

Da Vinci Smart Manufacturing

BRD S13.01_EHS_Incident Reporting

Version	Created/Modified by	Description	Date
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Scope

The scope of this document is to define the business and functional requirements for the EHS – Incident Reporting Module to be implemented within the organization's Environment, Health, and Safety (EHS) system. This module will support the structured logging, investigation, tracking, and closure of workplace incidents — including injuries, near-misses, and property damage — in a digital, auditable format. The BRD outlines all UI components, field behaviors, validation rules, and process logic to ensure standardized compliance reporting, data integrity, and usability for safety officers and operational staff.

Objective

The objective of this Business Requirements Document (BRD) is to capture all functional specifications for the EHS Incident Reporting workflow, from the initial reporting by field personnel through basic details, injury documentation, and final closure by EHS supervisors. The document ensures clarity of implementation across stakeholders and aligns with safety regulations and internal process compliance standards.

1. Incident Log – Health & Safety

The Incident Log screen provides an overview of all Health & Safety incidents recorded in the system. Users can view incident details, apply filters, and initiate actions such as adding new incidents or managing existing ones. The interface is divided into a header with controls and a list of incidents.

1.1. Header Section

The header is always visible at the top of the Incident Log page and contains the following elements:

- **Title:** “Incident Log – Health & Safety” to clearly identify the module.
- **Add Incident:** A button that opens the form to create a new incident report. Clicking this navigates the user to the Add Incident form (see Section 2).
- **Search Bar:** Allows quick searching of incidents by key identifiers. Tooltip: “Search by Incident ID”. The user can enter an Incident ID (or part of it) or relevant keywords (e.g., location or description text) to filter the list. The search is applied dynamically to the incident list.
- **Filters:** A set of filter controls to narrow down the incidents displayed. Filters can be used in combination and include:

Filters: A set of filter controls to narrow down the incidents displayed. Filters can be used in combination and include:

1. From Date

- Description: Defines the start date of the incident search range.
- Field Type: Date Picker
- Mandatory: No
- Default Value: None
- Validations / Rules:
 - Cannot select a future date.
 - Cannot be greater than the To Date.
 - Format: DD/MM/YYYY
- Behavior: When selected, restricts the To Date calendar to only show dates on/after the chosen From Date.

2. To Date

- Description: Defines the end date of the incident search range.
- Field Type: Date Picker
- Mandatory: No
- Default Value: None
- Validations / Rules:
 - Cannot select a future date.
 - Must be equal to or after the From Date.
 - Format: DD/MM/YYYY
- Behavior: When selected, restricts the From Date calendar to only show dates on/before the chosen To Date.

3. Area

- Description: Filters incidents based on the production area where the incident occurred.
- Field Type: Multi-select Dropdown
- Mandatory: No
- Default Value: None
- Dropdown Values: All Areas for which incidents exist.
- Behavior: Alphabetically sorted in ascending order.

4. Station / Cell of Work

- Description: Filters incidents based on specific workstations or cells where the incident occurred.
- Field Type: Multi-select Dropdown
- Mandatory: No
- Default Value: None
- Dropdown Values: All Stations/Cells for which incidents exist (dependent on Area).
- Behavior: Values appear only if relevant records exist.

5. Equipment

- Description: Filters incidents by the equipment involved in the incident.
- Field Type: Multi-select Dropdown
- Mandatory: No
- Default Value: None
- Dropdown Values: All equipment for which incidents exist.
- Behavior: List dynamically populated based on existing records.

6. Reportable

- Description: Filters incidents based on whether the incident is classified as reportable or non-reportable.
- Field Type: Single Select Dropdown
- Mandatory: No
- Default Value: None
- Dropdown Values: Values for which records exist (e.g., Yes / No).
- Behavior: List dynamically populated based on existing records.

7. Case Type

- Description: Filters incidents based on case type.
- Field Type: Single-select Dropdown
- Mandatory: No
- Default Value: None
- Dropdown Values: All case type for which incidents exist (e.g., NMS | Near Miss).
- Behavior: List dynamically populated based on existing records.

