



Open Range
SOFTWARE

User Manual

CTS274: Incident Investigation

Last Edited: 16 November 2022

Table of Contents

Introduction.....	3
Chapter 1 – CTS274: Incident Investigation	4
Create A New Incident	4
Selected Item	6
General Detail	7
Other	8
Edit An Existing Incident.....	10
Attachments	12
Report.....	13
Submit Investigation As Complete.....	14

Introduction

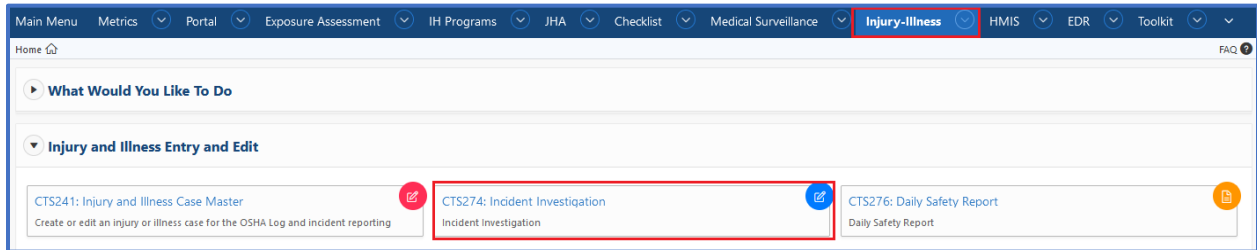
The CTS Injury-Illness program provides a user-friendly system to record, manage, and report information on incidents involving personal injury or illness, motor vehicle accidents, or damage to property. This software contains powerful tools for effectively managing workplace safety and health. One of these tools is CTS274: Incident Investigation. This document outlines the process of creating/editing incident investigations.

Chapter 1 – CTS274: Incident Investigation

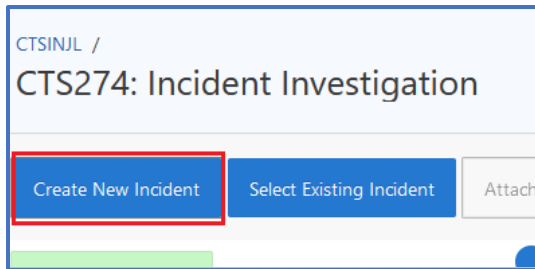
IH Safety Engineers will enter the details of an incident investigation in CTS274: Incident Investigation. The fields used in CTS274 come from the master record in CTS241 and data entered in either place will be visible in both.

Create A New Incident

In the Injury-Illness menu, click the **CTS274: Incident Investigation** button under *Injury and Illness Entry and Edit* submenu.



Click the **Create New Incident** button.



Use pulldown menu to select *Incident Type*, *Establishment*, *Site*, and *Company*.

Use calendar buttons to select *Incident Date* and *Report Date*.

Click the **Select Organization** button to select *Organization*.

Enter text into *Incident Title* and *Description* text fields.

Click the **Save and Continue** button.

CTSINJL / CTS274: Incident Investigation /
CTS274: Incident Investigation

Cancel **Save and Continue**

Incident Type: Injury or Illness

Incident Date: 10/03/2022 (mm/dd/yyyy)

Report Date: 10/04/2022

Incident Title: WKR 1234 FELL ON EAST CATWALK 32

Description: Worker claims to have slipped on spilled liquid, causing a fall with injury.
76 of 4000

Establishment: 12345 ESTABLISHMENT EXAMPLE

Organization: OPL1 OPL1 **Select Organization**

Site: SITE3 (SITE3) **Select Site**

Company: COMP3 (COMP3) **Select Company**

FIELD	DESCRIPTION
<i>Incident Type</i>	Type of incident
<i>Incident Date</i>	Date incident occurred
<i>Report Date</i>	Date incident was reported
<i>Incident Title</i>	Title for incident investigation
<i>Description</i>	Description of incident
<i>Establishment</i>	Name of establishment
<i>Organization</i>	Organization where incident took place
<i>Site</i>	Site where incident took place
<i>Company</i>	Company where incident took place

Selected Item

Verify details on *Selected Item* screen.

Click the **Next** button to proceed to *General Detail* tab.

