

# Nursing Home Reporting System

Louise Whitaker

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CIM 795

# Product Description

The SafetyFirst is a system designed to make it easier for nursing home employees to report accidents and incidents as required by OSHA (Occupational Safety and Health Administration) for regulated industries. Safety is a major concern in the workplace and this system will provide a single place for all of the data to be analyzed and viewed.

SafetyFirst is a responsive web application, so it can be accessed on any device with internet access. There are two separate views: one for employees (Certified Nurse Aides, Certified Medical Aides, and Licensed Vocational Nurses) and one for the administration (Assistant Director of Nursing, Director of Nursing, and Business Administrators and Managers).

The employee view is designed to be a simple reporting portal. Employees can log into an account and select a form they want to fill in from a set list of types of forms. They will be able to save forms to finish filling them in later, submit the form as well as view previously submitted forms.

The admin view is more complicated as they need to have access to many more functions. They will have all the functions from the reporting portal. Upon logging in they will have access to a dashboard that highlights reporting data. They will be able to view reports submitted by employees and have the ability to review those reports as well as append additional forms to the original form.

# Project Description

This project was about finding a way to make it easier for administrators in nursing homes to keep track of incident reports. It is vital that these forms are easily accessible and kept track of because they must be reported to OSHA.

The process of creating this system began with sketches, breaking down all the information that would be gathered on forms, and creating flows of the important tasks to be completed using the system. Breaking down the forms was important because many of the forms ask for the same information, so the labels needed to be standardized. It was also important to gather the types of information being gathered in order to develop a useful dashboard.

Once the planning process was completed, it was time to move into sitemaps and developing the first round of wireframes. The first round of wireframes were completed to get an idea of what information needed to be on each page and to work through how a user would move through the system. The wireframes were created in Axure.

# Product Overview

## **Objective:**

Design and prototype an accident reporting system for nursing home settings. Provide user specific interface views: Report Submission and Analysis.

## **Requirements:**

- Web Application
- Responsive Design
- Two views: One for non-administrative employees (reporting portal) and one for administrative employing (reporting dashboard)

# Target Audience - Nursing Home Employees

## **Reporting Portal**

- Certified Nurse Aides
- Certified Medical Aides
- Licensed Vocational Nurses

## **Reporting Dashboard**

- Assistant Director of Nursing
- Director of Nursing
- Business Administrators and Managers

# User Tasks

## **Reporting Portal**

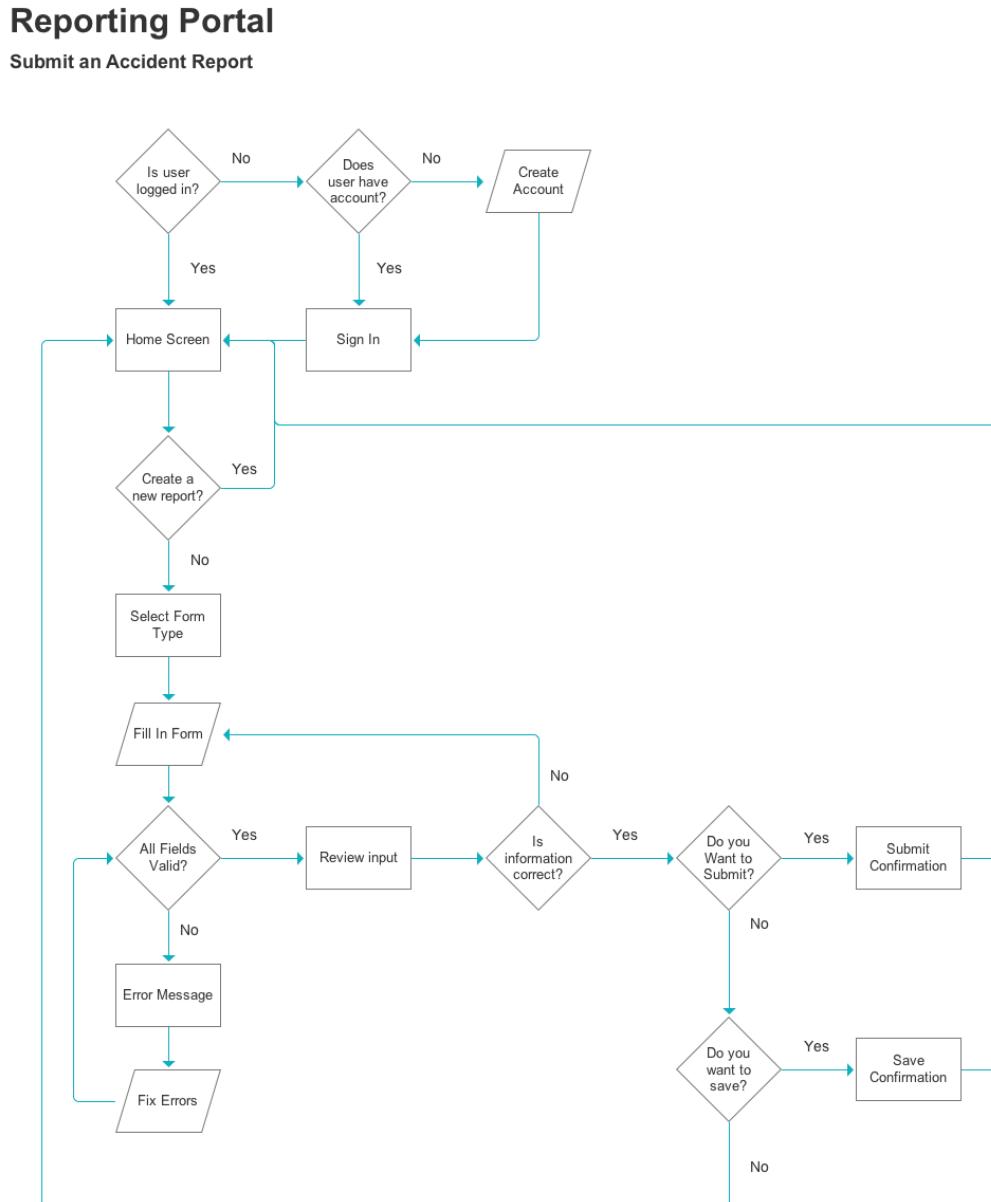
- Login and Logout
- Create Account
- Password Recovery
- Create and Edit Profile
- Select, View, Complete, Save and Submit Forms

## **Reporting Dashboard**

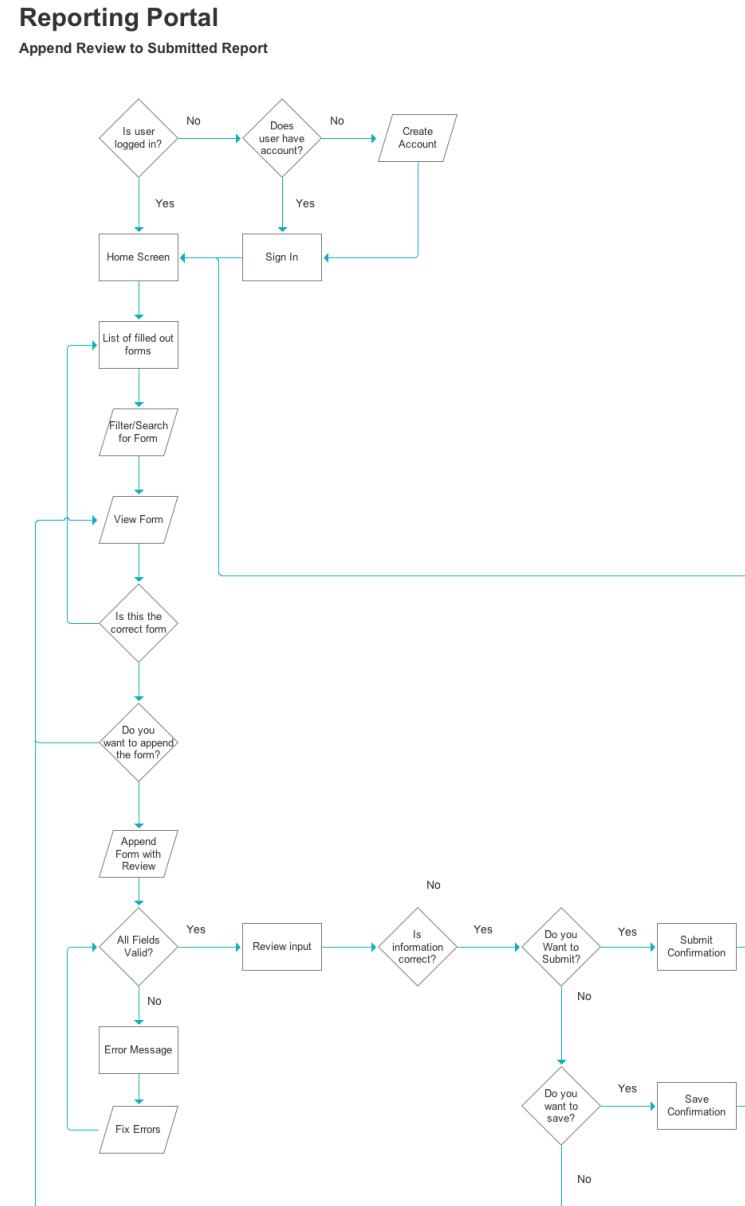
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- Password Recovery
- Create and Edit Profile
- Select, View, Complete, Save and Submit Forms
- Review and Append Submitted Form
- View Report Analytics

# Planning Process

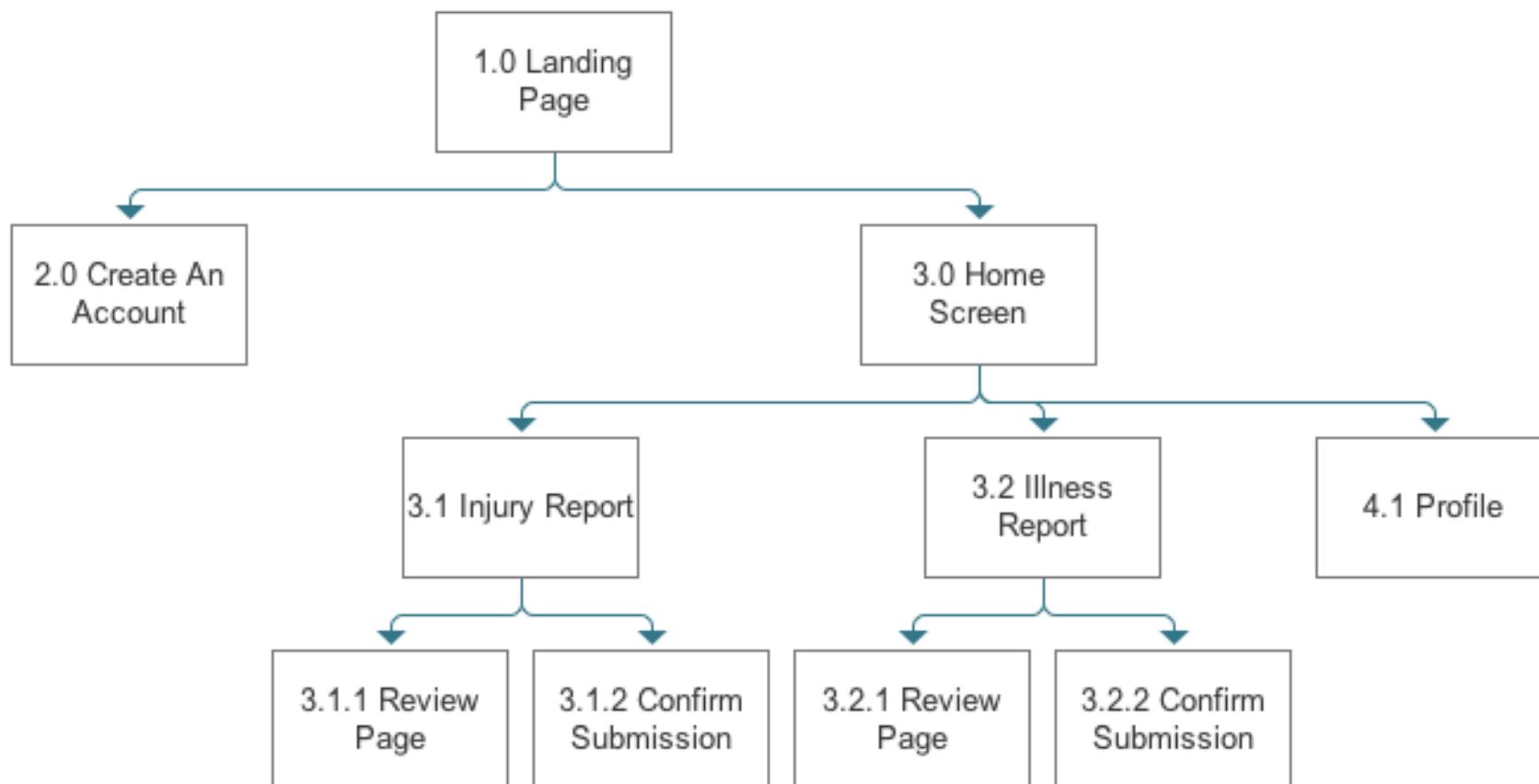
# Task Flow – Create a Report (Reporting Portal)



