CTS User Manual

Injury-Illness

Last Edited: 23 July 2022

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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 is a powerful tool for effectively managing workplace safety and health. Using this software correctly can help ensure your company will:

- Comply with OSHA occupational injury and illness recordkeeping and reporting requirements, including printing OSHA Form 300 and 300A
- Comply with Department of Energy (DOE) recordkeeping and reporting requirements, including printing DOE Form 5484.3 and bulk loading CAIRS
- Analyze injury and illness trends over time so that patterns with common causes can be identified and targeted for preventive measures
- Support investigation of accidents and "near miss" incidents to identify their causes and means for prevention
- Document necessary corrective actions and track them to closure

By using the features provided, your organization will be able to lower workers' compensation costs, improve employee morale and productivity, reduce the extent and severity of work-related injuries and illnesses, and provide fast, easy, and secure access to injury and illness records.

Chapter 1 – Injury-Illness Incident Introduction

Typically, once a worker is injured, they go to medical. Their supervisor is notified (if not already aware). Using CTS247, the supervisor can send medical a summary of the incident details. Safety and Health is notified automatically by entry of a CTS247 record, through a medical interface, or manually (i.e., phone or email).

Safety and Health Team will enter as many details as they can about the case. Then they assign and investigator to the case, during the investigation process. The Safety and Health Investigator will perform an evaluation of the injury to determine its classification. Classifications are recordable or not recordable, defined by CTS case codes.

CTS Case Codes

Case Code	Case Code Description	Use and Meaning	OSHA Recordability
00	NO INJURY ILLNESS	Near miss incident	Non-Recordable
01	NON CHARGEABLE	Non chargeable incident that you still want to record	Non-Recordable
02	FIRST AID	Injury or illness requiring only first aid treatment	Non-Recordable
03	INJURY, RECORABLE	Injury resulting in the employee remaining at work **without** job transfer or restriction	OSHA Recordable
04	ILLNESS, RECORDABLE	Illness resulting in the employee remaining at work **without** job transfer or restriction	OSHA Recordable
4A	ILLNESS, LOST WORKDAY, REST.	Illness resulting in the employee remaining at work **with** job transfer or restriction	OSHA Recordable
4B	ILLNESS, LOST WORKDAY, AWAY	Illness resulting in the employee **missing** one or more day of work	OSHA Recordable
06	INJURY, LOST WORDAY, REST.	Injury resulting in the employee remaining at work **with** job transfer or restriction	OSHA Recordable
07	INJURY, LOST WORKDAY, AWAY	Injury resulting in the employee **missing** one or more day of work	OSHA Recordable
08	FATALITY	Injury or illness resulting in the death of an employee	OSHA Recordable
99	INCOMPLETE	Incomplete or uncertain case classification. This field should be updated when the case can be properly classified	Non-Recorable

If the case is deemed OSHA recordable (and sometimes non-recordable), corrective actions will be created. A responsible contact, often the supervisor, will be assigned to the case. For recordable cases, the site will report to OSHA and DOE through their incident notification reports (OSHA 300a) and DOE CAIRS.

If an injured worker loses any workdays (i.e., away from site, restricted from normal duties), the restricted/lost time is recorded as DAR (Days Away Restricted). Once corrective actions have been completed and the worker is back to work on normal schedule and duties, the case is closed by Safety and Health.

Each year, the OSHA Log is generated and signed by management, reflecting individual cases at the establishment (workplace). These cases are known as LTI (Lost Time Incidents).

Annually, the OSHA 300a summary report is signed by management. This report provides work hours for the entire establishment, along with the incident information.

Every month, management requests injury rate details. By calculating injuries divided by work hours, they can keep track of trends. This data is extremely valuable in striving to keep injury rates low.

CTS effectively provides a user-friendly experience to a wide range of technological levels. This makes succeeding OSHA and DOE standards much easier. This software provides multiple ways to report/track incidents.

REPORT	DESCRIPTION
CTS247: Incident Notification	Add an incident. View incidents on calendar.
CTS249: Incident Tracking	Track incidents. Add details such as reference, case list, follow-up, root cause, HPI, keywords, and sort groups.
CTS257: CAIRS Reporting	Create .txt export files to upload using CAIRS bulk upload tool.
CTS260: OSHA Log Report	Provides annual LTI data for an establishment.
CTS240: OSHA 300a Reporting	Summarizes annual work hours detail and incident information for an establishment.
CTS251: Trend Report	Incident data for each company site is displayed. Can be filtered by DART or TRC counts/rates.
CTS271: Safe Work Days	Lost Time Incident data is displayed for all system records. Can be filtered by company, establishment, site, or organization.
CTS252: Injury Illness Cost Index Report	Case data including employee hours, TRC cases/rate, DART cases/rate, lost workday cases/rate are displayed.

Chapter 2 – Creating Establishments and Organizations

Creating Establishments and Organizations are pertinent to properly setting up Injury Illness tracking and reporting. Organizations are typically defined by an HR systems reporting organization when employees are loaded into the system.
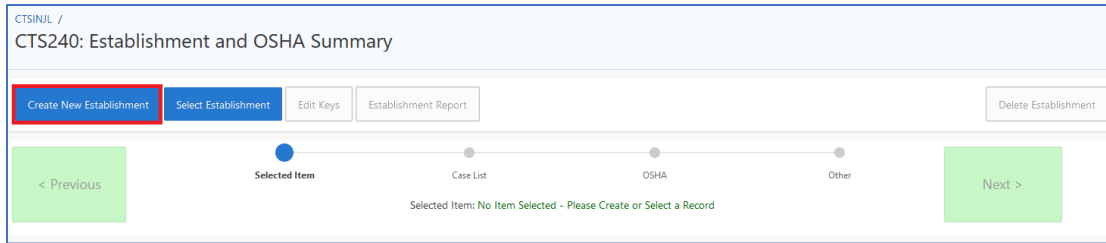
According to OSHA standards, "The term *establishment* means a single physical location where business is conducted or where services or operations are performed. Where distinctly separate activities are performed at a single physical location, each activity shall be treated as a separate establishment." (U.S. Dept of Labor) This chapter primarily focuses on creating establishments.

Create A New Establishment in CTS240

To add an establishment, click CTS240: Establishment and OSHA Summary under *Support* submenu.

Click **Create New Establishment** button.

Enter text into *Establishment ID*, *Establishment Name*, *Address*, *City*, and *Zip* text fields. Use pulldown menu to select *State*, *Site*, and *Company*. Click **Save and Continue** button.
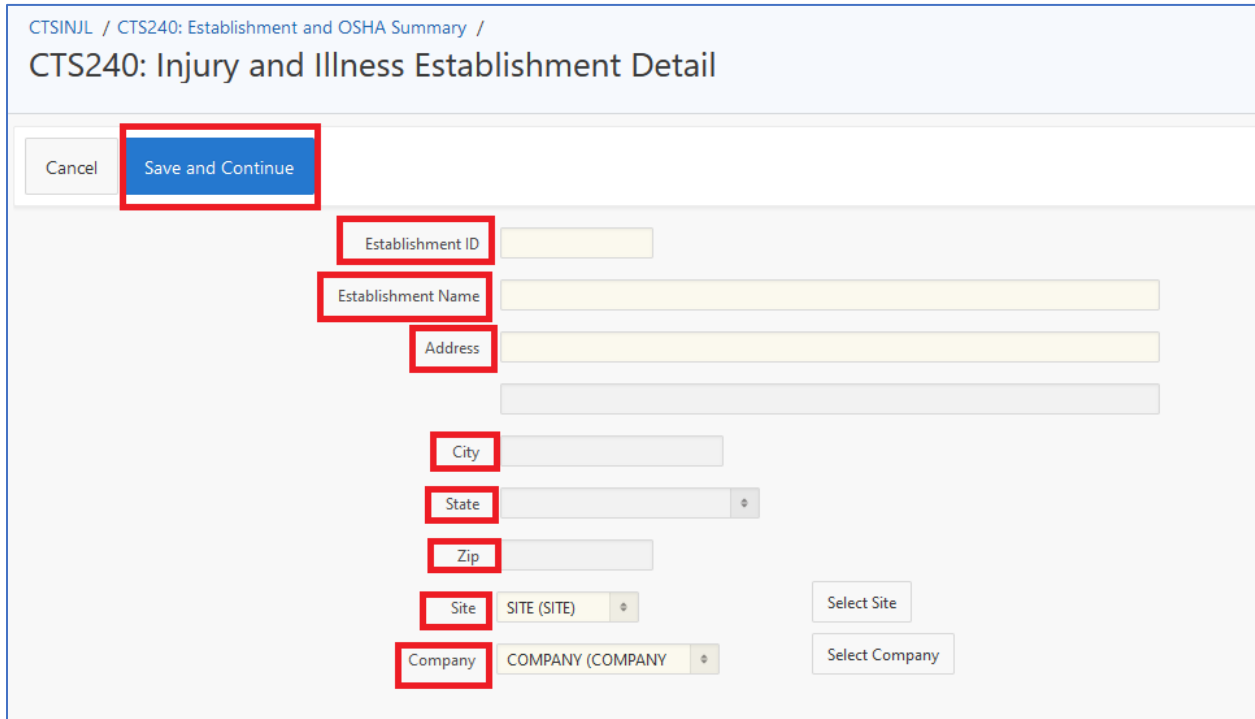
FIELD	DESCRIPTION
Establishment ID	Numeric identification for establishment
Establishment Name	Name of establishment
Address	Street Address
City	City
State	State
Company	Owning company of establishment

Click **Next** button to proceed to *Case List* tab.
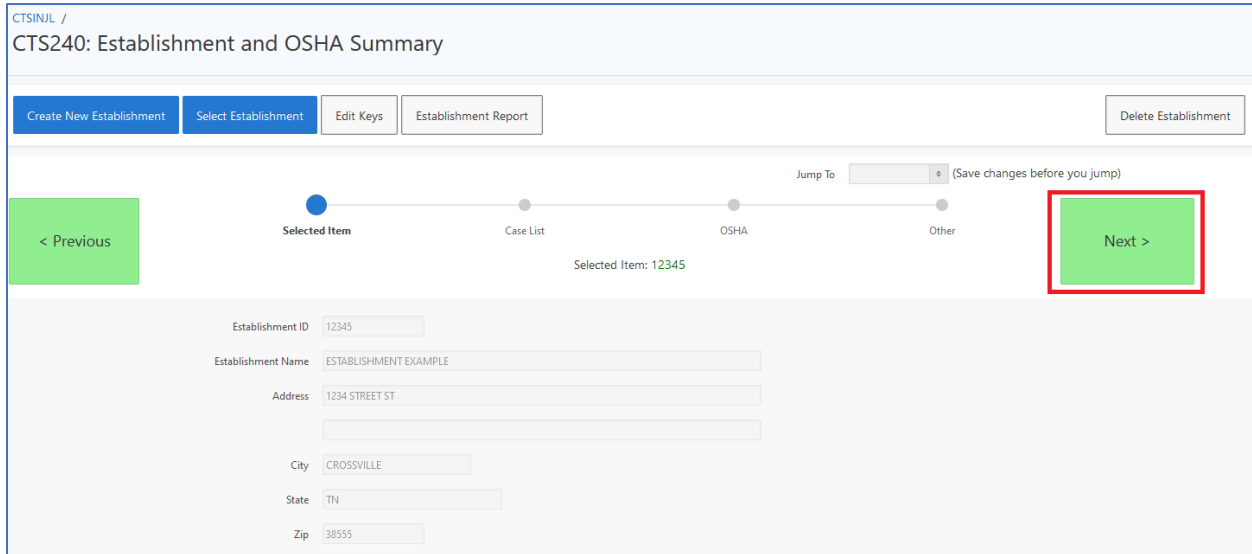
Case List

For reference, Open/Closed cases by Establishment are listed on the *Case List* screen. Click **Save** button to proceed to OSHA screen.
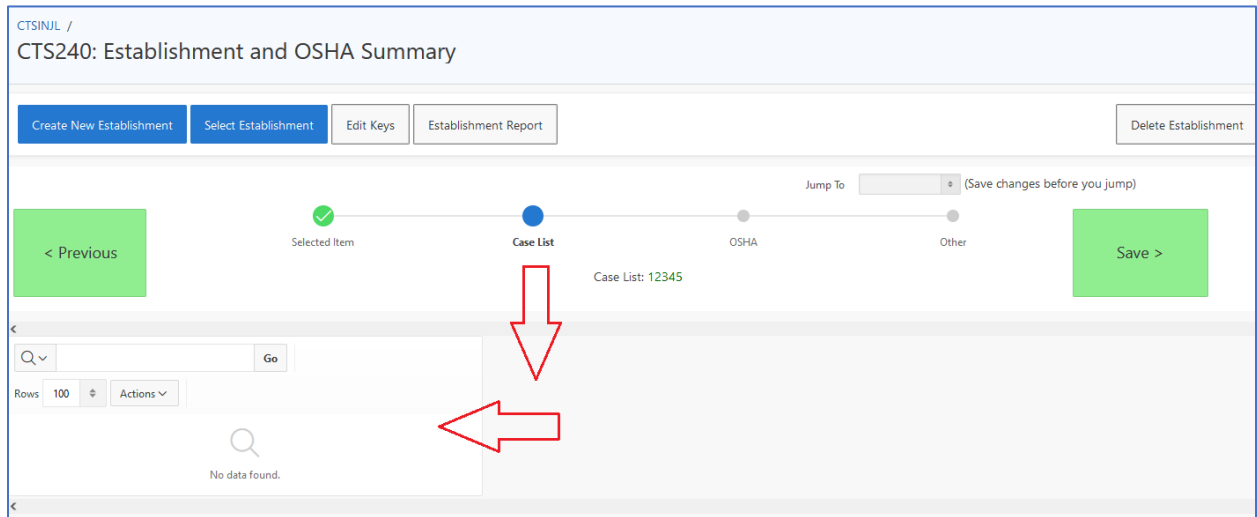
OSHA

Click **Add OSHA 300a** button.
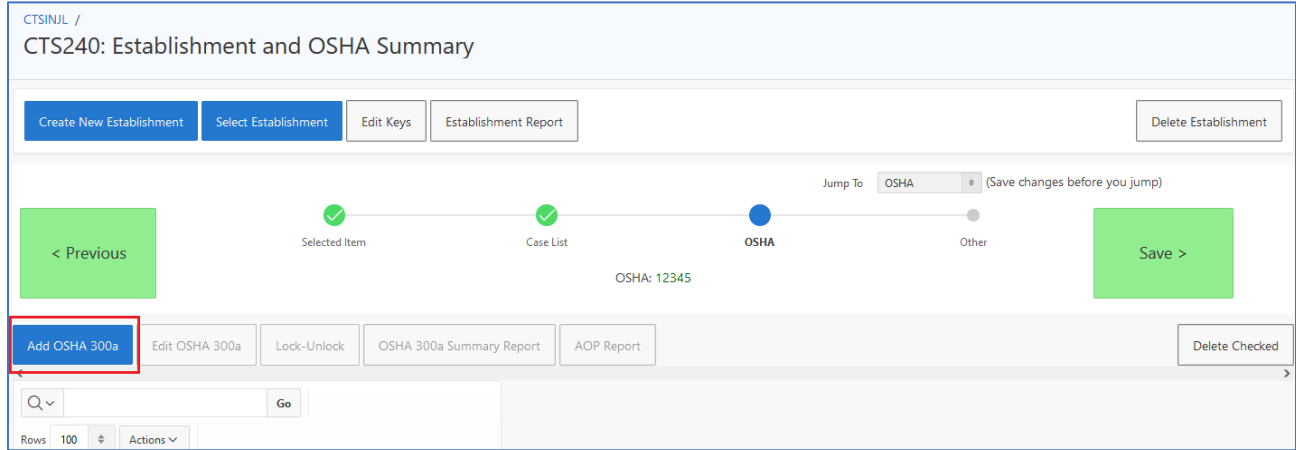
Enter text in *Industry Description*, *SIC*, *NAICS*, *Company Executive*, *Title*, *Phone*, *Average # Employees*, *Total Hours Worked*, *Total Fatalities*, *Total Cases w/Lost Days*, *Total Case w/Restricted Days*, *Total Cases w/Other Days*, *Total Days Away, Total Days Restricted, Total Injuries, Skin Disorders, Respiratory, Poisonings, Hearing,* and *Other Illnesses* text fields.

