Mishaps

After a supervisor has submitted the initial report of an injury/illness (check the Mishap Reporting Manual, Supervisor Manual, or Supervisor Quick Reference for details), the administrator must determine whether or not the Injury/Illness report is valid and select the appropriate choice in Section 4 of each personnel tab associated with the record. Once this has been completed, the report will expand.

All fields that are required are noted by a red asterisk (*) and must be filled out prior to closing the mishap. After the report has been completed, it must be validated by clicking the "**Validate and Close**" button at the bottom of each personnel tab. A pop-up screen will display, showing any problems in the report. If there are errors on the report, the errors will be displayed on the record, outlined in red/pink. If there are no errors, the mishap will be:

A) Sent to the Navy Safety Center (NSC), if the involved personnel are Navy or Marine personnel.

B) Saved and Closed (Non-Navy/Marine personnel)

NOTE: As part of the agreement with the NSC, no longer requires ESAMS Mishap Administrators to have a WESS account to send data. Having a WESS account will ensure that if there is a problem with the report, the POC will be able to access the mishap in WESS and correct the data. ESAMS suggest that all of the Mishap administrators go to the NSC website and apply for a WESS User ID. Once the ID is obtained, ESAMS Help Desk needs to be contacted, so the WESS User ID can be entered into the ESAMS personnel record. Alternatively, personnel with Regional or Claimancy level PA access can add the WESS User ID to a user's PA Profile. These personnel can be found by looking under the "Navy POCs" link on the ESAMS Main page. The WESS User ID will be transmitted with each mishap report sent to the NSC. However, mishap records will still be sent to WESS whether or not the administrator possesses a WESS User ID.

Mishap Reporting Access

- Supervisors - have access to the records of supervisors' direct reports, records of persons for whom they submitted a report, and records where they are identified as an additional supervisor. Supervisors can view only their portion of the mishap; they do not have access to the SOH investigation portion.
- OSHA Log Admin - allows access to the OSHA Log which is now required.
- Installation or Command Notification - has access to the supervisor portion of the reports for their command or installation.
- Command, Parent Command, Installation or Region Mishap Reporting - can view, edit, and close mishaps within respective scopes.
- Medical Access - is given to medical officers to view the initial supervisor's report, and to complete the medical portion of the report.

Navigation

Search - initiates new search criteria.

Save/Save Page - saves updates to a record.

Bugs - reports problems encountered to ESAMS Help Desk.

Mishap Main - returns the user to Mishap Administration page and Hot List (if available).

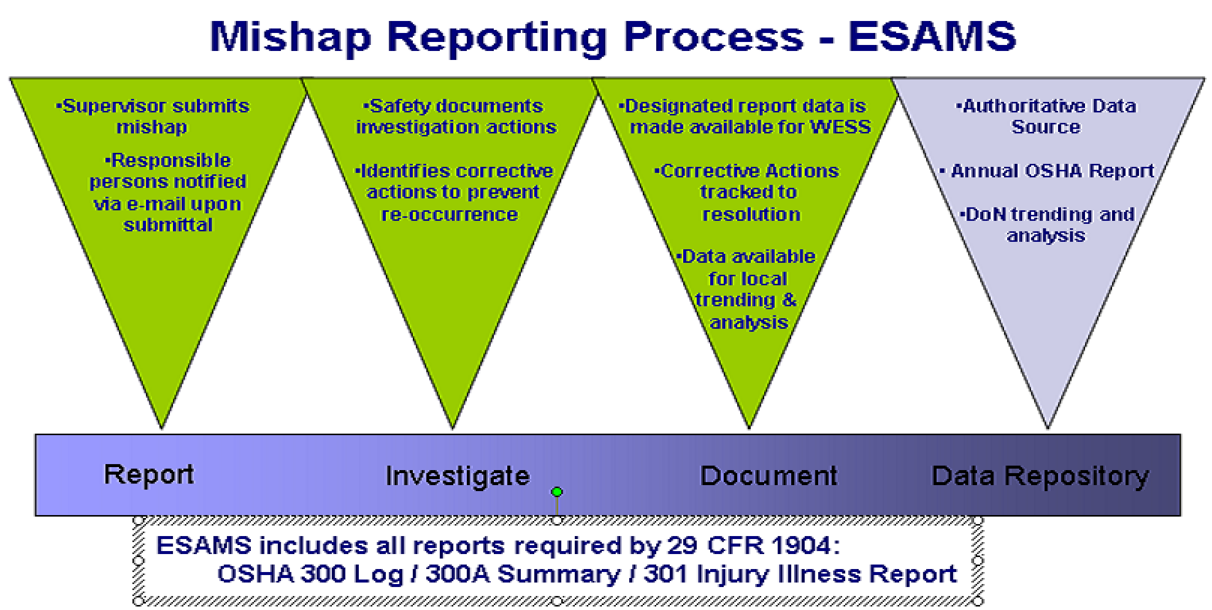
Popup Squares - provides a pop-up with selection criteria; when displayed, the squares should be used rather than typing in the field.

Expand/Collapse All - hides or expands the associated section of a report.

Spell check - performs spell check on all text fields.