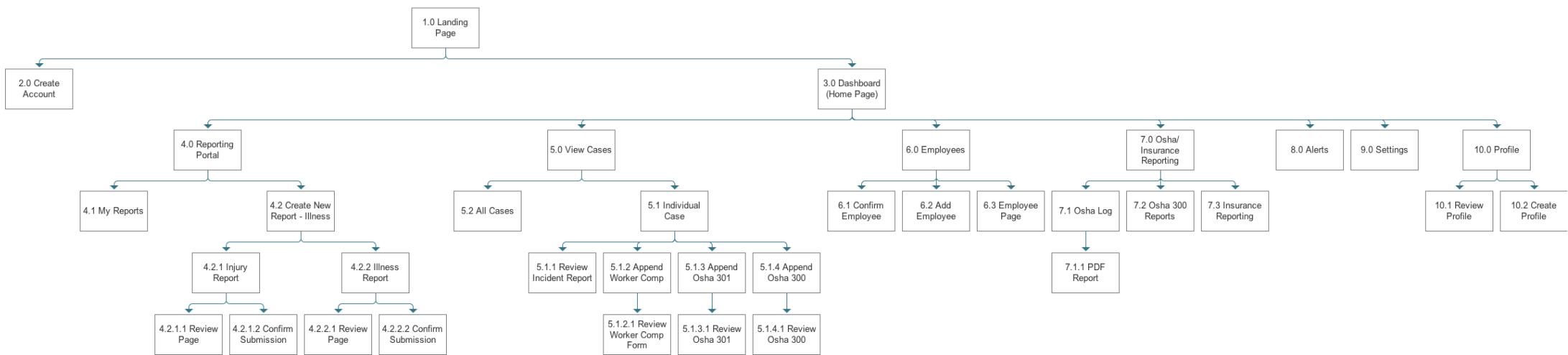
# Task Flow – Append Report (Reporting Dashboard)



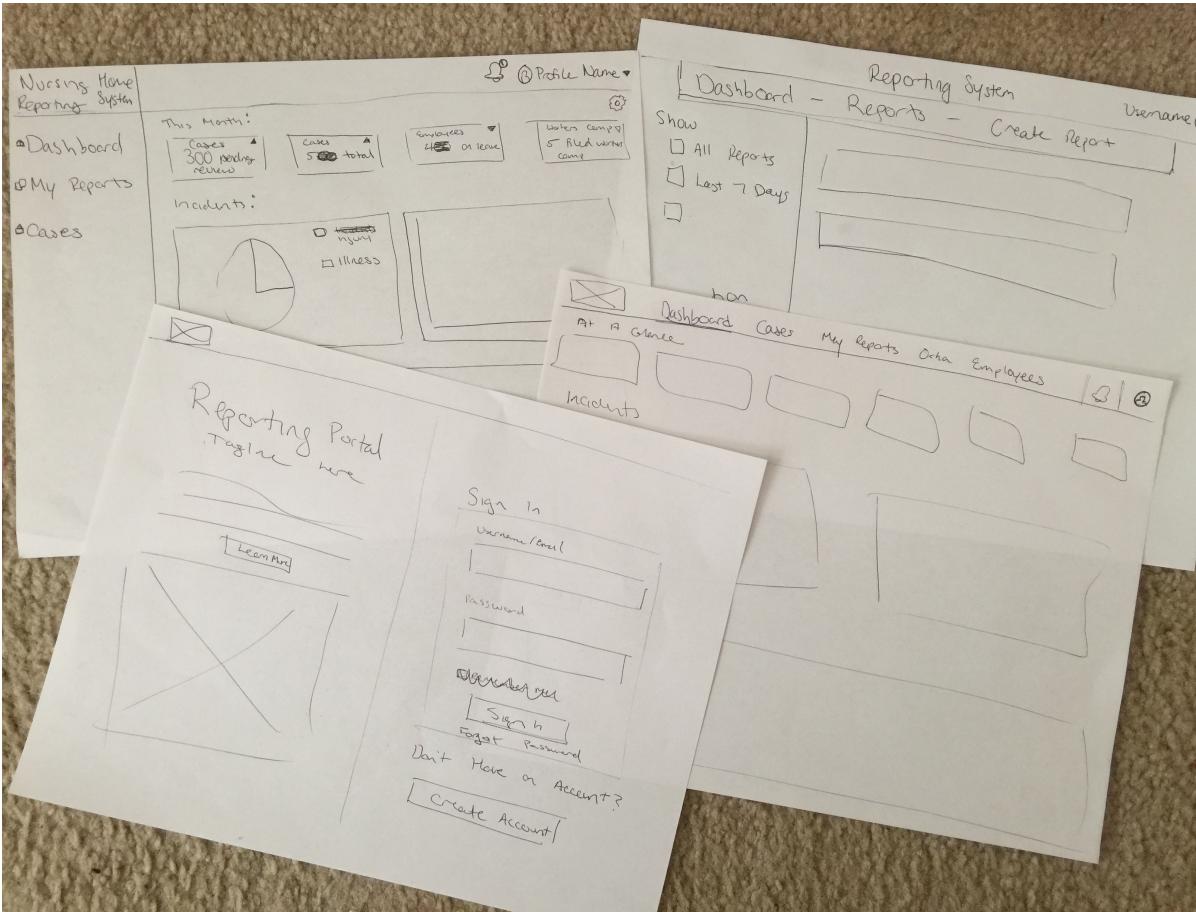
# Site Map (Reporting Portal)



# Site Map (Reporting Dashboard)



# Sketches



# Form Fields

# 1 - Sign Up Form

#	Field	Input Type
1.1	First Name	Input
1.2	Last Name	Input
1.3	Date of Birth	3 Inputs: month dropdown, day dropdown, year input
1.4	Email	
1.5	Username	Input
1.6	Password	Input
1.7	Confirm Password	Input

# 2 - Log In Form

#	Field	Input Type
2.1	Username	Input
2.2	Password	Input

# 3 – Profile Form

#	Field	Input Type
3.1	Employee Name	First and Last, Prefilled 1.1 and 1.2
3.2	Birthdate	Prefilled 1.3
3.3	Gender	Select (Male, Female, Other)
3.4	Marital Status	Select (Married, Widowed, Separated, Divorced, Single, Other)
3.5	Job Location/site	Select (Location 1, Location 2, Etc) Select (Certified Nurse Aides, Certified Medical Aides, Licensed Vocational Nurses, Assistant Director of Nursing, Director of Nursing, Business Administrators, Business Managers)
3.6	Job Title	
3.7	Shift	Select
3.8	Manager Name	Select based on 3.5 (Select frm manager's names on that site)
3.9	Manager's Work Phone	Prefilled based on 3.8
3.10	Home Address	Input - Street, City, State, Zip
3.11	Home Phone	Input - (xxx) xxx-xxxx
3.12	Work Phone	Input - (xxx) xxx-xxxx
3.13	Email	Prefilled from signup if Email was used, else input example@example.com

# 4 - Injury Report Form

#	Field	Input Type
4.1	Employee Name	First and Last, Prefilled 1.1 and 1.2
4.2	Employee Position	Prefilled 3.6 of employee profile
4.3	Shift	Prefilled 3.7 of employee profile - Can Change
4.4	Manager Name	Prefilled 3.8 of employee profile
4.5	When did the illness begin?	3 Inputs: month dropdown, day dropdown, year input
4.6	What time did the illness begin?	Input - hh:mm am/pm  Select (Resident handling, Resident violence, Slip/trip/falls, Needle stick or sharp object, Chemical hazard, Biological hazard, Ergonomic hazard, Respiratory hazard, Physical hazard (extreme cold or heat, noise, lighting, UV radiation), Equipment handling, Equipment malfunction, Facility maintenance, Other)
4.7	Type of Injury	
4.8	Describe the Incident	Input  Select one or more (None, Abrasion/scrape, Amputation, Bleeding or Blood Loss, Broken bone, Bruising, Burn, Concussion , Coughing, Cut/laceration/puncture, Dizziness, Fatigue, Fever, Headache, Hearing impairment, Hernia, Illness, Skin Irritation/ Rash, Nausea, Muscle cramp/ spasm, Sprain, Strain, Swelling, Pain, Throat/Lung Irritation, Unconscious, Vision impairment , Vomiting , Other)
4.9	Select Medical Symptoms You Experienced  (Check all that apply)	
4.10	Select Medical Symptoms You Experienced  (Check all that apply)	Select (Yes/No)
4.11	What was the diagnosis?	Input - Shown if 4.10 is Yes
4.12	*Timestamp	System generated on submit
4.13	*Case No	System generated on submit

# 5 - Illness Report Form

#	Field	Input Type
5.1	Employee Name	First and Last, Prefilled 1.1 and 1.2
5.2	Employee Position	Prefilled 3.6 of employee profile
5.3	Shift	Prefilled 3.7 of employee profile - Can Change
5.4	Manager Name	Prefilled 3.8 of employee profile
5.5	When did the injury occur?	3 Inputs: month dropdown, day dropdown, year input
5.6	Event Time	Input - hh:mm am/pm
5.7	Type of Illness	Select (skin disorder, respiratory condition, poisoning, hearing loss, other)
5.8	Describe the Incident	Input  Select one or more (None, Abrasion/scrape, Amputation, Bleeding or Blood Loss, Broken bone, Bruising, Burn, Concussion , Coughing, Cut/laceration/puncture, Dizziness, Fatigue, Fever, Headache, Hearing impairment, Hernia, Illness, Skin Irritation/ Rash, Nausea, Muscle cramp/ spasm, Sprain, Strain, Swelling, Pain, Throat/Lung Irritation, Unconscious, Vision impairment , Vomiting , Other)
5.9	Select Medical Symptoms You Experienced (Check all that apply)	Input - Shown based on 10
5.10	Select Medical Symptoms You Experienced (Check all that apply)	Select (Yes/No)
5.11	What was the diagnosis?	System generated on submit
5.12	*Timestamp	System generated on submit
5.13	*Case No	

# 6 - Workers Compensation Form

#	Field	Input Type
6.1	Employee Name	First and Last, Prefilled 1.1 and 1.2
6.2	Birthdate	Prefilled 3.2 of employee profile
6.3	Gender	Prefilled 3.3 of employee profile
6.4	Marital Status	Prefilled 3.4 of employee profile
6.5	Social Security	Pulled from HR system
6.6	Home Phone	Prefilled 3.11 of employee profile
6.7	Home Address	Prefilled 3.10 of employee profile
6.8	Job Title	Prefilled 3.6 of employee profile
6.9	Hire date	Pulled from HR system
6.10	Work Phone	Prefilled 3.12 of employee profile
6.11	Manager's Name	Prefilled 3.8 of employee profile
6.12	Manager's Phone	Prefilled 3.9 of employee profile
6.13	Date of Incident	Prefilled 4.5/5.5
6.14	Time of Incident	Prefilled 4.6/5.6
6.15	Report Date	Prefilled from 4.12/5.12
6.16	Report Time	Prefilled from 4.13/5.13
6.17	Incident Type	Based on type of report filled (injury/Illness)
6.18	Type of Injury/Illness	Prefilled 4.7/5.7
6.19	Incident Description	Prefilled from 4.8/5.8
6.20	Facility	Prefilled 3.5 of employee profile
6.21	Unit	Select (short term care, long term care, specialized care)
6.22	Incident Location	Select (Kitchen, patient room, common areas, nursing station, corridor, etc.)
6.23	Parts of Body Affected	Select (Nose, Mouth, Ear, Face, Chin, Head, Hair, Neck, Shoulder, Upper Arm, Armpit, Elbow, Forearm, wrist, Hand, Finger, Nail, Chest, Abdomen, Stomach, Upper back, Lower back, Spine, Backside, Hip, Leg, Knee, Ankle, Foot, Heel, Toes, Skin, Multiple body parts, Other)
6.24	Activities Performed Prior to Incident	Input
6.25	Witnesses	Input
6.26	Have you ever been treated for a similar injury	Select (Yes/No)
6.27	Are you requesting medical treatment at this time	Select (Yes/No)

