as draft button it will show a pop-up saying saved successfully as below.

In future if you want to submit the form, you can open it by clicking on load as draft button and it will give you list of all saved draft like below-



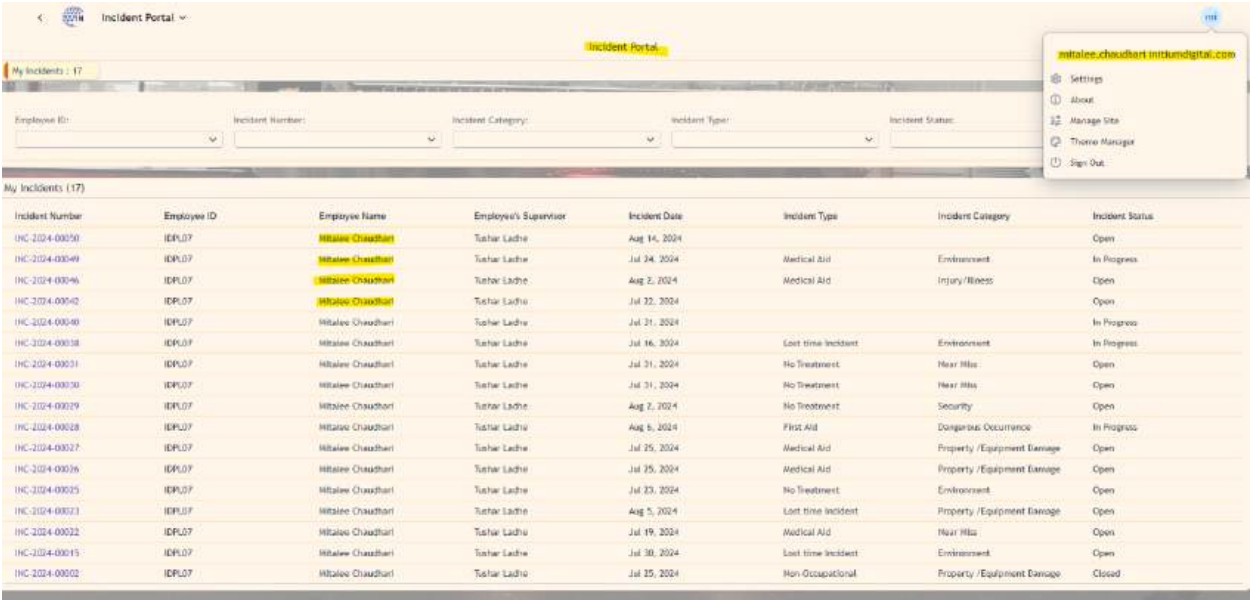
Now select the required incident from the list and do the necessary changes in form and hit submit. Once you hit submit it will generate a Incident number for submitted incident as follows:



You can cancel the request by clicking on the cancel button.

1.2 Incident Portal

Once you submit your incident, you will now able to see submitted incident in incident portal. As you open incident portal, you will able to see list of incidents submitted by **you only** as shown below-



The screenshot shows the 'Incident Portal' interface. At the top, there's a header with 'Incident Portal' and a user profile for 'nitalee.chaudhary@mkandigital.com'. Below the header, there are filters for 'Employee ID', 'Incident Number', 'Incident Category', 'Incident Type', and 'Incident Status'. The main section is titled 'My Incidents (17)' and displays a table of incidents.

Incident Number	Employee ID	Employee Name	Employee's Supervisor	Incident Date	Incident Type	Incident Category	Incident Status
IHC-2024-00050	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Aug 14, 2024			Open
IHC-2024-00049	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Jul 24, 2024	Medical Aid	Environment	In Progress
IHC-2024-00046	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Aug 2, 2024	Medical Aid	Injury/Witness	Open
IHC-2024-00042	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Jul 22, 2024			Open
IHC-2024-00040	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Jul 21, 2024			In Progress
IHC-2024-00038	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Jul 16, 2024	Lost time Incident	Environment	In Progress
IHC-2024-00031	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Jul 31, 2024	No Treatment	Hear Ills	Open
IHC-2024-00030	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Jul 31, 2024	No Treatment	Hear Ills	Open
IHC-2024-00029	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Aug 7, 2024	No Treatment	Security	Open
IHC-2024-00028	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Aug 5, 2024	First Aid	Dangerous Occurrence	In Progress
IHC-2024-00027	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Jul 25, 2024	Medical Aid	Property /Equipment Damage	Open
IHC-2024-00026	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Jul 25, 2024	Medical Aid	Property /Equipment Damage	Open
IHC-2024-00025	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Jul 23, 2024	No Treatment	Environment	Open
IHC-2024-00023	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Aug 5, 2024	Lost time Incident	Property /Equipment Damage	Open
IHC-2024-00022	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Jul 19, 2024	Medical Aid	Hear Ills	Open
IHC-2024-00015	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Jul 30, 2024	Lost time Incident	Environment	Open
IHC-2024-00002	IEPLO7	Nitalee Chaudhary	Tushar Ladhe	Jul 25, 2024	Non-Occupational	Property /Equipment Damage	Closed

As you navigate inside from incident number, you are being employee will not be able to change anything but you can view the status and details and other information filled by supervisor and H&S team as shown below-

Incident details Tab



The screenshot shows the 'Incident details Tab' for incident IHC-2024-00002. The interface includes a navigation bar with icons for Incident Details, Investigation, Correction, Notes, Follow Up, EHS referral, RTR, and WCB. The main content area displays the incident details for employee Nitalee Chaudhary (ID: IEPLO7), supervised by Tushar Ladhe. The incident occurred on July 25, 2024, at 11:19:00 AM, and was reported on August 8, 2024, at 11:19:00 AM. The incident type is 'Lost time Incident' and the category is 'Property /Equipment Damage'. The status is 'Open'. The location is 'Flori/ANA' and the work location is 'Flori/ANA'. The incident was created by the Dev team.

Incident Details:

- Employee Name: Nitalee Chaudhary
- Employee Number: IEPLO7
- Division: SAP
- Department: Delivery
- Work Location: Flori/ANA
- Section: Flori/ANA
- Employee Position: Consultant
- Employee's Supervisor: Tushar Ladhe

Incident Details:

- Date of Incident: Jul 25, 2024
- Time of Incident: 11:19:00 AM
- Date Incident Reported: Aug 8, 2024
- Time Incident Reported: 11:19:00 AM
- Years Experience in position: 3
- Was Incident in a COS facility or location: Yes
- Shift: Day Shift

If it is a Transit Incident, fill location below:

Latitude (Location): optional Longitude (Location): optional

Additional Info:

Where you using a COS City Vehicle or Personal vehicle? COS Vehicle Personal Vehicle

Investigation Tab

Incident Portal

Incident No: INC-2024-00002

Employee Name: Mitabze Chaudhari

Employee ID: IDP107

Employee Position: Consultant

Employee Work Location:

Supervisor: Tushar Ladhe

Incident Date: 2024-07-25

Incident Det.

Investigation

Corrective A.

Notes

Follow Up

EHS referral

RTW

WCB

Investigation Details

Date Investigated: May 20, 2024

Investigated By: mitabze.chaudhari

Employee Return to work: ☒ Yes ☐ No

Investigation status details: this incident is created by dev team for test

Corrective Action Tab

Incident Portal

Incident No: INC-2024-00002

Employee Name: Mitabze Chaudhari

Employee ID: IDP107

Employee Position: Consultant

Employee Work Location:

Supervisor: Tushar Ladhe

Incident Date: 2024-07-25

Incident Det.

Investigation

Corrective A.

Notes

Follow Up

EHS referral

RTW

WCB

Corrective Action Details

Created By	Created Date	Re-assign To	Due Date	Corrective Action Status	Comments
mitabze.chaudhari@mitthundigit...	Jul 11, 2024, 11:23:21AM	Sophia Ran	Jul 16, 2024	Open	this incident is created by dev team for test
mitabze.chaudhari@mitthundigit...	Jul 11, 2024, 11:23:14AM	Jim Parker	Aug 1, 2024	Open	this incident is created by dev team for test

Notes Tab

Incident Portal

Incident Portal

Incident No: INC-2024-00002Employee Name: Mitalee ChaudhariEmployee ID: IDPL07Employee Position: ConsultantEmployee Work Location:Supervisor: Tahir LadheIncident Date: 2024-07-25

Incident DetailsInvestigationConnective A...NotesFollow UpEIS-referralBTWWC

Notes Details

Added By	Added On	Notes Type	Notes*	Is Review Needed for added note?
mitalee.chaudhari@mittundigital.com	Jul 11, 2024, 11:23:36AM	warning	This incident is created by dev team for test 1	<input checked="" type="radio"/> Yes <input type="radio"/> No
mitalee.chaudhari@mittundigital.com	Jul 11, 2024, 11:23:46AM	warning	This incident is created by dev team for test	<input checked="" type="radio"/> Yes <input type="radio"/> No

Follow up tab

Incident Portal

Incident Portal

Incident No: INC-2024-00002Employee Name: Mitalee ChaudhariEmployee ID: IDPL07Employee Position: ConsultantEmployee Work Location:Supervisor: Tahir LadheIncident Date: 2024-07-25

Incident DetailsInvestigationConnective A...NotesFollow UpEIS-referralBTWWC

To add Follow Up please click on Create Follow Up.

Follow Up Details

Follow Up created Date	Follow Up created By	Follow Up Due Date	Follow Up Status	Follow Up Created For	Follow Up Notes	Completion Dates
Jul 11, 2024, 11:24:05AM	mitalee.chaudhari@mittundigital...	Jul 25, 2024	Complete	Jin Parker	This incident is created by dev team for test	Jul 17, 2024

EHS Referral Tab

Incident Portal

Incident No: INC-2024-00001 Employee Name: Mitalee Chaudhari Employee ID: IDP107 Employee Position: Consultant Employee Work Location: Supervisor: Tudhar Ladhe Incident Date: 2024-07-25

Incident Det... Investigation Corrective A... Rules Follow Up EHS-referral RTW WCB

1. Has the Employee provided fully completed Incident Report? ☐ No ☒ Yes

2. Is accommodation given then? ☐ No ☒ Yes

3. Has it been reviewed/inspected by the Incident Report Reviewer? ☐ No ☒ Yes

4. Has the Incident Report been reviewed by the Incident Report Reviewer? ☐ No ☒ Yes

EMPLOYEE HEALTH SERVICES EXPENSE FORM

Address:

Employee's Name: Mitalee Chaudhari Employee ID: IDP107

Current Position: Consultant Current Department: Delivery

Current Location: Delivery

Reason for Referral:

☒ Employee requires accommodation due to non-work-related injury, illness or stress.

☐ Employee requires accommodation due to work-related injury, illness or stress.

Other:

Has incident been closed by the user? ☐

Has incident been closed by the user? ☐

RTW Tab

Incident Portal

Incident No: INC-2024-00002 Employee Name: Mitalee Chaudhari Employee ID: IDP107 Employee Position: Consultant Employee Work Location: Supervisor: Tudhar Ladhe Incident Date: 2024-07-25

Incident Det... Investigation Corrective A... Rules Follow Up EHS-referral RTW WCB

TEMPORARY RETURN TO WORK AGREEMENT

This Agreement will confirm the arrangements made to temporarily accommodate your medical restriction. In keeping with recommendation submitted by your health care provider you will be accommodated as follows:

Employee's Name: Mitalee Chaudhari Union: Ambrosio

Current Position: Consultant Current Department: Delivery

Start date: Jul 16, 2024 Manager: Tudhar Ladhe

Anticipated Start date: Jul 26, 2024 Date: Jul 26, 2024

1. In case of difficulty in filling details, Please Click on help icon for more details

WCB Form Tab

The screenshot displays the 'Incident Portal' interface with the 'WCB Form Tab' active. The form is titled 'Injury Details' and contains the following sections:

- Incident Information:** Includes fields for 'Incident ID', 'Employee ID', 'Employee Name', 'Employee Position', 'Employee Photo', 'Employee Email', and 'Employee Phone'.
- Incident Description:** A large text area for describing the incident.
- Incident Status:** A dropdown menu for selecting the status.
- Incident Date:** A date field for the incident date.
- Incident Time:** A time field for the incident time.
- Incident Location:** A text field for the incident location.
- Incident Type:** A dropdown menu for selecting the incident type.
- Incident Category:** A dropdown menu for selecting the incident category.
- Incident Sub-category:** A dropdown menu for selecting the incident sub-category.
- Incident Severity:** A dropdown menu for selecting the incident severity.
- Incident Impact:** A dropdown menu for selecting the incident impact.
- Incident Resolution:** A dropdown menu for selecting the incident resolution.
- Incident Comments:** A large text area for providing additional comments.
- Incident Attachments:** A section for uploading files related to the incident.
- Incident History:** A table showing the history of the incident, including dates and actions.

Lets move to the next View

Supervisor View

Your submitted incident is now accessed by supervisor in supervisor view under Incident Portal application. It shows the total number of incidents at top of page as My Incidents. It also includes a filter bar which helps you to filter out the data on various parameters when number of incidents will increase. You just simply have to select the required value for filter. For e.g. if you have to search all the incidents created by employee with employee ID say IDPL08. You have to click on Employee ID filter, this will give a list of all employee ID's. Then select the employee ID and click on the Go button. It will give you list of incidents with employee ID as IDPL08. If you want to remove filter, click on clear button and filter will be removed.

Incident Management System

The screenshot shows the 'Incident Portal' interface. At the top, there's a navigation bar with 'Incident Portal' and a user icon 'mi'. Below the navigation bar, there's a section 'My Incidents : 30'. A filter bar contains dropdowns for 'Employee ID:', 'Incident Number:', 'Incident Category:', 'Incident Type:', and 'Incident Status:', along with 'Go', 'Clear', and 'Adapt Filters' buttons. Below the filter bar, there's a table titled 'My Incidents (30)' with the following data:

Incident Number	Employee ID	Employee Name	Employee's Supervisor	Incident Date	Incident Type	Incident Category	Incident Status
INC-2024-00050	IDPL07	Mitalee Chaudhari	Tushar Ladhe	Aug 14, 2024			Open
INC-2024-00049	IDPL07	Mitalee Chaudhari	Tushar Ladhe	Jul 24, 2024	Medical Aid	Environment	In Progress
INC-2024-00047	IDPL01	Sagar Patil	Tushar Ladhe	Jul 31, 2024	Medical Aid	Dangerous Occurrence	In Progress
INC-2024-00046	IDPL07	Mitalee Chaudhari	Tushar Ladhe	Aug 2, 2024	Medical Aid	Injury/Illness	Open
INC-2024-00045	IDPL08	Priyanka Ladhe	Tushar Ladhe	Jul 11, 2024	Non-Occupational	Property /Equipment Damage	Open
INC-2024-00042	IDPL07	Mitalee Chaudhari	Tushar Ladhe	Jul 22, 2024			Open
INC-2024-00040	IDPL07	Mitalee Chaudhari	Tushar Ladhe	Jul 31, 2024			In Progress
INC-2024-00038	IDPL07	Mitalee Chaudhari	Tushar Ladhe	Jul 16, 2024	Lost time Incident	Environment	In Progress

You can navigate into the system by clicking on Incident Number. After Navigating, system will look like below:

It will open with 7 tabs.

