**Employee Occupational Safety System Functional Specifications**

The following Unified Modeling Language (UML) use-case models identify the functional requirements of our desired Employee Occupational Safety System (EOSS). Our proposed operational processes provide contextual reference and scope understanding. However, the contractor may propose alternative processes or technologies - we encourage and are open to innovative solutions. We prefer a Cloud (hosted) solution - i.e., Software as a Service (SaaS) or Platform as a Service (PaaS). The contractor may provide a complete solution or collaborate with Cloud providers to propose SaaS or PaaS solutions. The city provides a fully functional IBM Integration Bus (IIB), enterprise service bus (ESB) to include an ESB instance in our demilitarized security zone to interface with internal city applications discussed in our use-case model. The City identified the required response (performance) in each table describing interface descriptions shown on the adjacent sequence diagram.

# Administer Safety Training

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| Select to enlarge... <http://austinea.org/arch/eoss/administerSafetyTraining/UCD.jpg> **Administer Safety Training Use Case Model** |

**Scope:**When department leadership identify training needs to accommodate corrective action, new process, standard procedures, equipment use or regulatory change, the Training Coordinator uses the system to associate training requirements (course needs, media review, testing needs, etc.) for an individual Employee performing a particular city position. Based on position types, the system identifies specific training needs and their associated time-lines to ensure proper regulatory compliance. The Training Coordinator uses the system to develop and manage training materials. Based on the Training Plan setup by the Training Coordinator, the system tracks training requirements and based on training schedule, generates regular Notifications to Employees to ensure (track) the required training occurs. The system provides Notifications to selected Employees regarding their training needs in the form of Outlook calendar items (or other equivalent indication). The Employee uses the system to accomplish computer-based training while allowing employees to enter relevant metadata for outside training accomplishments.

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| Select to enlarge... <http://austinea.org/arch/eoss/administerSafetyTraining/1SD.jpg> **Administer Safety Training Sequence Diagram** |

**Interface Descriptions**

| **Req#** | **Type/Interface - Requirement Description** | **Required Response** |
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| 01 | ensure Employee Safety/associateTrainingNeeds | If proposing a Software as a Service (SaaS) solution, indicate for each requirement the SaaS solution's ability to provide the needed function or service. If proposing a Platform as a Service (PaaS) solution, indicate past performance examples of similar scope of work and other unique qualifications useful to a successful solution. |
| The Training Coordinator uses the system to associate training requirements (course needs, media review, testing needs, etc.) for an individual Employee performing a particular city position. Based on position types, the system identifies specific training needs and their associated time-lines to ensure proper regulatory compliance. The system provides drill-down dashboards first presenting an overall view of training performance measures leading to non-compliant individuals or groups. |
| 02 | ensure Employee Safety/createTrainingMaterials |
| The Training Coordinator uses the system to develop and manage training materials. Training materials include, but not limited to, slide presentations, videos, and other media needed to convey the information required - much of the training material is Sharable Content Object Reference Model (SCORM) compliant. The system includes the ability to create and manage testing material to ensure satisfactory Employee understanding. The system tracks the status of an Employee engagement such as Not Started, In Progress or Completed - includes test results if required and allows the city staff to establish pass or fail thresholds. |
| 03 | ensure Employee Safety/trackTrainingNeeds |
| Based on the Training Plan setup by the Training Coordinator, the system tracks training requirements and based on training schedule, generates regular Notifications to Employees to ensure (track) the required training occurs. |
| 04 | employee/completeTrainingNeed |
| The system provides Notifications to selected Employees regarding their training needs in the form of Outlook calendar items (or other equivalent indication). The system allows for alternative scheduled items such as changing dates or manual notification. The Notification aligns with the associated Training Plan established by the Training Coordinator. The system also tracks recurring training requirements such as annual or quarterly training requirements. All training status indications are editable by select department safety administrators. |
| 05 | ensure Employee Safety/provideTraining |
| The Employee uses the system to accomplish computer-based training. Under circumstances where training occurs outside of system usage (i.e., non-computer-based training), the Employee enters the meta data about the training (i.e., test results, certificates, date accomplished, etc. into the system for performance measure and dashboard reporting. |

# Establish Incident Report

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| Select to enlarge... <http://austinea.org/arch/eoss/establishIncidentReport/UCD.jpg> **Establish Incident Report Use Case Model** |