# 7 - Osha 301 Form

#	Field	Input Type
7.1	Employee Name	First and Last, Prefilled 1.1 and 1.2
7.2	Birthdate	Prefilled 3.2 of employee profile
7.3	Gender	Prefilled 3.3 of employee profile
7.4	Home Address	Prefilled from 3.10 of employee profile
7.5	Hire date	Pulled from HR system
7.6	Case Number	Prefilled from 4.13/5.13
7.7	Date of injury or illness	Prefilled 4.5/5.5
7.8	Time employee began work	Input
7.9	Time of event (Check if time cannot be determined)	Prefilled 4.6
7.1	Activities Performed Prior to Incident	Prefilled from 6.24
7.11	Incident Description	Prefilled from 6.19
7.12	Type of Injury/Illness	Prefilled 4.7/5.7
7.13	What object or substance directly harmed the employee?	Input
7.14	If the employee died, when did death occur? Date of death	Input - mm/dd/yyyy
7.15	Name of physician or other health care professional	Input
7.16	Where was treatment given?	Input – facility/city/state/state/zip
7.17	Was employee treated in an emergency room?	Select (Yes/No)
7.18	Was employee hospitalized overnight as an in-patient?	Select (Yes/No)
7.19	Completed by	Prefilled from 3.1 of admin profile
7.20	Title	Prefilled from 3.6 of admin profile
7.21	Phone	Prefilled from 3.12 of admin profile
7.22	Date	System generated

# 8 - Osha 300 Form

#	Field	Input Type
8.1	Employee Name	First and Last, Prefilled 1.1 and 1.2
8.2	Job title	Prefilled 3.6 of employee profile
8.3	Case Number	Prefilled from 4.13/5.14
8.4	Date of injury or onset of illness	Prefilled 4.5/5.7
8.5	Location of Incident	Prefilled 6.20-6.22
8.6	illness:	Prefilled from 4.7  Check the "injury" column or choose one type of  Describe injury or illness, parts of body affected, and object/substance that directly injured or
8.7	made person ill	Prefilled from 7.12, 7.13 and 6.20
8.8	Classify the case	Select (Death, Days away from work, job transfer, other)
8.9	Days Away From Work	Input (# of days) only shown if "Days away from work" selected in 8.8
8.10	Days On job transfer or restriction	Input (# of days) only shown if "Job Transfer" selected in 8.8
8.11	Facility	Prefilled by system
8.12	City	Prefilled by system
8.13	State	Prefilled by system

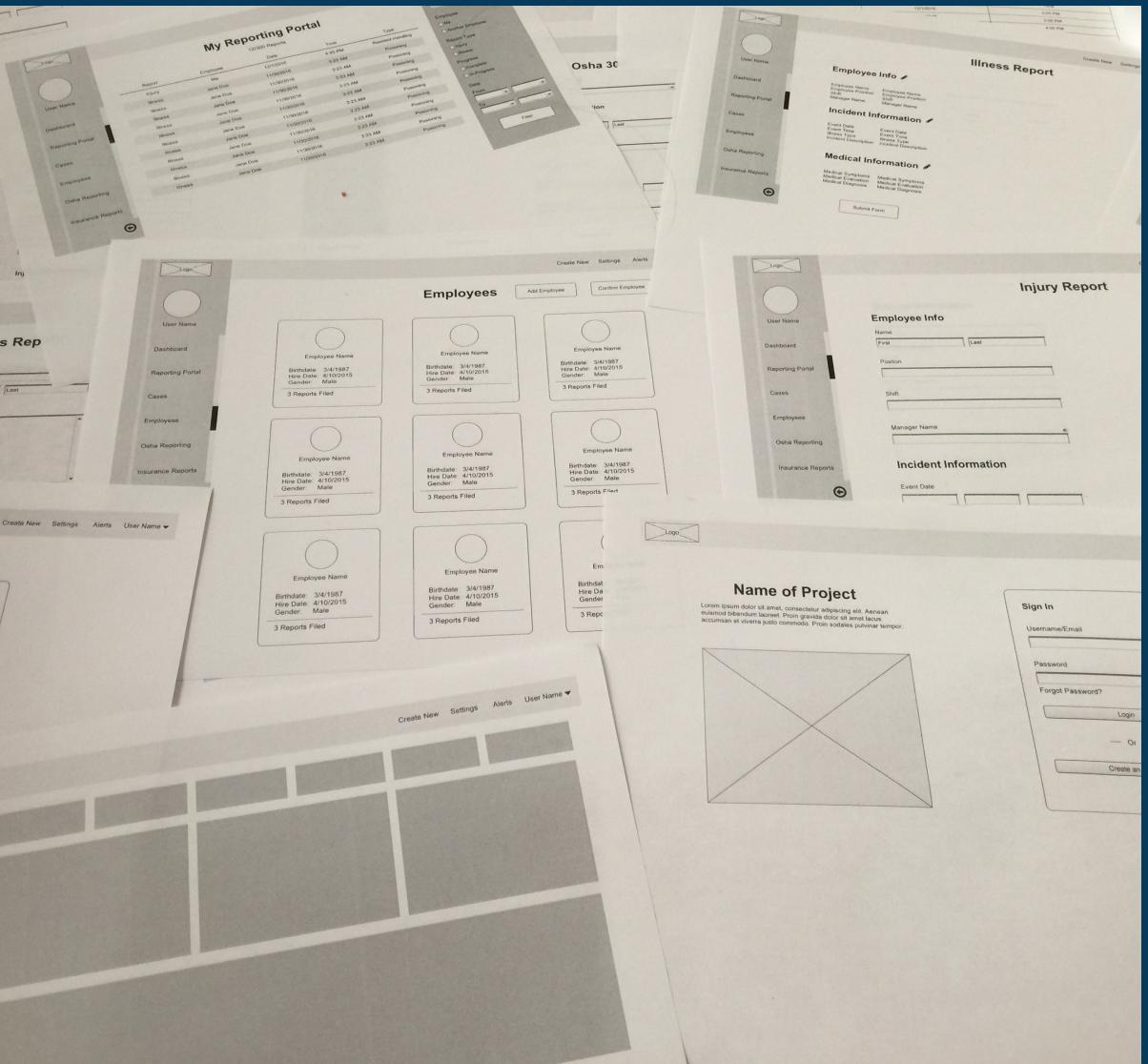
# 9 - Append Review Form

#	Field	Input Type
9.1	Notes	Input
9.2	*Timestamp	System Generated

# 10 - Witness Report Form

#	Field	Input Type
10.1	Witness	Input
10.2	Notes	Input
10.3	*Timestamp	System Generated

# Wireframes V1



# Wireframes V2

The image displays three wireframe prototypes for a SafetyFirst application, arranged horizontally.

- Reporting Portal:** This page shows two main sections: "In Progress Reports" and "Recently Completed". Each section lists reports for "John Smith" with details like "Resident Handling on 11/30/2016 at 11:00 am" and report types like "Injury Report" or "Illness Report". A "See All Reports" button is located in the top right of the completed section.
- Sign In:** This page contains fields for "Username/Email" and "Password", along with "Forgot Password? Click Here" and "Sign In" buttons. It also includes links for "Or" and "Create Account".
- Dashboard:** This page features several data visualizations and summary statistics. At the top, it shows counts for "Incident Reports" (10), "Injuries" (8), "Illnesses" (2), and "Days Away" (18). Below this are four main sections: "Cases Assigned to Me" (listing 12 pending reviews, 1 pending workers comp, 2 pending OSHA 300, 0 pending OSHA 301, and 1 recently closed case), "Case Classification" (a bar chart showing categories like No Action, Days Away, Job Transfer/Restriction, Death, and Other), "Days Away" (a line chart showing trends over Jan, Feb, and Mar), "Top Locations" (a bar chart comparing locations from 2016 and 2015), and "Top Incident Types" (a bar chart showing types like Resident Violence, Hearing Loss, etc.). On the right side, there is a detailed "All My Reports" table listing 12 reports for various employees with details like incident type, date, and report date. A "Filters" sidebar on the far right allows users to search by helper text, employee (Me or Other), report type (Injury or Illness), progress (Complete or In-Progress), date (Month and Year), and specific report types (e.g., Injury Report, Illness Report).

# 1.0 Landing Page

The diagram illustrates a landing page layout with numbered callouts:

- 1** The Workers Safety Reporting System
- 2** Sign In (Username/Email field)
- 3** Sign In (Password field)
- 4** Sign In (Forgot Password? Click Here link)
- 5** Sign In (Sign In button)
- 6** Create Account (Create Account button)

**SafetyFirst**

**1** The Workers Safety Reporting System

1. The Workers Safety Reporting System

2. Sign In

3. Sign In

4. Sign In

5. Create Account

6. Create Account

# 1.0 Landing Page

1. Introductory Information about Safety First
2. Username/Password Entry – Flexible to allow users to use either an email or a password
3. Standard password entry, hides characters the user has entered
4. Forgotten password link, this will take the user to a page where they can reset their password by sending an email or by sending an alert to an administrator to reset it for them if they don't have an email
5. On click credentials will be validated and if the user has correct username/email and password, they will go to the dashboard page
6. On click the user will go to the Create and Account Page where they can create an account if they don't have one

# 2.0 Create Account

The screenshot shows the 'Create an Account' form from the SafetyFirst website. The form includes fields for First Name, Last Name, Email, Birth Date (Month, Day, Year), Username, Password, and Confirm Password. A 'Retype Password' field is also present. At the bottom are 'Create Account' and 'Cancel' buttons.

- 1: SafetyFirst logo in the top left corner.
- 2: 'Welcome to SafetyFirst!' header and 'Create an Account' title.
- 3: 'Create Account' button at the bottom left of the form.
- 4: 'Cancel' button at the bottom right of the form.