Click calendar buttons to select *Reporting Year Start, Reporting Year End, Posted in Workplace,* and *Signature* dates.
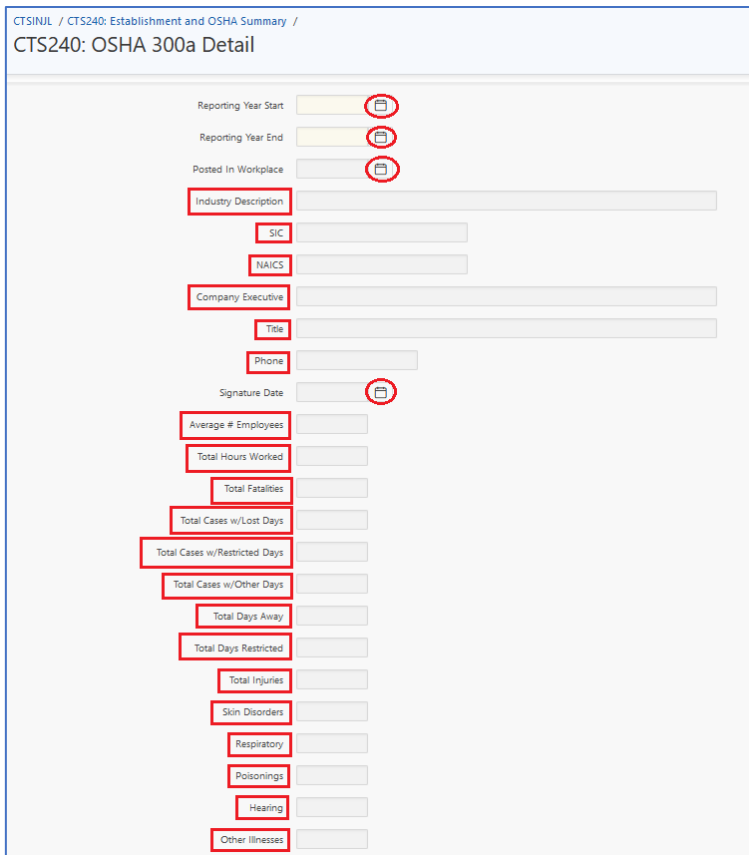
FIELD	DESCRIPTION
Reporting Year Start	Date reporting year begins
Reporting Year End	Date reporting year ends
Posted in Workplace	Date report was posted
Industry Description	Brief description of industry
SIC	Standard Industrial Classification
NAICS	North American Industry Classification System
Company Executive	Name of company executive
Title	Title of company executive
Phone	Contact phone number for company executive
Signature Date	Date report was signed
Average # of Employees	Average number of company employees
Total Hours Worked	Total number of hours worked
Total Fatalities	Total fatalities during reporting period
Total Cases w/ Lost Days	Total cases with lost days
Total Cases w/ Restricted Days	Total cases with restricted days
Total Cases w/ Other Days	Total cases with other type days
Total Days Away	Total days away from job facility
Total Days Restricted	Total days on restricted/limited duty
Total Injuries	Total number of injuries during reporting period

Skin Disorders	Number of skin disorders reported
Respiratory	Number of respiratory issues reported
Poisonings	Number of poisonings reported
Hearing	Number of hearing issues reported
Other Illnesses	Number of any other illnesses reported

Click **Save and Continue** button.

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

Other

The SubCode is an optional breakdown that can be used for sorting cases.

Click **Add Estab SubCode** button.
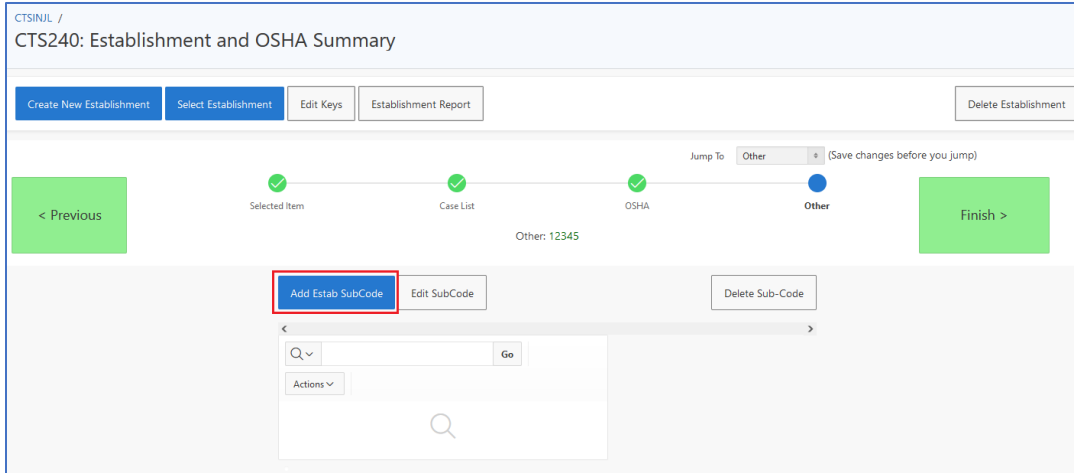
Enter text in *Sub-Code* and *Description* text fields.

Click **Save and Continue** button.
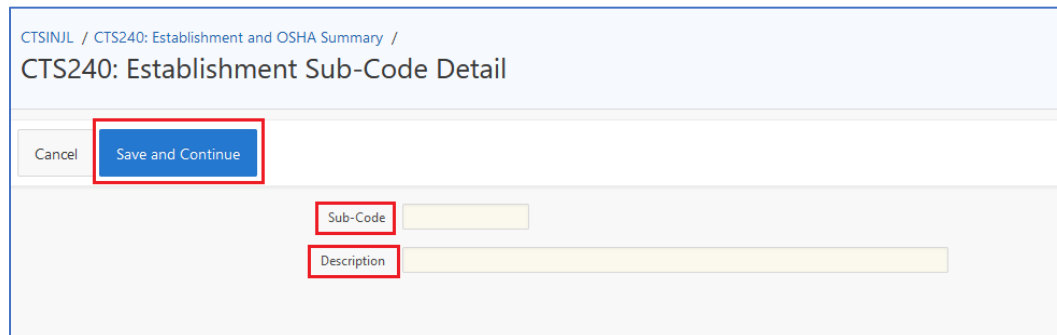
Click **Finish** button.
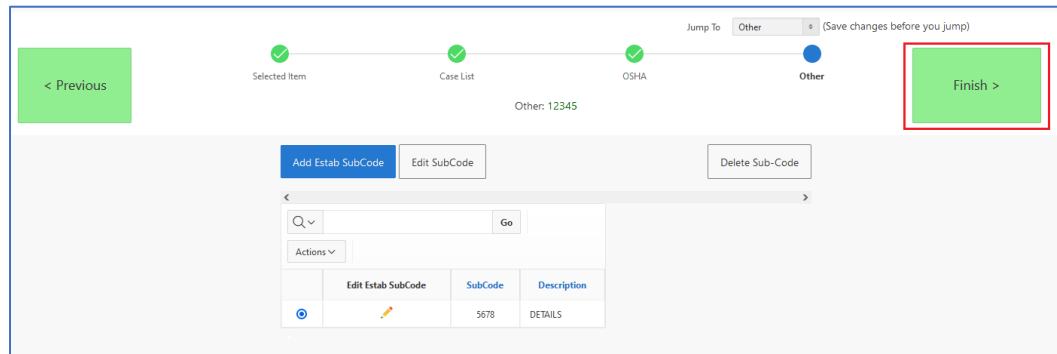
The newly created establishment is now available to reference throughout the injury-illness module.

Chapter 3 – Case Creation

Case creation begins with the worker notifying medical of an injury or illness. The worker's supervisor is notified of the incident (if not already aware). Ideally, the supervisor would use **CTS247** to send a summary of the situation to medical via incident tracking.

CTS241: Create New Case

To create a new injury or illness case for the OSHA Log and incident reporting, click **CTS241: Injury and Illness**.
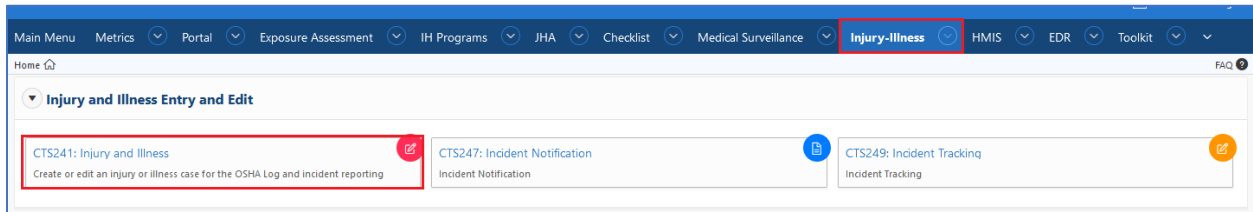
Click **Create New Case** button.
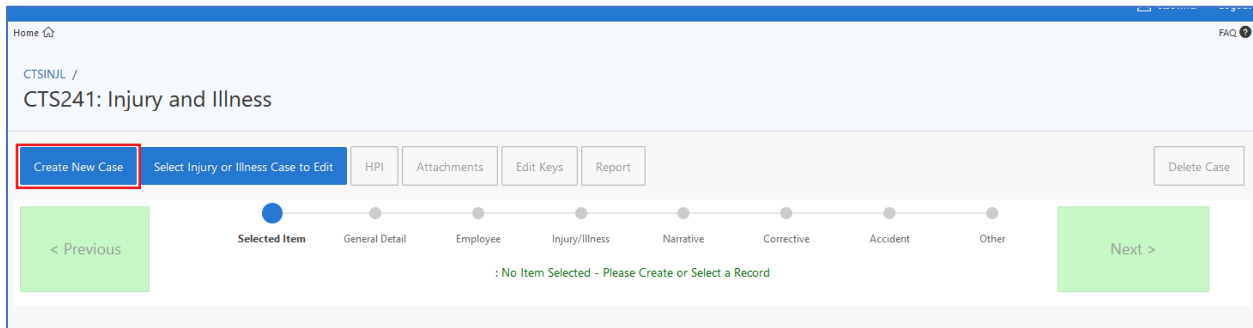
Click **Select Person** button to choose the worker that is injured or ill.

Click blue **Select** text to select a worker from the list.

NOTE: If unable to find a specific worker, add their information into **CTS403: Master Personnel List**. See **CTS Master List User Manual**.

Once system returns with selected worker, *Organization* and Establishment are auto filled.

Click the calendar buttons to select *Occur Date* and *Report Date*.

Use pulldown menu to select *Case Code*.

Enter *Case Number* in text field.

Use dropdown menus to select *Site* and *Company*.

Click **Save and Continue** button.

FIELD	DESCRIPTION
Worker	Name of worker
Organization	Name of organization
Establishment	Name of establishment
Occur Date	Date incident occurred
Report Date	Date incident was reported
Case Code	Indicates current status of case
Case Number	Identifying number assigned to case
Site	Name of site
Company	Name of company

Click **Next** button to continue to **General Detail** screen.
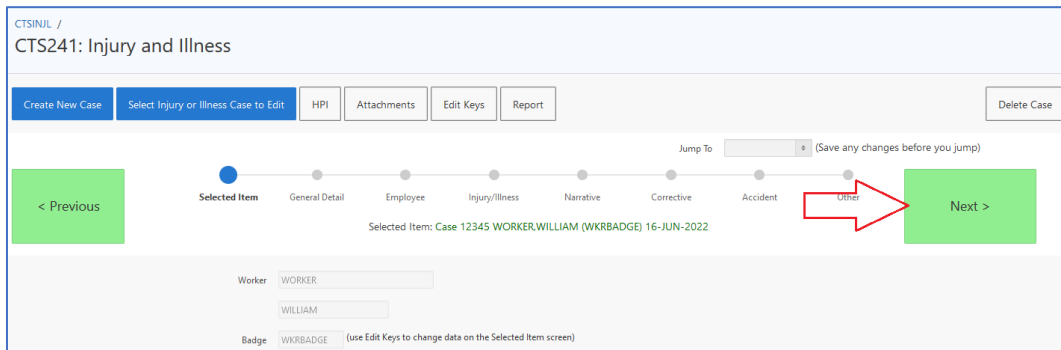
General Detail

On the General Detail screen, click **Select Location** button.

Click blue **Select** text to select a location from the list.

Once system returns with *Location*, enter text into *Where Event Occurred or Report Location* text field.

Enter *Time of Event* in military format.

Use pulldown menus to select *Accident Occurred*, *Accident Occurred on Employers Premises*, and *Investigation Type* options.

Click **Save** button to continue to **Employee** screen.

FIELD	DESCRIPTION
Location	Worker's job location
Where Event Occurred or Report Location	Location where incident took place
Time of Event	When incident occurred in military time
Accident Occurred	Indoors or outdoors
Accident Occurred on Employers Premises	Yes or No
Case Code	Indicates current status of case, 99 – incomplete is default
Investigation Type	Investigation A, B, C, or non-recordable

Employee

On the Employee screen, use the pulldown menus to select *Privacy Case, Sex, and Experience On Job Code* options.