**Scope:** An Employee involved or witness to a reportable Incident Event calls the Dispatcher to report the initial details of the Incident Event. The Dispatcher uses the system to log the initial reported details of the Incident Event, the event location and selects from a list of Incident Types stored in the system. Depending on the Incident Event, the Dispatcher contacts the appropriate Emergency Responder. Triggered by changing status of an Incident Event and selected Incident Type, the system automatically notifies a predefined chain of command and Responders via email, text, pager message depending on profile setup and configuration. The identified Responder acknowledges receipt of the Incident Event (in the Notification) and travels to the notified location. Using a mobile device, the identified Responder indicates arrival on scene by selecting a link in the Incident Event Notification and the system provides status indication to the Dispatcher. Depending on the disposition of the Employee, the Supervisor ensures Employee medical attention by escorting or following the emergency response team to medical treatment facility. Using a mobile device, the system provides the Supervisor a template form to create the initial Incident Report criteria details. Previous information already created by the system such as Incident Event information already logged by the Dispatcher, Acknowledgment and Response Indication pre-populate the Incident Report form. Once the Incident Report is complete, the Supervisor submits the Incident Report. Based on the Incident Type, the system distributes the Incident Report to designated recipients.

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| Select to enlarge... <http://austinea.org/arch/eoss/establishIncidentReport/1SD.jpg> **Establish Incident Report Sequence Diagram** |

**Interface Descriptions**

| **Req#** | **Type/Interface - Requirement Description** | **Required Response** |
| --- | --- | --- |
| 06 | dispatcher/processIncidentEvent | If proposing a Software as a Service (SaaS) solution, indicate for each requirement the SaaS solution's ability to provide the needed function or service. If proposing a Platform as a Service (PaaS) solution, indicate past performance examples of similar scope of work and other unique qualifications useful to a successful solution. |
| An Employee involved or witness to a reportable Incident Event calls the Dispatcher to report the initial details of the Incident Event. An Incident Event may include a fire, a collision, injury, or other serious condition that may relate to the safety of the Employee or the public. The incident may include an Employee behavioral safety concern. |
| 07 | ensure Employee Safety/logIncidentEvent |
| The Dispatcher uses the system to log the initial reported details of the Incident Event, the event location and selects from a list of Incident Types stored in the system. Incident Types may include (but not limited to) a fire, vehicle collision, work related injury, or other high-risk immediate action item, etc. Approved City staff may add or remove Incident types (enumeration). |
| 08 | emergency Responder/respondToIncidentEvent |
| When Incident Event requires emergency response, the Dispatcher contacts the appropriate Emergency Responder such as (but not limited to) police, fire, emergency medical technician or other emergency response resources requiring immediate dispatch. The system provides for minimum response time. |
| 09 | ensure Employee Safety/notifyChainOfCommand |
| Triggered by changing status of an Incident Event and selected Incident Type, the system automatically notifies a predefined chain of command and Responders via email, text, pager message depending on profile setup and configuration. The Notification distribution uses business rules based on the Incident Type selected. The system provides the ability for approved city staff to modify the distribution and business rules associated with the Notification distribution for each Incident Type. Notifications may include non-Responders and edited to include or remove selected city staff. |
| 10 | responder/respondToIncidentEvent |
| The system sends a response Notification to the Responder in the form of a text message, email, or page depending on the system Notification business rules. The Notification includes the Incident Event logged by the Dispatcher. Incident Type indication entered by the Dispatcher establishes Responder. The Responder might include Fire Safety Chief, Safety Investigator, Fleet, selected members of the chain of command, and the Supervisor depending on the business rules established by the Incident Type indication. The system ensures acknowledgment to inform the Dispatcher on Responder status. |
| 11 | responder/travelToScene |
| The identified Responder acknowledges receipt of the Incident Event (in the Notification) and travels to the notified location. Technology opportunity - The Notification could include a link to the location address that resolves to a navigational map to guide the Responder to the Incident Event location. |
| 12 | ensure Employee Safety/provideResponseIndication |
| Using a mobile device, the identified Responder indicates arrival on scene by selecting a link in the Incident Event Notification and the system provides status indication to the Dispatcher. Technology opportunity - using the geospatial information on a mobile device, the system automatically communicates response indication when arriving on scene to the system providing status indication to the Dispatcher. Otherwise, the Responder calls or radios the Dispatcher indicating arrival on the scene. |
| 13 | supervisor/transportEmployee |
| Depending on the disposition of the Employee, the Supervisor ensures Employee medical attention by escorting or following the emergency response team to medical treatment facility. For a requested drug or alcohol test, the Supervisor transports the Employee to designated medical facility for all test Types except pre-employment (Employees will transport themselves for pre-employment tests). |
| 14 | ensure Employee Safety/createInitialIncidentReport |
| Using a mobile device, the system provides the Supervisor a template form to create the initial Incident Report criteria details. Previous information already created by the system such as Incident Event information already logged by the Dispatcher, Acknowledgment and Response Indication pre-populate the Incident Report form. The system allows for information saves and edits during multiple sessions until complete and ready for submission. The system allows for the transfer of collected notes to be included in the report. |
| 15 | ensure Employee Safety/distributeIncidentReport |
| Once the Incident Report is complete, the Supervisor submits the Incident Report. Based on the Incident Type, the system distributes the Incident Report to designated recipients. The distributed message may include a link to the report instead. The system provides the ability for selected city staff to create and modify distribution rules based on Incident Type. In addition, the Supervisor may include additional distribution recipients not already identified by the system. |