## 2.0 Create Account

1. On click user will return to the landing page
2. Create an account form – has inline validation – see “1 - Sign Up Form” for field specifications
3. On click the user will be taken to the profile information page so they can add their personal and work information to the profile
4. Cancel button takes the user back to the Landing Page

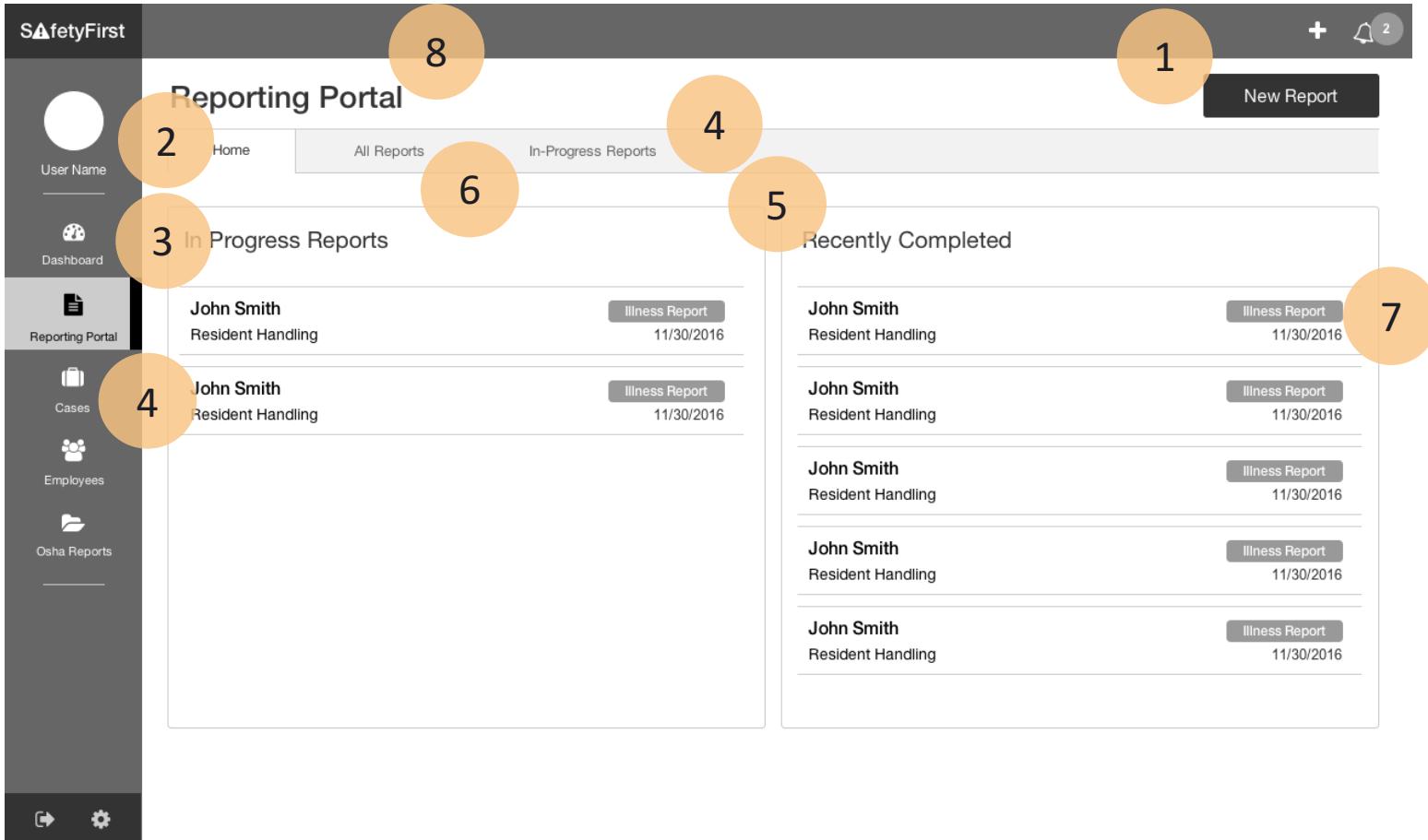
# 3.0 Dashboard



# 3.0 Dashboard

1. On click user will return to dashboard
2. Employee picture and name are displayed here – on click the user will go to their profile page
3. Link to dashboard – on hover the icon and text will change color and the background will go lighter, on active the text will be darker and the background color will be lighter
4. Link to reporting portal – on hover the icon and text will change color and the background will go lighter, on active the text will be darker and the background color will be lighter
5. Link to cases – on hover the icon and text will change color and the background will go lighter, on active the text will be darker and the background color will be lighter
6. Link to employee database – on hover the icon and text will change color and the background will go lighter, on active the text will be darker and the background color will be lighter
7. Link to OSHA/insurance reports – on hover the icon and text will change color and the background will go lighter, on active the text will be darker and the background color will be lighter
8. Link to settings page
9. Logout button
10. Quick add button – will display a dropdown where user can select add an injury/illness report or add an employee
11. Notifications icon – the user will have a badge showing how many new notifications they have, on click a notifications panel will slide in and out
12. At a glance charts – these 5 charts show counts for important items for that month, they have a bar chart to show how that month is doing compared to the previous 12 months
13. Dashboard widget shows how many cases the admin has by status
14. Dashboard widget shows how many cases by classification have occurred in a bar chart format - user can select time frame they want to view
15. Dashboard widget shows how many days away were taken compared to how many days were transferred – user can hide/unhide line by pressing the label
16. Dashboard widget shows top 6 locations for incidents for one year- user can compare years – user can hide/unhide bars by pressing the label
17. Dashboard widget shows top 6 injury/illness types for one year – user can compare years – user can hide/unhide bars by pressing the label

# 4.0 Reporting Portal



# 4.0 Reporting Portal

1. On click the user can create a new incident report
2. Reporting portal navigation
3. Section shows the in progress reports the user was working on
4. On click user user will be taken back to the form they were in the process of working on
5. Section shows the last 5 reports the user submitted
6. On click the user will go to the “All my Reports” Screen
7. On click the user will go to a review page where they can see the form/edit the form/print
8. This is the reporting portal so only injury/illness reports that the user has created will appear in this portal, they will not be able to see forms submitted by other users from this view

# 4.1 All My Reports

The screenshot shows the SafetyFirst Reporting Portal interface. On the left is a sidebar with navigation links: User Name, Dashboard, Reporting Portal (selected), Cases, Employees, and Osha Reports. The main area has a title 'Reporting Portal' and tabs for Home, All Reports (selected), and In-Progress Reports. A message indicates 12 new reports. The central part displays a table of 12 recent reports. The table columns are Employee, Report, Incident Type, Incident Date, and Submitted On. The reports listed are:

Employee	Report	Incident Type	Incident Date	Submitted On
Jane Doe	Injury Report	Resident Handling	11/30/2016	11/30/2016
John Smith	Illness Report	Skin Disorder	11/30/2016	11/30/2016
Ryan Jones	Injury Report	Physical Hazard	11/30/2016	11/30/2016
Ella Samuelson	Injury Report	Resident Violence	11/30/2016	11/30/2016
Holly Ryan	Illness Report	Poisoning	11/30/2016	11/30/2016
Elenor Johnson	Injury Report	Equipment Handling	11/30/2016	11/30/2016
Anna Garcia	Injury Report	Trip/Slip/Fall	11/30/2016	11/30/2016
Lisa Kelly	Injury Report	Chemical Hazard	11/30/2016	11/30/2016
Peter Young	Injury Report	Resident Handling	11/30/2016	11/30/2016
Kenneth Anderson	Injury Report	Resident Violence	11/30/2016	11/30/2016
Craig Howard	Illness Report	Posioning	11/30/2016	11/30/2016
Gerald Williams	Injury Report	Resident Violence	11/30/2016	11/30/2016

Below the table, it says 'Showing 1 to 12 of 600 entries'. To the right is a 'Filters' panel with sections for Search Keywords, Employee (Me or Other), Report Type (Injury or Illness), Progress (Complete or In-Progress), Incident Date (From Month/Year and To Month/Year), and a large orange circle labeled '6' containing page navigation buttons (1, 2, 3, 4, Next). The top right corner shows a New Report button and a notification bell with 2 messages.

## 4.1 All My Reports

1. On click user will go back to the reporting portal home page
2. Dropdown to select how many rows are visible in the table
3. The filter panel – as the user selects options or types in a search keyword the view will automatically update
4. On click user can sort the table – all columns are sortable
5. On click user will go to the report review page
6. Table pagination

## 4.2 Create New Injury/Illness Report

The screenshot shows the SafetyFirst Reporting Portal interface. On the left is a vertical sidebar with icons for User Name, Dashboard, Reporting Portal (selected), Cases, Employees, and Osha Reports. The main area has a header with 'Reporting Portal' and a 'New Report' button. Below it is a 'New Incident Report' section with a 'Report Information' form. The form includes fields for 'What was the incident?' (radio buttons for 'Injury' and 'Illness'), 'Who are you filling this form out for?' (radio buttons for 'Myself' and 'Another Employee'), and a 'Select Employee' dropdown. At the bottom are 'Start Report' and 'Cancel' buttons. Orange circles numbered 1 through 6 highlight specific elements: 1 points to the 'Injury' radio button; 2 points to the 'Another Employee' radio button; 3 points to the 'Select Employee' dropdown; 4 points to the 'Start Report' button; 5 points to the 'Cancel' button; and 6 points to the 'In Progress Reports' section on the right, which lists two recent reports by John Smith.

1

2

3

4

5

6

In Progress Reports

New Report

Injury Report 11/30/2016  
John Smith Resident Handling

Injury Report 11/30/2016  
John Smith Resident Handling

## 4.2 Create New Injury/Illness Report

1. User must select the type of report they want to fill out
2. User can select if they are filling out the form for themselves or another user
3. If user selects another user then they can select the employee they are filling out the form for in the drop down – new employee is an option in the drop down
4. On click user will go to the injury form/illness form
5. On click user will return to the reporting portal home
6. In progress reports panel will allow a user to jump between the reports they have in progress, it also allows them to see that as they enter information their form is being autosaved

# 4.2.1 Injury Report

The screenshot illustrates the workflow for creating an injury report through five main steps:

- Step 1:** The user is on the "Employee Information" page, where they enter details like Name (Jane Doe), Shift (Day Shift), Job Title (Nurse), and Manager's Name (John Smith). A large orange circle labeled "1" highlights the "In Progress Reports" section.
- Step 2:** The user moves to the "Incident Report" page, which includes fields for "When did injury occur?", "What time did the injury occur?", "Type of Injury", and "Describe the Incident". A large orange circle labeled "2" highlights the "Employee Information" section.
- Step 3:** The user has completed the report and is viewing the "In Progress Reports" page, which lists three previous reports by Jane Doe, John Smith, and John Smith. A large orange circle labeled "3" highlights the "In Progress Reports" section.
- Step 4:** The user is back on the "Incident Report" page, ready to submit the new report. A large orange circle labeled "4" highlights the "Incident Information" section.
- Step 5:** The user has submitted the report and is now on the "In Progress Reports" page, where the new report is listed under "In Progress Reports". A large orange circle labeled "5" highlights the "In Progress Reports" section.

**Select the Symptoms You Experienced (Check All That Apply)**

<input type="checkbox"/> None	<input type="checkbox"/> Hearing Impairment
<input type="checkbox"/> Abrasion/Scrape	<input type="checkbox"/> Hernia
<input type="checkbox"/> Amputation	<input type="checkbox"/> Illness
<input type="checkbox"/> Bleeding or Blood Loss	<input type="checkbox"/> Skin Irritation/Rash
<input type="checkbox"/> Broken Bone	<input type="checkbox"/> Nausea
<input type="checkbox"/> Bruising	<input type="checkbox"/> Muscle Cramp/Spasm
<input type="checkbox"/> Burn	<input type="checkbox"/> Sprain
<input type="checkbox"/> Concussion	<input type="checkbox"/> Swelling
<input type="checkbox"/> Coughing	<input type="checkbox"/> Pain
<input type="checkbox"/> Cut/Laceration/Puncture	<input type="checkbox"/> Throat/Lung Irritation
<input type="checkbox"/> Dizziness	<input type="checkbox"/> Unconscious
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Vision Impairment
<input type="checkbox"/> Fever	<input type="checkbox"/> Vomiting
<input type="checkbox"/> Headache	<input type="checkbox"/> Other <input type="text" value="Describe Symptom"/>

**Medical Information**

Did you receive a medical evaluation?  Yes  No

Medical Diagnosis

>Password must be at least 8 characters.

**Review Submission** **Cancel**

## 4.2.1 Injury Report

1. The Injury report – has inline validation – see “4 – Injury Report” for field specifications
2. Profile Information is pulled for the user’s profile – if the information is found it will show up on the form in the review format
3. On click the section review will become an editable form section so the user can edit any incorrect information
4. On click today’s date will automatically fill in
5. Autosave indication – the form will save as the user makes any changes
6. On click the user will go to the review form page
7. On click the user will return to the reporting portal and form will show up in the inprogress section

# 4.2.1.1 Review Injury Report

The screenshot shows the SafetyFirst Reporting Portal interface. On the left is a sidebar with navigation links: User Name, Dashboard, Reporting Portal (selected), Cases, Employees, Osha Reports, and a gear icon for settings.