8. Incident Status

- Description: Filters incidents by their workflow status.
- Field Type: Single Select Dropdown
- Mandatory: No
- Default Value: None
- Dropdown Values: Open | Closed
- Behavior: Values displayed only if incidents exist under those statuses.

9. Marked as Delete

- Description: Allows filtering to display only incidents marked as deleted (soft delete).
- Field Type: Checkbox (Toggle)
- Mandatory: No
- Default Value: Unchecked

- Behavior: When enabled, list shows incidents that are flagged as deleted.

The screenshot shows the 'Incident Log - Health And Safety' page. At the top, it displays 'Open 5' and 'Closed 35'. Below this is a search bar and a 'Filters' button. The main area contains a table with 10 rows of incident data, each with a unique ID (INC_015 to INC_006), date/time (26/03/2025 | 02:55 PM), area (Production), station/cell (Batching), equipment (Conveyor Belt), and number of injuries (1). To the right of the table is a 'FILTERS' panel with dropdown menus for Area, Station/Cell of Work, Equipment, Reportable, Case Type, Incident Status, and a checked checkbox for 'Marked as Delete'.

Incident ID	Date & Time	Area	Station/Cell of work	Equipment	No. Of Injury
INC_015	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1
INC_014	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1
INC_013	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1
INC_012	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1
INC_011	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1
INC_010	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1
INC_009	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1
INC_008	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1
INC_007	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1
INC_006	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1

1.2. Incident List

The Incident List displays key details of each incident in a tabular format. It is the core of the Incident Log page, updating automatically based on search or filter inputs. Key features of the list include default sorting, column definitions, and action buttons for each incident record.

- **Incident ID**
 - System-generated unique ID in the format **INC_<increment>**.
 - Frozen: Yes
 - Sorting: Yes
- **Date & Time**
 - Timestamp when the incident occurred.
 - Frozen: No
 - Sorting: Yes (Default – most recent first)
- **Area**
 - Production area where the incident occurred.
 - Frozen: No
 - Sorting: Yes
- **Station / Cell of Work**
 - Specific workstation or cell where the incident took place.
 - Frozen: No
 - Sorting: Yes
- **Equipment**
 - Equipment involved in the incident.
 - Frozen: No
 - Sorting: Yes
- **No. of Injury**

- Number of injuries associated with the incident.
 - Frozen: No
 - Sorting: Yes
- **Case Type**
 - Classification of the case (e.g., NMS | Near Miss).
 - Frozen: No
 - Sorting: Yes
- **Incident Status**
 - Current status of the incident (Open / Closed).
 - Frozen: No
 - Sorting: Yes
- **Created By**
 - The user who originally created the incident.
 - Frozen: No
 - Sorting: Yes
- **Created On**
 - The date and time when the incident was created.
 - Frozen: No
 - Sorting: Yes
- **Modified By**
 - The user who last updated or changed the incident.
 - Frozen: No
 - Sorting: Yes
- **Modified On**
 - The date and time when the incident was last modified.
 - Frozen: No
 - Sorting: Yes

Action Buttons: Each incident record supports the following actions based on its status:

Open

- **View:** Opens the incident in read-only mode.
- **Edit:** Allows editing of relevant incident details.
- **Close Incident:** Update incident status to closed after all mandatory closure information is completed
- **Mark for Delete:** Flags the incident as deleted without removing it from the system. The record will be excluded from the main list but can still be retrieved using the “Marked as Delete” filter. This option acts as a soft-delete mechanism for audit and tracking.

Incident Log - Health And Safety Open: 5 Closed: 35

Incident ID	Date & Time	Area	Station/Cell of work	Equipment	No. Of Injury	Case Type	Incident Status	
INC_015	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Open	
INC_014	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Closed	
INC_013	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Open	
INC_012	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Closed	
INC_011	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Open	
INC_010	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Closed	
INC_009	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Open	
INC_008	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Open	
INC_007	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Open	
INC_006	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Closed	

Showing 10 of 80 < 1 2 3 ... 8 > Rows Per Page: 10

Closed:

- **View:** Opens the incident in read-only mode.
- **Open Incident:** Reverts the incident from Closed to Open status. Once reopened, all Open-status actions become available again.