CTSINIL / CTS274: Incident Investigation

Create New Incident Select Existing Incident Attachments Edit Keys Report *Click To Submit When Your Investigation Is Complete*

Jump To [dropdown] (Save any changes before you jump)

< Previous Selected Item General Detail Other Next >

Selected Item: Incident ID 0000006 03-OCT-2022

Incident ID 0000006

Occur Date 03-OCT-2022

Reported Date 04-OCT-2022

Type INJURY ILLNESS (I)

Case Number

Site SITE3

Company COMP3

General Detail

On the *General Detail* screen, click the **Select Location** button to enter *Location*. Enter *Where Event Occurred or Report Location*, *Time Of Event (military)*, *Accident Occurred*, *Describe the activity in progress at time of accident*, *Describe the nature of the injury or illness and name the body part affected*, and *Accident Cause* in text fields.

Click the **Select Occupation** button to choose *Occupation*. Enter time in military format for *Time Employee Began Work* text field. Use radio buttons to select *Experience On Job Code* option.

Click the **Save** button to proceed to the *Other* screen.

The screenshot shows the 'General Detail' form for Incident ID 0000004 14-NOV-2022. The form includes a progress bar at the top with 'General Detail' selected. Key fields and buttons are highlighted with red boxes: 'Select Location', 'Where Event Occurred or Report Location' (containing 'Accident in east wing hallway, level 2'), 'Time Of Event' (0900), 'Accident Occurred' (radio button for 'Indoors'), 'Describe the activity in progress at time of accident', 'Describe the nature of the injury or illness and name the body part affected', 'Accident Cause', 'Select Occupation', 'Time Employee Began Work' (0800), and 'Experience On Job Code' (radio button for 'OVER 12 MONTHS'). A 'Save >' button is in the top right corner.

FIELD	DESCRIPTION
<i>Location</i>	General location of incident
<i>Where Event Occurred or Report Location</i>	Specific location of incident or report
<i>Time of Event</i>	Time event occurred in military format
<i>Accident Occurred</i>	Indoors or outdoors

<i>Describe the activity in progress at time of accident</i>	Description of worker activity at time of accident
<i>Describe the nature of the injury or illness and name the body part affected</i>	Description of injury/illness and body part(s) affected
<i>Accident Cause</i>	The suspected cause of accident
<i>Occupation</i>	List the worker's occupation
<i>Time Employee Began Work</i>	Time employee began shift in military format
<i>Experience on Job Code</i>	Choose under 3 months, 3 to 12 months, or over 12 months

Other

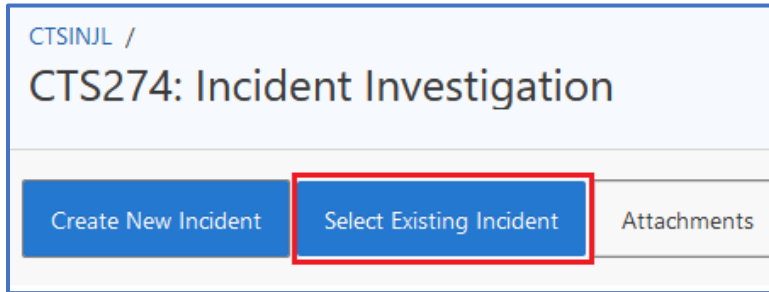
On the **Other** screen, enter *Corrective Actions Taken* and *Corrective Actions Recommended* in text areas.

Click the **Save** button.

FIELD	DESCRIPTION
<i>Corrective Actions Taken</i>	Enter any corrective actions that have been taken
<i>Corrective Actions Recommended</i>	Enter any recommended corrective actions
<i>To Be Completed By</i>	Date investigation should be completed by
<i>Corrective Action Contact</i>	Person responsible for corrective action
<i>Date Corrective Action Completed</i>	Date corrective action was completed
<i>Accident Investigation Contact</i>	Person responsible for investigation
<i>Worker Supervisor</i>	Supervisor of affected worker

Edit An Existing Incident

Click the **Select Existing Incident** button.



Use pulldown menu to select OPEN or ALL filtered records.