The main content area has three sections:

- Incident Report** (highlighted with a yellow circle labeled 1):
  - Employee Information**:

Name	Jane Doe
Shift	Day Shift
Job Title	Nurse
Manager's Name	John Smith
  - Incident Information**:

Day Illness Began	11/30/2016
Time Illness Began	12:24 AM
Type of Illness	Resident Handling
Incident Description	<p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget.</p>
Symptoms Experienced	Swelling Pain
  - Medical Information**:

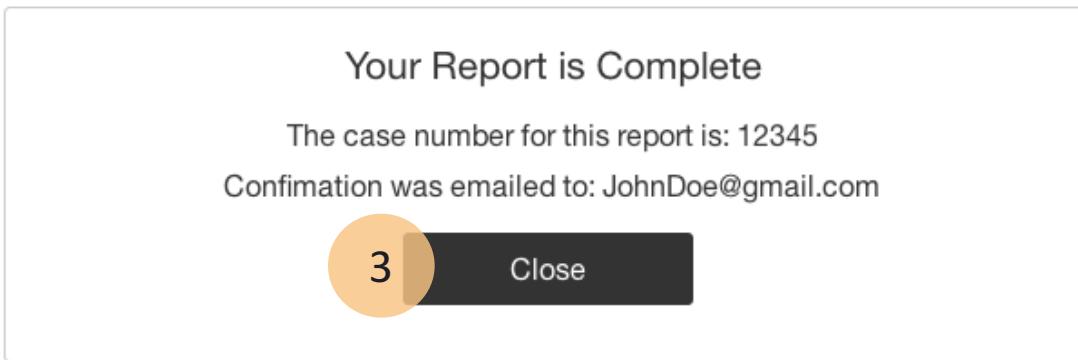
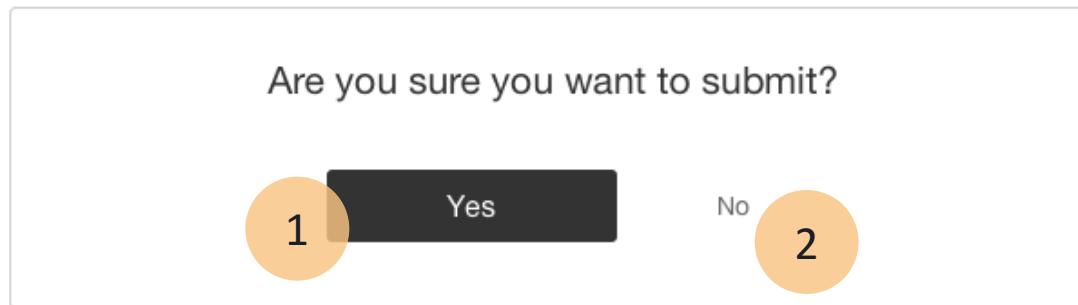
Medical Evaluation	Yes
Diagnosis	<p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget.</p>
- In Progress Reports** (highlighted with a yellow circle labeled 2):
  - Injury Report** 11/30/2016: Jane Doe, Resident Handling
  - Injury Report** 11/30/2016: John Smith, Resident Handling
  - Injury Report** 11/30/2016: John Smith, Resident Handling

At the bottom center are two buttons: **Submit** (highlighted with a yellow circle labeled 3) and **Cancel** (highlighted with a yellow circle labeled 4).

## 4.2.1.1 Review Injury Report

1. Review sections
2. On click the section will become editable and have a submit button at the end of the section
3. On click user will go to the confirm submission page
4. On click the user will return to the reporting portal and form will show up in the in-progress section

## 4.2.1.2 Confirm Submission



## 4.2.1.2 Confirm Submission Modal

1. On click the user will confirm they want to submit the form
2. On click user will go back to review page
3. Confirmation modal – lets user know form was submitted, what the case number is and where the verification email was sent. On click user will goto the reporting dashboard

## 4.2.2 Illness Report

**Reporting Portal**

Home All Reports In-Progress Reports

Employee Information

Name: Jane Doe  
Shift: Day Shift  
Job Title: Nurse  
Manager's Name: John Smith

Incident Information

When did the illness begin?  
Month: [dropdown] Day: [dropdown] Year: [dropdown] Today

What time did illness begin?  
Time: [text input]

Type of Injury  
Select an injury: [dropdown]

Describe the Incident  
Incident description: [text area]

Characters Remaining: 1000

Form last saved 2 Seconds Ago

New Report

In Progress Reports

Illness Report 11/30/2016 Jane Doe

Injury Report 11/30/2016 John Smith Resident Handling

Injury Report 11/30/2016 John Smith Resident Handling

Select the Symptoms You Experienced (Check All That Apply)

<input type="checkbox"/> None	<input type="checkbox"/> Hearing Impairment
<input type="checkbox"/> Abrasion/Scrape	<input type="checkbox"/> Hernia
<input type="checkbox"/> Amputation	<input type="checkbox"/> Illness
<input type="checkbox"/> Bleeding of Blood Loss	<input type="checkbox"/> Skin Irritation/Rash
<input type="checkbox"/> Broken Bone	<input type="checkbox"/> Nausea
<input type="checkbox"/> Bruising	<input type="checkbox"/> Muscle Cramp/Spasm
<input type="checkbox"/> Burn	<input type="checkbox"/> Sprain
<input type="checkbox"/> Concussion	<input type="checkbox"/> Swelling
<input type="checkbox"/> Coughing	<input type="checkbox"/> Pain
<input type="checkbox"/> Cut/Laceration/Puncture	<input type="checkbox"/> Throat/Lung Irritation
<input type="checkbox"/> Dizziness	<input type="checkbox"/> Unconscious
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Vision Impairment
<input type="checkbox"/> Fever	<input type="checkbox"/> Vomiting
<input type="checkbox"/> Headache	<input type="checkbox"/> Other <input type="text" value="Describe Symptom"/>

Medical Information

Did you receive a medical evaluation?  
Yes  No

Medical Diagnosis  
Explain the Diagnosis

Review Submission   
Cancel

2

## 4.2.2 Illness Report

1. Illness report behaves in identical way to Injury Report. Form has inline validation – see “5 – Illness Report” for field specifications
2. Go to confirm submission

# 4.2.2.1 Review Illness Report

1

**Reporting Portal**

New Report

**Incident Report** Injury Report

**Employee Information**

Name	Jane Doe
Shift	Day Shift
Job Title	Nurse
Manager's Name	John Smith

**Incident Information**

Day Illness Began	11/30/2016
Time Illness Began	12:24 AM
Type of Illness	Resident Handling
Incident Description	<p>Incident ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget.</p>
Symptoms Experienced	Swelling Pain

**Medical Information**

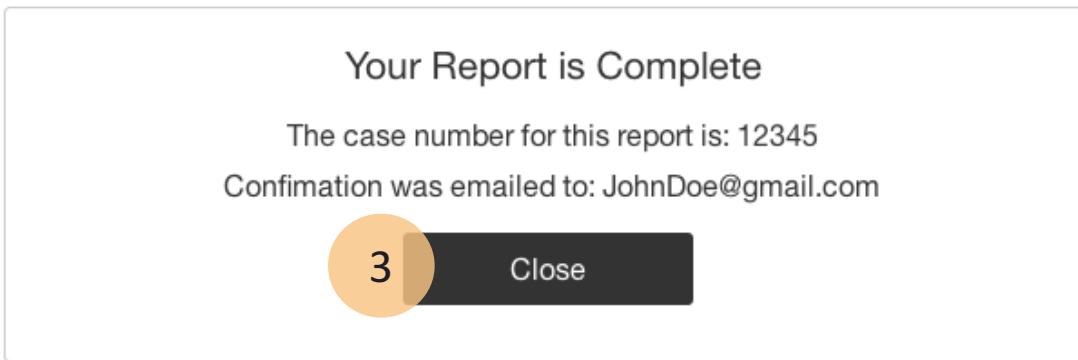
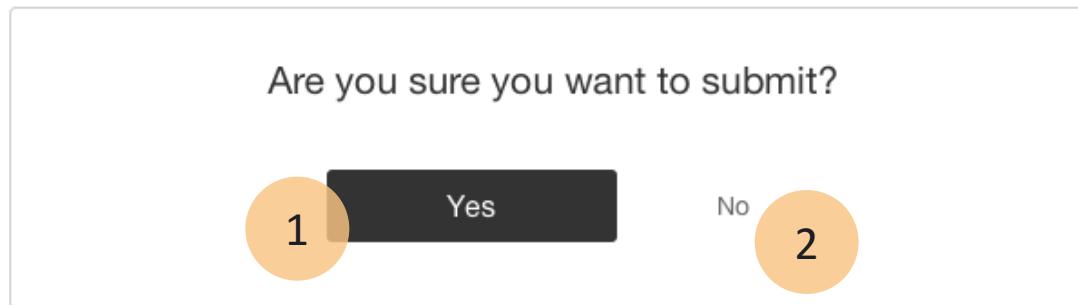
Medical Evaluation	Yes
Diagnosis	<p>Diagnosis ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget.</p>

Submit Cancel

## 4.2.2.1 Review Illness Report

1. Review submission page – identical to Injury Report Review Page

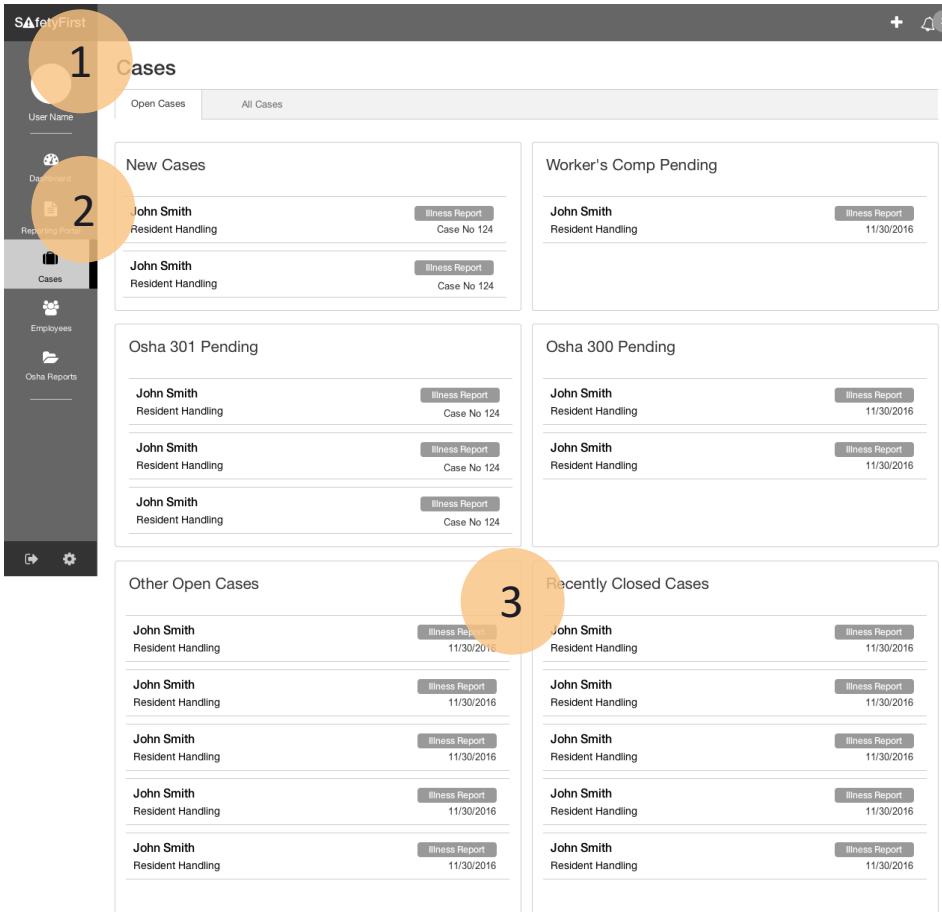
## 4.2.2.2 Confirm Submission



## 4.2.2.2 Confirm Submission

1. On click the user will confirm they want to submit the form
2. On click user will go back to review page
3. Confirmation modal – lets user know form was submitted, what the case number is and where the verification email was sent. On click user will goto the reporting dashboard

# 5.0 View Cases



## 5.0 View Cases

1. Cases view – user can see all cases in the system assigned to all managers
2. This view would allow the user to see all open cases they have grouped by the status of each of those reports
3. The user can view the last 5 cases they closed – this will allow the user to possibly reopen a case they didn't mean to close or need to access