Incident Log - Health And Safety Open: 5 Closed: 35

Incident ID	Date & Time	Area	Station/Cell of work	Equipment	No. Of Injury	Case Type	Incident Status	
INC_015	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Open	
INC_014	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Closed	
INC_013	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Open	
INC_012	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Closed	
INC_011	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Open	
INC_010	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Closed	
INC_009	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Open	
INC_008	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Open	
INC_007	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Open	
INC_006	26/03/2025 02:55 PM	Production	Batching	Conveyor Belt	1	NMS Near Miss	Closed	

Showing 10 of 80 < 1 2 3 ... 8 > Rows Per Page: 10

Customize Columns

Each column appears with a toggle switch that controls whether the corresponding column is shown or hidden in the table.

- Users can enable or disable any column using toggle switches.
- Only the enabled columns are displayed in the Injury List table.

- Frozen columns (if configured in backend) remain enabled by default and cannot be disabled.
- Changes made in Customize Columns affect:
 - On-screen table view
 - Exported file (only enabled columns are included)
- Toggles apply instantly—no need to refresh or reload.
- Search continues to work only on visible columns

The screenshot shows a table of incidents with columns for Incident ID, Date & Time, Area, Station/Cell of work, Equipment, No. Of Injury, Case Type, and Incident Status. A 'Customize Columns' sidebar is open on the right, listing all columns with toggle switches. Some toggles are on (e.g., Incident ID, Date & Time, Area, Station/Cell of work, Equipment, Case Type, Incident Status) and some are off (e.g., Created On, Created By, Modified On, Modified By). The table has 10 rows shown, with a total of 80.

Pagination Control

If there are more Incidents than can fit on one page (eg., more than 10 or a configurable number), pagination control appears below the list. Users can navigate page by page (Next, Previous, First, Last page buttons). The control updates the list dynamically when changed.

Export Function

The incident list can be exported for reporting purposes. Users with the appropriate permission can click an Export button/icon to download the currently filtered list of incidents in a CSV or Excel format. All incidents matching the current search, filters, and sort order will be included in the export (not just the current page).

2.Add Incident

Clicking Add Incident opens a multi-step form used to create a new incident. The process includes three sections:

- **Basic Details** – Captures core incident information.
- **Injury List** – Allows adding one or more injuries related to the incident/Can be ignored if there are no injuries.
- **Incident Closure** – Completed when closing the incident.

Validations:

- Mandatory fields must be completed before saving.
- Incorrect or missing values are highlighted with error messages.

2.1 Basic Details

The Basic Details section captures fundamental information about the incident. These fields establish the context (time, place, classification, etc.) of the incident. Unless specified otherwise, all fields in this section are mandatory to create an incident record.

1. Incident Date & Time:

- Captures the exact date and time when the incident occurred.
- Field Type: Date Picker
- Values: User-selected date and time
- Default Value: Current system date & time
- Validation:
 - No future dates allowed.
 - Format: DD/MM/YYYY | HH:MM AM/PM
- Mandatory: Yes
- Behavior:
 - Changes to this value auto-update the “Shift” field
 - Determines incident chronology and ordering in list page. Default sorting - most recent Incident to be listed first.

2. Shift:

- Description: Auto-identifies the work shift based on the incident timestamp
- Field Type: Auto-populate
- Values: Derived from configured shift timings
- Default Value: System-calculated based on Incident Date & Time
- Validation:
 - Cannot be edited manually
 - Updates whenever incident date/time changes
- Mandatory: Yes
- Behavior:
 - Ensures correct operational shift is mapped to the incident

3. Area:

- Description: Specifies the primary site/area where the incident took place.
- Field Type: Dropdown
- Values: Configured list of Areas (from Area Master)
- Default Value: None
- Validation: Must match available Area master values
- Mandatory: Yes
- Behavior:
 - Selecting an Area dynamically filters the Station/Cell list

4. Station/Cell of Work:

- Description: Captures the specific workstation or sub-area of the incident.
- Field Type: Dropdown

- Values: Configured list based on selected Area
- Default Value: None
- Validation: Must be valid for selected Area
- Mandatory: Yes
- Behavior:
 - Dependent field → refreshes when Area changes

5.Equipment:

