

GLOBAL INCIDENT REPORTING TOOL –GIRT

It is the responsibility of each employee or its manager to report all the incidents in GIRT

WHAT: Incidents, near misses and hazards shall be reported.

HOW: Ericsson employees with Ericsson signum shall report the occurrence to [Reporting Environmental, Health and Safety Incidents](#).

WHEN: Reporting of major incident or fatality shall be done within 24 hours. For other occurrences the reporting shall be done within end of the next working day.

WHO: Ericsson employees and persons working on behalf of Ericsson, shall report incidents. You can also report an incident on behalf of someone, as an observer or a witness. When an incident is reported, include details of resources impacted. All applicable line managers shall be informed.

What to report ?

Quick examples to report:

- ✓ Personal injuries (**even first aid cases if caused by business activities**)
- ✓ Near miss / OHS Violations (an event where there could have been an incident)
- ✓ Work related health issues
- ✓ Fatality
- ✓ Property Damage
- ✓ Environmental issues

Where to report ?

☐ It can be reported through Ericsson Internal Home Webpage - Click tab which is available at the bottom of the page [Reporting Environmental, Health and Safety Incidents](#).

☐ It can be reported by using IA app

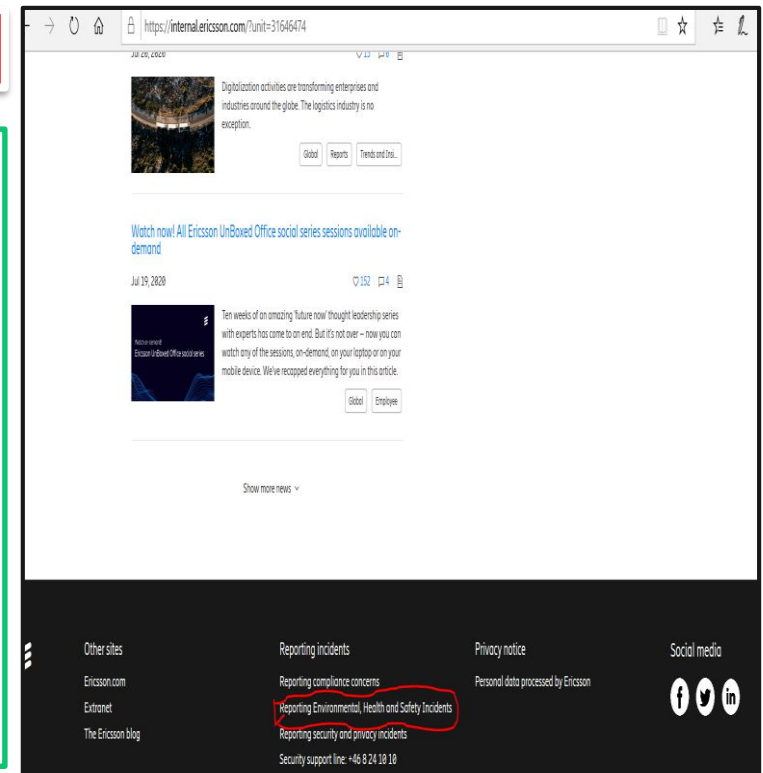
Download the app from Google Play, Appstore or Windows Store. In Google Play and Appstore you can search for AFA Försäkring to find the app. In Windows Store you can search for IA.



Enter below username and password for the app.

I. Username: Ericsson-app

II. Pwd: Ericsson-OHStool



Click [here](#), TIA occurrence page will appear

→ ↻ 🏠 🔒 https://internal.ericsson.com/answer/5989/reporting-occupational-and-safety-incident?unit=31646474&location_tid=306

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Global Incident Reporting Tool - Environment, Health and Safety (EHS GIRT)

Associated to:

- › For Managers
- › Health and Safety
- › Reports
- › My Employment
- › Health and Safety
- › Support and Error Reporting

→ Employee:

Report the incident [here](#).

For local language support please refer to link section below.

→ Manager:

Access the tool here: [Link \(SSO – English\)](#)

Fill & submit occurrence details

TIA [Help](#)

Risk observation, India - Gurgaon, 21/07/2020, Reported

Occurrence

Occurrence manager: Arora, Sachin

▼ Occurrence details

When? 21/07/2020 Time 10:10 Where? India - Gurgaon What? Risk observation

External location

Lat(N) Long(O)

▼ Reported by

Name Works within unit

E-mail

IMPORTANT: Please note that the system will send an email to the line manager of the employment unit selected here. Select the same employment unit as your organization unit name. You can check your unit name in 'People Finder' or in 'Outlook'.

▼ Course of events

Occurrence title

Course of events (Note: do not write names!)

Involved's opinion on the cause

Involved's proposal on action or action performed

Location

Attachments

Send

Delete Send

TIA - IA for the Technical companies - is developed by AFA Insurance.