The screenshot shows the 'Incident Portal' interface with the 'Incident Details' tab selected. The top bar displays the incident number 'INC-2024-00006' and various details: Employee Name: Priyanka Ladhe, Employee ID: IDPL08, Employee Position: Consultant, Employee Work Location: Pune, Supervisor: Tushar Ladhe, Incident Date: 2024-05-30. Below the top bar, there's a navigation bar with 7 tabs: Incident Det., Investigation, Corrective..., Notes, Follow Up, DRG referral, and WCB. The 'Incident Det.' tab is active. The main content area shows the 'Employee Details' section with the following information:

Employee Name:	Priyanka Ladhe	Date of Incident:	May 30, 2024
Employee Number: <td>IDPL08</td> <td>Time of Incident:<td>2:28:00 AM</td></td>	IDPL08	Time of Incident: <td>2:28:00 AM</td>	2:28:00 AM
Division: <td>SAP</td> <td>Date Incident Reported:<td>May 31, 2024</td></td>	SAP	Date Incident Reported: <td>May 31, 2024</td>	May 31, 2024
Department: <td>Delivery</td> <td>Time Incident Reported:<td>2:28:00 AM</td></td>	Delivery	Time Incident Reported: <td>2:28:00 AM</td>	2:28:00 AM
Work Location: <td>Pune</td> <td>Years Experience in position:<td>5</td></td>	Pune	Years Experience in position: <td>5</td>	5
Sector: <td>FlotHANA</td> <td>Was Incident on a COS facility or location? *</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td>	FlotHANA	Was Incident on a COS facility or location? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Employee Position: <td>Consultant</td> <td>Shift:</td> <td><input type="radio"/> Day Shift <input checked="" type="radio"/> Evening Shift <input type="radio"/> Night Shift <input type="radio"/> Overtime</td>	Consultant	Shift:	<input type="radio"/> Day Shift <input checked="" type="radio"/> Evening Shift <input type="radio"/> Night Shift <input type="radio"/> Overtime
Employee's Supervisor: <td>Tushar Ladhe</td> <td></td> <td></td>	Tushar Ladhe		

Below the employee details, there's a section for 'If it is a Transit Incident, BE location below:' with fields for 'Latitude (Location):' and 'Longitude (Location):'. Below that, there's an 'Additional Info:' section with a question 'Were you using a COS City Vehicle or Personal vehicle? *' and radio buttons for 'COS Vehicle' and 'Personal Vehicle'. Below this, there's a field for 'COS Equipment #:' with the value '32' and a field for 'Box # (if transit incident):' with the value '38'.

We are on the Incident Details Tab. Whatever details we had filled in the form during reporting incident, will appear in this tab. You as Supervisor cannot make few changes in system e.g. Employee name, Employee Number, Date of Incident etc. hence these fields are read only.

But if you want to Update/Insert rest of fields of this form, you can do this update from this tab.

For e.g.

Say if you want to add more witness to this incident, you can click on add (+) button and more empty rows will be added in the form.

Incident Portal

Are additional Mental Wellness supports offered or required? ☒ Yes ☐ No

For mental wellness support please contact EFAP at 306-975-3327 or talk to your supervisor

+

Name of Witness	Witness contact number	Email ID	Witness Statement
indian	4343434242	test	test

Incident Classification

Incident Category:

Incident Type(Primary):

Type of Event:

Actual Incident Severity:

Potential Severity:

In a Detailed Investigation with OHS required?: ☐ Yes ☒ No

Other Involved People: ☐ COS Employee ☐ Contractor ☐ Member of the Public

Description of Incident

This incident is created for Testing

Update

You will need to click on the Update button in order to update your changes into the system.

Once you click on Update button, it will give you success message saying your updates for respective incident are done.

Investigation Tab

In this tab you have to fill details related to investigation which was conducted to investigate respective incident. Initially investigation status will be in progress. Only H&S Team has authority to mark investigation as Complete.

In this tab, fill your investigation details as per requirements, Now here- If you select Employee Return to work? As 'Yes' then only RTW tab will be visible.

Incident Portal

Incident No: INC-2024-00010 | Employee Name: Mitalee Chaudhari | Employee ID: IDPL07 | Employee Position: Consultant | Employee Work Location: Pune | Supervisor: Tushar Ladhe | Incident Date: 2024-08-14

Investigation Details

Date Investigated: Aug 13, 2024

Investigated By: Mr. Paul

Employee Return to work: ☒ Yes ☐ No

Investigation Status: In Progress

You are not authorize to change Investigation status.

Investigation status details: This is test incident created by Initium Dev team members

Submit

else if you select it as 'No' then RTW tab will be hidden.

Incident Portal

Incident No: INC-2024-00010 | Employee Name: Mitalee Chaudhari | Employee ID: IDPL07 | Employee Position: Consultant | Employee Work Location: Pune | Supervisor: Tushar Ladhe | Incident Date: 2024-08-14

Investigation Details

Date Investigated: Aug 13, 2024

Investigated By: Mr. Paul

Employee Return to work: ☐ Yes ☒ No

Investigation Status: In Progress

You are not authorize to change Investigation status.

Investigation status details: This is test incident created by Initium Dev team members

Submit

You will have to click on the Submit button to confirm your changes. Once you submit your investigation, your Incident status will change to 'In progress' as below:

Incident Management System

The Incident Portal interface includes a header with a back arrow, a logo, and the text "Incident Portal". On the right is a user profile icon labeled "mi". Below the header is a search section with four dropdown menus: "Employee ID:", "Incident Number:", "Incident Category:", and "Incident Type:". Below these is an "Incident Status:" dropdown. To the right of the dropdowns are three buttons: "Go" (purple), "Clear" (light blue), and "Adapt Filters" (light blue). Below the search section is a section titled "My Incidents (30)". Below this is a table with the following columns: Incident Number, Employee ID, Employee Name, Employee's Sup..., Incident Date, Incident Type, Incident Category, and Incident Status.

Incident Number	Employee ID	Employee Name	Employee's Sup...	Incident Date	Incident Type	Incident Category	Incident Status
INC-2024-00050	IDPL07	Mitalee Chaudhari	Tushar Ladhe	Aug 14, 2024			In Progress
INC-2024-00049	IDPL07	Mitalee Chaudhari	Tushar Ladhe	Jul 24, 2024	Medical Aid	Environment	In Progress
INC-2024-00047	IDPL01	Sagar Patil	Tushar Ladhe	Jul 21, 2024	Medical Aid	Dangerous Occurrence	In Progress
INC-2024-00046	IDPL07	Mitalee Chaudhari	Tushar Ladhe	Aug 2, 2024	Medical Aid	Injury/Illness	In Progress

Let's move to the next Tab,

Now to add **Corrective Action** for an Incident, you must click on Add New button. Once you add Corrective Action, a fragment of Corrective Action details will open where you have to fill details as per requirements.

To assign this Corrective action to respective person, you have to click on value help and a list will appear on screen, then select the person from the list to whom you have to assign else to go back click on cancel.

The screenshot shows the "Corrective Action Details" form in the Incident Portal. The form has a header with the incident number "INC-2024-00050", employee name "Mitalee Chaudhari", employee ID "IDPL07", location "Pune", supervisor "Tushar Ladhe", and incident date "2024-08-14". Below the header is a navigation bar with icons for "Incident Details", "Investigation", "Corrective Action", "Notes", "Follow Up", "EHS referral", and "WCS". The "Corrective Action" tab is selected. The form has a section titled "Corrective Action Details" with a message "To add New Corrective action please click on 'Add New'". Below this is a table with columns "Created By", "Created Date", and "Assign To". To the right of the table is a dropdown menu titled "Employee's Supervisor" with a search bar and a list of names and IDs: Stephen Liu (1001), Fay Wei Daming (1002), Brooks Dine (1003), Regina Oliveira (1004), John Matthew (1005), Jim Parker (1006), Sophia Rai (1007), Wendy Blake (1008), and Sofia Lane (1009). The dropdown menu is open, showing the list of names and IDs. The "Add New" button is visible in the top right corner of the form.

Fill other details in the form. you must click on Submit to confirm your changes.

The screenshot shows the 'Incident Portal' interface. At the top, there are tabs for Incident Details, Investigation, Corrective Action, Notes, Follow Up, EHS referral, and WCB. The 'Corrective Action' tab is active. Below the tabs, there is a header bar with incident details: Incident No: INC-2024-00290, Employee Name: Mitalee Chaudhari, Employee ID: EPL07, Employee Position: Consultant, Employee Work Location: Pune, Supervisor: Tushar Lathia, and Incident Date: 2024-08-14. The main content area is titled 'Corrective Action Details' and contains a table with columns: Created By, Created Date, Assign To, Due Date, Corrective Action Status, and Comments. A modal window is open over the table, showing the 'Corrective Action Details' form. The form has fields for Assigned To (Jim Parker), Due Date (Aug 14, 2024), Corrective Action Status (Open), and a comment field with the text 'This is test 2 corrective action'. There are 'Submit' and 'Cancel' buttons at the bottom of the modal. A warning message states: 'You are not authorized to change Corrective Action status.'

Once you click on submit, Corrective action will be created for respective incident.

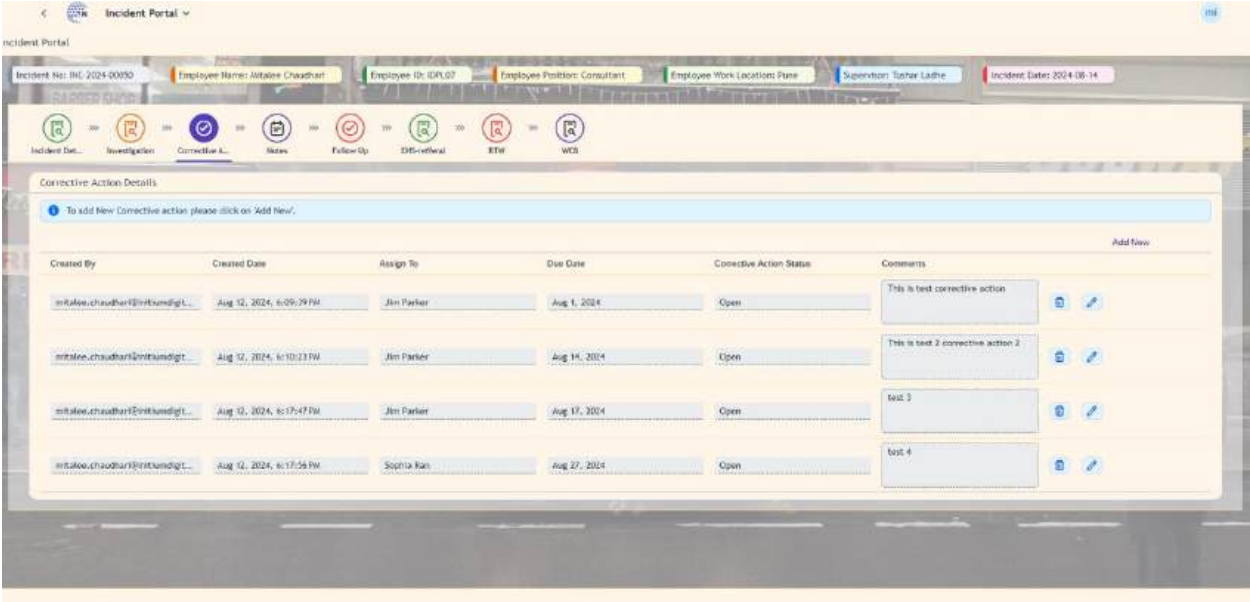
The screenshot shows the 'Incident Portal' interface after the corrective action has been submitted. The 'Corrective Action' tab is still active. The table now shows two rows of data. The first row has Created By: mitalee.chaudhari@mitlundsight..., Created Date: Aug 12, 2024, 6:09:39PM, Assign To: Jim Parker, Due Date: Aug 14, 2024, Corrective Action Status: Open, and Comments: This is test corrective action. The second row has Created By: mitalee.chaudhari@mitlundsight..., Created Date: Aug 12, 2024, 6:10:23PM, Assign To: Jim Parker, Due Date: Aug 14, 2024, Corrective Action Status: Open, and Comments: This is test 2 corrective action. A modal window is open over the table, showing an 'Information' message: 'Corrective Action created for incident INC-2024-00290'. There is an 'OK' button at the bottom of the modal.

Once you submit your Corrective Action, you can see details on this tab.



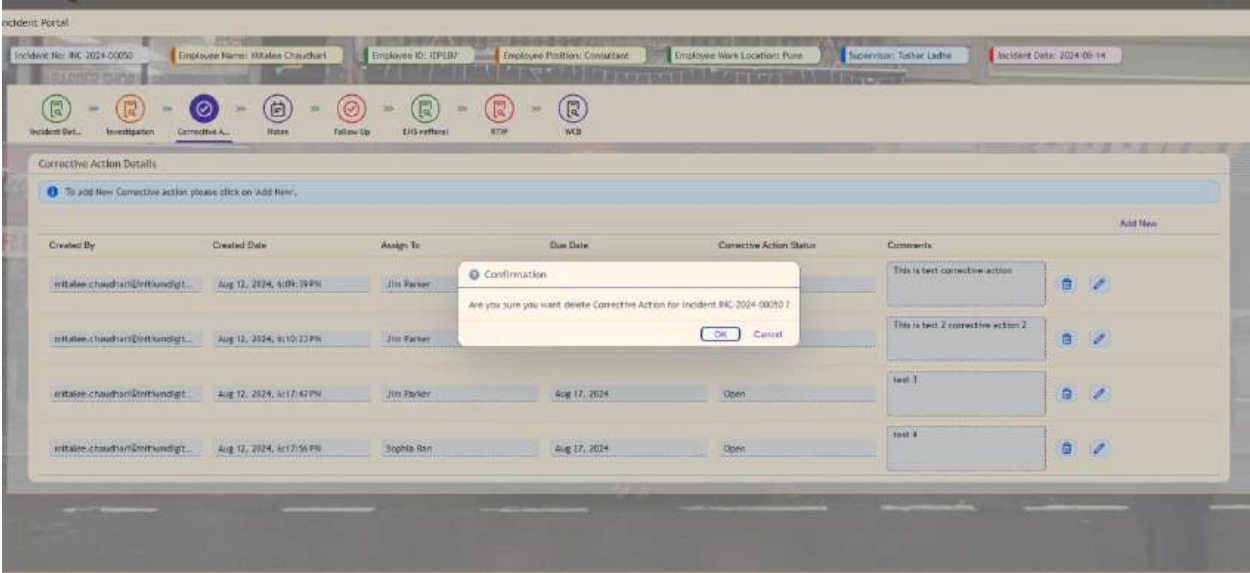
If you want to add new Corrective Action, you will have to follow all these steps again.