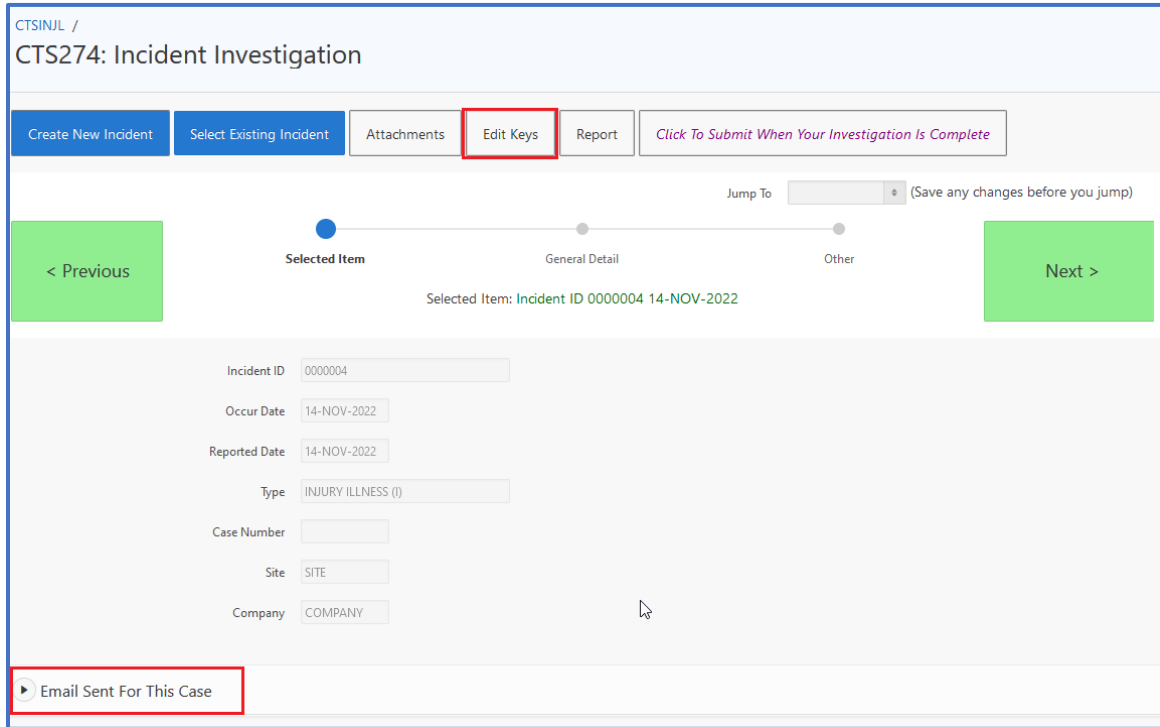
Click blue **Select** text to choose an incident record.

The screenshot shows a table with columns: Date, Incident ID, Accident Type, Case, Case Category, Investigation Status, Establishment, # Attachments, Org IDL1, Org IDL2, Org IDL3, Org IDL4, Organization Description, Company, and Site. A filter dropdown menu is open at the top left, showing 'OPEN' selected. A red box highlights the 'Select' text in the first row of the table.

	Date	Incident ID	Accident Type	Case	Case Category	Investigation Status	Establishment	# Attachments	Org IDL1	Org IDL2	Org IDL3	Org IDL4	Organization Description	Company	Site
Select	14-NOV-2022	0000004	Injury-Illness	-	-	OPEN	12345	0	ADMIN	-	-	-	ADMIN	COMPANY	SITE
Select	03-OCT-2022	0000006	Injury-Illness	-	-	OPEN	12345	0	OPL1	-	-	-	OPL1	COMP3	SITE3
Select	01-AUG-2022	0000005	Injury-Illness	-	-	OPEN	12345	0	OPL1	-	-	-	OPL1	COMPANY	SITE
Select	06-MAY-2022	0000002	Injury-Illness	-	-	OPEN	400650U	0	IHSL1	-	-	-	IHSL1	COMPANY	SITE
Select	11-MAR-2022	0000002	Injury-Illness	-	-	OPEN	4006503	0	OPL1	-	-	-	OPL1	COMPANY	SITE

Note: Expand *Email Sent For This Case* submenu at the bottom of the screen to view any email sent in association with this incident investigation.

Click the **Edit Keys** button to edit initial incident information.