- Description: Identifies the equipment or line involved in the incident.
- Field Type: Dropdown
- Values: Configured list (Equipment Master)
- Default Value: None
- Validation: Must match equipment master list
- Mandatory: No
- Behavior:
 - Independent of Area unless system mapping exists

6.EHS Supervisor:

- Description: Assigns the responsible EHS personnel for follow-up and review.
- Field Type: Single- Select Dropdown
- Values: List of authorized EHS personnel (User Master)
- Default Value: None
- Validation: Must match available user list
- Mandatory: No
- Behavior:
 - Assigns accountability for follow-up and closure

7.Incident Description:

- Description: Provides a short narrative summarizing what happened during the incident.
- Field Type: Text Box
- Values: Free text entry
- Default Value: None
- Validation:
 - Allows all characters
 - Max length: 100 characters
- Mandatory: Yes
- Behavior:
 - Captures narrative summary of the incident

Note: Witness Section: - Multiple witnesses can be added for a given incident, Each witness will have the following details.

8. Witness Name:

- Description: Captures the name of an individual who witnessed the incident.
- Field Type: User Input

- Values: Free-text (person's name)
- Default Value: None
- Validation:
 - Alphabets only (no numbers or special characters)
 - Min: 3 characters
 - Max: 50 characters
- Mandatory: Yes (but witness section overall is optional)
- Behavior:
 - User may add multiple witness entries
 - Appears in list below after adding

9. Employment Type (Witness):

- Description: Specifies the witness employment classification.
- Field Type: Single-Select Dropdown
- Values: Permanent, Temporary
- Validation: Must match configured values
- Mandatory: Yes
- Behavior:
 - Classifies witness for compliance and reporting
 - Witness Comments: Records the witness's statement or observations about the incident.

10. Witness Comments:

- Description: Records the witness's statement or observations about the incident.
- Field Type: Text Box
- Values: Free-text
- Validation:
 - Allows all characters
 - Max limit: 100 characters
- Mandatory: Yes
- Behavior:
 - Used to record witness observations and statements

11. File Upload:

- Description: Allows attaching supporting evidence related to the incident.
- Field Type: Attachment Upload
- Values: Images, XLS, Word, PDF, PPT, Video
- Default Value: None
- Validation:
 - Total max size: 10 MB
 - Accepts multiple files
 - Duplicate file names should be validated at the incident level.
- Mandatory: No
- Behavior:
 - Upload progress shown
 - Files can be viewed or removed.
 - User will be asked to confirm deletion upon clicking on delete.
 - User can view the file uploaded in a popup window.
 - When file upload is in progress, Save and Continue will be disabled.

The screenshot shows the 'Add Incident' form. At the top, there are input fields for 'Witness Name' (with placeholder 'Enter Name'), 'Employment Type' (with dropdown 'Select Downtime Type'), and 'Witness Comments' (with placeholder 'Enter Reason'). A blue plus icon is located to the right of the comments field. Below this, there are two rows of data entries. Each row contains 'Witness Name' (e.g., 'John Doe'), 'Employment Type' (e.g., 'Permanent'), and 'Witness Comments' (e.g., 'Incident was reported and the injured list has been....'). Each row has edit and delete icons. A 'File Upload' section follows, featuring a dashed box for dragging files, a placeholder 'Drag and Drop file here or Choose file', and a progress bar for 'File2.jpg' (25%). Below the upload area are file thumbnails for 'File1.jpg' and 'File2.jpg'. At the bottom right are 'Cancel' and 'Save & Continue' buttons.

Save & Continue: Saves all mandatory and valid inputs in the current section and navigates to the next step in the workflow.

Cancel: Exits the current screen and discards any unsaved changes.