# Implement Corrective Safety Action

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| Select to enlarge... <http://austinea.org/arch/eoss/implementCorrectiveSafetyAction/UCD.jpg> **Implement Corrective Safety Action Use Case Model** |

**Scope:**For some Incident Events, the Safety Investigator enters Suggested Corrective Actions. This triggers a Notification to the department specific Safety Professional to ensure appropriate corrective safety action. Otherwise, using the system, a Safety Professional enters a Corrective Action and associates the action with a predefined Distribution List. The Distribution List is definable by selected city staff. For identified Corrective Action Respondents, the system sends an action Notification with the details of the Corrective Action required. The Notification also includes delinquent Corrective Actions. The Corrective Action Respondent uses the system to enter the status of the desired Corrective Action.

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| Select to enlarge... <http://austinea.org/arch/eoss/implementCorrectiveSafetyAction/1SD.jpg> **Implement Corrective Safety Action Sequence Diagram** |

**Interface Descriptions**

| **Req#** | **Type/Interface - Requirement Description** | **Required Response** |
| --- | --- | --- |
| 16 | ensure Employee Safety/notifySafetyProfessional | If proposing a Software as a Service (SaaS) solution, indicate for each requirement the SaaS solution's ability to provide the needed function or service. If proposing a Platform as a Service (PaaS) solution, indicate past performance examples of similar scope of work and other unique qualifications useful to a successful solution. |
| For some Incident Events, the Safety Investigator enters Suggested Corrective Actions. This triggers a Notification to the department specific Safety Professional to ensure appropriate corrective safety action. |
| 17 | ensure Employee Safety/enterCorrectiveAction |
| Using the system, a Safety Professional enters a Corrective Action and associates the action with a predefined Distribution List. The Distribution List is definable by selected city staff. |
| 18 | ensure Employee Safety/distributeCorrectiveAction |
| The system provides selectable Distribution List used to notify various staff members regarding the status of Corrective Action and action needed to complete requested Corrective Action. |
| 19 | corrective Action Respondent/respondToCorrectiveAction |
| For certain identified Corrective Action Respondents, the system sends an action Notification with the details of the Corrective Action required. The Notification also includes delinquent Corrective Actions - i.e., actions not completed within the time specified in the Corrective Action. |
| 20 | ensure Employee Safety/enterCorrectiveActionStatus |
| The Corrective Action Respondent uses the system to enter the status of the desired Corrective Action. Only the Safety Professional who entered the Corrective Action can close the safety action request. Corrective Actions may include modify or clarify standard operating guidelines, replace equipment, additional training needs, etc. |
| 21 | ensure Employee Safety/queryCorrectiveAction |
| Selected staff use the system to query corrective actions by employee, supervisor, work group or type of corrective action. |

# Manage Department-Level Worker Compensation

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| Select to enlarge... <http://austinea.org/arch/eoss/manageDepartmentLevelWorkerCompensation/UCD.jpg> **Manage Department-Level Worker Compensation Use Case Model** |

**Scope:**When an Employee is injured on the job or a change in work status occurs based on a previous injury, the Employee provides the Worker Compensation Representative a completed DWC-73 form. The Worker Compensation Representative uses the system and information on the form to create and/or update a Worker Status. When the Employee gains full work status, the Worker Compensation Representative uses the system to create a WC803 Denial Form for processing by the Human Resources Wage Continuation Coordinator. The Worker Compensation Representative uses Work Status information and Webstract to create a DWC-6 form. For certain claims, the Worker Compensation Representative uses Banner to look up Employee salary information. This information is used by the Worker Compensation Representative to create a DWC-3 form using Webstract. The Worker Compensation Representative sends DWC-73, 6, 3 forms depending on the disposition of the Employee to a Third Party Administrator for claims processing. Using the system, the Worker Compensation Representative scans relevant documentation for inclusion with the Employee Work Status.