Multiple corrective actions will look like below -

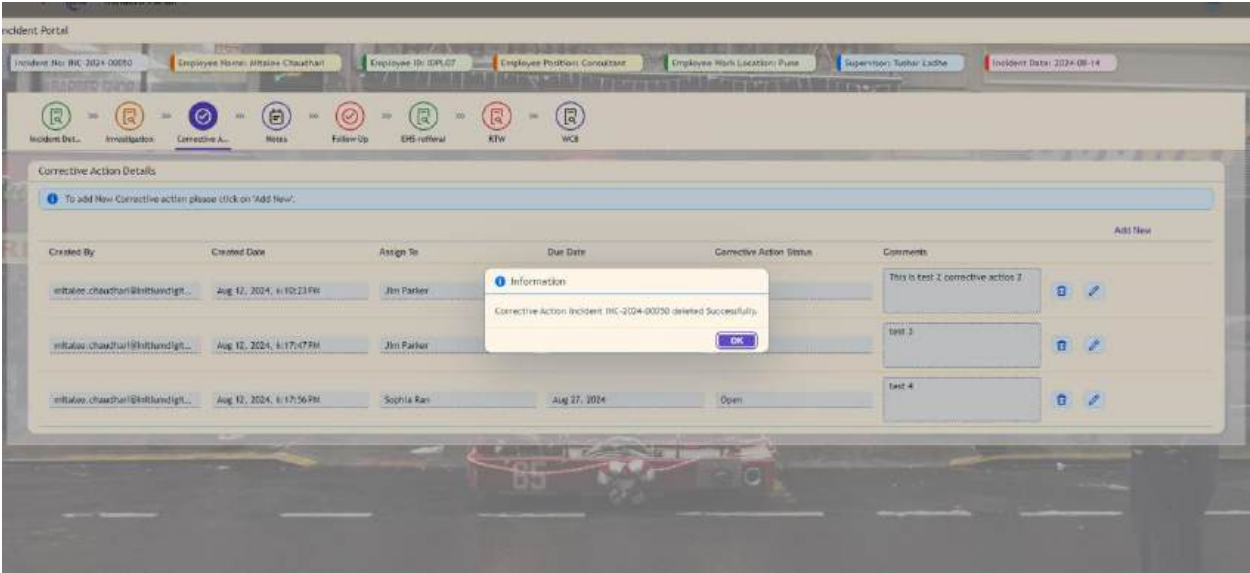


Now if you want to delete any Corrective Action, you will have to click on delete Icon. Once you click on the delete icon, a pop up will appear.

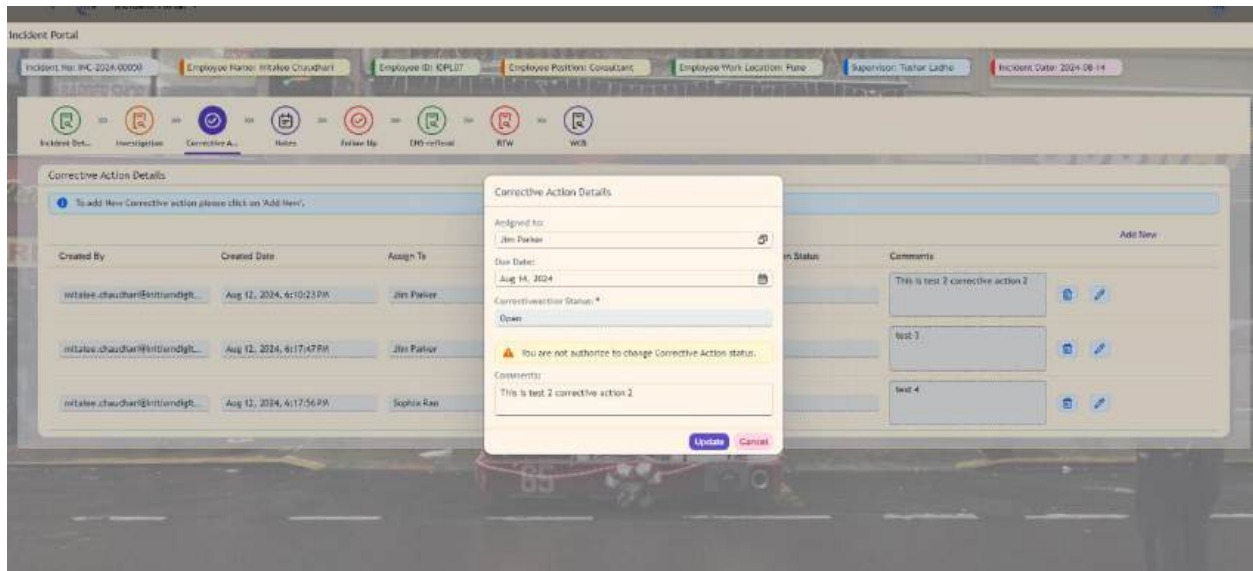
Incident Management System



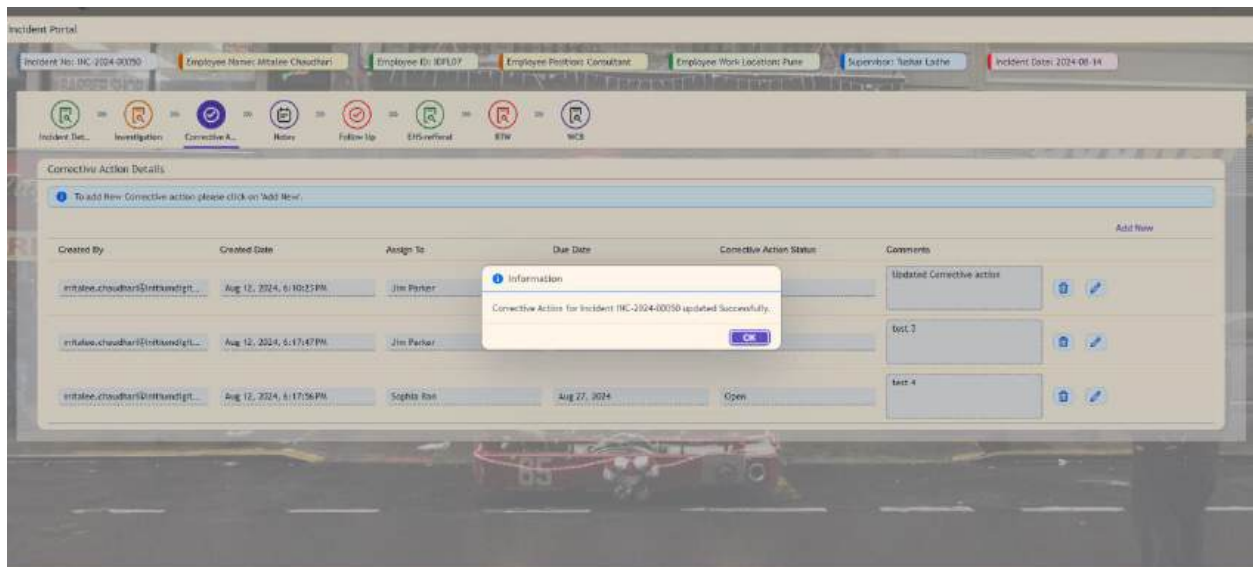
Now if you select OK then your selected Corrective action will be deleted.



Now if you want to edit any of the Corrective action, click on edit button.



Once you click on edit button, Corrective action fragment will open and you can do whatever changes you want to do. Then click on Update button and your Corrective action changes will be updated.

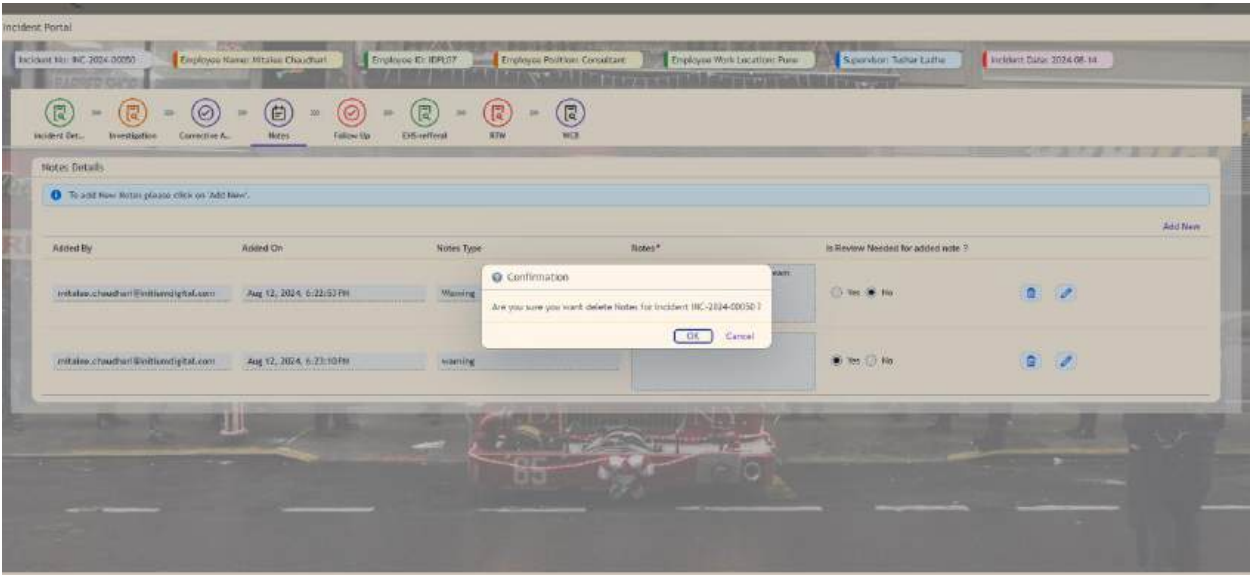


Let's move to next tab: **Notes tab** have same functionality as Corrective action tab where you can add notes, delete notes and edit notes.

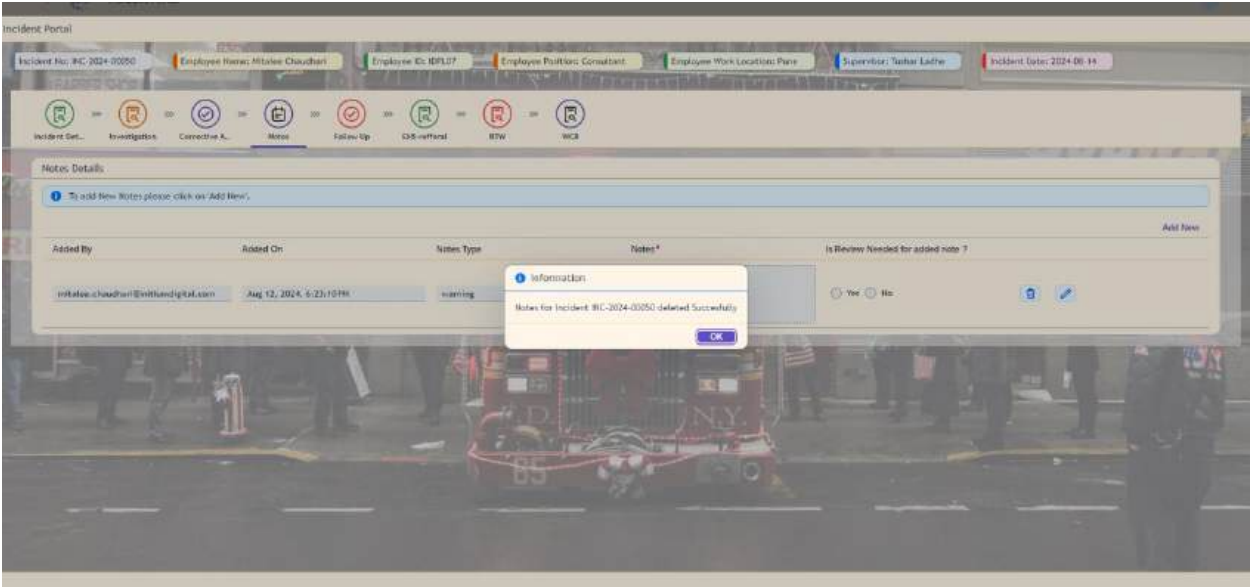
Add New Note: Click on Add New Button-



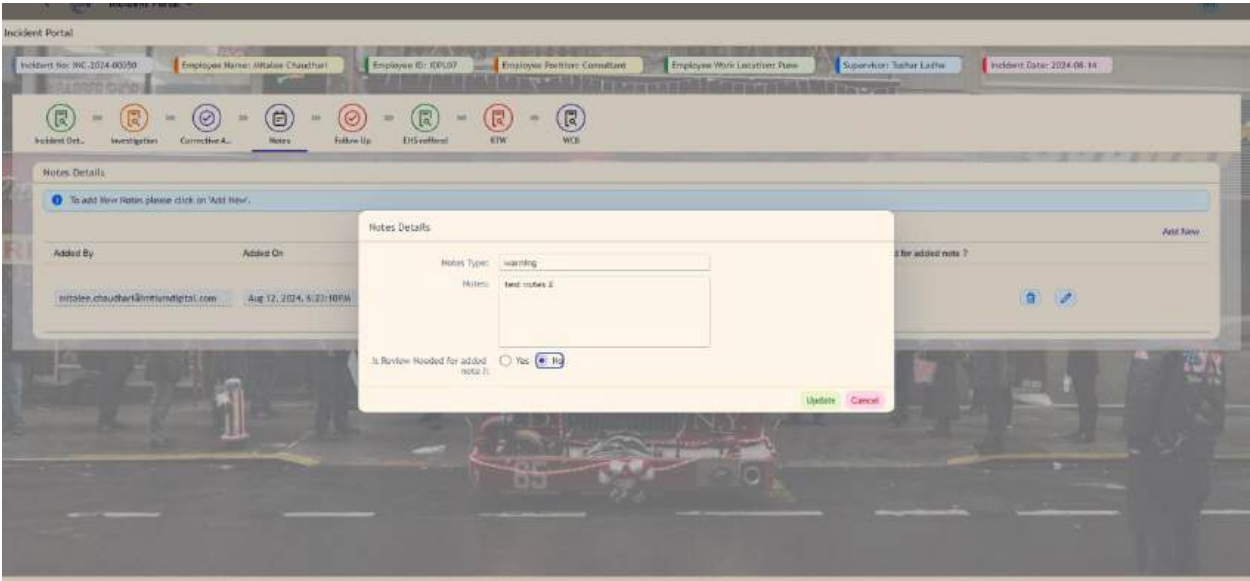
Delete Note: Click on Delete icon



Incident Management System



Edit Note: Click on Edit button-



Let's move to the next tab: **Follow Up**

You must have to click on Create follow up button to create a follow up-

Incident Portal

Incident No: INC-2024-00050 | Employee Name: Mituloo Chaudhari | Employee ID: IEPL07 | Employee Position: Consultant | Employee Work Location: Pune | Supervisor: Tahir Ladha | Incident Date: 2024-08-14

Incident Details | Investigation | Corrective Action | Notes | **Follow Up** | EHS referral | RTM | WCB

To add Follow Up please click on Create Follow Up.