Enter text into *Home Address* text field.

Enter *Time Employee Began Work* in military time.

Click **Select Occupation** button.

Click blue **Select** text to select *Job Title.*

Once system returns with *Occupation*, click **Save** button to proceed to **Injury/Illness** screen.

FIELD	DESCRIPTION
Privacy Case	Yes or No
Home Address	Address of worker
Sex	Male, Female, or Unknown
Birth Date	Worker's date of birth
Hire Date	Worker's date of hire
Occupation	Worker's occupation
Time Employee Began Work	Time employee started shift in military time
Experience On Job Code	Under 3 mos., 3-12 mos., or over 12 mos.

Injury/Illness

On the Injury/Illness screen, use pulldown menus to select *Injury Code*, *'Has employee returned to work with no further anticipated workdays lost or restricted?'*, *'Has employee been permanently transferred to a different job because of the accident?'*, *'Has employee been terminated because of the accident?'*, *'Did employee die?'* fields.

FIELD	DESCRIPTION
Injury Code	Choose code associated with type of injury
Calendar Days Lost	Actual calendar days or estimated expected
Calendar Days Restricted	Actual calendar days or estimated expected
Has employee returned to work with no further anticipated workdays lost or restricted?	Yes or No
Has employee been permanently transferred to a different job because of the accident?	Yes or No
Has employee been terminated because of the accident?	Yes or No
Did employee die?	Yes or No
Death Date	Use calendar button if applicable

Click **Save** button to continue to **Narrative** screen.

Narrative

On the Narrative screen, enter text into all text fields. Use pulldown menus to select *Treated in Emergency Room?* and *Hospitalized Overnight?* options.

FIELD	DESCRIPTION
Describe the activity in progress at time of accident	Description of worker's activity at accident time
Describe the accident sequentially, beginning with initiating events	Chronological description of cause/effect of incident
Name any objects or substances and how they were involved	List things pertinent to the incident and why
Describe the nature of the injury or illness and name the body part affected	Description of incident and affected body part
Name of physician or other health care provider	Physician or health care provider's name
Physician Address	Address of physician's office

Name of Hospital	Hospital name worker was treated at
Hospital Address	Address of hospital where worker was treated
Treated in Emergency Room?	Yes or No
Hospitalized Overnight?	Yes or No
Accident Cause – Conditions	Description of hazard/accident cause
Accident Cause – Factors influencing a or b	Description of any incident influencing factors

Click **Save** to continue to **Corrective** screen.

Corrective

On the Corrective Action screen, under Corrective Action Memos submenu, enter text into *Corrective Actions Taken* and *Corrective Actions Recommended* text fields. Use calendar button to select *To Be Completed By* date. Click **Select Person** button to select a *Corrective Action Contact*.

Click blue **Select** text to select a worker from the list.

Once system returns with Corrective Action Contact, use calendar button to select *Date Corrective Action Completed* date. Click the **Click Here To Send Corrective Action Email** button.

Click **OK** button to confirm email send.

Email is logged at bottom of the screen.

Click **Select Person** button to select *Accident Investigation Contact*.

Click blue **Select** text to select a worker from the list.

Click **Select Person** button to select *Report prepared by / Investigator*.

Click blue **Select** text to select a worker from the list.

Click the **Click Here To Send New Case Notification Email** button.

Click the **OK** button to confirm email send.

Email is added to log at the bottom of the screen.

Use calendar button to select *Report Prepared Date.*

Use pulldown menu to toggle Investigation Status to **CLOSED**. Click the *Click Here To Send Case Complete Email* button.

Click the **OK** button to confirm email send.

Email is added to log at the bottom of the screen.

FIELD	DESCRIPTION
Corrective Action Memos	Description of corrective actions taken and/or recommended
To Be Completed By	Deadline to complete corrective action
Corrective Action Contact	Select worker to oversee corrective action
Accident Investigation Contact	Select investigator
Worker Supervisor	Select worker's supervisor
Report prepared by/ Investigator	Select reporter/investigator
Report Prepared Date	Enter report prep date
Investigation Status	Open or Closed

Click **Save** to continue to **Accident** screen.
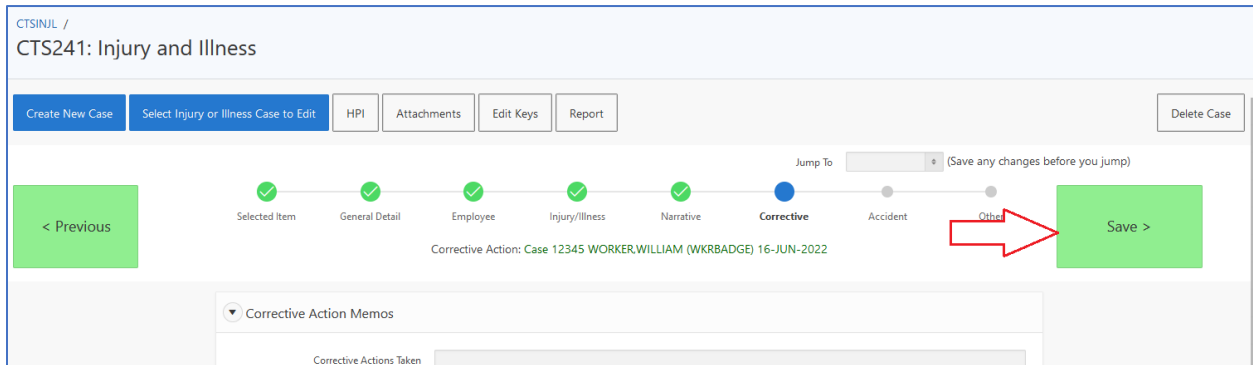
Accident

On the Accident screen, use pulldown menus to select all incident details.

NOTE: *Click the arrow next to each section to expand it.*

FIELD	DESCRIPTION
Type of Accident	Select type of accident
Nature of Injury or Illness	Select nature of incident
Part of body	Choose a body part
Agency	Select type of agent involved
Unsafe Condition	Select any known unsafe condition
Unsafe Act	Select any known unsafe act
Program Area	Select program area
Total Accident Damage $	Enter dollar amount if known
Unsafe Personal Factor	Select level of unsafe personal factor if any
Task Category	Select task category
Activity	Select activity at time of incident
ISM Weakness	Select ISM weakness if any
General Factor	Select general factor level of incident

Under the *Additional Detail For Above Selections* submenu, enter text into all text fields.

FIELD	DESCRIPTION
Type of Accident	Description of accident type
Unsafe Personal Factor	Description of unsafe personal factor
Nature of Injury or Illness	Description of nature of injury or illness
Task Category	Enter a task category
Part of Body	Enter affected body part
Activity	Description of activity at incident time
Agency	Enter agency
Major Cause	Description of incident major cause
Unsafe Condition	Description of any unsafe condition
ISM Weakness	Enter ISM weakness
Unsafe Act	Description of any unsafe act

Under the *Accident Analysis Checklist* submenu, use pulldown menus to select all options. Add notes to *Public Comment* text field.

FIELD	DESCRIPTION
Incident Related	Yes or No
Gloves Flag	Yes or No
Task Based	Yes or No
Task Based Type	Yes or No
Task Based Type	Select task based type
Safety Violations	Select Yes or No
Training Deficiency	Select Yes or No
Medical Restriction	Select Yes or No
Pre-existing	Select Yes or No
Safety Glasses/Goggles	Select Yes or No
Controls Identified	Select Yes or No

Controls Effective	Select Yes or No
Respirator	Select Yes or No
Safety Shoes	Select Yes or No
Hazard Identified	Select Yes or No
MSD	Select Yes or No

Under the *CAIRS Codes* submenu, there are codes that are not captured automatically by the system while creating a case in **CTS241**.

Enter corresponding text into these fields if needed.

FIELD	DESCRIPTION
OCCUP	Enter code
EQ1_G	Enter code
EQ2_G	Enter code
EQ_C	Enter code

DCAUSE	Enter code
ICAUSE	Enter code
LOSSEVENTCODE	Enter code
BODYPARTII	Enter code
IITYPE	Enter code
PPECODES	Enter code
ACTIVITYCODE	Enter code
NEEDSCODING	Enter code
PROGOFF	Enter code

Click Save to continue to **Other** screen.

Other

On Other screen, click **Select Incident** button.

Click blue **Select** text to select an incident.
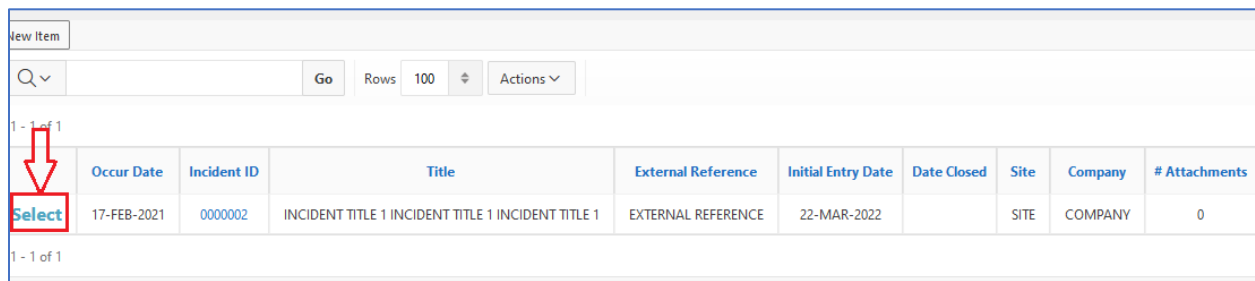
Click **Finish** button to complete new case entry.
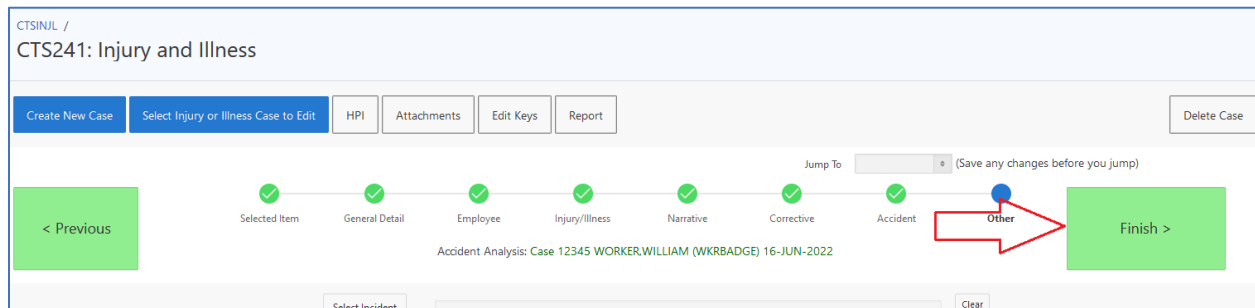
HPI

There may be additional features that management wants to take advantage of. Collecting additional data for trend reporting is up to each company.

One example of this is *HPI*, aka Human Performance Indicator, which can give more insight into injury-illness trends. There are four types of HPI: task demands, individual capabilities, work environment, and human nature. At management request, HPI is determined and entered by the case investigator as follows.

Select an existing case. Click **HPI** button.
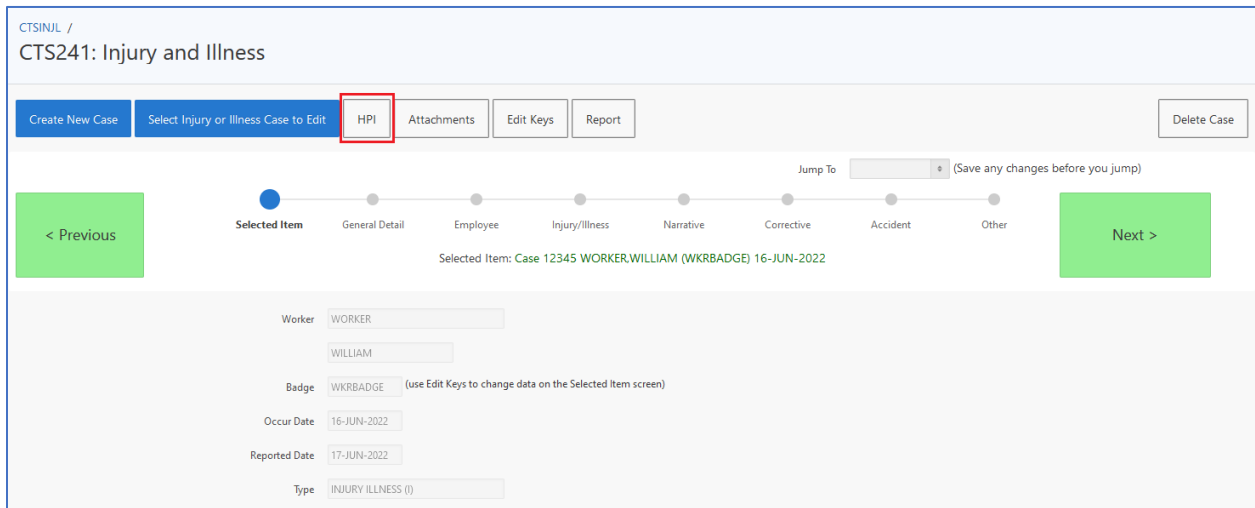
Click **Add New HPI** button.
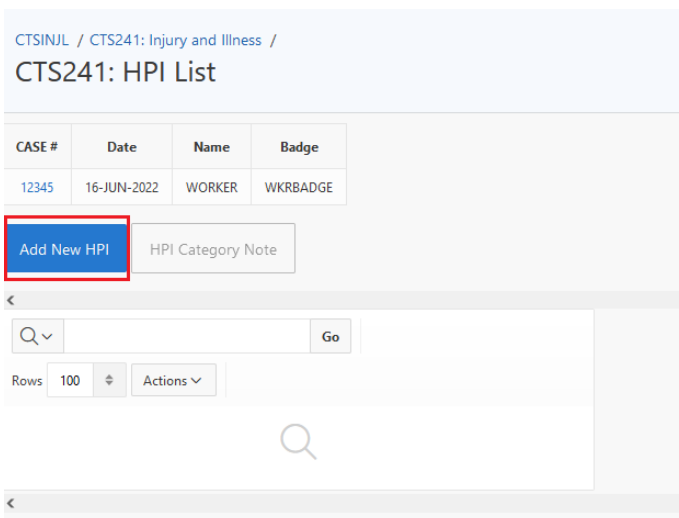
Click checkbox(es) to select HPI(s).
Click the **Check HPI Then Click Here To Save** button.
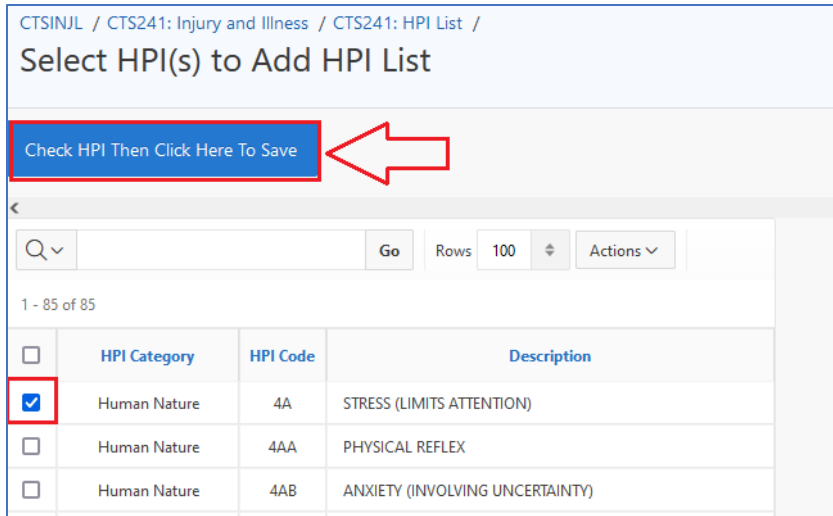
To add an HPI Category Note, click the radio button of an HPI.