2.2 Injury List

Adding an Injury: The user clicks Add Injury to create a new injury record. This opens an Add Injury form with the following sub-sections:

2.2.1 Personal Information (Injured Person Details)

These fields identify the person who was injured and relevant personal/work details:

If Personnel Type is VISITOR

1. Name of Injured*

- Description: Captures the visitor's full name manually.
- Field Type: User Input
- Values: Free text
- Validation:
 - Alphabets only
 - Max: 50 characters
- Mandatory: Yes

2. Escort / Point of Contact*

- Description: Identifies the employee responsible for escorting the visitor.
- Field Type: Single-Select Dropdown
- Values: Active user List (internal employees)
- Validation: None
- Mandatory: Yes

The screenshot shows the 'ADD INJURY' form in the Virtues software. The form is divided into three tabs: 1 Personal Information, 2 Injury Details, and 3 Evidence & Closure. The first tab is active. It contains three input fields: 'Personnel Type*' (dropdown menu showing 'Visitor'), 'Name of Injured*' (text input field with placeholder 'Enter User'), and 'Escort/Point of Contact *' (dropdown menu with placeholder 'Select Personnel'). At the bottom right of the form are 'Cancel' and 'Save & Continue' buttons. On the far left, there is a vertical sidebar with various icons and a link to 'Injury List'.

If Personnel Type is EMPLOYEE

1. Name of Injured:

- Description: Allows selecting the injured employee from the employee list.
- Field Type: Dropdown
- Values: List of active system users (User List)
- Validation: None
- Mandatory: Yes

2. Department

- Description: Shows the employee's department based on selected name.
- Field Type: Auto-populate
- Values: Auto-filled from user master
- Validation: None (system-populated)
- Mandatory: No

3. Experience in Current Role (Years)

- Description: Captures years of experience in the employee's current role.
- Field Type: Single-Select Dropdown
- Values: 0-1, 1-3, 3-5, 5-8, 8-12, 12+
- Mandatory: Yes

4. Experience in Company (Years)

- Description: Captures total years with the company.
- Field Type: Single-Select Dropdown
- Values: 0-1, 1-3, 3-5, 5-8, 8-12, 12+
- Mandatory: Yes

The screenshot shows the Virtues software interface with the 'ADD INJURY' form open. The form is divided into three tabs: 1 Personal Information, 2 Injury Details, and 3 Evidence & Closure. Under tab 1, there are fields for Personnel Type (Employee), Name of Injured (Select User), Department (Select Department), and Experience in Company (Years) (Select Experience). Below these are fields for Experience in Current Role (Years) and Select Experience. At the bottom right are 'Cancel' and 'Save & Continue' buttons.

If Personnel Type is CONTRACTOR

1. Name of Injured*

- Description: Allows manually entering the injured contractor's name.
- Field Type: User Input
- Values: Manual entry permitted
- Validation:
 - Text input
 - No special characters
 - Max 50 characters
- Mandatory: Yes

2. Contracting Company*

- Description: Specifies the contractor agency/company the injured person belongs to.
- Field Type: User Input
- Values: Free text
- Validation:
 - Max 50 characters
 - No special characters
- Mandatory: Yes

3. Escort / Point of Contact*

- Description: Identifies the employee responsible for escorting the visitor.
- Field Type: Single-Select Dropdown
- Values: Active user List (internal employees)
- Validation: None

4. Experience in Company (Years)*

- Description: Captures how long the contractor has worked with the company.
- Field Type: Single-Select Dropdown
- Values: 0–1, 1–3, 3–5, 5–8, 8–12, 12+
- Mandatory: Yes

5. Experience in Current Role (Years)*

- Description: Captures experience specific to the contractor's job role.
- Field Type: Single-Select Dropdown
- Values: 0–1, 1–3, 3–5, 5–8, 8–12, 12+
- Mandatory: Yes

2.2.2 Injury Details

This section captures the classification, severity, work-loss details, and witness statements related to the injury. All fields listed below appear in the Injury Details tab.

1. Case Type:

- Description: Specifies the classification of the injury case based on the nature and category of the incident.
- Field Type: Single-Select Dropdown
- Values: Backend dropdown (e.g., RWI | Restricted Work Injury, LTI | Lost Time Injury, FAI | First Aid-Only Injury etc.).
- Default Value: None
- Mandatory: Yes

2. Injury Type:

- Description: Displays the severity level derived from chosen injury classification.
- Field Type: Multi-Select Dropdown
- Values: Backend dropdown (e.g., CUT|Laceration/cut, BRC| Bruise/Contusion.)
- Default Value: None
- Mandatory: Yes
- Behaviour: There is no dependency between Case Type and Injury Type dropdown

3. Last Working Day Before Leave:

- Description: Captures the last working day before the injured employee/contractor/visitor took leave.