Follow Up created Date	Follow Up created By	Follow Up Due Date	Follow Up Status	Follow Up Created For	Follow Up Notes	Completion Date
No data						

Create Follow Up

Once you click on Create follow Up Button, fragment will open where you will have to fill in follow up details-

Incident Portal

Incident No: INC-2024-00050 | Employee Name: Mituloo Chaudhari | Employee ID: IEPL07 | Employee Position: Consultant | Employee Work Location: Pune | Supervisor: Tahir Ladha | Incident Date: 2024-08-14

Incident Details | Investigation | Corrective Action | Notes | **Follow Up** | EHS referral | RTM | WCB

To add Follow Up please click on Create Follow Up.

Follow Up created Date	Follow Up created By	Follow Up Due Date	Follow Up Status	Follow Up Created For	Follow Up Notes	Completion Date
No data						

Follow Up Details

Follow Up Due Date:

Follow Up Status:

You are not authorized to change Follow Up status.

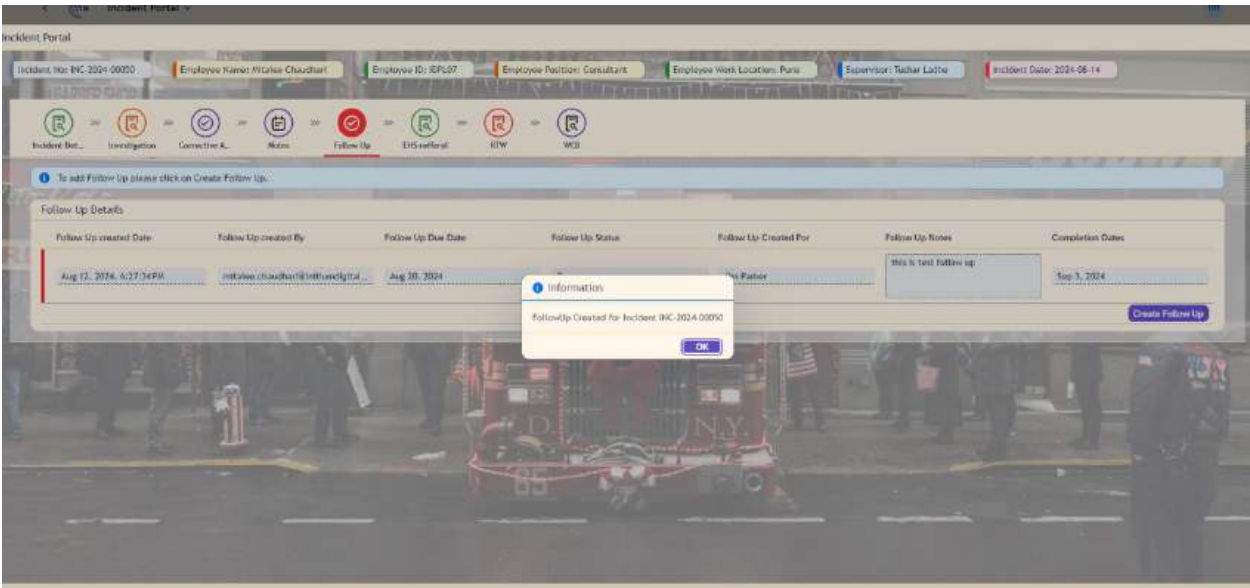
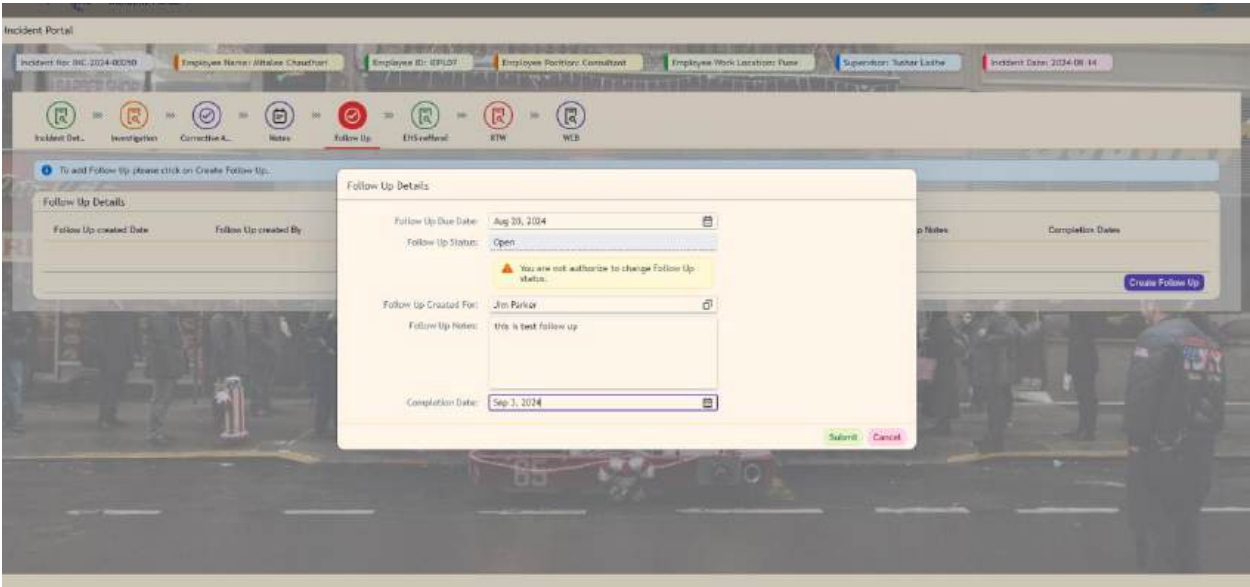
Follow Up Created For:

Follow Up Notes:

Completion Date:

Submit Cancel

Once you fill your follow details you will have to click on submit



You can create multiple follow up by the same process

Incident Management System

Incident Portal

Incident No: INC-2024-09050 | Employee Name: Mitalee Chaudhari | Employee ID: 10FL07 | Employee Position: Consultant | Employee Work Location: Pune | Supervisor: Sushar Ladhe | Incident Date: 2024-08-14

Investigation | Investigation | Connective A... | Notes | **Follow Up** | EHS-referral | RTW | WCB

To add Follow Up please click on Create Follow Up.

Follow Up created Date	Follow Up created By	Follow Up Due Date	Follow Up Status	Follow Up Created For	Follow Up Notes	Completion Dates
Aug 12, 2024, 6:28:55 PM	mitalee.chaudhari@nitkumdigital...	Sep 6, 2024	Open	Jim Parker	this is test follow up 3 created by Initiam dev team 3	Aug 21, 2024
Aug 12, 2024, 6:28:55 PM	mitalee.chaudhari@nitkumdigital...	Aug 29, 2024	Open	Jim Parker	this is test 2 follow up created by Initiam dev team	Aug 29, 2024
Aug 12, 2024, 6:27:14 PM	mitalee.chaudhari@nitkumdigital...	Aug 20, 2024	Open	Jim Parker	this is test follow up	Sep 3, 2024

Create Follow Up

This red highlighted row indicates that follow up is in Open state, once it is completed it will be indicated as green.

(Manager is not authorized to change Follow up status. Only H&S team can change follow up status.)

Let's move to the next tab: **EHS-Referral**

This tab contains a simple form where you cannot edit few details so the are kept as read only. For e.g. Employee Name, Employee ID, Union etc.

Incident Portal

Incident No: INC-2024-09050 | Employee Name: Mitalee Chaudhari | Employee ID: 10FL07 | Employee Position: Consultant | Employee Work Location: Pune | Supervisor: Sushar Ladhe | Incident Date: 2024-08-14

Investigation | Investigation | Connective A... | Notes | **Follow Up** | **EHS-referral** | RTW | WCB

To add EHS-Referral please click on Create EHS-Referral.

1. Has the Employee provided fully completed functional ability report to support the request for accommodation? ☐ Yes ☒ No

2. Is information greater than 180 days? ☐ No ☒ Yes

Note: It is understood that submission of functional ability report shall not automatically trigger this action. See rather a positive result, ideally if the functional ability report is a short term fixed policy manager write it back with consultation.

EMPLOYEE HEALTH SERVICES REFERRAL FORM

Address

Employee Name: Mitalee Chaudhari | Employee ID: 10FL07 | Employee Position: Consultant | Employee Work Location: Pune | Supervisor: Sushar Ladhe | Union: UAW

Reason for referral:

☐ Employee requests accommodation due to non-occupational injury and/or illness.

☒ Employee requests accommodation due to occupational injury and/or illness.

Notes:

This is test referral form submitted by Initiam dev team

Referral history of the accommodation:

This is test referral form submitted by Initiam dev team

Once you click on submit, your details will be saved.

Incident Portal

Incident No: IHC-2024-00050 | Employee Name: Mitalee Chaudhari | Employee ID: IDPL07 | Employee Position: Consultant | Employee Work Location: Pune | Supervisor: Tushar Ladhe | Incident Date: 2024-08-14

1. Has the Employee provided fully completed functional abilities Report to support the request for accommodation? ☒ Yes ☐ No

2. Is accommodation greater than 10 days? ☐ Yes ☒ No

Note: It is understood that submission of functional abilities Report (FAR) does not automatically trigger an EHS referral. An EHS referral is required if the functional ability report is a short term illness. Injury manager works this out with consultation.

EMPLOYEE HEALTH SERVICES REFERRAL FORM

Address

Employee's Name: Mitalee Chaudhari | Employee ID: IDPL07

Employee's Position: Consultant | Unit: ComExeate

Contact Number: 9011186283 | Supervisor: Tushar Ladhe

Department: Delivery | Work Location: Pune

Reason for Referral

Information

Entirel Created for Incident IHC-2024-00050

OK

Let's move to next tab: **RTW**

Note that this tab is visible only if you have selected Employee Return to work as Yes in Investigation Tab.

Incident Portal

Incident No: IHC-2024-00050 | Employee Name: Mitalee Chaudhari | Employee ID: IDPL07 | Employee Position: Consultant | Employee Work Location: Pune | Supervisor: Tushar Ladhe | Incident Date: 2024-08-14

TEMPORARY RETURN TO WORK AGREEMENT

This Agreement will confirm the arrangements made to temporarily accommodate your medical restriction. In keeping with recommendation submitted by your health care provider you will be accommodated as follows:

Employee's Name: Mitalee Chaudhari | Unit: Ambdroc

Current Position: Consultant | Current Department: Delivery

Start date: Aug 1, 2024 | Manager: Tushar Ladhe

Anticipated Start date: Aug 9, 2024 | Date: Aug 21, 2024

In case of difficulty in filling details, Please Click on help icon for more details

Finalize Return to work

This is also a simple form where in case of any confusion regarding what date refers to what, you can simply click on help icon in from of every date field.

This will guide you to fill the form. For e.g. if you click on help icon in from of start date then a pop up will open helping you, shown as below-

Incident Management System

Incident Portal

Incident No: INC-2024-00050 | Employee Name: Mitalee Chaudhari | Employee ID: IDPL07 | Employee Position: Consultant | Employee Work Location: Pune | Supervisor: Tushar Ladhe | Incident Date: 2024-08-14

Incident Det... Investigation Corrective A... Notes Follow Up EHS-related RTW WCB

TEMPORARY RETURN TO WORK AGREEMENT
This Agreement will confirm the arrangements made to temporarily accommodate your medical restrictions. In keeping with recommendation submitted by your health care provider you will be accommodated as follows:

Employee's Name: Mitalee Chaudhari
Current Position: Consultant
Start date: Aug 1, 2024
Anticipated Start date: Aug 9, 2024

Information
Note: Make sure the date you are mentioning here will be consider as your Return to work Date

OK

Union: Ambrosio
Department: Delivery
Manager: Tushar Ladhe
Date: Aug 21, 2024

In case of difficulty in filling details, Please Click on help icon for more details

Finalize Return to work

Once you fill in your form, click on finalize Return to Work button and your changes will be saved.

Incident Portal

Incident No: INC-2024-00050 | Employee Name: Mitalee Chaudhari | Employee ID: IDPL07 | Employee Position: Consultant | Employee Work Location: Pune | Supervisor: Tushar Ladhe | Incident Date: 2024-08-14

Incident Det... Investigation Corrective A... Notes Follow Up EHS-related RTW WCB

TEMPORARY RETURN TO WORK AGREEMENT
This Agreement will confirm the arrangements made to temporarily accommodate your medical restrictions. In keeping with recommendation submitted by your health care provider you will be accommodated as follows:

Employee's Name: Mitalee Chaudhari
Current Position: Consultant
Start date: Aug 1, 2024
Anticipated Start date: Aug 9, 2024

Information
RTW form Submitted for Incident INC-2024-00050

OK

Union: Ambrosio
Department: Delivery
Manager: Tushar Ladhe
Date: Aug 21, 2024

In case of difficulty in filling details, Please Click on help icon for more details

Finalize Return to work

Let's move to next tab: **WCB**

The screenshot shows the 'Incident Portal' with the 'WCB' tab selected. The 'Injury Details' form contains the following fields:

- Date of Injury: Select date of injury
- WCB Injury Category: WCB Injury Category
- Injury Description: Injury Description
- Injury Status: Injury Status
- Comment: Comment
- Date reported to supervisor: Select date reported to supervisor
- Date reported to WCB: Select date reported to WCB
- First date lost time: Select date reported to WCB
- Date to return to work: Select date reported to WCB
- Claim Status: Claim Status
- WCB claim via details: WCB claim via details
- Claim Number: Claim Number
- Letter received from WCB: Select date reported to WCB
- Has Police Case: Yes No
- Notes: Notes

This a form where you have to enter details related to injury happen to you in incident.

This is very simple form where in Injury details you can add multiple injury by clicking on add new button.

The screenshot shows the 'Injury Details' form with the 'Add New' button in the top right corner. The 'Body Part Injured' section contains the following fields:

- Primary Injury (Type of injury): Primary Injury (Type of injury)
- Body Part Injured: Body Part Injured
- Side: Side

There are three rows of input fields for 'Body Part Injured' and 'Side', each with a red 'X' icon next to it. A 'Submit' button is located at the bottom right.

Once you fill all the details, click on submit.