## 5.2 All Cases

SafetyFirst

User Name

Dashboard

Reporting Portal

Cases

Employees

Osha Reports

+

2

2

Cases

Open Cases All Cases

12

Case No Incident Type Injury/Illness Type Employee Incident Date Status

124	Injury Report	Resident Handling	Jane Doe	11/30/2016	Closed
125	Illness Report	Skin Disorder	John Smith	11/30/2016	Closed
126	Injury Report	Physical Hazard	Ryan Jones	11/30/2016	Closed
127	Injury Report	Resident Violence	Ella Samuelson	11/30/2016	Closed
128	Illness Report	Poisoning	Holly Ryan	11/30/2016	Closed
129	Injury Report	Equipment Handling	Elenor Johnson	11/30/2016	Closed
130	Injury Report	Trip/Slip/Fall	Anna Garcia	11/30/2016	Closed
131	Injury Report	Chemical Hazard	Lisa Kelly	11/30/2016	Closed
132	Injury Report	Resident Handling	Peter Young	11/30/2016	Closed
133	Injury Report	Resident Violence	Kenneth Anderson	11/30/2016	Closed
134	Illness Report	Posioning	Craig Howard	11/30/2016	Closed
135	Injury Report	Resident Violence	Gerald Williams	11/30/2016	Closed

Showing 1 to 12 of 600 entries

1 2 3 4 Next

Filters

Search Keywords

Employee

Select Employee

Assigned To

Select Employee

Incident Type

Injury Illness

Injury/Illness Type

Select Employee

Incident Date

From Month Year

To Month Year

## 5.2 All Cases

1. Tabular view of all cases at the facility regardless of who they are assigned to. This tables behaves the same way as the reporting portal.
2. On click dropdown will appear and user can select how many rows they want visible
3. Filter panel, user can select options, type in search. As user selects options table will automatically update

# 5.1 Individual Case

**SafetyFirst**

**Cases**

1 Open Cases All Cases

Back to All Cases

**Case No. 1234** Injury Report

**Case Overview**

Employee: Jane Doe

Employee Position: Assistant Director of Nursing

Incident Date: 12/21/2016

Incident Time: 5:00 AM

Injury Type: Resident Handling

Incident Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor.

**Forms**

Case Status: Pending Worker's Comp

Completed on Dec 21, 2016 ✓

Not Started ✗

Not Started ✗

Not Started ✗

**Change Log**

21 Jane Doe Submitted Illness Report 6:45 AM

21 Jane Doe Submitted Illness Report 6:45 AM

21 Jane Doe Submitted Illness Report 6:45 AM

**Comments**

**Employee Name**

Lore ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. On December 21 at 6:45 AM

Add Comment

Helper Text

Characters Remaining: 1000

Submit

**Witness Reports**

**Employee Name**

Lore ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. On December 21 at 6:45 AM

Add New Witness Report

## 5.1 Individual Case

1. Back to cases link – will take the user back to the screen they were just on
2. Case overview information, at a glance information to help user determine which case they are in. It will be static so as user scrolls through the other sections on the right of the page, the case overview will remain static
3. Reports view, shows which reports have been completed, started and still need to be completed. User can select any of the reports and will be taken to the reports view
4. Change log will show all changes made to the case and by whom
5. Comments section will show all comments that have been made on the case
6. User can add comment to any case, even if they are not assigned
7. Witness reports can be added to the case – adding witness reports not wireframed

# 5.1.1 Review Incident Report

The screenshot displays the SafetyFirst software interface for reviewing incident reports. The main window is titled "Cases" and shows three sections: "Employee Information", "Incident Information", and "Medical Information". A sidebar on the left provides navigation links for User Name, Dashboard, Reporting Portal, Cases, Employees, and Osha Reports. A notification bell icon in the top right corner indicates 2 unread notifications.

**Employee Information:**

Name	Jane Doe
Shift	Day Shift
Job Title	Nurse
Manager's Name	John Smith

**Incident Information:**

Day Illness Began	11/30/2016
Time Illness Began	12:24 AM
Type of Illness	Resident Handling
Incident Description	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget.</p>
Symptoms Experienced	Swelling Pain

**Medical Information:**

Medical Evaluation	Yes
Diagnosis	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget.</p>

Three orange circles with numbers 1, 2, and 3 point to specific elements on the right side of the screen:

- Circle 1 points to the "Change" link next to the Employee Information section.
- Circle 2 points to the "Back to Case View" link above the first incident report.
- Circle 3 points to the "Not Started" status of the third incident report.

## 5.1.1 Review Incident Report

1. Editable sections the user can edit on click. On click the section will become an editable form.
2. Back to the case view, this will take the use back to the case view
3. This will show the user what forms have been completed, they can switch between the forms

# 5.1.2 Worker's Comp Form

The screenshot displays the SafetyFirst software interface. On the left, a vertical sidebar menu includes options like User Name, Dashboard, Reporting Portal, Cases, Employees, and Osha Reports. A large orange circle highlights the 'Cases' button. To its right is a sub-menu for 'Cases' with 'Open Cases' and 'All Cases' buttons. Below these are sections for 'Employee Information' (Name: Jane Doe, Birth Date: 11/6/1974, Gender: Female, Marital Status: Single, Social Security Number: xxx-xx-2345, Home Address: 2345 NE Maple Lane, Miami Fl, 33145, Home Phone: (305) 555-4957) and 'Incident Information' (When did injury occur?, What time did the injury occur?, Date of Report, Time of Report, Incident Type, Injury Type).

The main content area shows a detailed view of Case No 1234. It includes a 'Back to Case View' link, a summary of the report status (Completed, In-progress, Not Started), and a note that the form was last saved 2 seconds ago. The 'Describe the Incident' section has a text input field with 'Characters Remaining: 1000'. The 'Location of Incident' section includes dropdown menus for 'Select a Facility', 'Select a Unit', and 'Select a Location'. The 'Select the affected body parts' section contains a grid of checkboxes for various body parts: Abdomen, Ankle, Arm Pit, Backside, Chest, Chin, Ear, Elbow, Face, Finger, Foot, Forearm, Hair, Hand, Head, Heel, Knee, Leg, Lower Back, Mouth, Nail, Neck, Nose, Shoulder, Skin, Spine, Stomach, Toes, Upper Arm, Upper Back, and Wrist. There is also an 'Other' checkbox and a 'Describe Symptom' input field. The 'Witnesses' section has a text input field with 'Characters Remaining: 1000'. The 'Medical Information' section includes questions about previous treatment and medical requests, with 'Yes' and 'No' buttons. At the bottom right are 'Review Submission' and 'Cancel' buttons.

1. See 6-Workers Comp form for fields/inputs

# 5.1.2.1 Worker's Comp Review

The screenshot displays the SafetyFirst software interface, specifically the 'Cases' section. On the left is a vertical navigation menu with options: User Name, Dashboard, Reporting Portal, Cases (selected), Employees, and Osha Reports. The main content area shows a 'Cases' overview with tabs for 'Open Cases' and 'All Cases'. A sub-tab 'Worker's Comp' is selected. Below this is a detailed view of 'Employee Information' for an employee named Jane Doe, born 11/6/1974, female, single, with SSN xxx-xx-2345, living at 23454 NE Maple Lane, Miami Fl, 33145, home phone (305) 555-4957, job title Nurse, work phone (305) 555-6543, hire date 3/7/2014, manager John Smith, and manager's phone number (305) 555-1234. To the right of the employee info is a sidebar titled 'Case No 1234' with sections for 'Incident Report' (Completed, Jane Doe, 12/2/2016), 'Worker's Comp' (In-progress, Jane Doe, 12/21/2016), and two 'OSHA 300' items (Not Started). Below the employee info is an 'Incident Information' section with details like date/time of injury, report, location (Resident Handling), body parts affected (Abdomen), prior activities (Activity 1), and witnesses (None). At the bottom is a 'Medical Information' section with fields for treated similar injury (No) and requesting medical treatment (Yes).

1

Case No 1234

Back to Case View

Case No 1234

1

Change

Employee Information

Name: Jane Doe  
Birth Date: 11/6/1974  
Gender: Female  
Marital Status: Single  
Social Security Number: xxx-xx-2345  
Home Address: 23454 NE Maple Lane  
Miami Fl, 33145  
Home Phone: (305) 555-4957  
Job Title: Nurse  
Work Phone: (305) 555-6543  
Hire Date: 3/7/2014  
Manager's Name: John Smith  
Manager's Phone Number: (305) 555-1234

Incident Report  
Completed  
Jane Doe  
12/2/2016

Worker's Comp  
In-progress  
Jane Doe  
12/21/2016

OSHA 301  
Not Started

OSHA 300  
Not Started

Incident Information

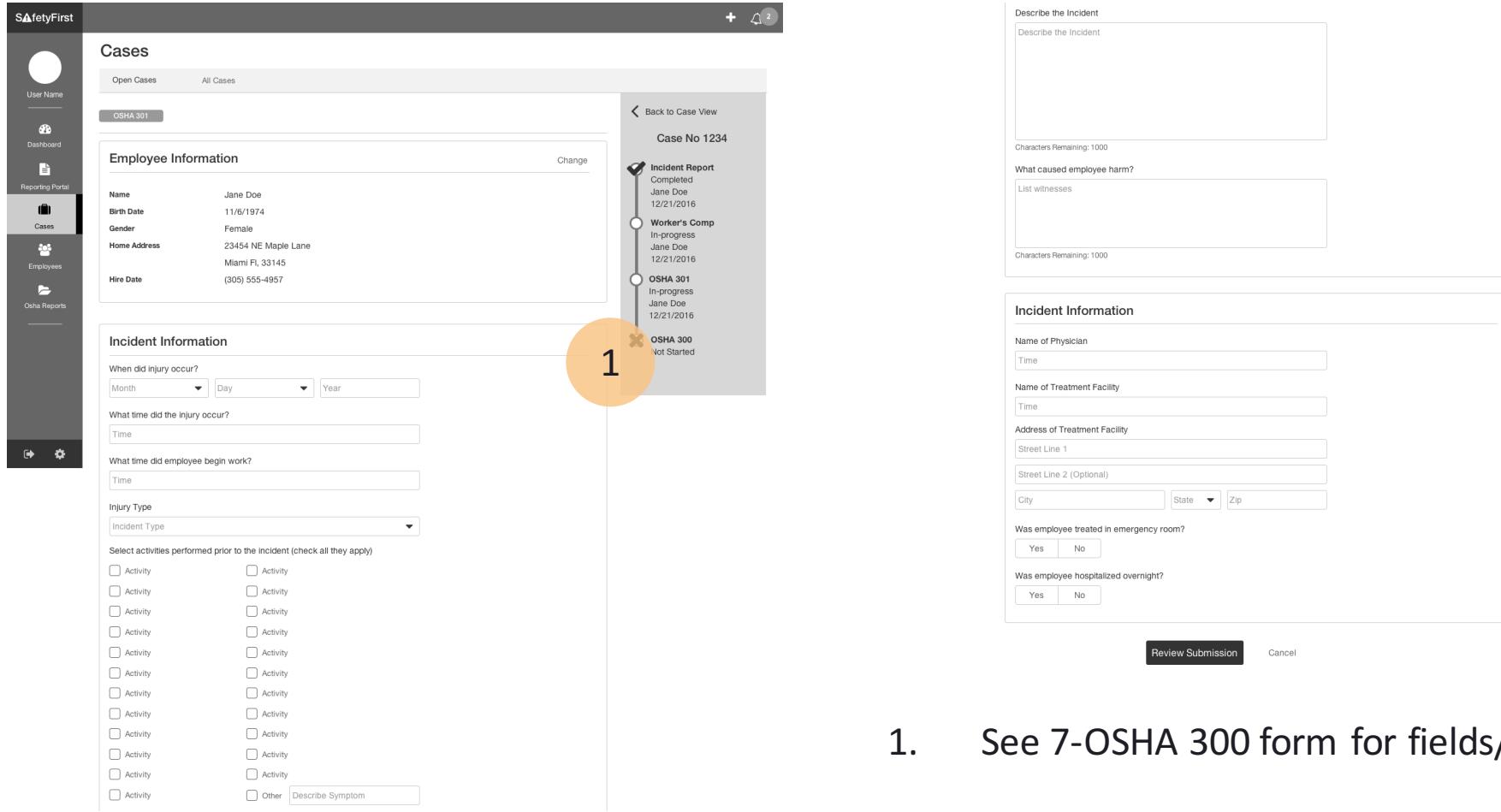
Date Injury Occurred: 11/30/2016  
Time Injury Occurred: 12:24 AM  
Date of Report: 11/30/2016  
Time of Report: 12:24 AM  
Incident Description: Resident Handling  
Location: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, tellis tellus mollis orci, sed rhoncus sapien nunc eget.  
Body Parts Affected: Abdomen  
Prior Activities: Activity 1  
Witnesses: None

Medical Information

Treated for a similar injury? No  
Requesting medical treatment? Yes

1. Behaves same way as all review pages

# 5.1.3 Osha 300 Report



The screenshot shows the SafetyFirst software interface for managing cases. On the left, a sidebar includes links for User Name, Dashboard, Reporting Portal, Cases, Employees, and Osha Reports. The main area displays a 'Cases' page with sections for 'Employee Information' and 'Incident Information'. In the 'Employee Information' section, there is a list of cases for Jane Doe, including 'Incident Report' (Completed), 'Worker's Comp' (In-progress), and 'OSHA 301' (In-progress). A large orange circle highlights the 'OSHA 300' entry, which is currently 'Not Started'. To the right, a detailed view of the 'OSHA 300' case is shown, titled 'Case No 1234'. This view includes fields for 'Describe the Incident', 'What caused employee harm?', and 'List witnesses'. Below this is the 'Incident Information' section, which contains fields for physician information, treatment facility details, and emergency room/hospitalization status. At the bottom right of the incident view are 'Review Submission' and 'Cancel' buttons.