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| Select to enlarge... <http://austinea.org/arch/eoss/manageDepartmentLevelWorkerCompensation/1SD.jpg> **Manage Department-Level Worker Compensation Sequence Diagram** |

**Interface Descriptions**

| **Req#** | **Type/Interface - Requirement Description** | **Required Response** |
| --- | --- | --- |
| 22 | worker Compensation Representative/processCompensationRequest | If proposing a Software as a Service (SaaS) solution, indicate for each requirement the SaaS solution's ability to provide the needed function or service. If proposing a Platform as a Service (PaaS) solution, indicate past performance examples of similar scope of work and other unique qualifications useful to a successful solution. |
| Although most medical organizations use a DWC-73 form to provide release from duty due to medical condition, any medical release from an authorized medical provider on the initial visit can take the place of the DWC-73 form. Employee and Worker Compensation Representative coordinate the proper documentation to include medical restrictions, release to full duty, etc. The system uses the attribute values used by the DWC-73 form. |
| 23 | ensure Employee Safety/enterEmployeeStatus |
| Based on relevant attributes of the DWC-73 form, the Worker Compensation Representative uses the system to create an Employee Work Status. The Employee Work Status associates to Essential Function Job Activities. The System provides the ability to scan and attach the DWC-73 form to Employee Work Status accessible only by the Worker Compensation Representative. The system provides recognizable Employee association to Incident Event described in Establish Incident Report. |
| 24 | webstract/processDWC |
| Throughout the process, the Worker Compensation Representative, or the system, uses Webstract to indicate the disposition of the Employee. On initial indication of injury, Worker Compensation Representative submits a DWC-1 (for first report of injury) to Webstract. This may occur on indication of DWC-73 or the Incident Event among other indications. The Worker Compensation Representative uses a DWC-6 to update Employee status (full time, part time, etc.). If initial lost time claim and limited duty, reduced pay or no duty and 7 or more days have elapsed, the Worker Compensation Representative uses a DWC-3. |
| 25 | ensure Employee Safety/generateWorkerCompensationDocuments |
| The system generates printable workers compensation documents including DWC-1, Wage Continuation Terms and Conditions, Employee Rights and Responsibilities (Workers Compensation Form), and an optional bonafide Offer of Employment (alternate employment with acceptable Essential Function Job Activities). The Worker Compensation Representative reviews the worker compensation documents with the Employee. |
| 26 | ensure Employee Safety/determineWageContinuationEligibility |
| Based on business rules, the system identifies if Employee is eligible for wage continuation. An employee is eligible for wage continuation if they are a regular employee, reported their injury within 24 hours (or start of the next business day) and have signed an agreement that establishes the terms and conditions and is on a limited duty or lost time status. |
| 27 | wage Continuation Coordinator/reviewLeaveRequest |
| Based on the Employee Work Status, the system identifies the disposition of the Employee to include necessary attributes of an existing WC801 (Wage Continuation Leave Request Form). The system notifies the Wage Continuation Coordinator that a Wage Continuation Leave Request requires review. |
| 28 | ensure Employee Safety/enterLeaveRequestDisposition |
| Wage Continuation Coordinator uses the system to review the Wage Continuation Leave Request information and determines whether to wage continuation is merited. If merited the Wage Continuation Coordinator approves or denies the Wage Leave Request. |
| 29 | wage Continuation Coordinator/reviewDenial |
| Based on the Employee Work Status, the system identifies the disposition of the Employee to include necessary attributes of an existing WC803 Denial Form. The system notifies the Wage Continuation Coordinator that a WC803 Denial Form requires review. |
| 30 | ensure Employee Safety/enterDenialDisposition |
| The Wage Continuation Coordinator uses the system to review the WC803 (Denial Form) and takes appropriate action with the Human Resources domain. The Wage Continuation Coordinator uses the system to indicate the Disposition of the Denial. |
| 31 | banner/lookUpEmployeeSalaryInfo |
| If an initial lost time claim and limited duty, reduced pay or no duty and 7 or more days have elapsed, the Worker Compensation Representative uses Banner to look up Employee salary information. |
| 32 | ensure Employee Safety/updateEmployeeStatus |
| The system provides the Worker Compensation Representative the ability to scan DWC-73 forms or any other relevant documentation to be associated with the Employee Work Status throughout the process. The scanned document images are near quality of the original. The Worker Compensation Representative makes Worker Status updates as needed. |

# Manage Drivers License Verification

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| Select to enlarge... <http://austinea.org/arch/eoss/manageDriversLicenseVerification/UCD.jpg> **Manage Drivers License Verification Use Case Model** |

**Scope:** The system aids the Safety Professional in the management of Employee driver's license when needed by Employees for certain city business. The Safety Professional uses the system to maintain scanned copies associated with Employee's safety record. Using the system, the Safety Professional uploads the State License Report. The system automatically associates traffic violation points and suspension to the identified Employee. The system provides the ability for the Safety Professional to manage expiring driver's licenses to ensure all city drivers operate with up to date driver's licenses.