The screenshot shows the 'Incident Portal' form with the following fields and values:

- Incident Number:** INC-2024-00049
- Incident Category:** Chemical Incident
- Incident Sub-Category:** Spill/Leak Incident
- Incident Description:** Text
- Incident Status:** Reviewed
- Comments:** Text
- Date reported to supervisor:** Jul 18, 2024
- Date reported to H&S:** Jul 25, 2024
- Date reported to WCB:** Aug 6, 2024
- First date lost time:** Aug 1, 2024
- Date to return to work:** Aug 2, 2024
- Case Status:** Under Review
- Why wasn't near demand?** Text
- Case resolved:** No
- Letter received from WCB:** Jul 25, 2024
- Are there losses:** Yes
- Notes:** Text

A success message overlay is displayed: "Success WCB form for incident INC-2024-00049 Submitted Successfully and sent to H&S Team for Review." with an 'OK' button.

Injury Details:

- Primary Injury (Type of Injury):** Secondary
- Body Part Injured:** Neck
- Side:** Left

Your details will be now saved into the system and this WCB form is sent to Health and Safety Team for Review. This step completes your supervisor's role responsibilities, and we are ready to move our next role i.e.

Health and Safety

Health and Safety Incident Portal looks as same as Supervisor's portal with different functionality. Lets explore H&S Incident Portal with its role capabilities.

Main landing page looks like below.

The screenshot shows the 'Health & Safety Incident Portal' main landing page. It includes a search bar with filters for Employee ID, Incident Number, Incident Category, Incident Type, and Incident Status. Below the search bar, there is a table titled 'My Incidents (30)'.

Incident Number	Employee ID	Employee Name	Employee's Supervisor	Incident Date	Incident Type	Incident Category	Incident Status
INC-2024-00050	IDPL07	Mitallee Chaudhari	Tushar Ladhe	Aug 14, 2024			In Progress
INC-2024-00049	IDPL07	Mitallee Chaudhari	Tushar Ladhe	Jul 24, 2024	Medical Aid	Environment	In Progress
INC-2024-00047	IDPL01	Sagar Patil	Tushar Ladhe	Jul 21, 2024	Medical Aid	Dangerous Occurrence	In Progress
INC-2024-00046	IDPL07	Mitallee Chaudhari	Tushar Ladhe	Aug 2, 2024	Medical Aid	Injury/Illness	In Progress
INC-2024-00045	IDPL08	Priyanka Ladhe	Tushar Ladhe	Jul 11, 2024	Non-Occupational	Property / Equipment Damage	Open
INC-2024-00042	IDPL07	Mitallee Chaudhari	Tushar Ladhe	Jul 22, 2024			Open
INC-2024-00040	IDPL07	Mitallee Chaudhari	Tushar Ladhe	Jul 31, 2024			In Progress
INC-2024-00038	IDPL07	Mitallee Chaudhari	Tushar Ladhe	Jul 16, 2024	Lost time Incident	Environment	In Progress

We can enter into system by navigating from the incident number.

Once you click on any incident number, you will be entered into the system and incident details tab will open. For H&S role, this tab i.e. Incident details tab is read only. You as supervisor cannot Update/Insert anything into these details

[illegible]

Next tab: **Investigation Details:**

Once you navigate to the investigation tab, you will see all the details filled by supervisor for respective incident's investigation. You as H&S team has authority to mark this investigation as complete.

Health & Safety Incident Portal

Incident No: INC-2024-00750

Employee Name: Mihir Chaudhari

Employee ID: IDPL01

Employee Position: Consultant

Employee Work Location: Pune

Supervisor: Tushar Ladhe

Incident Date: 2024-06-14

Investigation Details

Date Investigated:

Aug 11, 2024

Investigated By:

Ak Paul

Employee Return to work?

☒ Yes ☐ No

Investigation Status:

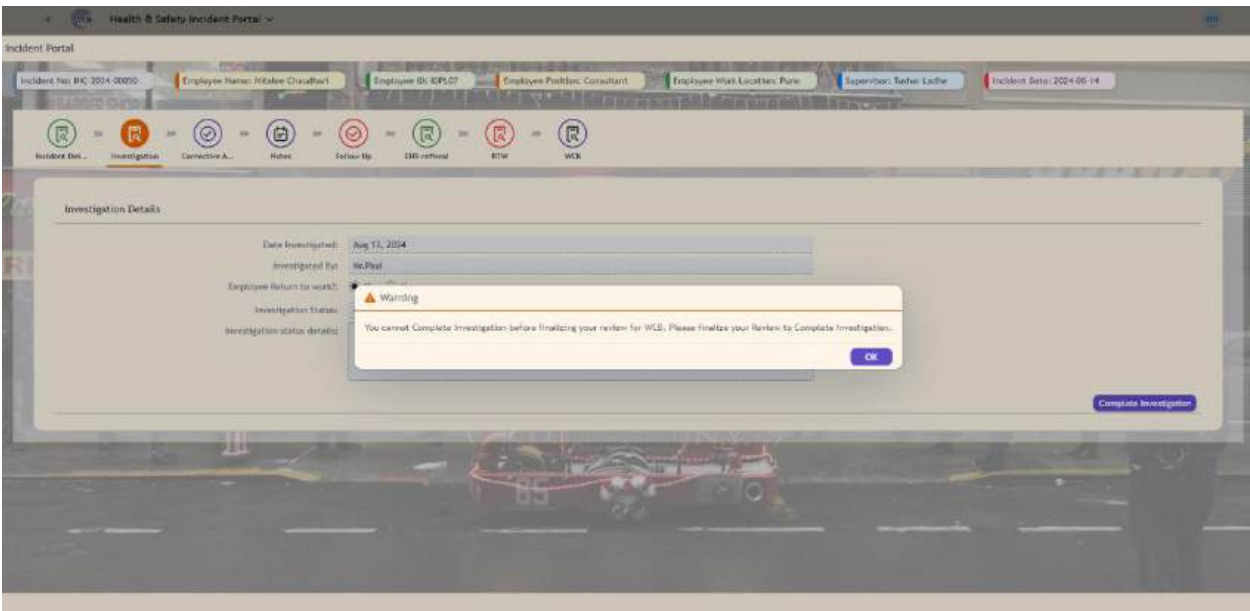
In Progress

Investigation status details:

This is test incident created by Incident Dev team members

Complete Investigation

Now if you click on Complete Investigation , a pop up will appear if WCB form is not Reviewed by H&S Team



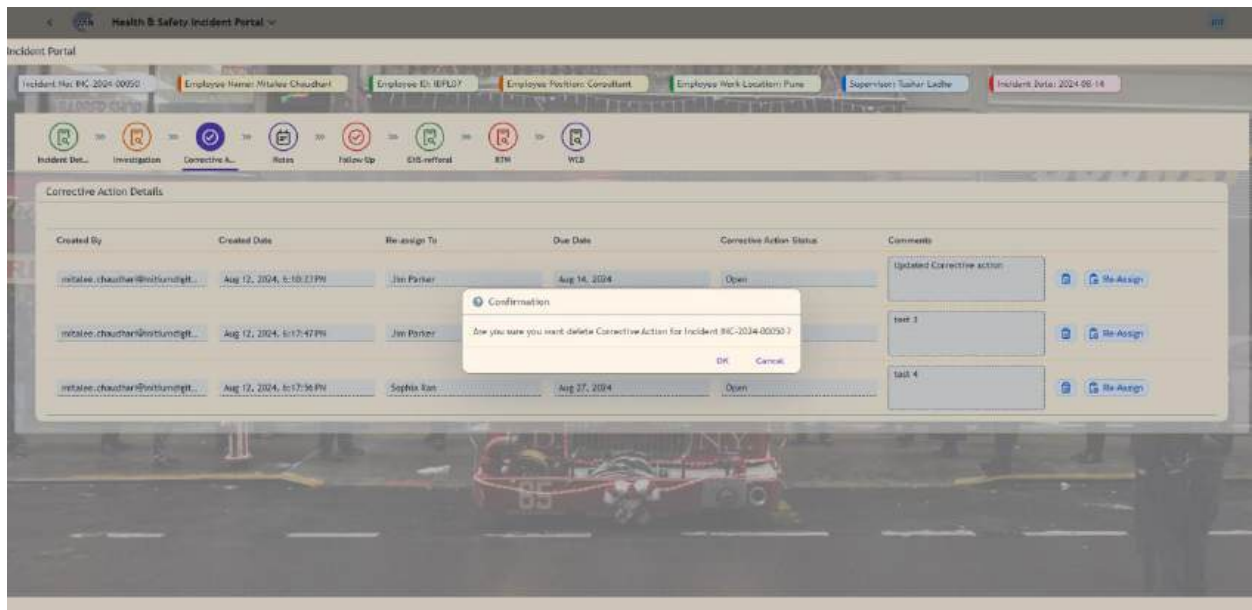
You will have to first finalize review for WCB then only you can mark investigation as complete.

Lets move to next tab: **Corrective Action**

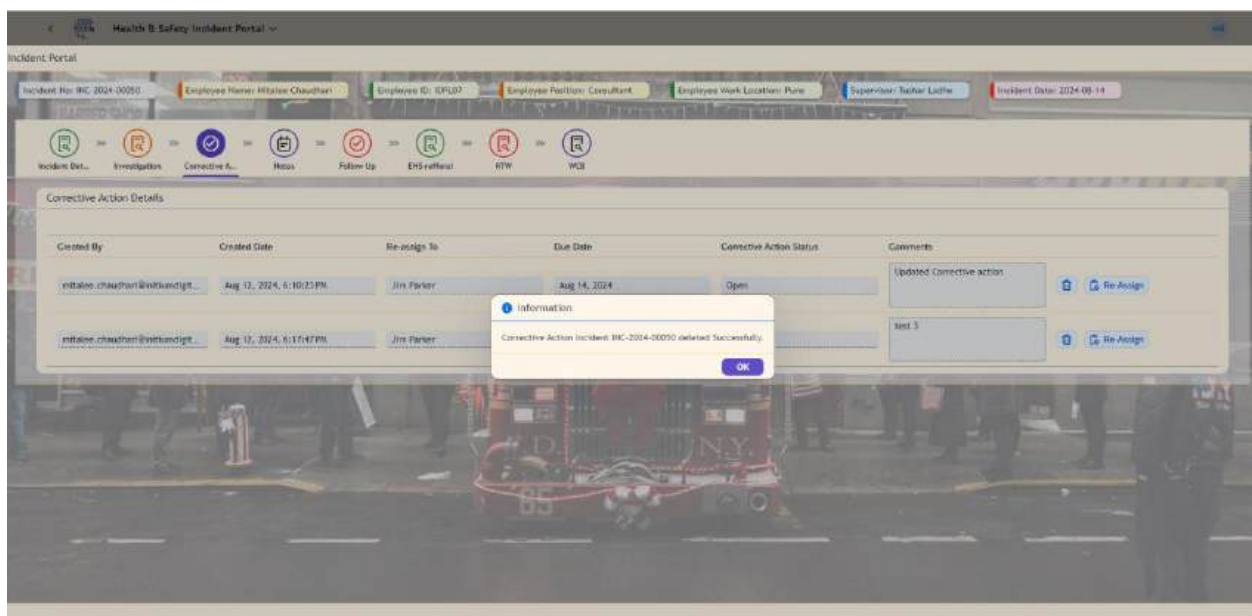
Here you can see the details filled by supervisor. H&S Team cannot add any new Corrective action but can delete any of the corrective action and can re-assign the corrective action and can change corrective action status.



In order to delete the corrective action, you will have to click on delete icon-

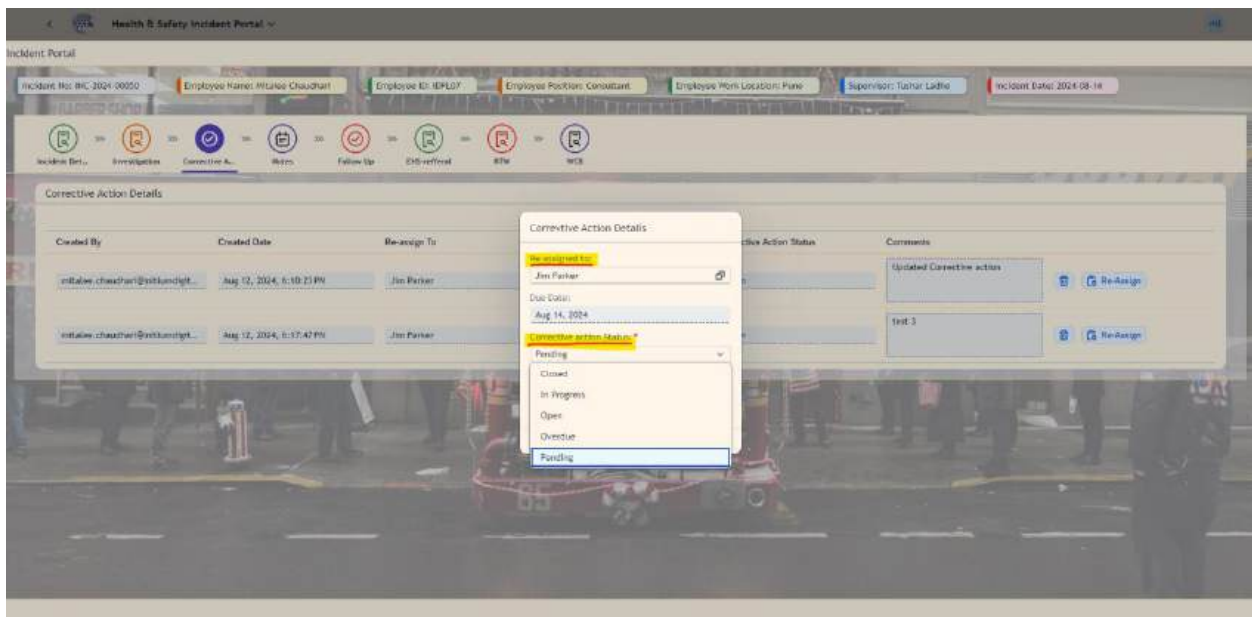


By clicking on Ok your corrective action will be deleted.