Click **HPI Category Note** button.
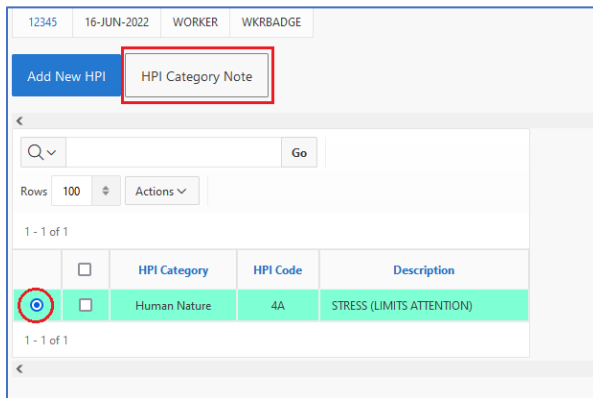
Enter text into *HPI Category Note* text field.

Click **Save and Continue** button.

Click **CTS241: Injury and Illness** / breadcrumb to return to case entry/edit screen.

CTSINJL / CTS241: Injury and Illness /

CTS241: HPI List

CASE #	Date	Name	Badge
12345	16-JUN-2022	WORKER	WKRBADGE

Add New HPI   HPI Category Note

‹

| Q ⌄ | | | Go |

Rows 100 ⬍ Actions ⌄

1 - 1 of 1

	☐	HPI Category	HPI Code	Description
◉	☐	Human Nature	4A	STRESS (LIMITS ATTENTION)

1 - 1 of 1

‹

HPI Category Notes

Human Nature Notes

Spouse recently passed away. Attention span is minimal.

Attachments

There may be times when additional documentation needs to be added to the case. Documents and photos can be uploaded via the **Attachment** button.

Click **Attachments** button.
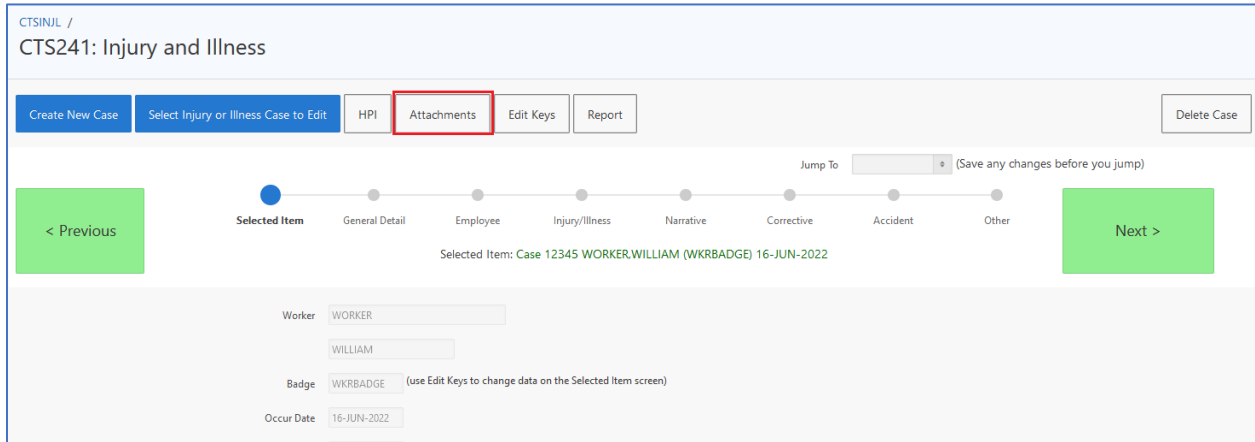
Click **Add Attachment** button.
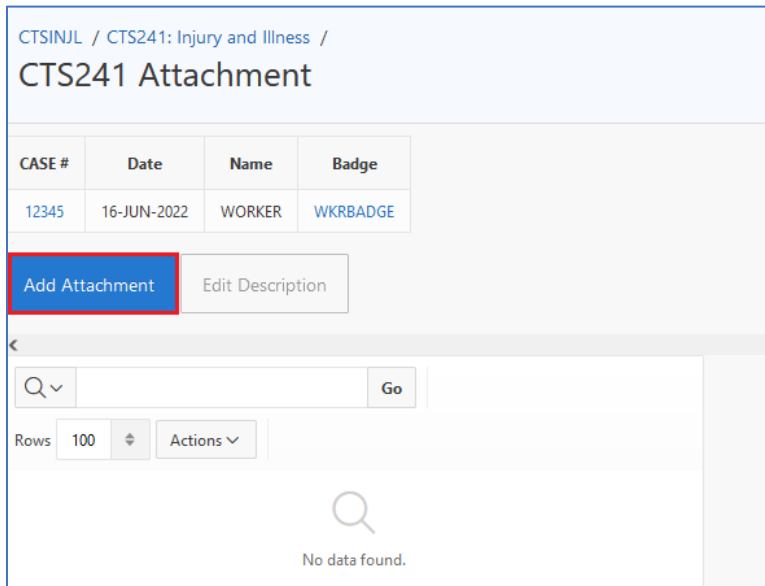
Click to browse for files or drag and drop files into the outlined box.
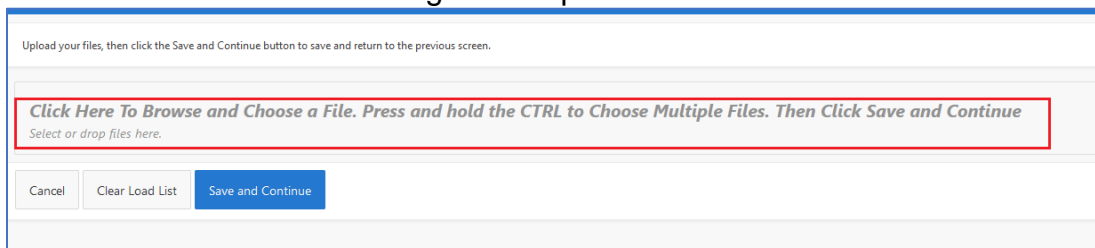
Once files are added, click **Save and Continue** button.

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

Click Here To Browse and Choose a File. Press and hold the CTRL to Choose Multiple Files. Then Click Save and Continue
Select or drop files here.

| Cancel | Clear Load List | Save and Continue |

The list shown below will be saved when you click the Save and Continue button

File Name

people.png

Click **CTS241: Injury and Illness** / breadcrumb to return to case entry/edit screen.

CTSINJL / CTS241: Injury and Illness /

CTS241 Attachment

CASE #	Date	Name	Badge
12345	16-JUN-2022	WORKER	WKRBADGE

| Add Attachment | Edit Description |

Q ∨ [   ] Go   Rows 100 ⇕   Actions ∨

1 - 1

	☐		Edit Description	Description of attachment	Filename when uploaded	Date Attached	Attached By
○	☐	View/Download	✏	people.png	people.png	29-JUN-2022	CHARITY

1 - 1

Chapter 4 – Configuring & Using Email

Email for injury-illness notification is customizable. This flexibility allows a user to craft custom email content and tailor the email settings. This chapter focuses on configuring and sending Corrective Action Email.

Configure Email Content in CTS484

From CTS Main Menu, click **Administration**. Under *Support* submenu, click **CTS484: Configuration Option Select**.
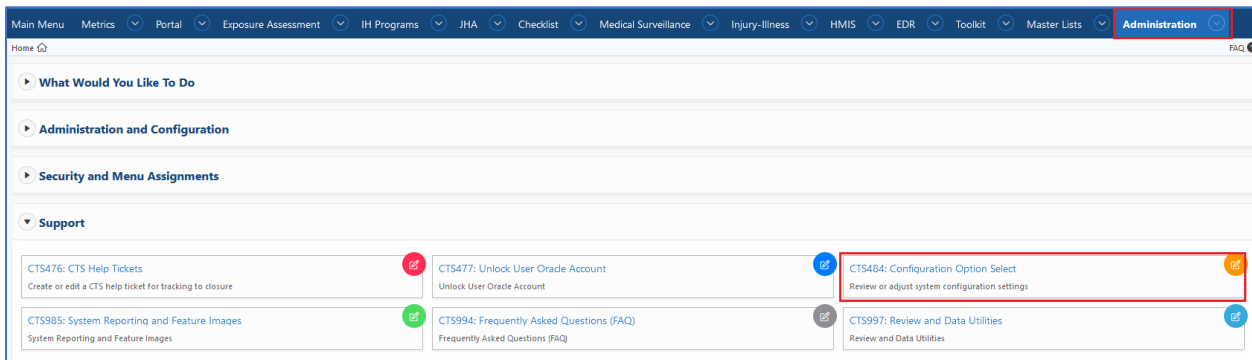
Click blue **CTS484: Injury-Illness Incident Configuration Options** text.
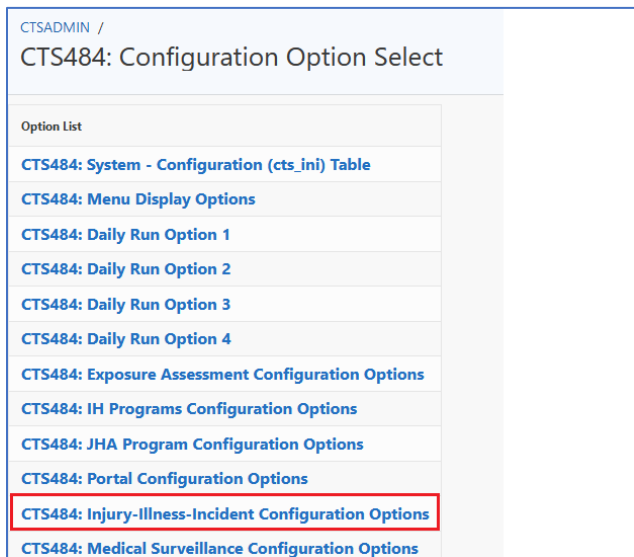
Click blue **CTS484: Injury-Illness Configuration Options** text.

CTSADMIN / CTS484: Configuration Option Select /

CTS484: Injury-Illness-Incident Configuration Options

Option List

CTS484: Injury-Illness Configuration Options

CTS484: Incident Configuration Options

CTSADMIN / CTS484: Configuration Option Select / CTS484: Injury-Illness-Incident Configuration Options /

CTS484: Injury-Illness Configuration Options

▶ Injury-Illness Program Contacts

▶ Injury-Illness Defaults

▶ Email (General)

▶ New Case Notification Email

▶ Corrective Action Email

▶ Case Complete Email

Injury-Illness Program Contacts

▼ Injury-Illness Program Contacts

Add Program Contact

‹

no data found

‹

Injury-Illness Defaults

▼ Injury-Illness Defaults

Save Default Information

☐ Enable entry of workdays versus letting the system auto-calculate using calendar days

Report prepared by/investigator		Select Person	Phone
Accident investigation contact		Select Person	Phone
Name of physician			
Physician address			
Home address			
Conditions			
Actions			
Factors Influencing			

Email (General)

▼ Email (General)

Save Email Configuration

Email account to use when sending CTS241 email _____ (if not entered the person pushing button email is used)

☐ Automatically set case status closed when completion email is sent

☐ Stop ALL email related to CTS241

New Case Notification Email

▼ New Case Notification Email

Save New Case Notification Configuration

☐ Stop New Case Notification Email

☐ Enable Custom Email For Case Notification

☐ Do not include link in New Case Notification Email

Hello message top of email _____

Header message near top of email _____

Footer message bottom of email _____

☑ Send to person entering record when button is pushed

☑ Send to Corrective Action Contact

☑ Send to Report prepared by / Investigator

☑ Send to Accident Investigation Contact

☑ Send to anyone on the Injury-Illness Program Contacts

Under *Corrective Action Email* submenu, click checkboxes to select options. Enter text into text fields. Click **Save Corrective Action Configuration** button.
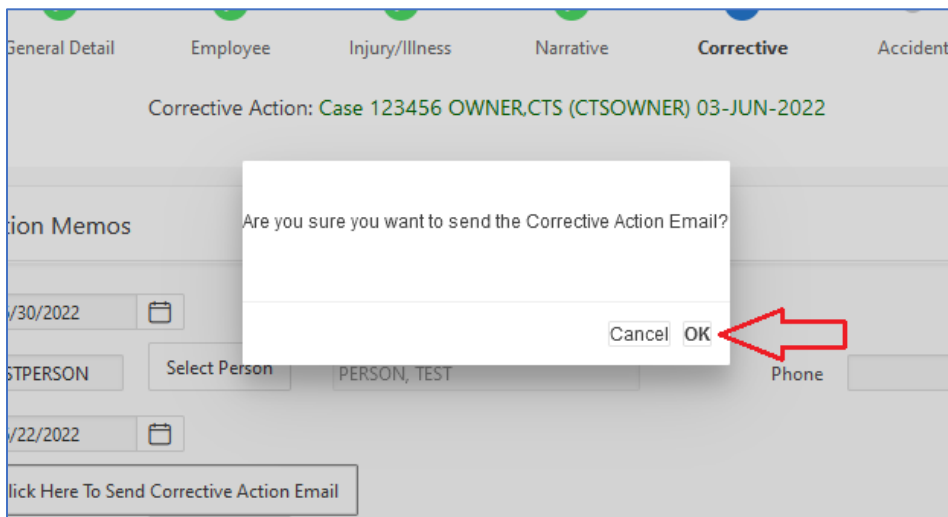

Case Complete Email

Send Email Notifications in CTS241

Under the **Corrective** tab, use calendar buttons to select *To Be Completed By* and *Date Corrective Action Completed* dates. Click **Select Person** button.
Click the **Click Here to Send New Case Notification Email** button.

