

Gensuite – Incident Management

New User Toolkit



Benchmark Risk+ComplianceTM



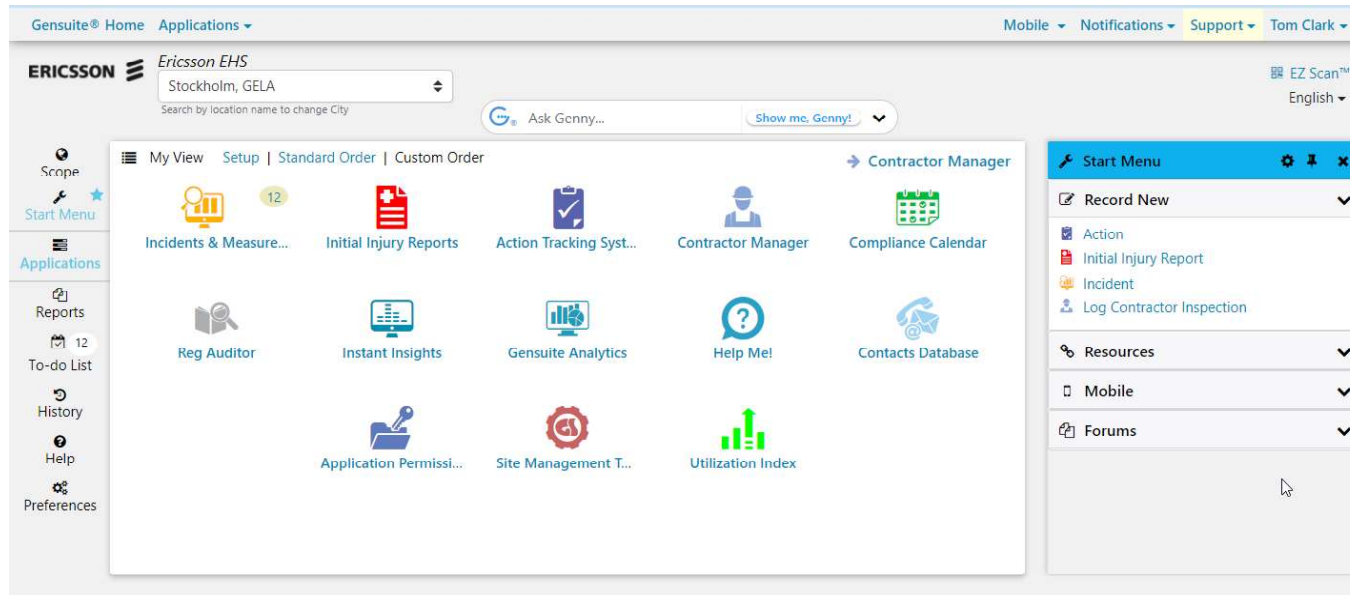
Benchmark SustainabilityTM



Benchmark StewardshipTM

The Digital Benchmark for Enterprise Operational Risk, Compliance and Sustainable Business Management Systems!

Modules Overview



Incident Management

- **Incident Management:** Record and manage a variety of incidents, including injury/illness cases, near-misses, equipment/property damage, and environmental incidents, inspections, penalties, etc.
- Open access for general public or ASP contacts without an e-mail address to report near-misses or risk observations/hazard identification
- **Action Tracking System:** Enables the management of all location actions/findings, assignment of responsibility, closure due dates, and corrective and preventative action tracking

Contractor Manager

- **Contractor Manager:** Search and view active, approved (sourcing), and qualified Contractor Firms as well as contractor firm employees
- Manage contractor projects and safety performance: field observations, inspections, incidents (injuries/events), and contractor firm action items

Risk Management

- **Compliance Calendar:** Maintain an institutional memory of recurring site obligations established as calendar tasks and assigned to responsible persons
- **Reg Auditor:** Conduct compliance audits using established country/company specific regulatory checklists. Identify action/findings & assign corrective actions for closure

Incident Management

- Incident Management
- Initial Injury Reports
- Action Tracking System

Contractor Management

- Contractor Manager
- Field Observations
- Inspection Tool
- Incident Management
- Initial Injury Reports

Risk Management

- Compliance Calendar
- Reg Auditor



Gensuite Homepage and How to Record an Incident



How to record an Incident? – Step 1

Guidance for General Users

The screenshot shows the Gensuite application interface. At the top, there's a navigation bar with 'Gensuite® Home', 'Applications', 'Beta | Feedback', 'Mobile', 'Notifications', 'Support', and 'Tom Clark'. Below this, the 'ERICSSON' logo is visible, followed by a dropdown menu showing 'Remote/Home - Gensuite Demo, De...' and a search bar with the text 'Type to search: Ask Genny!'. The main content area is titled 'All Activated Applications' and lists several categories: 'Recent', 'Compliance Assurance', 'Specialized Processes', 'Safety', 'Dashboards and Reports', and 'Permissions & Implementation'. Each category has a dropdown arrow. Below these categories are four icons: 'Analytics | Tableau', 'Business Reporter', 'Instant Insights', and 'Mapper'. On the right side, there's a 'Start Menu' panel with a list of items: 'Record New', 'Action', 'Initial Injury Report', 'Incident', 'Log Contractor Inspection', 'Resources', 'Mobile', and 'Forums'. The 'Incident' item is highlighted with a red box. Three numbered callouts are present: 1. 'Search by Location Name (City)' points to the location dropdown menu. 2. 'Start Menu: Click here...' points to the 'Start Menu' icon in the left sidebar. 3. 'Incident: Quick access to record an Incident (recommended workflow)' points to the 'Incident' item in the 'Start Menu' panel.

1. Search by Location Name (City)
Switch between locations to record incidents at different Ericsson Fixed Facilities or Remote/Home location

2. Start Menu: Click here...

3. Incident: Quick access to record an Incident (recommended workflow)



How to record an Incident? – Step 2: Add Incident Form

Guidance for General Users

Complete the **Add Incident** form, ensuring that as a minimum every field marked with a red asterisk (*) is filled in before clicking 'Add Incident'

Incidents & Measurements
Add Incident

Search: Ask Genny English ▾

General Incident Details ⓘ

Incident Date * 02-Feb-2021 Today 📅

Incident Type * Injury/Illness ▾

Building/City ▾

Incident Category* ▾

GPS Coordinates

Latitude Longitude

📍 Use My Location | 📍 Select GPS Coordinates | 📍 Use City Coordinates

Add Note

Contact Name

Contact Information ⓘ

Description and Scope of Incident * Input here Description and Scope of Incident

Incident Attachments Add attachments

Associated Incidents

☐ Security ⓘ ☐ Bullying & Harassment ⓘ ☐ Fire ⓘ ☐ Equipment/Property Damage ⓘ

☐ Vehicle Accident ☐ Environmental Incident ⓘ ☐ Emergency ⓘ

Add Incident Cancel