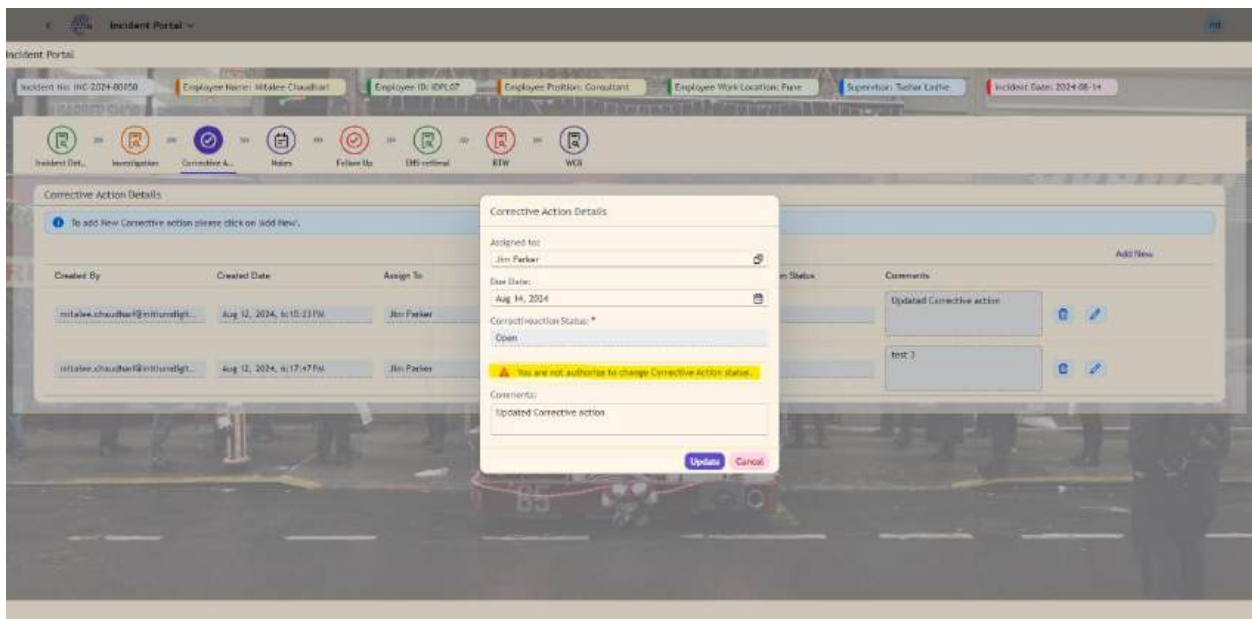


Now if you have to Re-Assign the selected corrective action to any other person, you can click on re-assign and a fragment will open where you can change the details i.e. You can re-assign and can change Corrective action status.

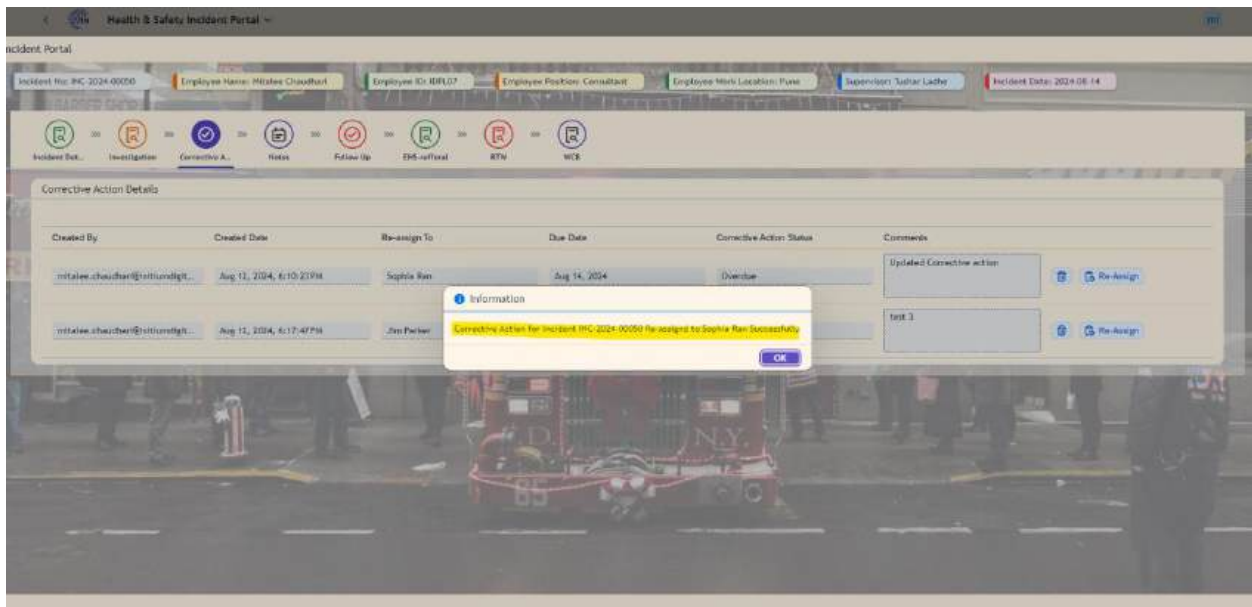
Incident Management System



(Manager is not authorized to change corrective action status. Only H&S Team can change Corrective action status. Below screenshot is from manager view just for reference which is indicating manager cannot change Corrective action status.)



Once you are done with changes, click on update button.



Let's move to the next tab: **Notes**

The Notes tab for H&S role is as same as Supervisor's role, you can refer all steps we have done in supervisor.

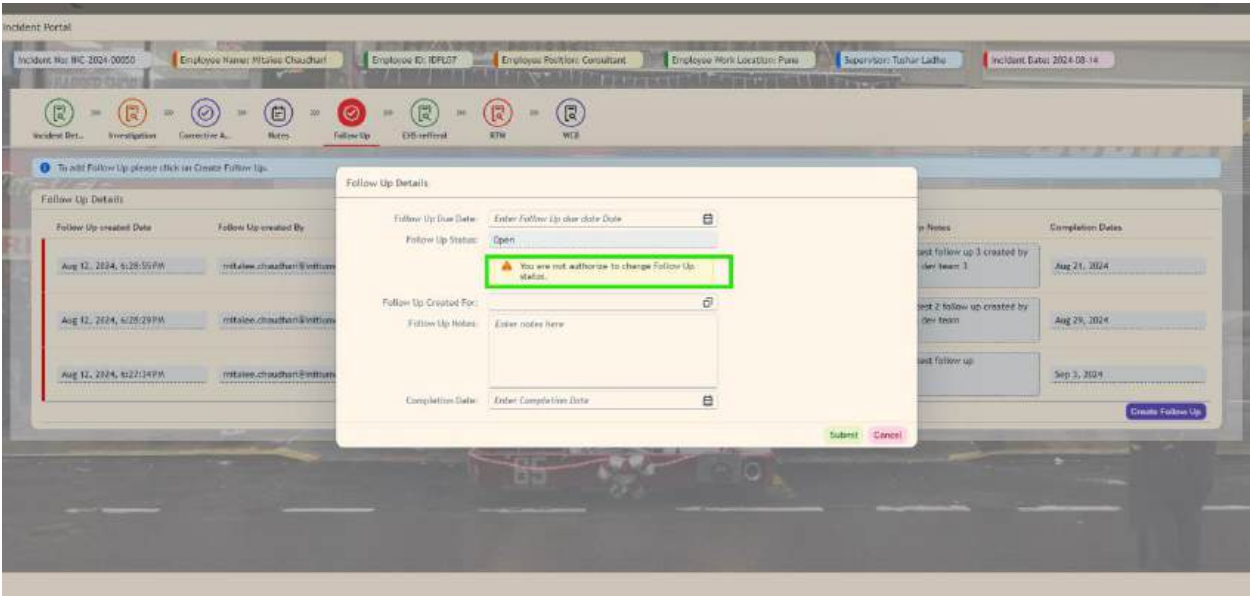
Let's Move to the next tab: **Follow Up**



H&S Team can see all follow ups created by supervisor for respective incident.

H&S cannot create new follow up but can complete follow up created by supervisor while supervisor himself cannot complete follow up created by himself.

Below screenshot is just for reference from manager view stating manager cannot change follow up status.

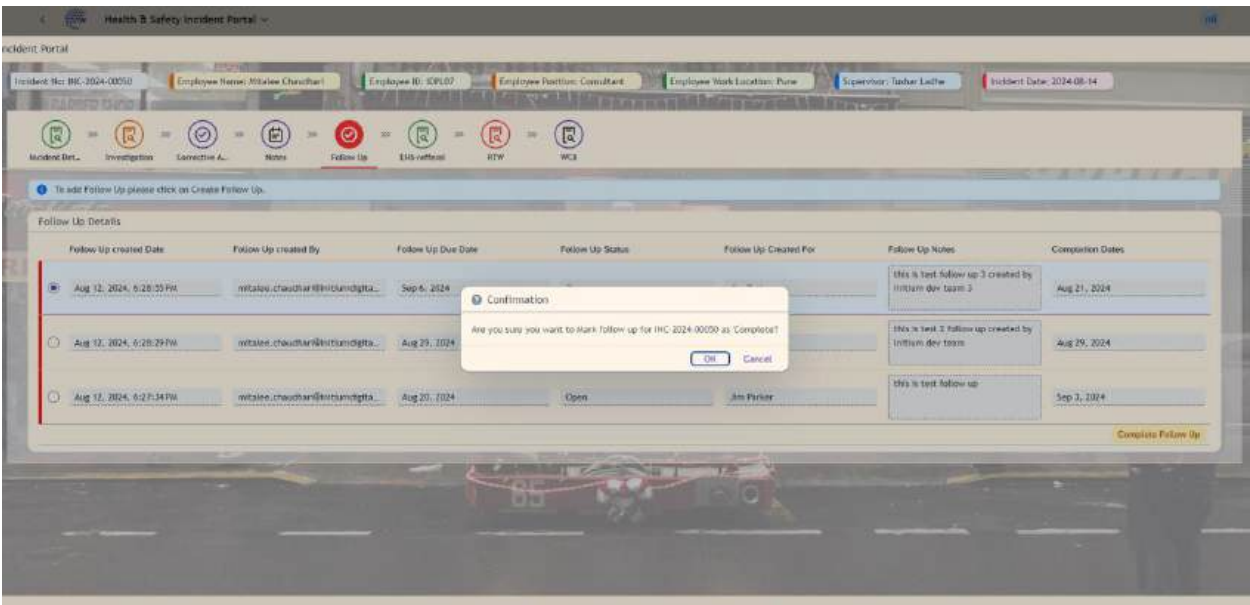


You being H&S Team, can select any of the follow up which you want to mark as complete

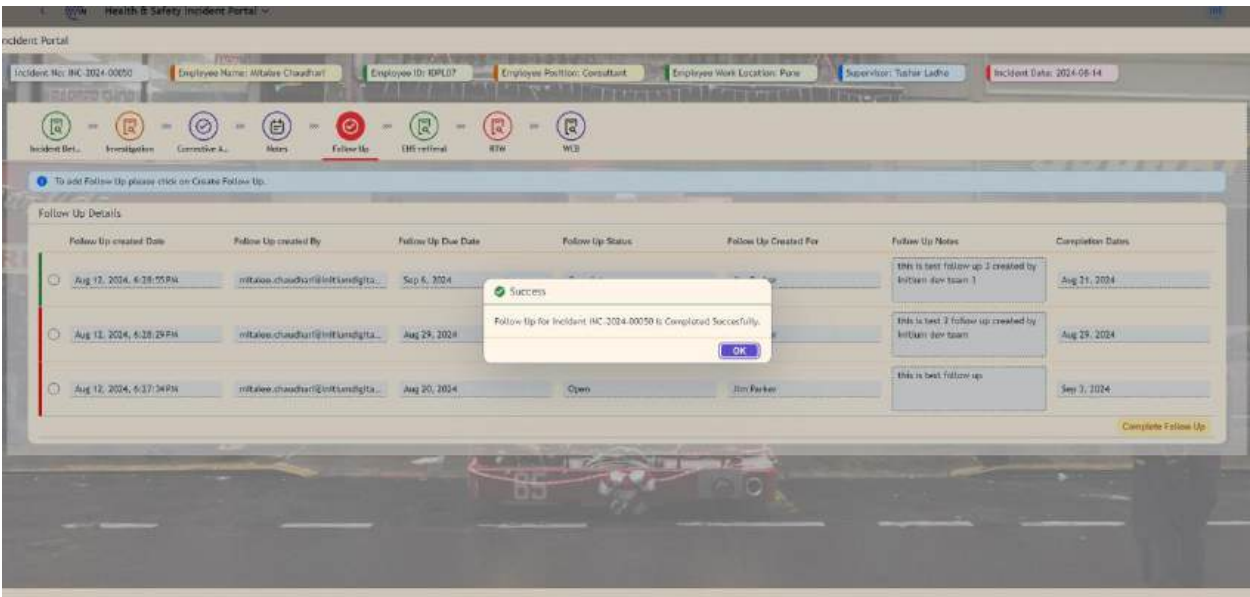


Select the follow up and click on complete follow up. Once you click on button, it will ask for confirmation.

Incident Management System



If you click on ok, your follow will get complete



Once your follow up is completed, you can see it in table with row highlighted in green color and status as complete

Incident Management System

Health & Safety Incident Portal

Incident No: INC-2024-00050

Employee Name: Nitalee Chaudhari

Employee ID: IDPL07

Employment Position: Consultant

Employee Work Location: Pune

Supervisors: Tushar Ladhe

Incident Date: 2024-06-14

Incident Det.

Investigation

Corrective A.

Notes

Follow Up

DCS-referral

RTW

WCB

To add Follow Up please click on Create Follow Up.

Follow Up Details

	Follow Up created Date	Follow Up created By	Follow Up Due Date	Follow Up Status	Follow Up Created For	Follow Up Notes	Completion Dates
<input type="radio"/>	Aug 12, 2024, 6:28:55 PM	nitalee.chaudhari@nitkandigita.	Sep 6, 2024	Complete	Jim Parker	this is test follow up 1 created by nitkum dev team 3	Aug 21, 2024
<input type="radio"/>	Aug 12, 2024, 6:28:29 PM	nitalee.chaudhari@nitkandigita.	Aug 29, 2024	Open	Jim Parker	this is test 2 follow up created by nitkum dev team	Aug 29, 2024
<input type="radio"/>	Aug 12, 2024, 6:27:34 PM	nitalee.chaudhari@nitkandigita.	Aug 20, 2024	Open	Jim Parker	this is test follow up	Sep 3, 2024

Create Follow Up

Let's move to the next tab: **EHS-Referral**. This tab is read only for H&S Team. They cannot make any changes in this tab.

Let's move to the next tab: **RTW** . This is also read only tab for H&S.

Health & Safety Incident Portal

mi

Incident Portal

Incident No: INC-2024-00000
Employee Name: Nitalee Chaudhari
Employee ID: EPL007
Employee Position: Consultant
Employee Work Location: Pune
Supervisor: Tushar Ladhe
Incident Date: 2024-08-14

Incident Doc...

Investigation

Corrective A...