Click **OK** button to confirm email send.

Email is logged at bottom of the screen.

Click **Save** button. Click **CTSINJL** / breadcrumb to return to Injury Illness menu.
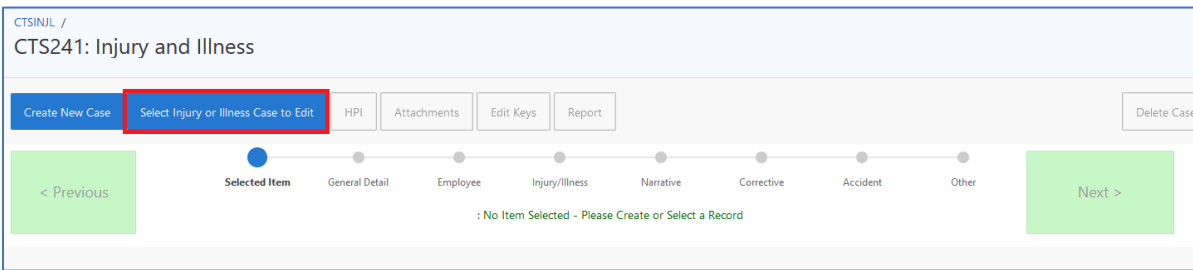
Chapter 5 – Case Reporting

When reporting a case, raw data is transformed into valuable output. This chapter covers four reports that demonstrate this ability to help your company achieve success.

CTS241: Case Investigation

Click **CTS241: Injury and Illness** button.
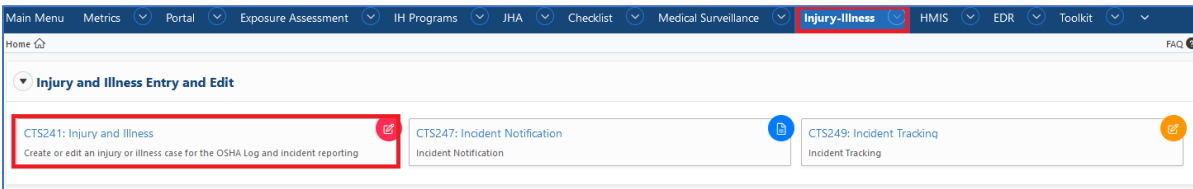
Click Select **Injury or Illness Case to Edit**.

Click blue **Select** text to select a worker/case.

Click **Report** button.

Click blue **CTS241: Case Investigation** text.

Report will be displayed in a new browser tab. Close tab when finished viewing.

CTS241: OSHA 301 Incident

Click blue **CTS241: OSHA 301 Incident** text.

Report will be displayed in a new browser tab. Close tab when finished viewing.

CTS241: Case Entry Detail

Click blue **CTS241: Case Entry Detail** text.

CTSINJL / CTS241: Injury and Illness /

CTS241: Injury and Illness

Reports

CTS241: Case Investigation

CTS241: OSHA 301 Incident

CTS241: Case Entry Detail

CTS241: DOE 5484.3 X-Form

Report will be displayed in a new browser tab. Close tab when finished viewing.

Injury and Illness Report		
Injury and Illness		
Establishment:	0000002	Establishment name for 4006503
Site:	SITE	SITE
Company:	COMPANY	COMPANY
Organization ID:	OPL1	OPL1
Case #:	-	
Occur Date:	11-MAR-2022	
Incident #:	INCIDENT TITLE 1 INCIDENT TITLE 1 INCIDENT TITLE 1 (0000002)	
General Detail		
Location:	AREA 1 BUILDING 1	
Investigation Type:	Investigation C	
Accident Type:	Injury/Illness	
Injury/Illness Detail		
Injury Code:	10 Injury Code	
Has employee been permanently transferred to a different job because of the accident?	No	
Has employee been terminated because of the accident?	No	
Did employee die?	No	
Narrative Detail		
Treated in emergency room?	No	
Hospitalized overnight?	No	
Corrective Action		
Supervisor:	SUPBADGE SUPERVISOR, SILLY	Phone:
Accident Analysis		
Type of Accident:	ANIMALS, INSECTS, ETC.	
Nature of injury or illness:	ABR.,LAC.,PUNCT.,AVUL.	
Part of body:	ANKLE	
Agency:	ANIMALS,INSECTS,ETC.	
Unsafe Condition:	DEFECTIVE AGENCIES	
Unsafe Act:	ADHERING TO RESTRICTIONS	
Program Area:	BERYLLIUM AREA CHECKLIST	

CTS241: DOE 5484.3 X-Form

Click blue **CTS241: DOE 5484.3 X-Form** text.

Report will be displayed in a new browser tab. Close tab when finished viewing.

Information about the Organization				
Organization Name:	Establishment name for 4006503		Organization Code:	**4006503**
Department/Division/I.D. Code:	**OPL1**			

Information about the Employee				
1) Full Name:	**WILLIAM WORKER**		2) ID Number:	**WKRBADGE**
3) Street:				
4) Date of Birth:	**01-JAN-1992**		5) Date of Hire:	
6) Sex:	**M**	7) Job Title: **OPERATOR**	8) Occupation Code:	**WORKER**
9) Experience On Job/Equipment:				
10) Length of Employment:				

SAMPLE

Information about the Physician or Other Health Care Professional
11) Name of physician or other health care provider:
12) If treatment was given away from worksite, where was it given?
13) Was employee treated in an emergency room?   **No**
14) Was employee hospitalized overnight as an in-patient?   **No**

Information about the Case				
15) Case No :	**-**	Revision: **No**	Multi-Org Case: **No**	Multiple Case Number:
16) Accident Type:	**Injury/Illness**			
17) Investigation Type:	**Investigation C**		18) Accident Place:	
19) On Employers Premise:			20) Specific Location:	
21) Date of Injury or Illness:	**11-MAR-2022**		22) Time Employee Began Work:	
23) Is time of event known:			24) Time of Event:	
25) OSHA Injury/Illness Classification:	**10 Injury Code**			
26) Number of days away from work:			27) Number of days of restricted work activity or job transfer:	
28) Permanent transfer to a different job because of disability due to accident:	**No**			
29) Terminated because of disability due to accident	**No**		30) Is the case closed? **No**	
34a) Primary object or substance (Source) code.			34b) Other objects or sources	
34c) Did equipment design or defect contribute to accident cause or severity?				
34d) Personal protective equipment code (PPE being used by employee at the time of event):				
35) Did employee die? **No**			If "Yes", enter date:	

Chapter 6 – CAIRS Reporting (CTS257)

CAIRS (Computerized Accident/Incident Reporting System) is a database used to collect and analyze DOE and DOE contractor reports of injuries, illnesses, and other accidents that occur during DOE operations.

CTS provides for export of pertinent data required for CAIRS.

Under **Injury and Illness Reports** submenu, click **CTS257: CAIRS Export** button.
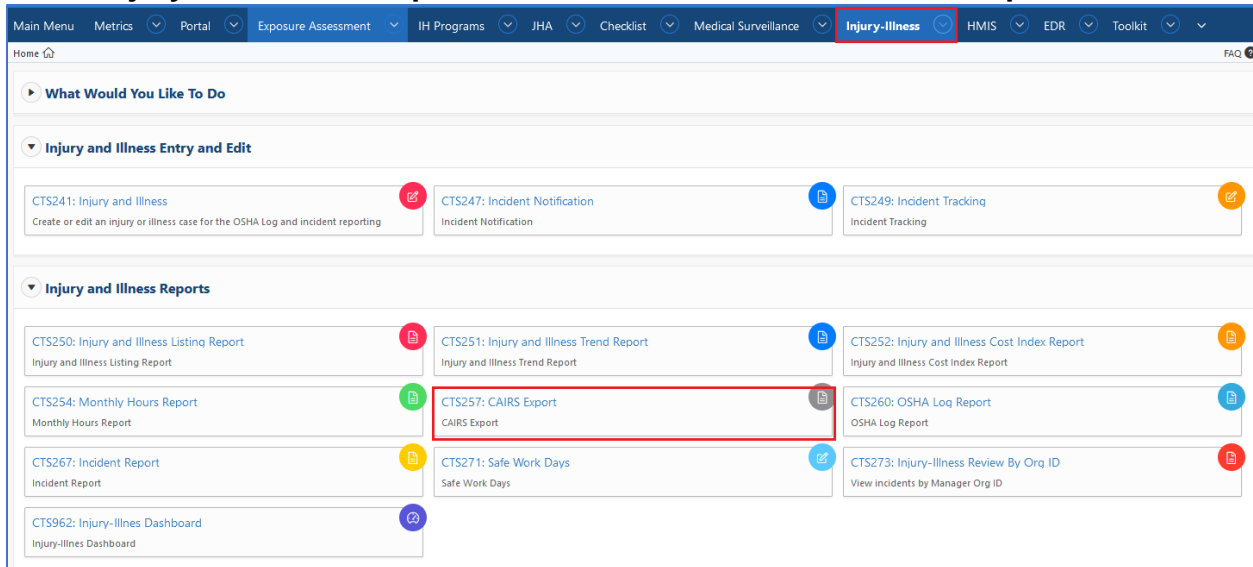
Click blue **CTS257: CAIRS Export** text.

A table of injury illness cases is displayed on-screen. Use pulldown menu to toggle between active cases (*Show Active*) and all cases (*Show All*).

Click **Actions** button, then **Download** to export full report in CSV or HTML format.
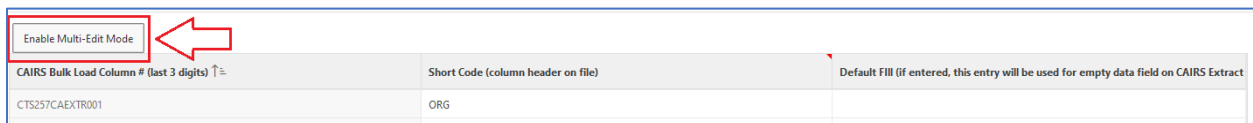
To extract data for each case, click the hotlink in **Create Extract** column for desired record.

Data is displayed in a new browser tab in CSV format for convenient copy/paste into a text file for import into the CAIRS system using their bulk upload tool.

Close browser tab when finished viewing.

Click blue **CTS257: CAIRS Export Title Configuration** text.

For reference, this table contains **CAIRS Bulk Load Column #**s and their respective **Short Codes**. Both *Short Code* and *Default Fill* columns are editable.
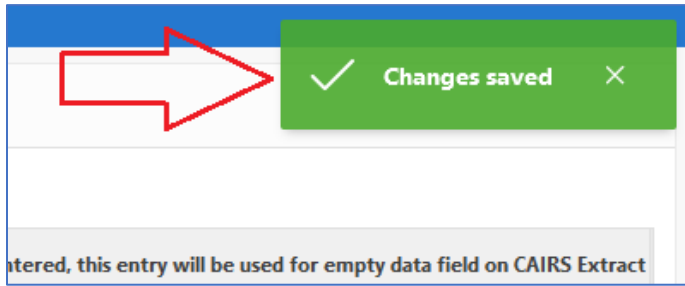

Click **Enable Multi Edit Mode** button.

Edit multiple fields. Click **Save Changes For Multi-Edit Mode** button.
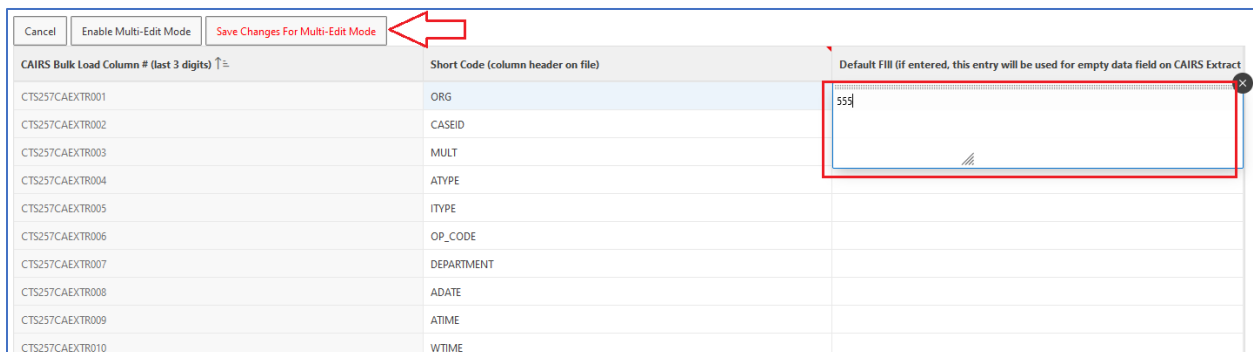
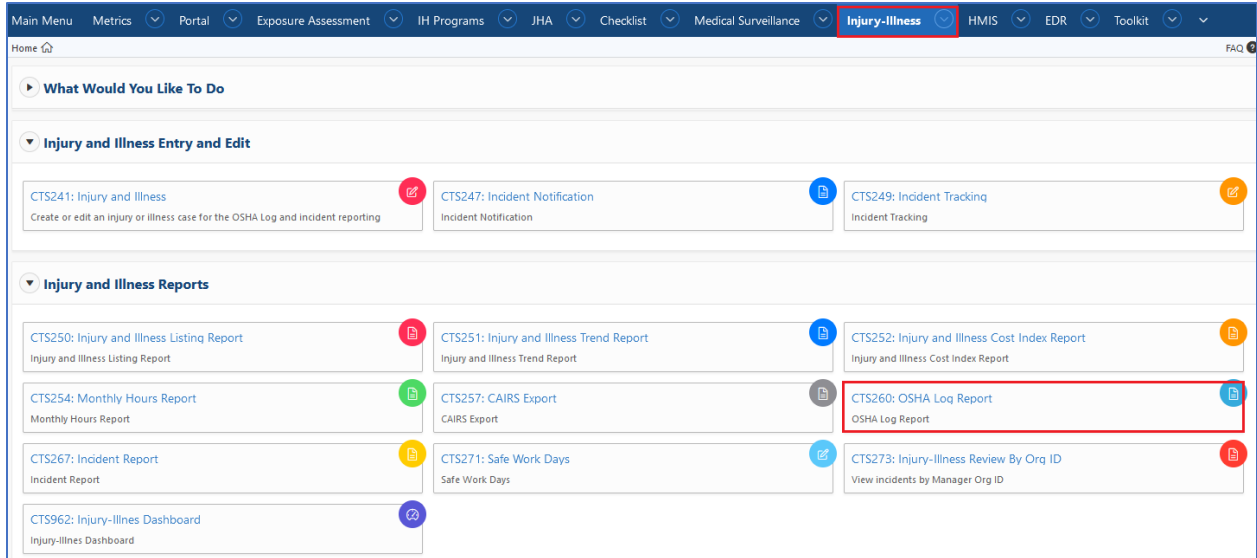Pop-up message indicates changes were saved.