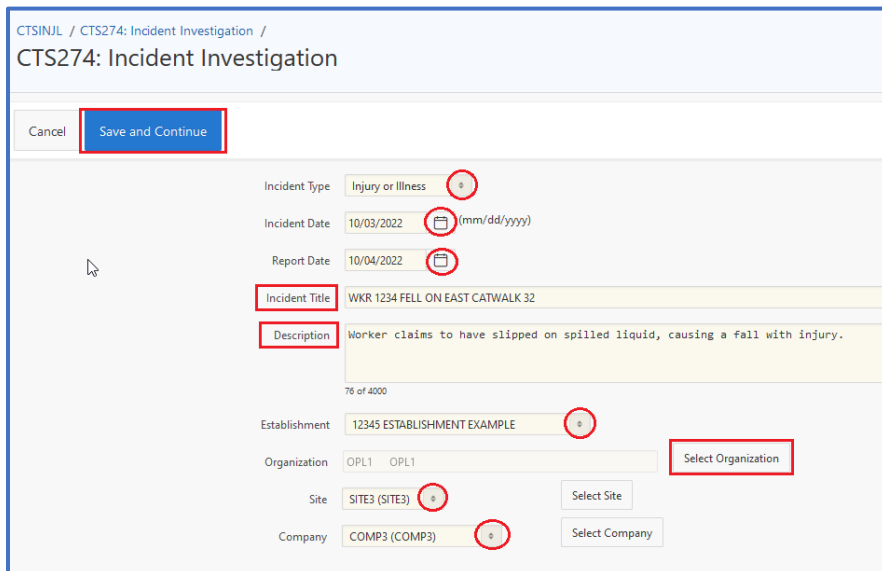
Use pulldown menu to select *Incident Type*, *Establishment*, *Site*, and *Company*.

Use calendar buttons to select *Incident Date* and *Report Date*.

Click the **Select Organization** button to select *Organization*.

Enter text into *Incident Title* and *Description* text fields.

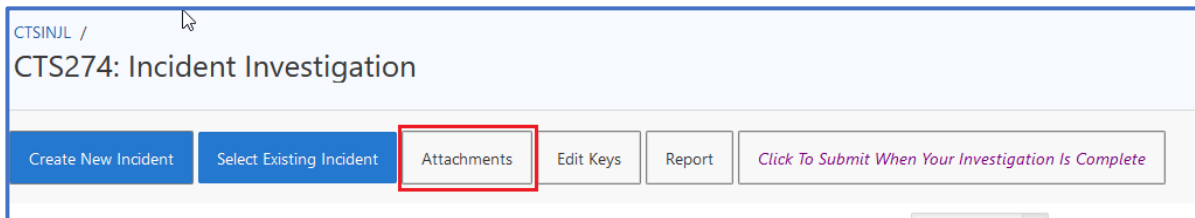
Click the **Save and Continue** button.



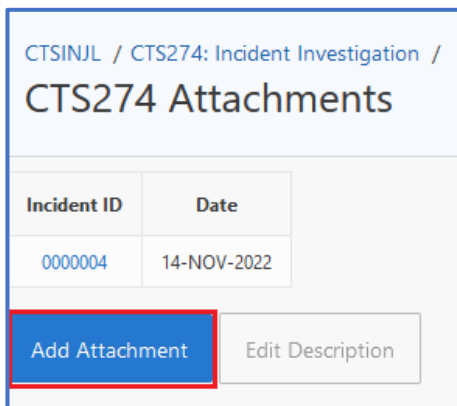
FIELD	DESCRIPTION
<i>Incident Type</i>	Type of incident
<i>Incident Date</i>	Date incident occurred
<i>Report Date</i>	Date incident was reported
<i>Incident Title</i>	Title for incident investigation
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<i>Organization</i>	Organization where incident took place
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Attachments

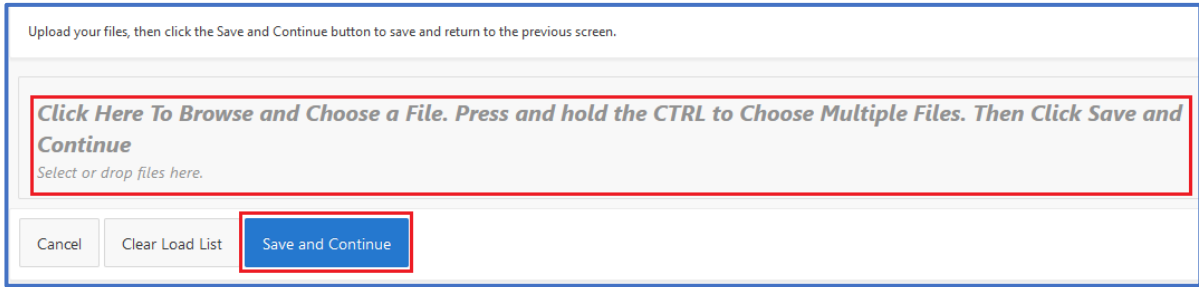
Select an existing case then click the **Attachments** button.



Click the **Add Attachment** button.