Notes

Follow Up

EHS referral

RTW

WCB

TEMPORARY RETURN TO WORK AGREEMENT

This Agreement will confirm the arrangements made to temporarily accomodate your medical restriction, in keeping with recommendation submitted by your health care provider you will be accomodated as follows:

Employee's Name: Nitalee Chaudhari
Current Position: Consultant
Start date: Aug 1, 2024
Anticipated Start date: Aug 9, 2024

Union: Amindroc
Current Department: Delivery
Manager: Tushar Ladhe
Date: Aug 21, 2024

In case of difficulty in filling details, Please Click on help icon fore more details

Lets move to the next tab: WCB

The screenshot shows the 'WCB' tab in the 'Incident Portal'. The form contains the following fields:

- Date of Injury:** Step 4, 2024
- WCB Injury Category:** Chronic Injury
- WCB Injury Sub-Category:** Sprain/Strain Injury
- Injury Description:** [Empty text area]
- Injury Status:** Recommended
- Comments:** [Empty text area]
- Date reported to supervisor:** Jul 16, 2024
- Date reported to HR:** Jul 20, 2024
- Date reported to WCB:** Aug 8, 2024
- First Call back time:** Aug 1, 2024
- Date to return to work:** Aug 2, 2024
- Claim Status:** Under Review
- Why claim was denied:** [Empty text area]
- Claim Number:** [Empty text area]
- Letter received from WCB:** Jul 25, 2024
- Has Time Loss:** ☐ Yes ☒ No

At the bottom, there are buttons for 'Previous Injury (Open if any)', 'Review', 'Finalize', and 'Save'.

H&S Team cannot make any changes in WCB form, its read only tab for them. But they have to review the WCB form which is filled by manager by clicking on finalize review and once the review is finalize then only H&S can change the investigation as Complete.

The screenshot shows the same 'WCB' tab form, but with a success message overlay:

Success
Review for WCB form for INC-2024-00000 is successfully completed.

The form fields are identical to the previous screenshot, but the 'Finalize' button is now highlighted in blue, indicating it has been clicked.

Once review for WCB form is done then H&S can change the investigation status as Complete by clicking on Complete Investigation.

Health & Safety Incident Portal

Incident Portal

Incident No: HSC-0024-00050 Employee Name: Nitin Chaudhary Employee ID: 123456 Employee Position: Consultant Employee Work Location: Pune Supervisor: Tushar Ladhe Incident Date: 2024-08-14

Investigation Details

Date Investigated: Aug 14, 2024 Investigated By: No Data

Employee Return to work? ☒ Yes ☐ No

Investigation Status: In Progress

Investigation Status Detail: This is test incident created by testuser

Information: Investigation for Incident HSC-0024-00050 is Completed Successfully

Complete Investigation

Once Investigation is completed, Incident status will be closed this completes the incident process.

Health & Safety Incident Portal

Incident Portal

My Incidents: 20

Employee ID: Incident Number: Incident Category: Incident Type: Incident Status: Go Clear Adapt Filter

My Incidents (20)

Incident Number	Employee ID	Employee Name	Employee's Supervisor	Incident Date	Incident Type	Incident Category	Incident Status
HSC-2024-00050	EP107	Nitin Chaudhary	Tushar Ladhe	Aug 14, 2024	Medical Aid	Environment	Closed
HSC-2024-00049	EP107	Nitin Chaudhary	Tushar Ladhe	Jul 14, 2024	Medical Aid	Environment	In Progress
HSC-2024-00047	EP101	Sagar Patel	Tushar Ladhe	Jul 21, 2024	Medical Aid	Dangerous Occurrence	In Progress
HSC-2024-00046	EP107	Nitin Chaudhary	Tushar Ladhe	Aug 2, 2024	Medical Aid	Injury/Illness	In Progress
HSC-2024-00045	EP108	Pratyanka Ladhe	Tushar Ladhe	Jul 11, 2024	Non Occupational	Property / Equipment Damage	Open
HSC-2024-00043	EP107	Nitin Chaudhary	Tushar Ladhe	Jul 22, 2024			Open
HSC-2024-00040	EP107	Nitin Chaudhary	Tushar Ladhe	Jul 31, 2024			In Progress
HSC-2024-00038	EP107	Nitin Chaudhary	Tushar Ladhe	Jul 16, 2024	Lost time incident	Environment	In Progress

Reporting

The reporting feature provides insightful analytics and visualization of incident data, enabling users to monitor performance, identify trends and make data-driven decisions.

We offer a dashboard, Charts, graphs along with export options in reporting.

Let's have a look into it as well.