Close browser tab when finished viewing.

Click CTSINJL / breadcrumb to return to Injury Illness Menu.

Chapter 7 – OSHA Log Reporting (CTS260)

Under **Injury and Illness Reports** submenu, click **CTS260: OSHA Log Report** button.

Click blue **CTS260: OSHA Log Report** button.

Click **Add/Edit Base Filters** button to select reporting dates.

Use calendar buttons to select *Start Date* and *End Date*. Use pulldown menu to select OSHA LOG as *Filter Group*. Click **Save and Continue** button.

RUN DATE: 06/24/2022				Company Name: COMPANY							FOR CALENDAR YEAR 2021		
BUREAU OF LABOR STATISTICS				Site Name: SITE		Address:							
LOG AND SUMMARY OF OCCUPATIONAL													
INJURIES AND ILLNESS													

| Case or File Number	Employee Name	Job Title	Date of Inj or Ill	Where Event Occurred	Desc Inj or Ill	Death	Days Away From Work	Remained at Work		Days Away Work	Days On Job Transfer or Restriction	See the NOTE below					
								Job xfered or rstctn	Other Recordable Cases			1	2	3	4	5	6
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)			(M)			
-	SANDY SANDY IHSAFETYPRO	INDUSTRIAL HYGIENIST	02-JAN-2021									X					
-	MANDY MANDY MEDPROVIDER	PHYSICIAN	10-JAN-2021									X					
-	WILLIAM WORKER	OPERATOR	26-JAN-2021									X					
20001	MANDY MANDY MEDPROVIDER	PHYSICIAN	29-JAN-2021						X			X					
20002	WILLIAM WORKER	OPERATOR	31-JAN-2021				X			89		X					
20001	JOHN JOHN IHTECH	IH TECHNICIAN III	31-JAN-2021				X			16	27	X					
-	MILLARD MILLARD MANAGER	MANAGEMENT	03-FEB-2021									X					
-	JOHN JOHN IHTECH	IH TECHNICIAN III	03-FEB-2021									X					
-	SANDY SANDY IHSAFETYPRO	INDUSTRIAL HYGIENIST	11-FEB-2021									X					
20003	SANDY SANDY IHSAFETYPRO	INDUSTRIAL HYGIENIST	14-FEB-2021						X			X					
-	WILLIAM WORKER	OPERATOR	21-FEB-2021									X					
20004	SILLY SILLY SUPERVISOR	OPERATIONS MANAGER	21-FEB-2021				X			21	31	X					
20002	MANDY MANDY MEDPROVIDER	PHYSICIAN	24-FEB-2021						X			X					
-	JOHN JOHN IHTECH	IH TECHNICIAN III	25-FEB-2021									X					
-	SILLY SILLY SUPERVISOR	OPERATIONS MANAGER	04-MAR-2021									X					
-	MILLARD MILLARD MANAGER	MANAGEMENT	04-MAR-2021									X					
-	WILLIAM WORKER	OPERATOR	10-MAR-2021									X					
-	WILLIAM WORKER	OPERATOR	12-MAR-2021									X					
-	SANDY SANDY IHSAFETYPRO	INDUSTRIAL HYGIENIST	14-MAR-2021									X					
-	WILLIAM WORKER	OPERATOR	21-MAR-2021									X					
20005	SANDY SANDY IHSAFETYPRO	INDUSTRIAL HYGIENIST	24-MAR-2021						X			X					
20006	MANDY MANDY MEDPROVIDER	PHYSICIAN	24-MAR-2021						X			X					
-	MILLARD MILLARD MANAGER	MANAGEMENT	24-MAR-2021									X					
6002	JOHN JOHN IHTECH	IH TECHNICIAN III	27-MAR-2021				X				6	X					
	MILLARD MILLARD																

SAMPLE

Close browser tab when finished viewing.

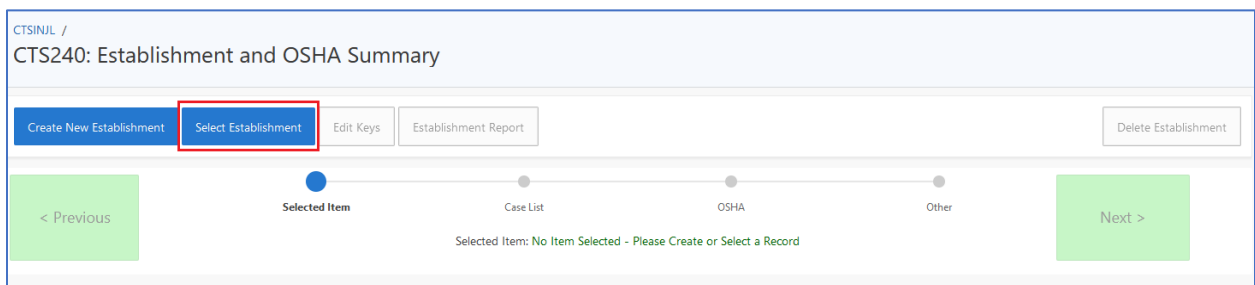Click **CTSINJL** / breadcrumb to return to Injury Illness menu.

CTSINJL /

CTS260: OSHA Log Report
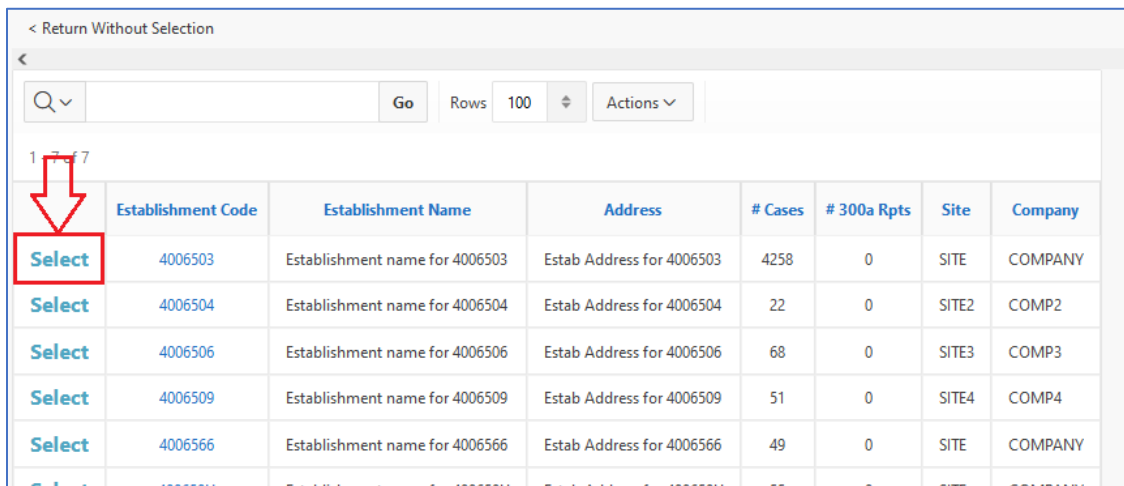
Chapter 8 – OSHA 300a Reporting (CTS240)

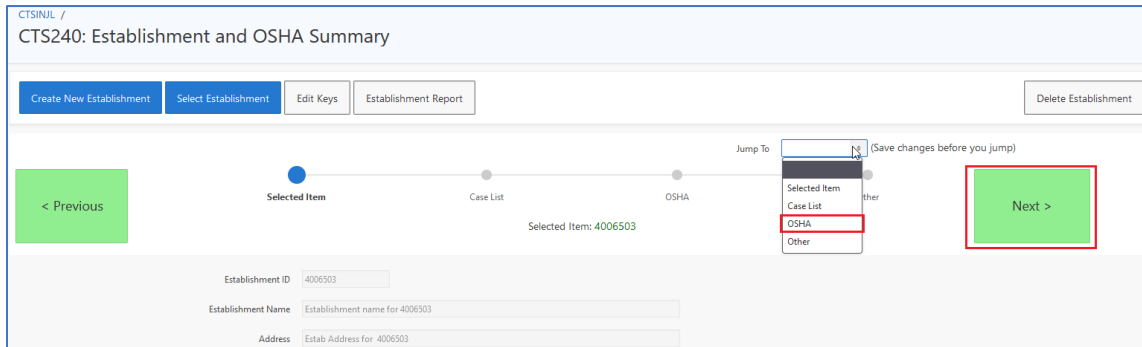Under **Support** submenu, click **CTS240: Establishment and OSHA Summary** button.
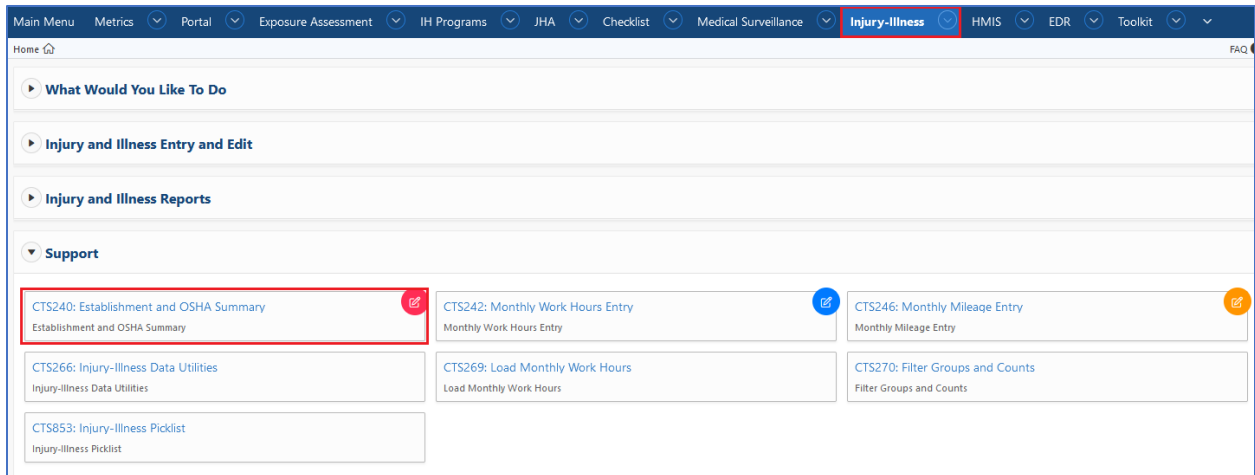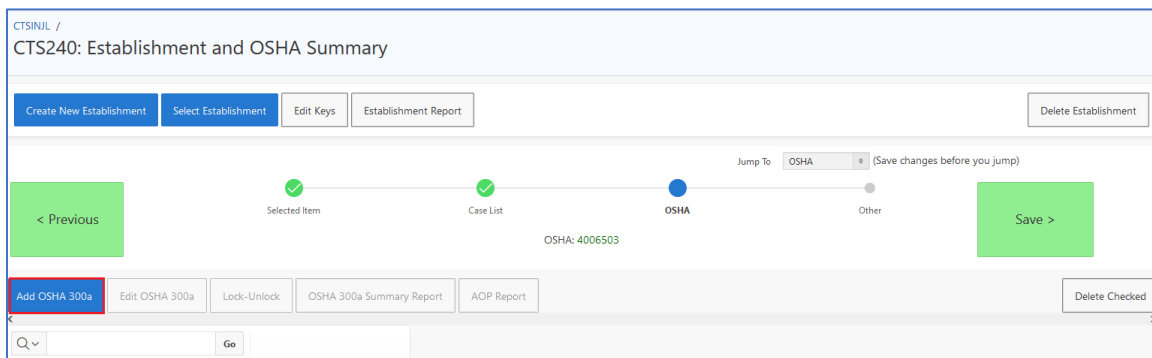

Click **Select Establishment** button.

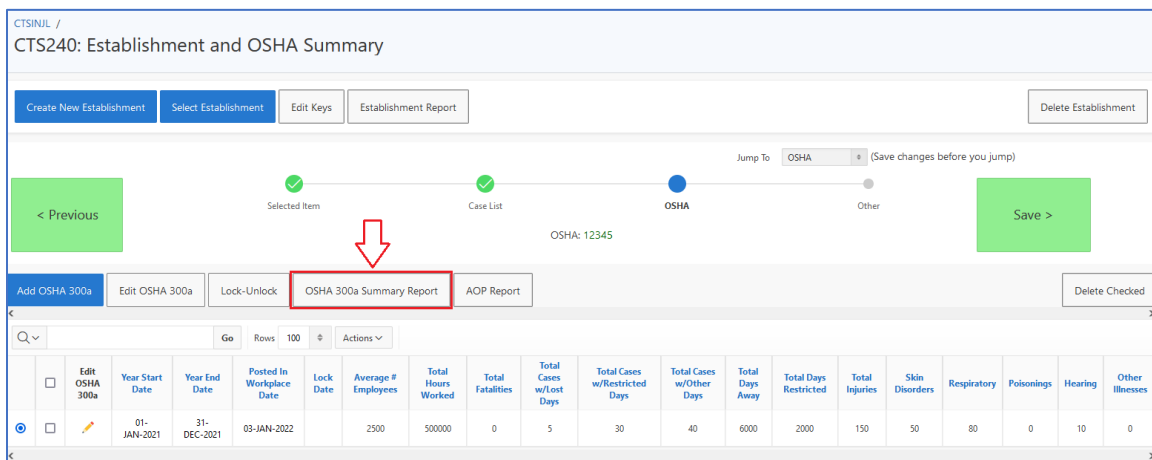

Click blue **Select** text to choose an establishment.

Use pulldown menu to select *Jump To* **OSHA** screen.

Click **Add OSHA 300a** button to add OSHA 300a details (see Chapter 2).

Select an OSHA 300a record. Click **OSHA 300a Summary Report** button.

Report is displayed in a new browser tab.