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| Select to enlarge... <http://austinea.org/arch/eoss/manageDriversLicenseVerification/1SD.jpg> **Manage Drivers License Verification Sequence Diagram** |

**Interface Descriptions**

| **Req#** | **Type/Interface - Requirement Description** | **Required Response** |
| --- | --- | --- |
| 33 | ensure Employee Safety/scanDriversLicense | If proposing a Software as a Service (SaaS) solution, indicate for each requirement the SaaS solution's ability to provide the needed function or service. If proposing a Platform as a Service (PaaS) solution, indicate past performance examples of similar scope of work and other unique qualifications useful to a successful solution. |
| The system provides the ability to scan and associate a driver's license to the Employee safety record. |
| 34 | ensure Employee Safety/updateViolationInformation |
| Using the system, the Safety Professional uploads the State License Report. The system automatically associates traffic violation points and suspension to the identified Employee. The system provides for the internal tracking of city owned point metric. |
| 35 | ensure Employee Safety/trackExpiration |
| The system provides the ability for the Safety Professional to manage expiring driver's licenses to ensure all city drivers operate with up to date driver's licenses. The system tracks driver's license expiration dates and informs the Safety Professional and employee of driver's licenses expiring within the next 60 days. |
| 36 | ensure Employee Safety/trackExpirationStatus |
| The system provides the Safety Professional the ability to enter Employee License Renewal Status and suspension as part of the Employee Safety Record. |

# Manage Safety Incentive Program

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| Select to enlarge... <http://austinea.org/arch/eoss/manageSafetyIncentiveProgram/UCD.jpg> **Manage Safety Incentive Program Use Case Model** |

**Scope:** The system provides Department Human Resource representatives the ability to customize a set of criteria to establish eligibility to receive safety incentive bonus. For each city department, the system provides for a new set of eligibility criteria to apply to their safety incentive program. Incentives include a select number of documented positive behaviors that go beyond day-to-day duties. Based on safety Incentive Criteria determined by Department Human Resources, the Supervisor tracks certain modifiable elements such as positive behaviors (beyond normal) to associate with the Employee Safety Record. The Department Human Resources uses the system to generate a safety Incentive Report to identify eligible Employees to receive safety incentive bonus. The report must be in electronic format.

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| Select to enlarge... <http://austinea.org/arch/eoss/manageSafetyIncentiveProgram/1SD.jpg> **Manage Safety Incentive Program Use Case Model** |

**Interface Descriptions**

| **Req#** | **Type/Interface - Requirement Description** | **Required Response** |
| --- | --- | --- |
| 37 | ensure Employee Safety/establishIncentiveCriteria | If proposing a Software as a Service (SaaS) solution, indicate for each requirement the SaaS solution's ability to provide the needed function or service. If proposing a Platform as a Service (PaaS) solution, indicate past performance examples of similar scope of work and other unique qualifications useful to a successful solution. |
| The system provides Department Human Resource representatives the ability to customize a set of criteria to establish eligibility to receive safety incentive bonus. For each city department, the system provides for a new set of eligibility criteria to apply to their safety incentive program. Incentives include a select number of documented positive behaviors that go beyond day-to-day duties. For example, Austin Resource Recovery (ARR) current criteria for eligibility include the following: no safety violations within inclusive time period; no preventable collisions; no positive alcohol and drug tests; timely attendance to all required safety meetings and periodic safety training; driver's license points at acceptable levels; employee license is not revoked, suspended, expired, or invalid; employee was employed for entire duration of period (based on hire date). |
| 38 | ensure Employee Safety/trackSafetyIncentive |
| Based on safety Incentive Criteria determined by Department Human Resources, the Supervisor tracks certain modifiable elements such as positive behaviors (beyond normal) to associate with the Employee Safety Record. The system provides the ability for the Supervisor to export current reporting period Employee Safety Record. The Supervisor uses the system to correct any data entry anomalies for supervised Employee. The Supervisor is unable to modify system controlled training events such as computer-based-training activities and resulting test results. However, the Supervisor may assist in scheduling regular training needs based on position type Incentive Criteria template established by the Training Coordinator. |
| 39 | ensure Employee Safety/createSafetyIncentiveReport |
| The Department Human Resources uses the system to generate a safety Incentive Report to identify eligible Employees to receive safety incentive bonus. The report must be in electronic format. |