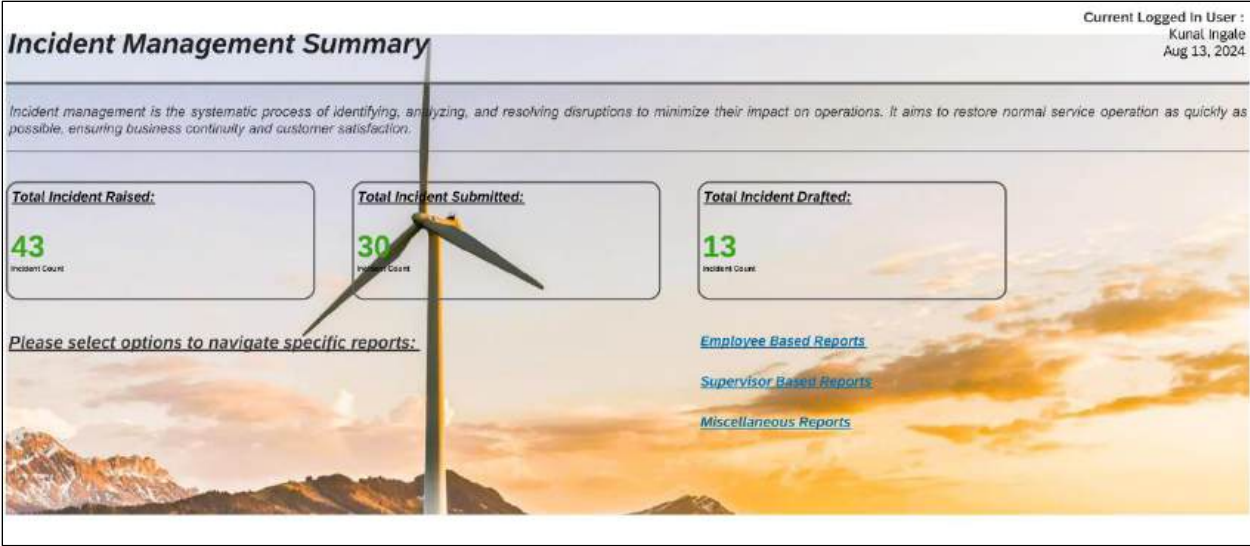


Figure 1. Dashboard Landing Page

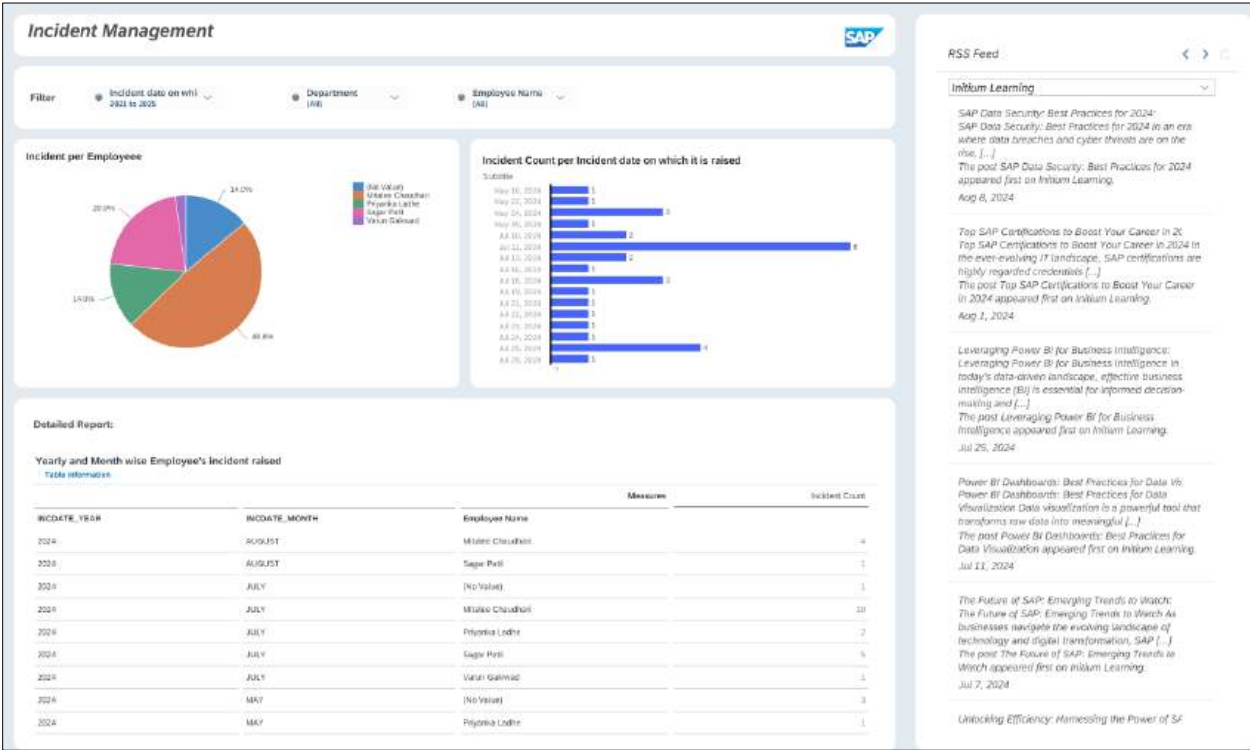


Figure 2. Overall View Page

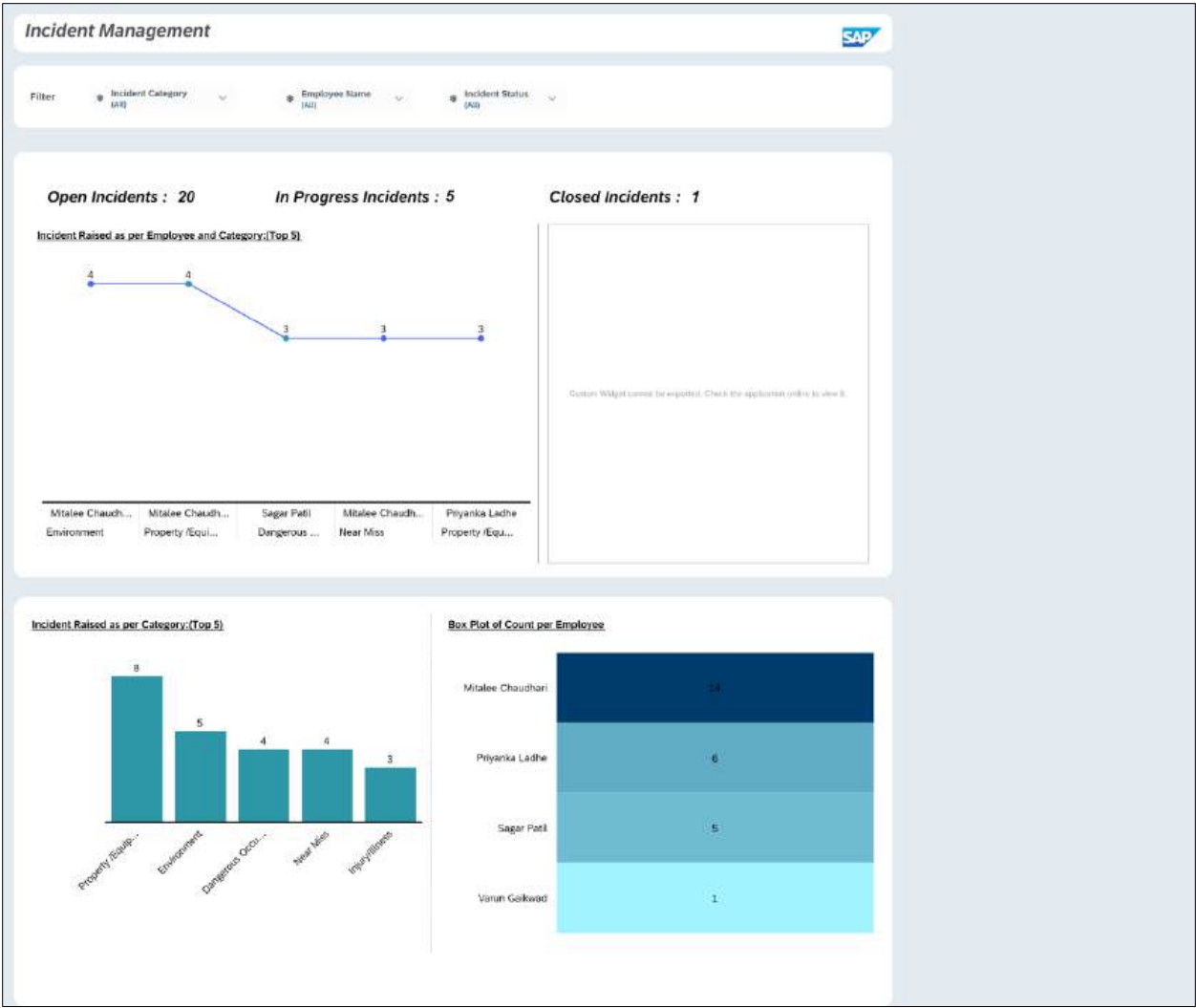


Figure 3. Incident graph as per incident status/Cos Equipment/Employee

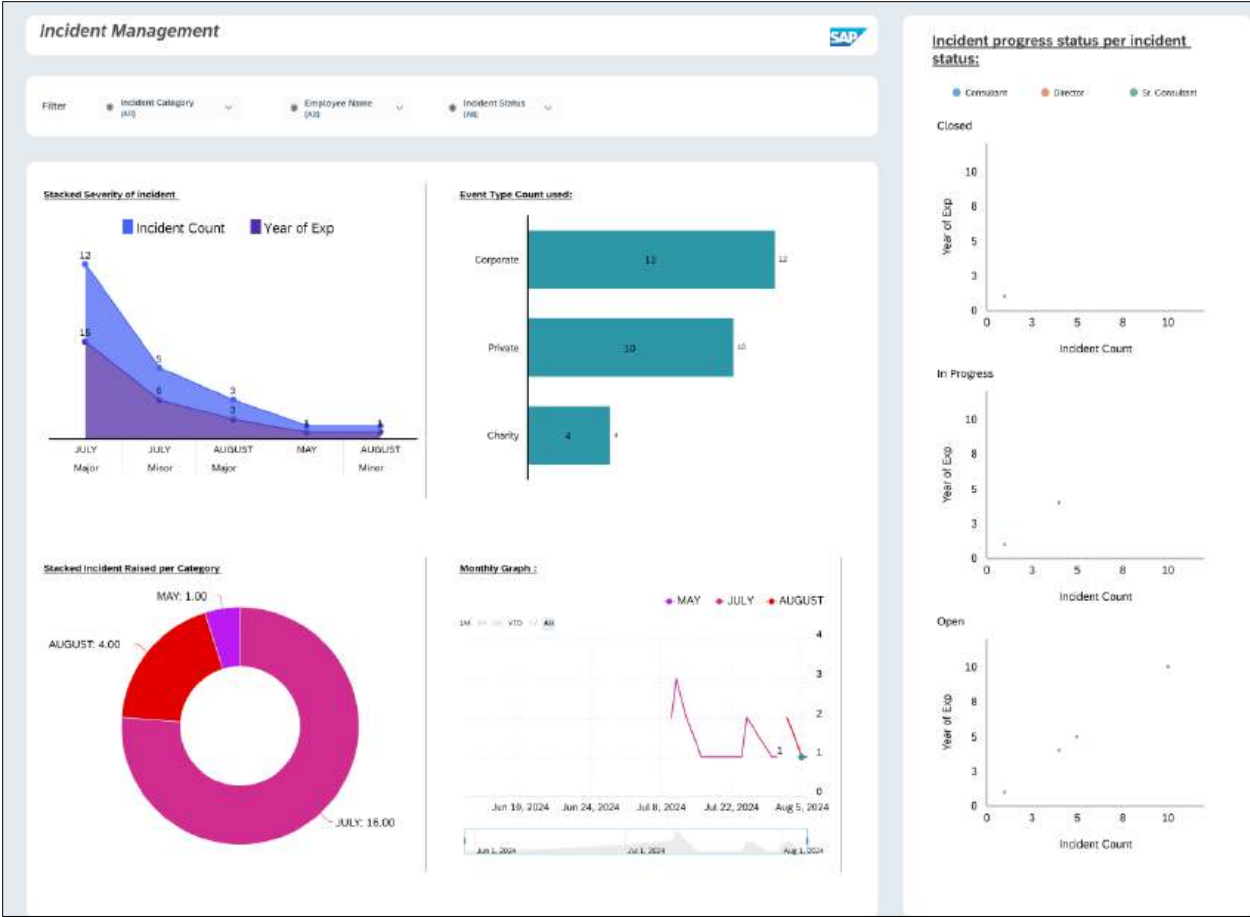


Figure 4. Incident management descriptive Pie chart/Graph

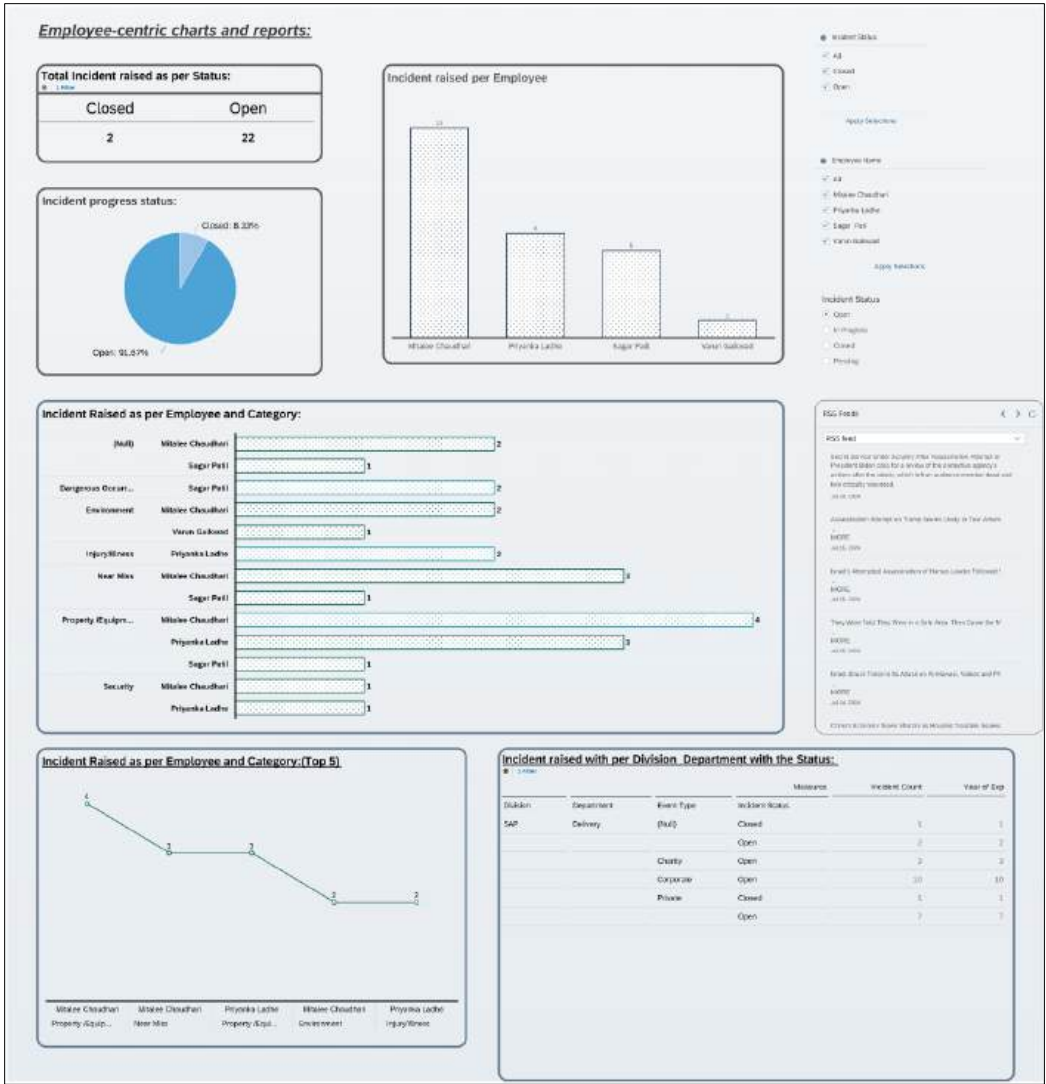


Figure 5. Employee centric Incident charts

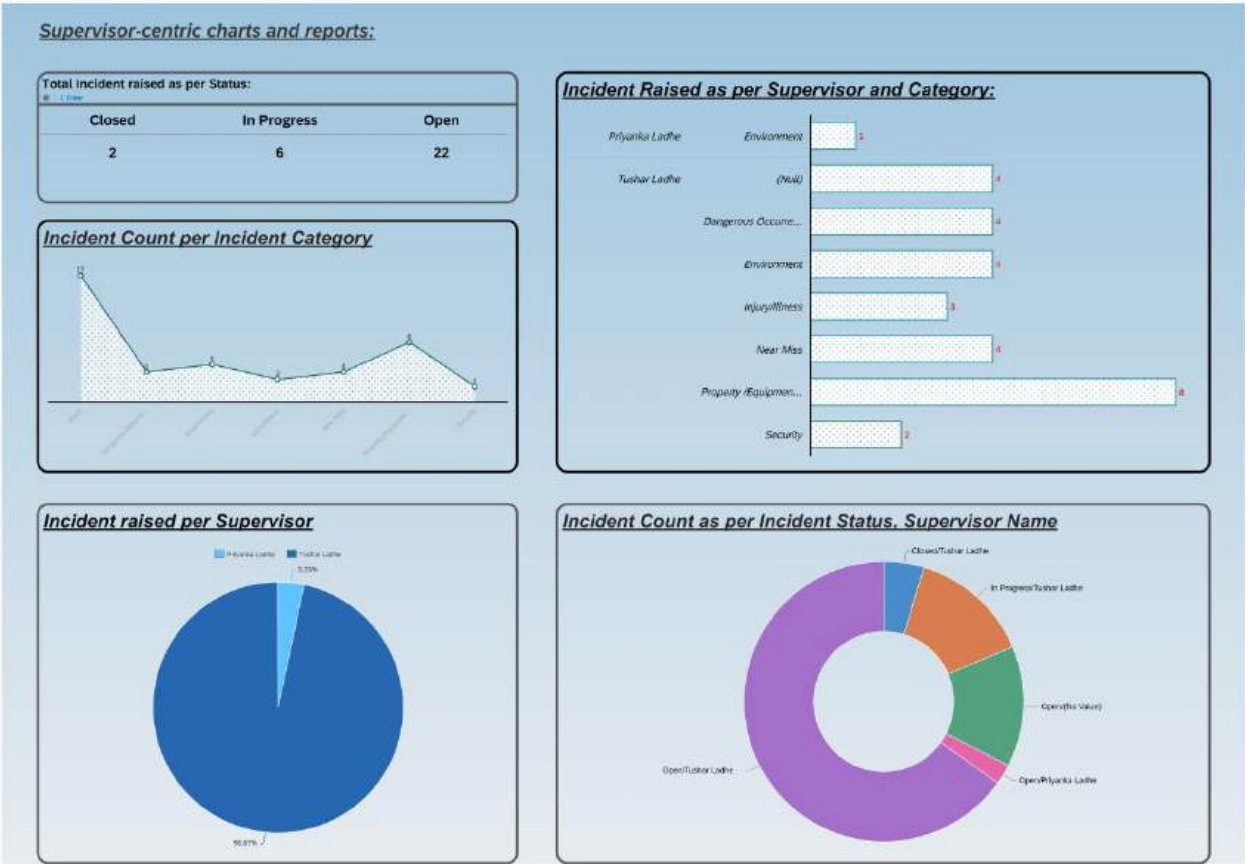


Figure 6. Supervisor centric Incident charts

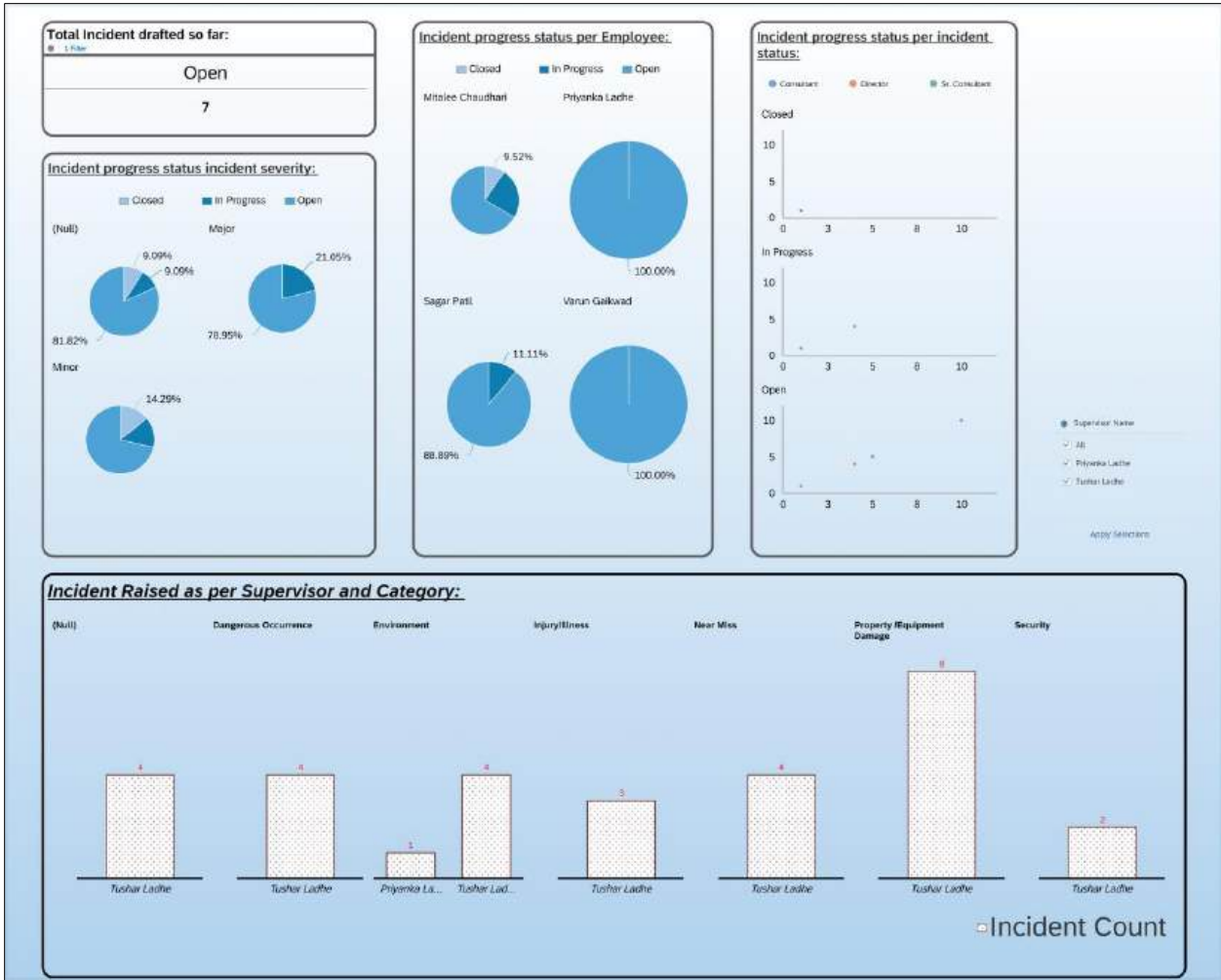


Figure 7. Overall Incident View Page

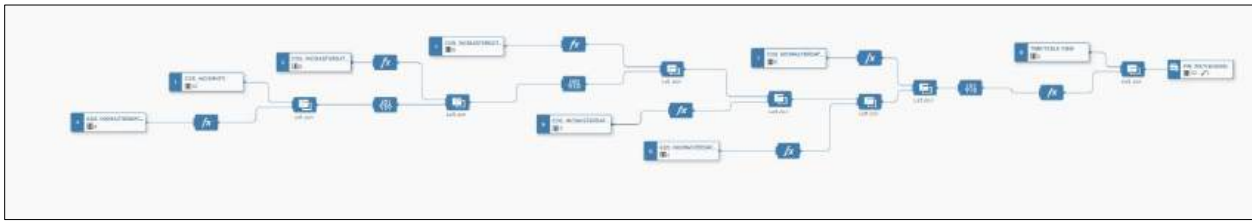


Figure 8. Data Sphere fact view created on basis of multiple remote table

Business Name	Technical Name	Type (Semantic Usage)	Space	Folder	Status	Changed On	Action
BA COX_INQIDENT	COX_INQIDENT	Review Table (Historical Database)	CPX_M00A	---	Deployed	Jul 12, 2024, 29:29:29	☆
BA COX_INQIDENTS	COX_INQIDENTS	Review Table (Historical Database)	CPX_M00A	---	Deployed	Jul 12, 2024, 29:31:24	☆
BA COX_INQIDENTDATA	COX_INQIDENTDATA	Review Table (Historical Database)	CPX_M00A	---	Deployed	Jul 12, 2024, 17:59:10	☆
BA REPORTIDENT_INQIDENT	REPORTIDENT_INQIDENT	Review Table (Historical Database)	CPX_M00A	---	Deployed	Jul 12, 2024, 19:10:45	☆
BA REPORTIDENT_INQIDENTS	REPORTIDENT_INQIDENTS	Review Table (Historical Database)	CPX_M00A	---	Deployed	Jul 12, 2024, 19:10:45	☆
BA REPORTIDENT_INQIDENTDATA	REPORTIDENT_INQIDENTDATA	Review Table (Historical Database)	CPX_M00A	---	Deployed	Jul 12, 2024, 17:59:10	☆

Figure 9. Data Sphere: Remote Tables (Relational Data sets)