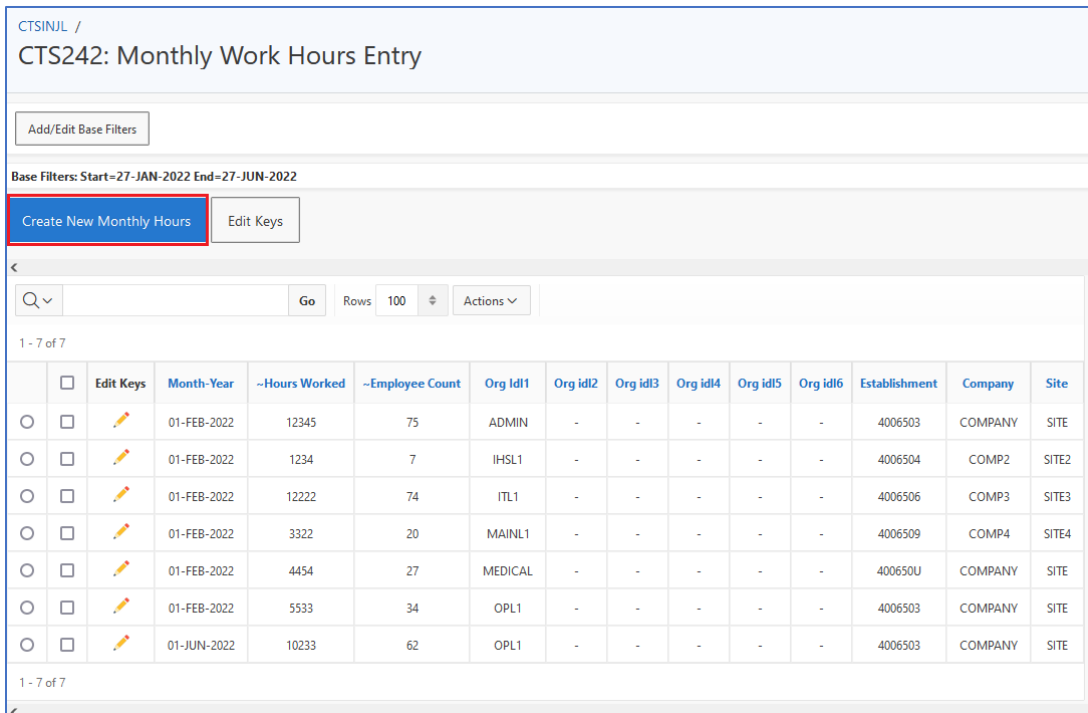Close browser tab when finished viewing.

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

Chapter 9 – Entering Monthly Work Hours (CTS242)

Under **Support** submenu, click **CTS242: Monthly Work Hours Entry** button.
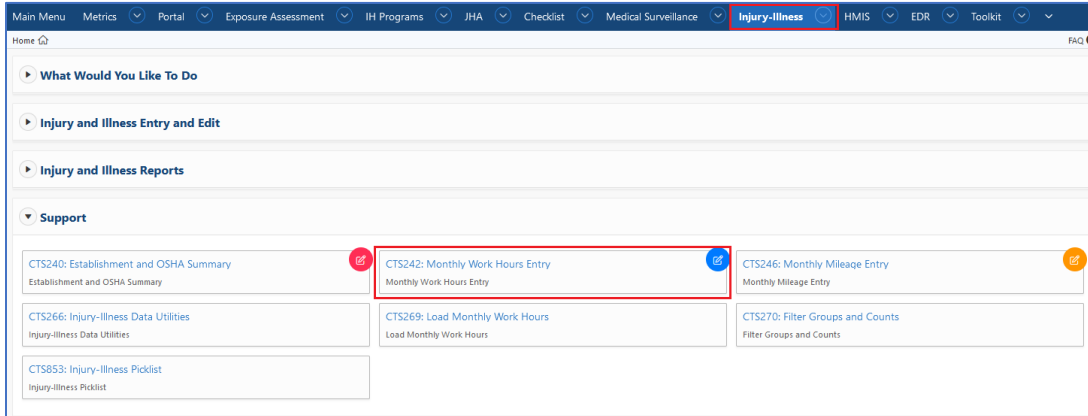
Click **Create New Monthly Hours** button.

Click **Select Organization** button.

Click blue **Select** text to choose an organization.

Use pulldown menus to select *Month* and *Establishment*. Enter data into *Hours Worked* and *Employee Count* text fields. Click **Save and Continue** button.

FIELD	DESCRIPTION
Organization	Select an organization.
Month	Use pulldown menu to select month.
Hours Worked	Enter numeric value for total hours worked during tracking period.
Employee Count	Enter numeric value for total employees.
Establishment	Select an establishment.

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

Chapter 10 – Rate and Trend Reports

Trends are counts by category over a period of time. The system features two tools that are specifically helpful with tracking and recording trends.

The counts, rates, and their calculations are listed in the table below.

| FUNCTION	CALCULATION
TRC Count	sum of case_code in ('03','04','4A','4B','06','07','08') for each grouping (Establishment, Company, Site, Org1)
DART Count	sum of case_code in ('4A','4B','06','07','08') for each grouping (Establishment, Company, Site, Org1)
LWD Count	sum of case_code in ('4B','07') for each grouping (Establishment, Company, Site, Org1)
LWDR Count	sum of case_code in ('03','04','4A','06','08') for each grouping (Establishment, Company, Site, Org1)
TRC Rate	200000. * TRC Count / sum(emp_hours) for each grouping
DART Rate	200000. * DART Count/ sum(emp_hours) for each grouping
LWD Rate	200000. * LWD Count/s um(emp_hours) for each grouping
LWDR Rate	200000. * LWDR Count/ sum(emp_hours) for each grouping
	*note – "emp_hours" represents employee hours for each grouping

CTS251: Trend Report

Under **Injury and Illness Reports** submenu, click **CTS251: Injury and Illness Trend Report** button.
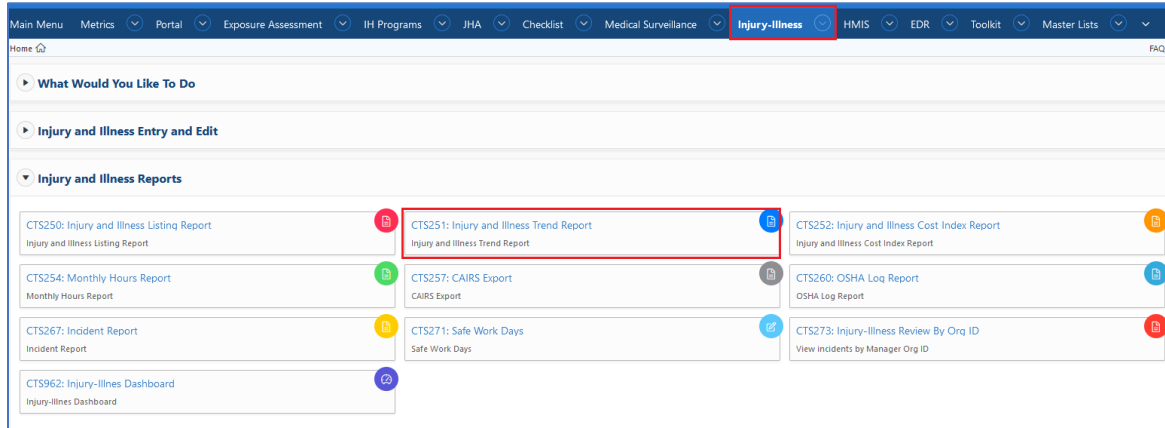
Click blue **CTS251 Trend Report by Company-Site** text.
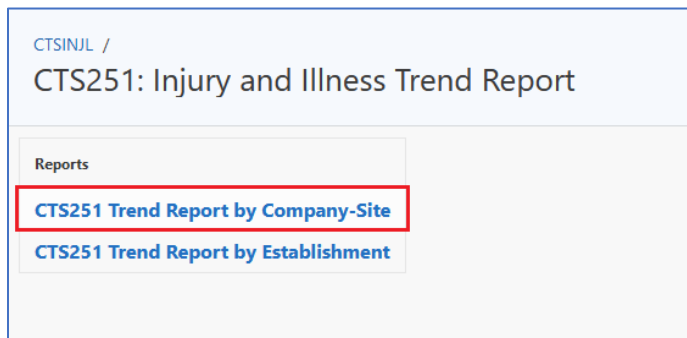
Incident data for each company site is displayed in a new browser tab.
To filter data, click **Add/Edit Base Filters** button.

Use calendar buttons to select *Start Date* and *End Date*.

To filter by specific *Company* and *Site*, use pulldown menus to make selections.

Note: Frequently used filter groups can be configured in **CTS270** and made available in the *Filter Group* pulldown menu.

Select *Start Date*, *End Date*, and *Filter Group* options.

Leave *Company* and *Site* blank if utilizing *Filter Group*.

Click **Save and Continue** button.

Data is displayed according to Filter Group selection.

Close browser tab when finished viewing.

Click blue **CTS251 Trend Report by Establishment** text.

Click **Add/Edit Base Filters** button to filter data.

Use calendar buttons to select *Start Date* and *End Date*.

To filter by specific *Company* and *Site*, use pulldown menus to make selections.

Click **Save and Continue** button.

Filtered results are displayed on-screen.

CTS251 Trend Report by Establishment			

Add/Edit Base Filters

Base Filters: Start=01-JAN-2021 End=31-DEC-2022 Company=COMP2 Site=SITE2 Case Code=ALL CASES

Q⌄   Go   Rows 100 ⇕   Actions ⌄

1 - 34

Establishment	Accident Analysis	Type	# Cases
Establishment name for 4006504	Activity	CLIMBING	2
Establishment name for 4006504	Activity	DRIVING	3
Establishment name for 4006504	Activity	FIRING WEAPON	3
Establishment name for 4006504	Agency	HAND TOOLS NOT POWERED	2
Establishment name for 4006504	Agency	MACHINE	3
Establishment name for 4006504	Agency	NAILS,WIRE,SCREWS,ETC.	3
Establishment name for 4006504	Major cause	MAJORCAUSE 1	3
Establishment name for 4006504	Major cause	MAJORCAUSE 2	3
Establishment name for 4006504	Major cause	UNSAFE CONDITION	2
Establishment name for 4006504	Nature of Illness/Injury	BURN,TEMP.	2
Establishment name for 4006504	Nature of Illness/Injury	CONJUCT./IRRITATED EYE	3

Close browser tab when finished viewing.

Click **CTSINJL** / breadcrumb to return to Injury Illness menu.
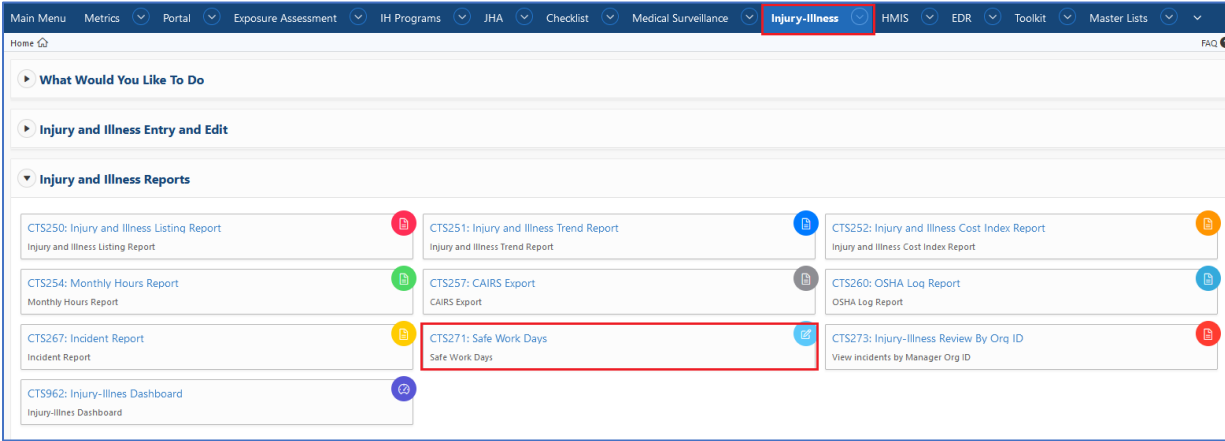
CTSINJL /
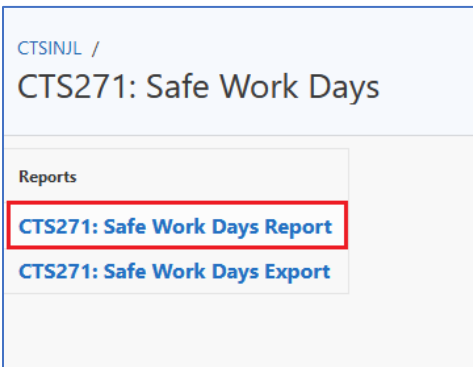
CTS251: Injury and Illness Trend Report

Reports

CTS251 Trend Report by Company-Site

CTS251 Trend Report by Establishment

CTS271: Safe Work Days

Under **Injury and Illness Reports** submenu, click **CTS271: Safe Work Days.**
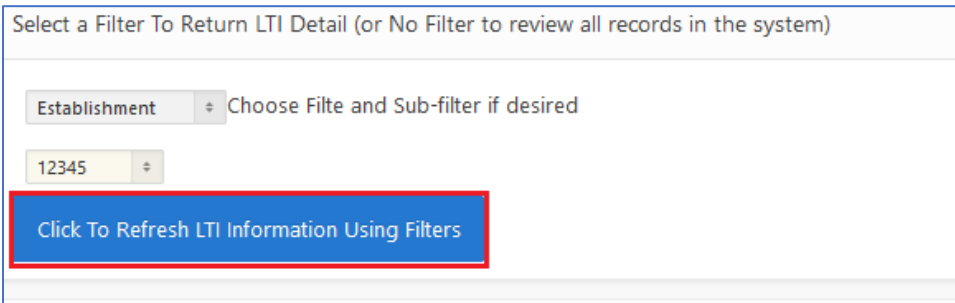

Click blue **CTS271: Safe Work Days Report** text.

Lost Time Incident data is displayed for all system records.
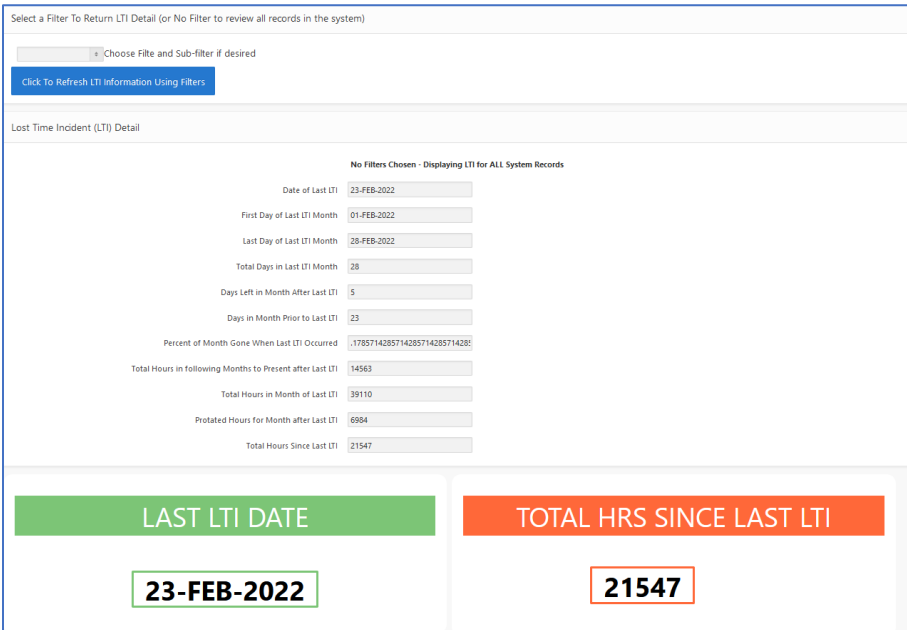
Use pulldown menu to choose *Filter* and *Sub-filter* options.