# Perform Incident Investigation

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| Select to enlarge... <http://austinea.org/arch/eoss/performIncidentInvestigation/performIncidentInvestigationUCD.jpg> **Perform Incident Investigation Use Case Model** |

**Scope:** The Safety Investigator uses a mobile device to retrieve the assigned Incident Report using a link in the Notification. The Safety Investigator uses the mobile devise to review and edit the Incident Report as required to perform the investigation. The Incident Investigator uses the system to establish an Incident Investigation, which is associated to the Incident Report. The Incident Investigator uses a mobile device and the system to enter Incident Investigation information based on witness testimony. The Incident Investigator or Supervisor uses the system to attach multimedia files from Incident Event scene using a mobile device. Triggered by changing status of an Incident Event and selected Incident Type, the system automatically notifies a predefined chain of command and Responders via email, text, pager message depending on profile setup and configuration. The Notification distribution uses business rules based on the Incident Type selected.

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| Select to enlarge... <http://austinea.org/arch/eoss/performIncidentInvestigation/1SD.jpg> **Perform Incident Investigation Sequence Diagram** |

**Interface Descriptions**

| **Req#** | **Type/Interface - Requirement Description** | **Required Response** |
| --- | --- | --- |
| 40 | ensure Employee Safety/reviewIncidentReport | If proposing a Software as a Service (SaaS) solution, indicate for each requirement the SaaS solution's ability to provide the needed function or service. If proposing a Platform as a Service (PaaS) solution, indicate past performance examples of similar scope of work and other unique qualifications useful to a successful solution. |
| The Safety Investigator uses a mobile device to retrieve the assigned Incident Report using a link in the Notification. The Safety Investigator uses the mobile devise to review and edit the Incident Report as required to perform the investigation. |
| 41 | ensure Employee Safety/createIncidentInvestigation |
| The Incident Investigator uses the system to establish an Incident Investigation, which is associated to the Incident Report. The system provides specialized forms as need for specific departments - Incident Type determines forms used. |
| 42 | ensure Employee Safety/enterIncidentDetails |
| The Incident Investigator uses a mobile device and the system to enter Incident Investigation information based on witness testimony. Witness may include, but not limited to, the Employee, Supervisor, Emergency Responder, and other witness testimony. The system provides a means to upload and link items such as a crash report by Austin Police Department (APD). The incident investigation may include the APD crash report containing an APD Case Number. The Incident Investigator uses the system to enter incident cause and suggested corrective actions. The system provides for a Incident Investigator to complete follow-up interviews with Employee or witnesses. After completion of the investigation and based on the facts, the Incident Investigator identifies the corrective actions (employee, department, disposition) triggering Implement Corrective Safety Action. |
| 43 | ensure Employee Safety/attachMultiMedia |
| The Incident Investigator or Supervisor uses the system to attach multimedia files from Incident Event scene using a mobile device. The system provides for multiple file upload to the Safety Investigation at any time during investigation - there's no limit to the number or size of uploaded files. The system provides a means to link and view from data servers containing large files created from other media types. |
| 44 | ensure Employee Safety/notifyChainOfCommand |
| Triggered by changing status of an Incident Event and selected Incident Type, the system automatically notifies a predefined chain of command and Responders via email, text, pager message depending on profile setup and configuration. The Notification distribution uses business rules based on the Incident Type selected. The system provides the ability for approved city staff to modify the distribution and business rules associated with the Notification distribution for each Incident Type. Notifications may include non-Responders and edited to include or remove selected city staff. |

**Perform Safety Inspection and Audits  
Use Case Specification**

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| Select to enlarge... <http://austinea.org/arch/eoss/performSafetyInspectionAndAudits/performSafetyInspectionAndAuditsUCD.jpg> **Perform Safety Inspection and Audits Use Case Model** |

**Scope:** The system provides the Safety Professional a checklist-oriented entry form for inspection items using a mobile device. The form and related items must be modifiable by selected city staff. For vehicle inspection, the Driver uses a radio frequency identification (RFID) mobile scanner (or similar technology) to perform a pre-trip inspection. For recurring inspections, the system automatically notifies relevant Safety Professions of routine inspection events. The system provides the Safety Professional the ability to set inspection notifications depending on the disposition of the inspection item - i.e., delay or change inspection schedule. The system provides for ergonomic inspections based on new employee setup, Employee requests, Physician requests, or Worker Compensation Representative through an Ergonomics Self Evaluation Form (Industrial and Administrative Ergonomic).