- Field Type: Date Picker
- Values: User-selected date
- Default Value: Incident Date
- Validation:
 - No future dates
 - Must be a valid date input
- Mandatory: Yes

4. Description of Injury:

- Description: Provides a concise narrative explaining how the injury occurred.
- Field Type: Text Box
- Values: Free text
- Default Value: None
- Validation:
 - Maximum 100 characters
 - Accepts alphabets, numbers, and special characters
- Mandatory: Yes

Note: Witness Section: - Multiple witnesses can be added for a given incident, Each witness will have the following details.

5.Witness Name:

- Description: Captures the full name of the individual who witnessed the incident.
- Field Type: User Input
- Values: Free-text
- Default Value: None
- Validation:
 - Alphabets only
 - No numbers, no special characters
 - Min 3 characters, Max 50 characters.
- Mandatory: Yes (when adding a witness entry; witness section itself is optional)

6.Employment Type:

- Description: Identifies whether the witness is a permanent or temporary resource.
- Field Type: Single-Select Dropdown
- Values: Permanent, Temporary
- Validation: Must select a valid value
- Mandatory: Yes (when a witness entry is created)

7.Witness Comments:

- Description: Records observations or statements provided by the witness.
- Field Type: Text Box
- Values: Free-text
- Default Value: None
- Validation:
 - Maximum 100 characters
 - Accepts alphabets, numericals & special characters

- Mandatory: Yes (when a witness entry is created)

Actions Buttons:

- Add Witness (+ button): Saves the witness entry into the list displayed below.
- Edit Witness (Pencil Icon): Allows correction or modification of witness details.
- Delete Witness (Trash Icon): Deletes a witness record from the list after a confirmation message.

2.2.3 Evidence & Closure (Injury Level)

This sub-section captures the follow-up and closure information for the individual injury. They can be filled immediately if known, or later by editing the injury record.

1. Estimated Rejoining Date:

- Description: Captures the expected date the injured person is estimated to resume work.
- Field Type: Date Picker
- Values: User-selected date
- Default Value: None
- Validation:
 - Must be a valid future or current date
 - Cannot be before the last working day before leave
- Mandatory: Yes

2. Actual Rejoining Date:

- Description: Records the actual date when the person resumed duty.
- Field Type: Date Picker
- Values: User-selected date
- Default Value: None
- Validation:
 - Cannot exceed the current date
 - Cannot be before the last working day before leave
- Mandatory: No

3. Days Lost Due to Injury:

- Description: Displays total workdays lost due to the reported injury.
- Field Type: Auto-calculated
- Values: System-calculated number of days
- Default Value: Automatically computed
- Validation:
 - Computed as: Actual Rejoining Date – Last Working Day Before Leave
 - If Actual Rejoining Date is not present, it will consider Estimated Rejoining date to calculate the days lost. It should be specified as “Estimated” in this case.
- Mandatory: No

4. Evidence Upload:

- Description: Allows uploading documents or media supporting the injury closure.
- Field Type: File Upload
- Values Allowed: Images, XLS, Word, PDF, PPT, Video
- Default Value: None
- Validation:
 - Max upload size: 10 MB (combined)
 - Only supported formats allowed
 - Duplicate file names should be validated at the incident level.
- Mandatory: No

5. Closure Notes:

- Description: Captures final remarks explaining how the injury case was resolved or closed.
- Field Type: Text Box
- Values: Free text
- Default Value: None
- Validation:
 - Max 100 characters
 - All characters allowed (including special characters)
- Mandatory: Yes

Close Injury Button:

Final action to mark the injury as closed after entering all closure details.

- Validation:
 - Cannot close unless mandatory fields are complete

The screenshot shows the 'ADD INJURY' form in the Virtues software. The left sidebar has icons for Add Incident, Injury List, and other system functions. The main form is divided into three tabs: 1 Personal Information, 2 Injury Details, and 3 Evidence & Closure. Under 'Personal Information', there are fields for Estimated Rejoining Date*, Actual Rejoining Date, and Days Lost Due to Injury. Under 'Evidence & Closure', there is a section for Evidence Upload with a placeholder 'Drag and Drop file here or Choose file' and a Closure Notes field with 'Enter Description'. At the bottom right are buttons for Cancel, Save, and Close Injury.