Change Log - stores the activity on the record including the name or employee ID of the person entering/changing the information.

Attach Document - allows the administrator to attach a picture or document to a record. The attached record can be removed only by the person who attached it.



Property Damage

After a property damage report has been initiated, the supervisor or administrator can submit the report and change it to "Open" status. The "Submit" button is located in the upper right corner of the screen above Section 1. The next step is for an administrator to review the report and complete the NAVOSH investigation portion of the property damage. After this has been complete, the record may be closed. The "Close" button is located in the same place as the previous "Submit" button. As with the mishap reports, all fields in red are required.

Near Miss Reports

The initial report of a near miss can be reported by a general user, supervisor or administrator. Additional supervisors can be given access to the report at this stage. After all fields have been completed, clicking the "**Submit as a Near Miss**" button in the upper left corner will change the report to "Open" status. Once the report is open, it must be reviewed and closed by an administrator. Each required field is noted by a red asterisk (*) and needs to be completed before the report can be closed. Once the record is closed, the administrator may reopen the record to add additional information.

Corrective Actions

Mishap administrators may create corrective actions (CA) for any investigated mishap in order to study the incident and prevent similar mishaps from occurring. These corrective actions can be connected to the associated SOH programs that Self Assessment administrators will be able to view in the Self Assessment module.

Reports

– Mishap Reporting Metrics - The user may view a summarized total of all mishaps submitted by that user.

– Mishap Status Report - The user may view a summarized total of all mishaps within the user's scope in a defined time period.

– Traffic Mishap Listing - The user is provided with a summary of traffic-related mishaps.

– Master Mishap Query & Master Near Miss Query - The user is provided with a detailed list of any or all mishap or near miss reports within the user's scope.

– Mishap Rate Summary - The user may view summary IIR data for all mishaps within selected years.

– Mishap Analysis Report - The user may view mishap data for all mishaps within a specific year.

– Injury/Illness Trend Analysis - The user may view the number of each type of mishap that occurred within a given year, within that user's scope.

– Mishap Five Year Summaries - The user is provided with a trend analysis summary for all mishaps within the last five years. There is a separate Five Year Summary for Traffic-specific mishaps.

– Traffic Mishaps & Related Training - The user is provided with more detailed information on traffic-related mishaps and the safety training involved with the incident.

– OSHA 300 Log - The user selects a fiscal year and a command, then a report is created in a Word document of all mishaps that are marked as OSHA responsible by the OSHA Log administrator.

– OSHA 300A Summary -The user selects a fiscal year and a command, then a report is created in a Word document of the OSHA Summary.

ESAMS©

Mishap Reporting

Mishap, Property Damage and Near Miss Reports

Quick Reference Guide

ESAMS Help Desk:
(865) 288-7898

Fax: (865) 288-7896

www.hgwllc.com

Revised 01/14/2014

Finding Mishap Reporting

Mishap Reporting can be accessed by selecting the "Mishap Reporting" link located under **Administrative Links** in the ESAMS navigation bar or by selecting "Report Mishap", "Report Property Damage", or "Report Near Miss" under **Supervisor Links** in the Quick Launch section.

Email Notifications

– Mishap notifications are sent when a mishap report, property damage, or near miss is electronically submitted. Notifications are sent to; supervisors; additional supervisors added to the mishaps; appropriate SOH personnel at the command, installation, parent command, or region.

– Update e-mail is sent to designated SOH personnel if a supervisor updates the report.

Hot List

The hot list may be sorted by clicking on the column header for any column. The Mishap record may be accessed by clicking on the person's last name in the first column.

Types of Injury/Illness Reports:

– Mishap Reports **-** lists the records in the initiated, medical complete, or open status.

– Property Damage Reports - lists the records in the initiated or open status.

– Near Miss Reports - lists the records in the open status.

Supervisor's Portion for Mishap Reporting

Supervisors can submit a supervisor's report of injury, illness, property damage, or a near miss.

Supervisor's Portion for Mishap Reporting

Report an Incident (Mishap, Property Damage or Near Miss)

1. Select the "**Report Mishap**" link. Fill in all required incident information.
2. If the incident is a Near Miss, click the "**Submit as Near Miss**" button; otherwise, click "**Continue as a Mishap Report**" button
3. Choose either "**Add an Injury Illness**" or "**Add a Property Damage**".
4. For "**Injury Illness**" reports, select the name of the injured person, and a new tab on the mishap form is created with the selected person's information already populated based on the PA employee record.
5. Complete all required fields and check the pre-populated fields. Additional supervisors can be added at the bottom of the report prior to submittal. Selected supervisors receive email notices, have access to the mishap from the hot list, and can append additional comments to the record.
6. If multiple personnel were involved, the supervisor can continue to click "**Add an Injury Illness**" until all involved personnel are recorded.
7. Clicking or "**Add a Property Damage**" will allow the supervisor to add this section to the report, associating it with any "**Injury Illness**" records on the report. Users can enter a Property Damage without entering an Injury/Illness record.
8. Select the "**I am Finished**" button once all personnel and/or property damage records have been entered. The record will be viewable from the supervisor's hot list. Email notifications are sent to appropriate personnel.