1

1. See 7-OSHA 300 form for fields/inputs

# 5.1.3.1 Review Osha 300 Report

The screenshot shows the SafetyFirst software interface. The left sidebar has icons for User Name, Dashboard, Reporting Portal, Cases, Employees, and Osha Reports. The main area is titled 'Cases' with tabs for 'Open Cases' and 'All Cases'. A sub-section titled 'OSHA 301' is highlighted. The 'Employee Information' section shows details for Jane Doe: Name, Birth Date (11/6/1974), Gender (Female), Home Address (23454 NE Maple Lane, Miami FL, 33145), and Hire Date ((305) 555-4957). The 'Incident Information' section shows details for Case No 1232: Date Injury Occurred (12/21/2016), Time of Injury (12:24 AM), Time Employee Started (9:00 AM), Injury Type (Resident Handling), Prior Activities (Activity 1), Incident Description (Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum lacreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc egest.), and What Caused Harm (Patient). The 'Medical Information' section shows details for Amelia Jones at Sunrise Health Center: Name of Physician (Amelia Jones), Facility (Sunrise Health Center), Facility Address (23454 NE Maple Lane, Miami FL, 33145), Treated in Emergency Room? (No), and Overnight Hospitalization? (No). On the right, there is a sidebar for Case No 1234 with sections for Incident Report (Completed, Jane Doe, 12/2/2016), Worker's Comp (In-progress, Jane Doe, 12/2/2016), OSHA 301 (In-progress, Jane Doe, 12/2/2016), and OSHA 300 (Not Started). A large orange circle with the number '1' is overlaid on the 'OSHA 301' status for Case No 1234.

1. Behaves same way as all review pages

# 5.1.4 Osha 301 Report

The screenshot shows the SafetyFirst software interface. On the left, a sidebar menu includes 'User Name' (placeholder 'John Doe'), 'Dashboard', 'Reporting Portal', 'Cases' (selected), 'Employees' (highlighted with a yellow circle containing the number '1'), and 'Osha Reports'. The main content area is titled 'Cases' and shows 'OSHA 300' as the selected category. The 'Employee Information' section displays 'Name: Jane Doe' and 'Job Title: Assistant Director of Nursing'. The 'Incident Information' section contains fields for 'When did injury occur?' (Month, Day, Year dropdowns), 'Location of Incident' (Facility, Unit, Location dropdowns), 'Describe the Incident' (text area with character count 'Characters Remaining: 100'), 'Classify the Case' (radio buttons for Death, Days Away, Transfer/Restriction, Other), 'Number of Days Away' (Time input field), 'Number of Days Transferred/On Restriction' (Time input field), and 'Type of Incident' (Facility dropdown). To the right, a sidebar titled 'Case No 1234' lists four entries: 'Incident Report' (Completed, Jane Doe, 12/21/2016), 'Worker's Comp' (In-progress, Jane Doe, 12/21/2016), 'OSHA 301' (In-progress, Jane Doe, 12/21/2016), and another 'OSHA 300' entry (In-progress, Jane Doe, 12/21/2016). At the bottom, there are 'Review Submission' and 'Cancel' buttons.

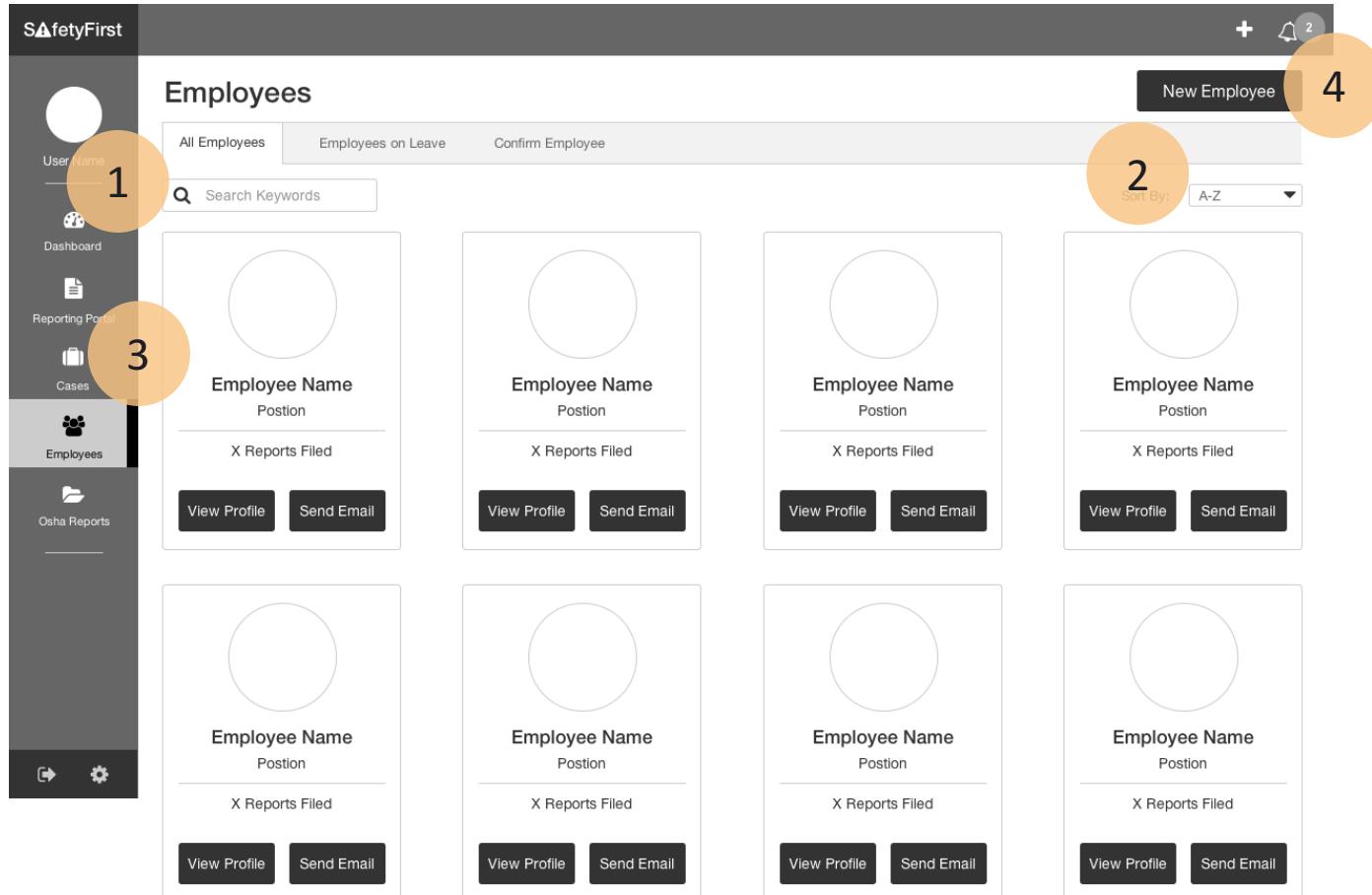
1. See 7-OSHA 301 form for fields/inputs

# 5.1.4.1 Review Osha 301 Report

The screenshot shows the SafetyFirst software interface. The left sidebar has a dark background with white icons and text: User Name, Dashboard, Reporting Portal, Cases (which is selected and highlighted in grey), Employees, and Osha Reports. The main content area has a light grey background. At the top, there's a dark header bar with the SafetyFirst logo, a plus sign icon, and a bell icon with a '2' notification. Below the header, the title 'Cases' is displayed, with 'Open Cases' and 'All Cases' buttons. A large orange circle with the number '1' is overlaid on the screen. In the center, there's a card titled 'OSHA 300'. It contains two sections: 'Employee Information' and 'Incident Information'. Under 'Employee Information', there are fields for 'Name' (Jane Doe) and 'Job Title' (Assistant Director of Nursing). Under 'Incident Information', there are fields for 'Case No' (1232), 'Date Injury Occurred' (12/21/2016), 'Location of Incident' (Sunrise Health - Specialized Unit - Patient Room), 'Incident Description' (Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum.), 'Classify Case' (Days Away), 'Days Away' (4), 'Days on Transfer' (6), and 'Incident Type' (Injury). To the right of the central card, a sidebar titled 'Case No 1234' lists four items: 'Incident Report' (Completed, Jane Doe, 12/21/2016), 'Worker's Comp' (In-progress, Jane Doe, 12/21/2016), 'OSHA 301' (In-progress, Jane Doe, 12/21/2016), and 'OSHA 300' (In-progress, Jane Doe, 12/21/2016). A 'Back to Case View' link is also present.

1. Behaves same way as all review pages

# 6.0 Employees



## 6.0 Employees

1. Search for employee
2. Sort by dropdown
3. Employee card – shows picture, name, job title and how many reports they submitted
4. An admin can add employees to the system if they don't want to create a profile themselves

# 7.0 OSHA/Insurance Log

The screenshot shows the SafetyFirst OSHA/Insurance Log interface. The left sidebar includes links for Dashboard, Reporting Portal, Cases, Employees, and Osha/Insurance Log. The main area has tabs for OSHA and Insurance, with OSHA selected. A central panel for 'Generate OSHA 300 Log' contains date range selection fields ('From' and 'To') and a 'Generate Log' button. Below it is another panel for 'Generate OSHA 301 Forms' with similar date range fields and a 'Generate Forms' button. To the right, a sidebar titled 'OSHA Reports' lists three entries: '21 December 2015' (30 Incidents), '21 December 2014' (30 Incidents), and '21 December 2013' (30 Incidents). A bell icon in the top right corner indicates 2 notifications.

- 1 Generate OSHA 300 Log
- 2 From Month Year
- 3 Generate Log
- 4 OSHA Reports
- 5 Generate OSHA 301 Forms

## 7.0 OSHA/Insurance Log

1. User can use this section to generate the OSHA 300 Log
2. User can select if they want to generate a report for this reporting year or for a custom year
3. On click user will go to the view OSHA 300 Log page
4. User can see OSHA submission overview – it will also show how many days are left until the OSHA forms must be submitted for the year
5. Generate OSHA 301 Forms, this will allow the user to populate OSHA 301 forms for submission – not wireframed

# 7.1 Osha Log

The screenshot shows the SafetyFirst software interface for managing OSHA/Insurance logs. The left sidebar includes links for User Name, Dashboard, Reporting Portal, Cases, Employees, and the currently selected Osha/Insurance Log. The main area displays a table of log entries with columns for Case No, Employee, Job Title, Date, Location, Description, Classification, Days Away, and Incident Type. A navigation bar at the bottom allows for generating PDFs and navigating between pages.