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| Select to enlarge... <http://austinea.org/arch/eoss/performSafetyInspectionAndAudits/1SD.jpg> **Perform Safety Inspection and Audits Sequence Diagram** |

**Interface Descriptions**

| **Req#** | **Type/Interface - Requirement Description** | **Required Response** |
| --- | --- | --- |
| 45 | ensure Employee Safety/documentInspectionResults | If proposing a Software as a Service (SaaS) solution, indicate for each requirement the SaaS solution's ability to provide the needed function or service. If proposing a Platform as a Service (PaaS) solution, indicate past performance examples of similar scope of work and other unique qualifications useful to a successful solution. |
| The system provides the Safety Professional a checklist-oriented entry form for inspection items using a mobile device. The form and related items must be modifiable by selected city staff. For vehicle inspection, the Driver uses a radio frequency identification (RFID) mobile scanner (or similar technology) to perform a pre-trip inspection. The Driver scans RFID devices located in positions of observed inspection to indicate successful condition observation. The Driver uses the mobile device to indicate any discrepant observations and digitally sign indicating completed inspection. [Technology opportunity: Select mobile hand-held device that allows media capture of inspection item or other uses.] The entry form includes indication of Corrective Actions required - the system assigns Corrective Actions implemented by Implement Corrective Safety Action. |
| 46 | ensure Employee Safety/establishInspectionReminder |
| For recurring inspections, the system automatically notifies relevant Safety Professions of routine inspection events. The system provides the Safety Professional the ability to set inspection notifications depending on the disposition of the inspection item - i.e., delay or change inspection schedule. Once inspections are complete and all issues addressed, the system automatically reschedules recurring inspection activities to include assigned staff. The system provides the ability to change the assigned Safety Professional for any given or set of assigned inspection responsibilities. |
| 47 | ensure Employee Safety/performErgonomicInspection |
| The system provides for ergonomic inspections based on new employee setup, Employee requests, Physician requests, or Worker Compensation Representative through an Ergonomics Self Evaluation Form (Industrial and Administrative Ergonomic). The Safety Inspector uses the system to schedule a meeting with the Employee, inspects the area, completes immediate corrective actions (general setup, personal adjustments based on Employee), creates a report which notifies the Chain of Command (report identifies corrective actions already implemented or future corrective actions). Depending on the disposition of the Safety Inspection, may trigger Implement Corrective Safety Action. |

# Perform Safety Inspection and Audits

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| Select to enlarge... <http://austinea.org/arch/eoss/performSafetyInspectionAndAudits/performSafetyInspectionAndAuditsUCD.jpg> **Perform Safety Inspection and Audits Use Case Model** |

**Scope:** The system provides the Safety Professional a checklist-oriented entry form for inspection items using a mobile device. The form and related items must be modifiable by selected city staff. For vehicle inspection, the Driver uses a radio frequency identification (RFID) mobile scanner (or similar technology) to perform a pre-trip inspection. For recurring inspections, the system automatically notifies relevant Safety Professions of routine inspection events. The system provides the Safety Professional the ability to set inspection notifications depending on the disposition of the inspection item - i.e., delay or change inspection schedule. The system provides for ergonomic inspections based on new employee setup, Employee requests, Physician requests, or Worker Compensation Representative through an Ergonomics Self Evaluation Form (Industrial and Administrative Ergonomic).

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| Select to enlarge... <http://austinea.org/arch/eoss/performSafetyInspectionAndAudits/1SD.jpg> **Perform Safety Inspection and Audits Sequence Diagram** |