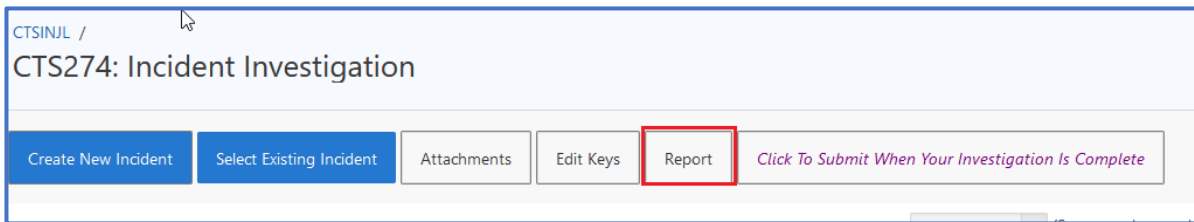
Upload your files, then click the **Save and Continue** button to save and return to the previous screen.



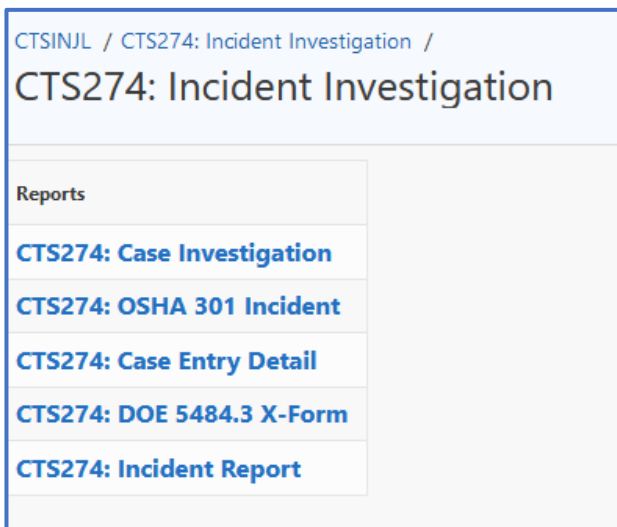
Click the *CTS274: Incident Investigation* / breadcrumb to return to the incident investigation screen.

Report

Select an existing case, then click the **Report** button to view the investigation report list.



Click any report link to view the report in a new browser tab.

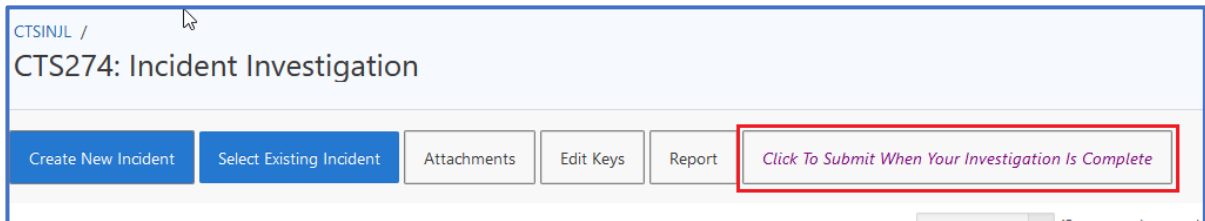


Close browser tab when finished viewing report.

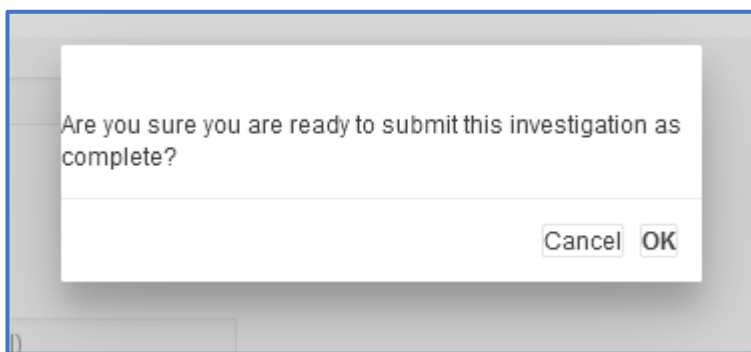
Click the *CTS274: Incident Investigation* / breadcrumb to return to the incident investigation screen.

Submit Investigation As Complete

Select an existing case, then click the **Click To Submit When Your Investigation Is Complete** button.



Click **OK** in alert box to confirm submission.



Click the *CTSINJL /* breadcrumb to return to the **Injury-Illness** menu.