1. Filter dropdowns for 'From' and 'To' dates, and a dropdown for 'Days Away'.

2. A dropdown menu for selecting a month.

3. The main table of log entries.

4. The 'Generate PDF' button and page navigation controls.

Case No	Employee	Job Title	Date	Location	Description	Classification	Days Away	Incident Type
124	Jane Doe	Nurse	Date	Location	Description	Days Away	1	Injury
125	John Smith	Nurse	Date	Location	Description	Days Away	2	Injury
126	Ryan Jones	Nurse	Date	Location	Description	Days Away	2	Injury
127	Ella Samuelson	Nurse	Date	Location	Description	Days Away	4	Injury
128	Holly Ryan	Nurse	Date	Location	Description	Days Away	5	Injury
129	Elenor Johnson	Nurse	Date	Location	Description	Days Away	4	Injury
130	Anna Garcia	Nurse	Date	Location	Description	Days Away	1	Injury
131	Lisa Kelly	Nurse	Date	Location	Description	Days Away	1	Injury
132	Peter Young	Nurse	Date	Location	Description	Days Away	1	Injury
133	Kenneth Anderson	Nurse	Date	Location	Description	Days Away	1	Injury
134	Craig Howard	Nurse	Date	Location	Description	Days Away	3	Injury
135	Gerald Williams	Nurse	Date	Location	Description	Days Away	2	Injury

Showing 1 to 12 of 30 entries

1 2 3 4 Next

Generate PDF

## 7.1 Osha Log

1. User can customize the date view if they selected a custom date from the generate report
2. Dropdown allows user to select number of rows visible in table
3. Table is not clickable, this view is for the purpose of generating the OSHA 300 Log and getting a case overview
4. Generate PDF button allows the user to create a filled in OSHA 300 Log using the official OSHA 300 form.

## 7.2 Insurance Log

- Not Wireframed
  - Would allow the user to keep track of reports they have filed to the insurance company

# 8.0 Alerts

The screenshot shows the SafetyFirst software interface with the following sections:

- Notifications**: The main title at the top.
- Alerts** (Section 1): A list of recent alerts. Each alert item includes a timestamp (21 Dec), a subject, and a brief description.
  - 21 Dec Ashley submitted an Incident Report
  - 21 Dec Joey submitted an Incident Report
  - 21 Dec Case 2345 assigned to you
  - 21 Dec Ashley submitted an Incident Report
- Reminders** (Section 2): A list of pending reminders. Each reminder item includes a status, a name, a category, and a date.
  - Pending Review: John Smith, Resident Handling, Illness Report, 11/30/2016
  - Pending Workers Comp: John Smith, Resident Handling, Illness Report, 11/30/2016
  - In Progress Reports: John Smith, Resident Handling, Illness Report, 11/30/2016
- Recent Activities** (Section 3): A list of recent activities. Each activity item includes a timestamp and a brief description.
  - 11/30/2016 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin Case No. 1234
  - 11/30/2016 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin Case No. 1234
  - 11/30/2016 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin Case No. 1234
  - 11/30/2016 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin Case No. 1234
  - 11/30/2016 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin Case No. 1234

## 8.0 Alerts

1. Alerts shows new cases assigned to user, cases that need to be reviewed, and other important information the user needs to be made aware of
2. Reminders shows the the cases that the user needs to review, in progress reports and so on so the user can keep track of things they need to finish
3. Recent activities shows the most recent functions the user performed and serves as a way to remind the user what cases they have been working on

# 9.0 Settings

- Not Wireframed
  - Would allow user to change email settings, change dashboard widgets

# 10.0 Profile

The screenshot shows the SafetyFirst software interface with the following numbered elements:

- 1**: Profile tab in the top navigation bar.
- 2**: User profile picture and name "Jane Doe" with title "Assistant Director of Nursing".
- 3**: Reporting History chart showing illness reports per month.
- 4**: Home Address and Phone information.
- 5**: Profile Information section.
- 6**: Case history table listing three cases with details like date, report type, case number, type, classification, and location.

**Profile**

My Profile Review/Edit Information

User Name

Dashboard

Reporting Portal

Cases

Employees

Osha/Insurance Log

+ 2

**Reporting History**

4

3

2

1

**Home Address**  
23454 NE Maple Lane  
Miami Fl, 33145

**Home Phone**  
(305) 555-4957

**Work Phone**  
(305) 555-6543

**Email**  
janeDoe@hotmail.com

**Cases** **Profile Information**

**21** Dec 2016 Illness Report Case No 12345 Type Skin Disorder Classification Other Location Nurses Station

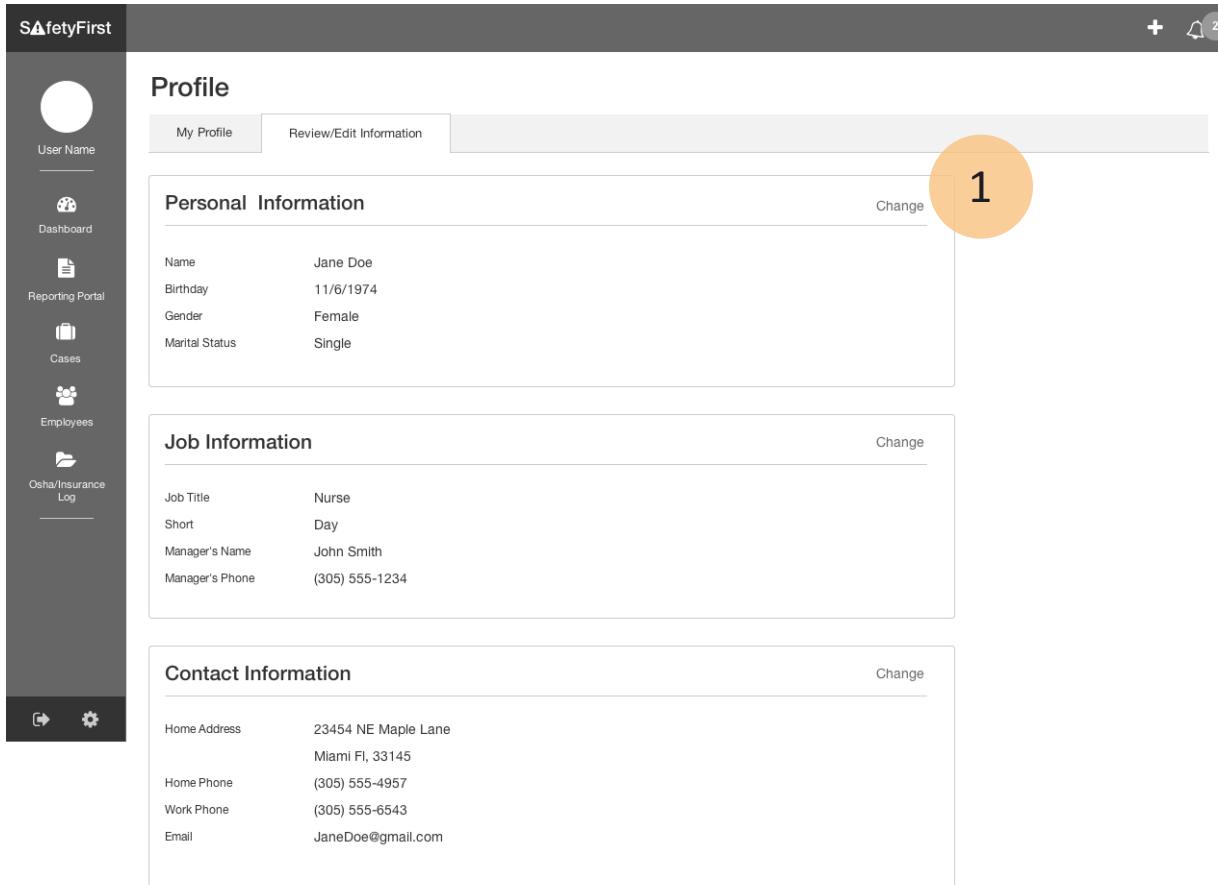
**21** Oct 2016 Illness Report Case No 12345 Type Skin Disorder Classification Other Location Patient Room

**21** Nov 2016 Illness Report Case No 12345 Type Skin Disorder Classification Other Location Patient Room

# 10.0 Profile

1. User's profile view
2. Employee's name, position and contact information – static on scroll
3. Reporting history – user can see how many reports have been filed by user over the last year
4. Cases the user has created – this shows all cases based on the reports filed by that user
5. Profile information tab – shows all information user has entered in their profile

# 10.1 Review Profile



The screenshot shows the SafetyFirst software interface with a dark grey header bar containing the logo and a bell icon with a '2' notification. The main content area is titled 'Profile' and contains three sections: 'Personal Information', 'Job Information', and 'Contact Information'. Each section has a 'Change' link in the top right corner. The 'Personal Information' section displays the following details:

Name	Jane Doe
Birthday	11/6/1974
Gender	Female
Marital Status	Single

The 'Job Information' section displays the following details:

Job Title	Nurse
Short	Day
Manager's Name	John Smith
Manager's Phone	(305) 555-1234

The 'Contact Information' section displays the following details:

Home Address	23454 NE Maple Lane Miami Fl, 33145
Home Phone	(305) 555-4957
Work Phone	(305) 555-6543
Email	JaneDoe@gmail.com

## 10.1 Review Profile

1. On click the section of the form will become an editable form – this view will only appear after user has entered profile information – if no information has been entered user will go directly to the form view

# 10.2 Edit Profile

SafetyFirst

Profile

1

My Profile Review/Edit Information

Personal Information

First Name Last Name  
First Name Last Name

Birth Date  
Month Day Year

Select - Few Options  
Male Female Other

Marital Status  
Select Marital Status

Job Information

Job Title  
Select Job Title

Shift  
Select Shift

Manager's Name  
Select Manager

Manager's Phone  
Phone Number

Contact Information

Address  
Street Line 1  
Street Line 2 (Optional)  
City State Zip

Home Phone  
Phone Number

Work Phone  
Phone Number

Email  
Email

Review Submission Cancel

2

## 10.2 Edit Profile

1. Edit/Create profile from – inline validation, autosaves, see 3 – Profile Form for form fields
2. On click user will go back to the review profile page

# Form Interactions

Position  
Input Field

Shift  
Input Field

Manager Name  
Input Field

Password  
|

1. Once the user types an entry, the system will run validation (in-line validation)
2. Entry is good
3. Error message
4. In-line helper text for items that need more explanation

# Prototype

<http://z39tbw.axshare.com>

# Color Palette

Color Palette

Text Colors	Header Colors	Accent Colors		
 Main Text # 1D1D26	 Primary Header # 073B5D	 Accent 1 # 0FAFB8	 Accent 1 - Light1 # 6FCFD8	 Accent 1 - Light2 # CFEFF2
 Secondary Text # 69767F	 Darker Header # 052F4A	 Accent 2 # A6D94A	 Accent 2 - Light1 # C1E480	 Accent 2 - Light2 # DBEFB6
 Link Color # 073B5D	 Primary Color # 00819c	 Accent 2 # F4C94C	 Accent 2 - Light1 # F7D981	 Accent 2 - Light2 # FAE9B7
 Warning Color # D73C3C		 Accent 3 # EF4443	 Accent 3 - Light1 # F58E8E	 Accent 3 - Light2 # FAC6C6

# Contrast Ratios for Text

Foreground color: #`1d1d26` 

Background color: #`ffffff` 

Contrast Ratio: **16.72:1**

Foreground color: #`69767f` 

Background color: #`ffffff` 

Contrast Ratio: **4.67:1**

Foreground color: #`ffffff` 

Background color: #`052f4a` 

Contrast Ratio: **13.89:1**

Foreground color: #`ffffff` 

Background color: #`073b5d` 

Contrast Ratio: **11.71:1**

Foreground color: #`ffffff` 

Background color: #`d73c3c` 

Contrast Ratio: **4.56:1**

Foreground color: #`00819c` 

Background color: #`ffffff` 

Contrast Ratio: **4.55:1**

# Portfolio Page

[http://ec2-54-187-2-231.us-west-  
2.compute.amazonaws.com/projects/dashboard.php](http://ec2-54-187-2-231.us-west-2.compute.amazonaws.com/projects/dashboard.php)