**Interface Descriptions**

| **Req#** | **Type/Interface - Requirement Description** | **Required Response** |
| --- | --- | --- |
| 48 | **ensure Employee Safety/documentInspectionResults** | If proposing a Software as a Service (SaaS) solution, indicate for each requirement the SaaS solution's ability to provide the needed function or service. If proposing a Platform as a Service (PaaS) solution, indicate past performance examples of similar scope of work and other unique qualifications useful to a successful solution. |
| The system provides the Safety Professional a checklist-oriented entry form for inspection items using a mobile device. The form and related items must be modifiable by selected city staff. For vehicle inspection, the Driver uses a radio frequency identification (RFID) mobile scanner (or similar technology) to perform a pre-trip inspection. The Driver scans RFID devices located in positions of observed inspection to indicate successful condition observation. The Driver uses the mobile device to indicate any discrepant observations and digitally sign indicating completed inspection. [Technology opportunity: Select mobile hand-held device that allows media capture of inspection item or other uses.] The entry form includes indication of Corrective Actions required - the system assigns Corrective Actions implemented by Implement Corrective Safety Action. |
| 49 | **ensure Employee Safety/establishInspectionReminder** |
| For recurring inspections, the system automatically notifies relevant Safety Professions of routine inspection events. The system provides the Safety Professional the ability to set inspection notifications depending on the disposition of the inspection item - i.e., delay or change inspection schedule. Once inspections are complete and all issues addressed, the system automatically reschedules recurring inspection activities to include assigned staff. The system provides the ability to change the assigned Safety Professional for any given or set of assigned inspection responsibilities. |
| 50 | **ensure Employee Safety/performErgonomicInspection** |
| The system provides for ergonomic inspections based on new employee setup, Employee requests, Physician requests, or Worker Compensation Representative through an Ergonomics Self Evaluation Form (Industrial and Administrative Ergonomic). The Safety Inspector uses the system to schedule a meeting with the Employee, inspects the area, completes immediate corrective actions (general setup, personal adjustments based on Employee), creates a report which notifies the Chain of Command (report identifies corrective actions already implemented or future corrective actions). Depending on the disposition of the Safety Inspection, may trigger Implement Corrective Safety Action. |

# Respond to Drug and Alcohol Test Request

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| Select to enlarge... <http://austinea.org/arch/eoss/respondToDrugAndAlcoholTestRequest/UCD.jpg> **Respond to Drug and Alcohol Test Request Use Case Model** |

**Scope:** The Department Alcohol and Drug Coordinator uses the system to create an Alcohol and Drug Test indication for selected Employee. The system notifies the appropriate staff (based on the test type) of alcohol and drug test need. The Supervisor transports the Employee to designated medical facility for all test Types except pre-employment. The Employee completes an Alcohol or Drug test at a designated medical facility. The medical facility forwards test results to Human Resources Alcohol and Drug Coordinator for distribution. The Department Alcohol and Drug Coordinator receives Test Results from HR Alcohol and Drug Coordinator. The Department Alcohol and Drug Coordinator updates the Alcohol and Drug Test with the results provided by the HR Alcohol and Drug Coordinator.

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| Select to enlarge... <http://austinea.org/arch/eoss/respondToDrugAndAlcoholTestRequest/1SD.jpg> **Respond to Drug and Alcohol Test Request Sequence Diagram** |

**Interface Descriptions**

| **Req#** | **Type/Interface - Requirement Description** | **Required Response** |
| --- | --- | --- |
| 51 | ensure Employee Safety/createTestRequest | If proposing a Software as a Service (SaaS) solution, indicate for each requirement the SaaS solution's ability to provide the needed function or service. If proposing a Platform as a Service (PaaS) solution, indicate past performance examples of similar scope of work and other unique qualifications useful to a successful solution. |
| The Department Alcohol and Drug Coordinator uses the system to create an Alcohol and Drug Test indication for selected Employee. The Alcohol and Drug Coordinator identifies the test trigger (random, post-accident, pre-employment verification, or reasonable suspicion, etc.). Alcohol and drug test trigger indication is customizable by approved city staff based on their role. |
| 52 | ensure Employee Safety/notifyStaffOfDrugAndAlcoholTest |
| The system notifies the appropriate staff (based on the test type) of alcohol and drug test need. If test type is pre-employment then only the future Employee is notified. Based on the test disposition (new or update) the system will either request a test (new) or provide test results (update). |
| 53 | supervisor/transportEmployee |
| Depending on the disposition of the Employee, the Supervisor ensures Employee medical attention by escorting or following the emergency response team to medical treatment facility. For a requested drug or alcohol test, the Supervisor transports the Employee to designated medical facility for all test Types except pre-employment (Employees transport themselves for pre-employment tests). |
| 54 | employee/completeDrugOrAlcoholTest |
| The Employee completes an Alcohol or Drug test at a designated medical facility. The medical facility forwards test results to Human Resources Alcohol and Drug Coordinator for distribution. |
| 55 | department Alcohol and Drug Coordinator/reviewTestResults |
| The Department Alcohol and Drug Coordinator receives Test Results from HR Alcohol and Drug Coordinator. |
| 56 | ensure Employee Safety/updateDrugAndAlcoholTestRequest |
| The Department Alcohol and Drug Coordinator updates the Alcohol and Drug Test with the results provided by the HR Alcohol and Drug Coordinator. Since only positive test results are forwarded for random, post-accident, and reasonable suspicion, the system updates the Employee's Alcohol and Drug Test with a negative result if the test Type equals random, post-accident, or reasonable suspicion, and a set time-period has elapsed since Alcohol and Drug Test was created. |