Injury List (after adding injury):

Search Bar: Allows quick searching of injury based on Injury ID.

1.Injury ID:

- Description: Displays the unique injury reference generated by the system.
- Frozen: Yes
- Sorting: Yes

2.Name:

- Description: Shows the injured individual's name captured during injury creation.
- Frozen: No
- Sorting: Yes

3.Employee Type:

- Description: Displays the employee classification of the injured individual.
- Frozen: No
- Sorting: Yes

4.Case Type:

- Description: Specifies the classification of the injury case based on the nature and category of the incident.
- Frozen: No
- Sorting: Yes

5.Injury Type:

- Description: Indicates the specific type of injury reported. (e.g.,RTI)
- Frozen: No
- Sorting: Yes

6.Last Working Date:

- Description: Employee's final working day before taking leave due to injury
- Frozen: No
- Sorting: Yes

7.Actual Rejoining Date:

- Description: Records the actual date when the person resumed duty.
- Frozen: No
- Sorting: Yes

8.Estimated Rejoining Date:

- Description: Captures the expected date the injured person is estimated to resume work.
- Frozen: No
- Sorting: Yes

9.Days Lost:

- Description: Displays total workdays lost due to the reported injury.
- Frozen: No
- Sorting: Yes

10.Status:

- Description: Indicates whether the injury is active or closed.
- Frozen: No
- Sorting: Yes

11.Created On:

- Description: Records the date and time when the entry was intially created.
- Frozen: No
- Sorting: Yes

12.Created By:

- Description: Identifies the user who originally created the entry.
- Frozen: No
- Sorting: Yes

13.Modified On:

- Description: Captures the date and time when the entry was last updated.
- Frozen: No
- Sorting: Yes

14.Modified By:

- Description: Identifies the user who performed the most recent update.
- Frozen: No
- Sorting: Yes

Injury ID	Name	Employee Type	Case Type	Injury Type	Status
INC_012_INJ_01	JSmithOperator John Smith	Permanent	FAI First-Aid Only Injury	BRC Bruise / Contusion	Open
INC_012_INJ_01	JSmithOperator John Smith	Permanent	FAI First-Aid Only Injury	BRC Bruise / Contusion	Closed

Action Buttons: Each injury record supports the following actions based on its status.

Open

- View:** Opens injury details in read-only mode.
- Edit:** Allows to update injury information. (Available only while injury is open)
- Close Injury:** Closes the injury record after verifying all mandatory closure fields. Upon clicking the close Injury tab is opened.
- Mark for Delete:** Flags the Injury without permanently removing it.

Note: When the user clicks Mark for Delete, a confirmation titled “Delete Incident” appears, displaying the message: “Are you sure you want to delete this incident?”. Upon confirmation it will be removed from the default list page. They can be viewed by checking the Marked for delete filter selection.

Close:

- View:** Opens the injury details in read-only mode.

- **Open Injury:** Reopens the injury, changing the status back to open, allowing further edits.

Injury ID	Name	Employee Type	Case Type	Injury Type	Status
INC_012_INJ_01	JSmithOperator John Smith	Permanent	FAI First-Aid Only Injury	BRC Bruise / Contusion	Open
INC_012_INJ_01	JSmithOperator John Smith	Permanent	FAI First-Aid Only Injury	BRC Bruise / Contusion	Closed

Injury List- Filters

The Filters panel will allow users to refine the Injury List results based on the following criteria:

- **Injury Status:** Single-Select dropdown used to filter injuries by their current status (Open/Closed).
 - Only injuries matching the selected status will be displayed.
- **Marked as Delete:** Checkbox used to show injuries that were soft deleted.
 - When enabled, only records flagged as “Mark for Delete” will be visible in the list.

FILTERS

Injury Status

Status

Marked as Delete

Customize Columns:

Each column appears with a toggle switch that controls whether the corresponding column is shown or hidden in the table.

- Users can enable or disable any column using toggle switches.
- Only the enabled columns are displayed in the Injury List table.
- Frozen columns (if configured in backend) remain enabled by default and cannot be disabled.
- Changes made in Customize Columns affect:
 - On-screen table view
 - Exported file (only enabled columns are included)
- Toggles apply instantly—no need to refresh or reload.
- Search continues to work only on visible columns.

Injury ID	Name	Employee Type	Case Type	Injury Type	Status
INC_012_INJ_01	JSmithOperator John Smith	Permanent	FAI First-Aid Only Injury	BRC Bruise / Contusion	Open
INC_012_INJ_01	JSmithOperator John Smith	Permanent	FAI First-Aid Only Injury	BRC Bruise / Contusion	Closed

2.3 Incident Closure

The Incident Closure section is filled when the entire incident is ready to be closed out. This typically occurs after all investigations are done, witness statements and injuries have been documented, and any immediate corrective actions or root cause analyses are completed. In an initial incident report, this section might be left empty, as closure is not done at the moment of reporting (unless the reporter is also the one closing it, which is rare). Usually, an EHS manager will later enter this information and close the incident.

1. Date & Time of Closure:

- Description: Captures the final date and time when the incident is officially closed in the system.
- Field Type: Date & Time Picker
- Default Value: None
- Validation Rules:
 - Mandatory
 - Format: DD/MM/YYYY | HH:MM AM/PM
- Behavior:
 - Once selected, the value is stored as the closure timestamp for audit purposes.
 - Cannot exceed the current system date/time.

- Cannot be before incident date and time.

2. Case Type:

- Description: Specifies the classification of the injury case based on the nature and category of the incident.
- Field Type: Single Select Dropdown.
- Values: Backend dropdown (e.g., RWI | Restricted Work Injury, LTI | Lost Time Injury, FAI | First Aid-Only Injury etc.).
- Mandatory: Yes

2. Closure Evidence:

- Description: Used to upload supporting files that justify or document the closure activity (e.g., investigation documents, medical certificates, photos, corrective action evidence).
- Field Type: File Upload (Drag & Drop or Choose File)
- Accepted File Formats: Images, XLS, Word, PDF, PPT, Video
- Maximum File Size: 10 MB (combined)
- Validation Rules:
 - Mandatory field.
 - Only allowed file formats.
 - Total file size ≤ 10 MB.
 - Duplicate file names should be validated at the incident level.
- Behavior:
 - User can upload one or multiple files.
 - System restricts unsupported formats.
 - Uploaded files are stored under incident closure records.
 - Upload progress shown.
 - Files can be viewed or removed.
 - User will be asked to confirm deletion upon clicking on delete.
 - User can view the file uploaded in a popup window.
 - When file upload is in progress, Save and Continue will be disabled.

3. Closure Comments:

- Description: Allows the user to enter final remarks describing the closure justification or any final notes.
- Field Type: Text Box
- Validation Rules:
 - Mandatory
 - Allows all characters (alphabets, numbers, special characters)
 - Maximum: 100 characters
- Behavior:
 - User cannot save or close the incident without entering comments.

Close Incident Button:

- Description: The close incident button is used to complete the incident by submitting all required closure details, marking the incident as closed.
- Validation:
 - If all required fields are completed, the incident changes to closed and the user is returned to the incident list page.

- Incident cannot be closed if any injury is open, all injuries must be closed to close an incident.
- If the injury-level case type does not match the incident-level case type, the system will display a warning requiring the two to be aligned. For incidents with multiple injuries, the system will validate against the injury with the highest severity of case type. The user will not be able to close the incident until this requirement is met.

The system will show the following message

“The incident case type is **IncidentCaseType**, but an injury (**InjuryID**) has a higher-severity case type (**InjuryCaseType**).

Please update the case types so they are aligned. The incident cannot be closed until this is resolved.”

Edit Incident : INC_013

① Basic Details ② Injury List ③ Incident Closure

Date & Time of Closure* Case Type*

26/03/2025 | 02:55 PM First-Aid Only Injury

Closure Evidence

Drag and Drop file here or Choose file

Closure Comments*

Enter Comments

Cancel Save Close Incident