Click the **Click To Refresh LTI Information Using Filters** button.

Filtered data will be displayed.

Close browser tab when finished viewing.

Click blue **CTS271: Safe Work Days Export** text.

Under the **Actions** dropdown, data can be filtered and/or exported.

Click **Download**. In popup box, choose CSV or HTML format.
Click **DOWNLOAD** to begin download.
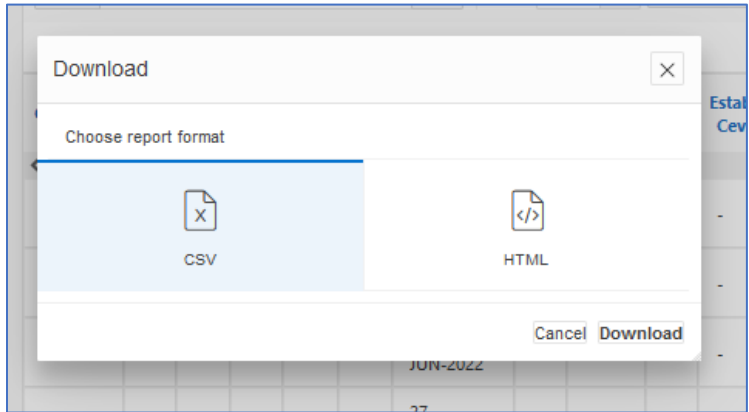
Click Cancel to close the popup box.
Close the browser tab when finished viewing.

Click **CTSINJL** / breadcrumb to return to Injury Illness menu.
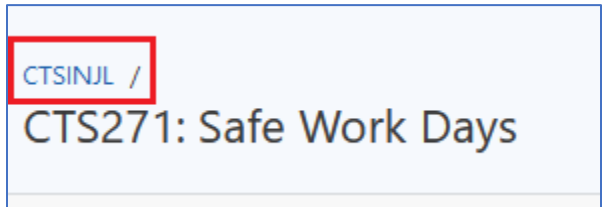
Rates are calculated values based on a standard formula for injury-illness. This
formula compares a work group's incidents to its total hours worked. Fortunately,
CTS does all the complicated mathematics behind the scenes based on entered

data.

CTS252: Injury and Illness Cost Index Report

Under **Injury-Illness** submenu, click **CTS252: Injury and Illness Cost Index Report** button.
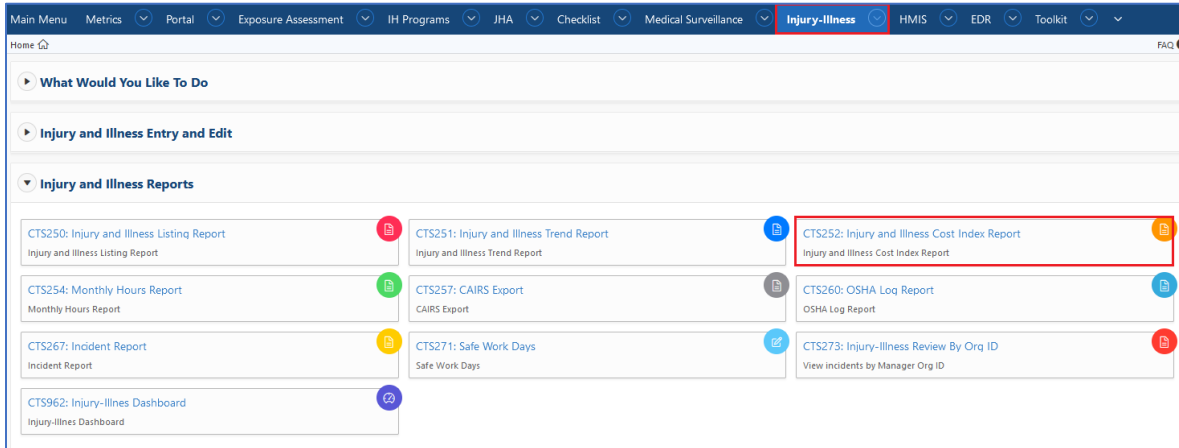
Click blue **CTS252: Injury and Illness Cost Index Summary Report** text.

Report is displayed in new browser tab.

Use **Add/Edit Base Filters** button to filter data.

Use pulldown menu for more filter options.

Close browser tab when finished viewing.

Click blue **CTS252: Injury and Illness Cost Index Detail Report** text.

CTSINJL /

CTS252: Injury and Illness Cost Index Report

Reports

CTS252: Injury and Illness Cost Index Summary Report
CTS252: Injury and Illness Cost Index Detail Report

Report is displayed in new browser tab.

Use **Add/Edit Base Filters** button to filter data.

Use pulldown menu for more filter options.

	Employee Hours	First Aid No	Rate	TRC	Rate	LWDA	Rate	LWDR	Rate	DART	Rate	Tot Inj No	Rate	Total Days Away	Rate	Total Days Restricted	Rate	Total Days Rate	Death
Company: COMP2 Site: SITE2																			
012022	1234	0	0	1	162.07	0	0	0	0	0	0	1	162.07	0	0	0	0	0	0
022022	1234	0	0	2	324.15	1	162.07	0	0	1	162.07	2	324.15	0	0	0	0	0	0
2022	6798	0	0	3	88.26	1	29.42	0	0	1	29.42	3	88.26	0	0	0	0	0	0
	Employee Hours	First Aid No	Rate	TRC	Rate	LWDA	Rate	LWDR	Rate	DART	Rate	Tot Inj No	Rate	Total Days Away	Rate	Total Days Restricted	Rate	Total Days Rate	Death
Totals	10500	0	0	3	57.14	1	19.05	0	0	1	19.05	3	57.14	0	0	0	0	0	0
Company: COMP3 Site: SITE3																			
	Employee Hours	First Aid No	Rate	TRC	Rate	LWDA	Rate	LWDR	Rate	DART	Rate	Tot Inj No	Rate	Total Days Away	Rate	Total Days Restricted	Rate	Total Days Rate	Death
	Employee Hours	First Aid No	Rate	TRC	Rate	LWDA	Rate	LWDR	Rate	DART	Rate	Tot Inj No	Rate	Total Days Away	Rate	Total Days Restricted	Rate	Total Days Rate	Death
102021	12222	0	0	1	16.36	0	0	1	16.36	1	16.36	1	16.36	0	0	0	0	0	0
112021	12222	0	0	1	16.36	0	0	0	0	0	0	1	16.36	0	0	0	0	0	0
2021	36666	0	0	2	10.91	0	0	1	5.45	1	5.45	2	10.91	0	0	0	0	0	0
Totals	61110	0	0	2	6.55	0	0	1	3.27	1	3.27	2	6.55	0	0	0	0	0	0
Company: COMP4 Site: SITE4																			
	Employee Hours	First Aid No	Rate	TRC	Rate	LWDA	Rate	LWDR	Rate	DART	Rate	Tot Inj No	Rate	Total Days Away	Rate	Total Days Restricted	Rate	Total Days Rate	Death
012022	3322	1	60.2	0	0	0	0	0	0	0	0	1	60.2	0	0	0	0	0	0
2022	6644	1	30.1	0	0	0	0	0	0	0	0	1	30.1	0	0	0	0	0	0
	Employee Hours	First Aid No	Rate	TRC	Rate	LWDA	Rate	LWDR	Rate	DART	Rate	Tot Inj No	Rate	Total Days Away	Rate	Total Days Restricted	Rate	Total Days Rate	Death
102021	3322	0	0	1	60.2	0	0	0	0	0	0	1	60.2	0	0	0	0	0	0

Close browser tab when finished viewing.

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

CTSINJL /

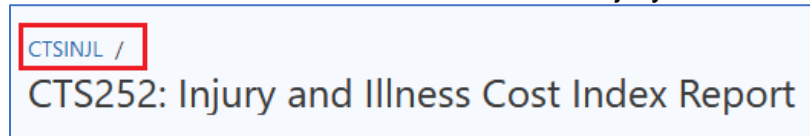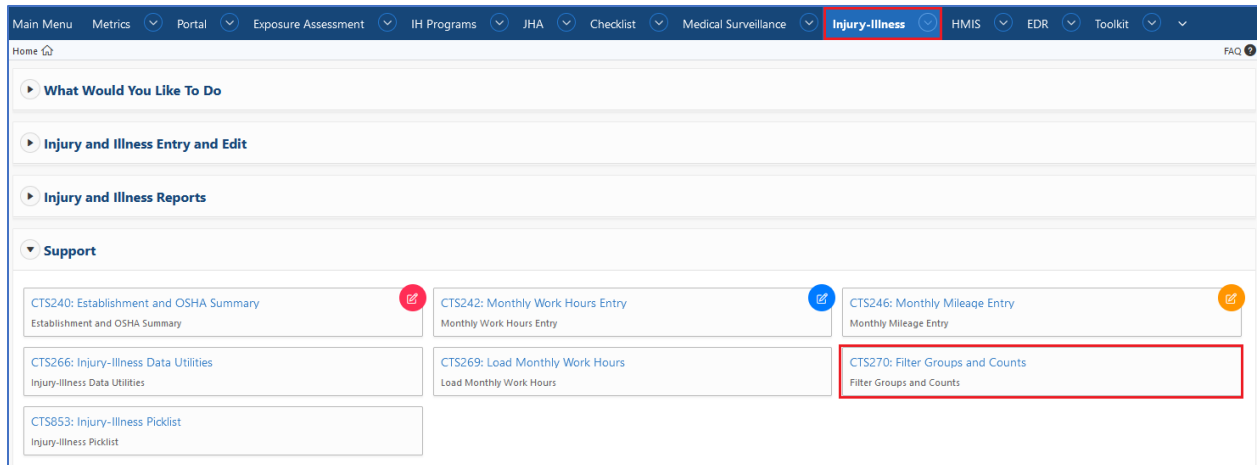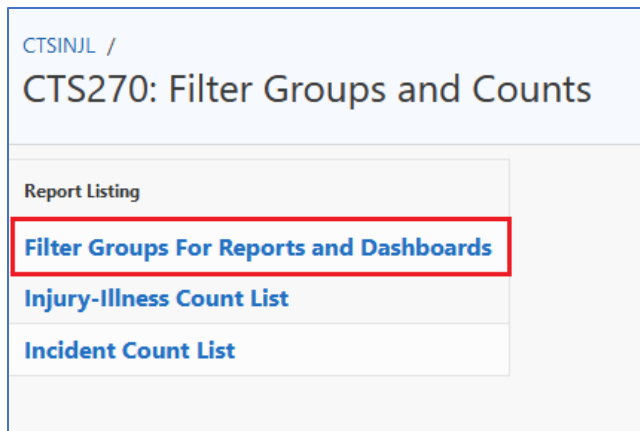CTS252: Injury and Illness Cost Index Report

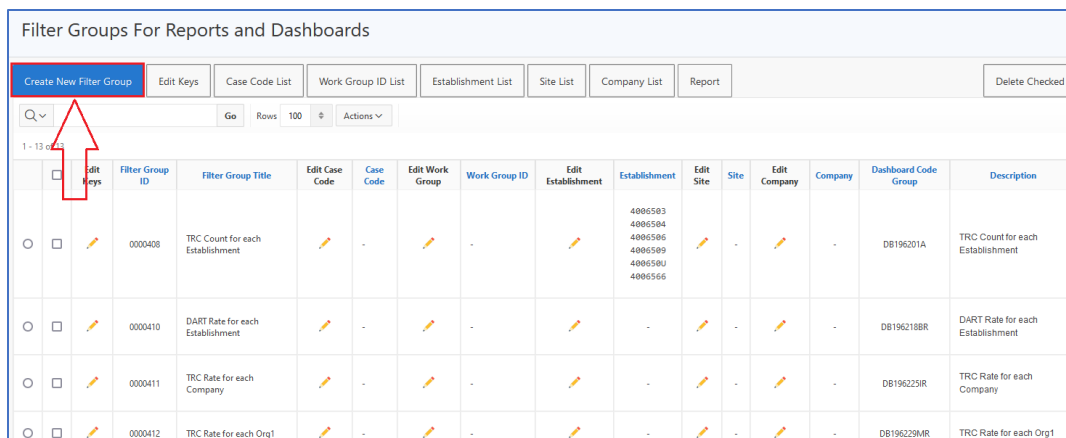# Chapter 11 – Creating Filter Groups (CTS270)

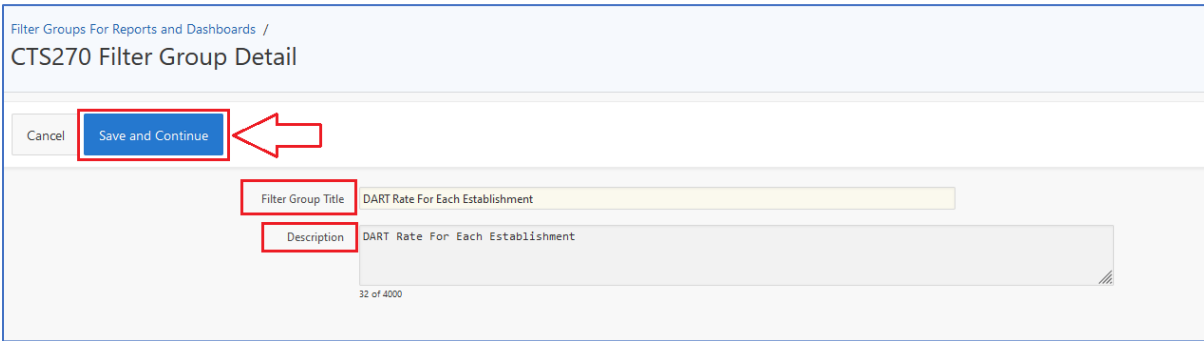Under **Support** submenu, click **CTS270: Filter Groups and Counts**.

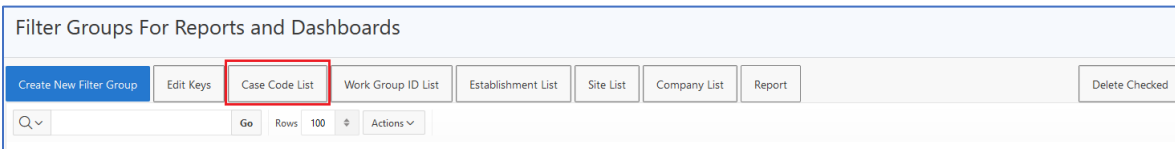Click blue **Filter Groups For Reports and Dashboards** text.

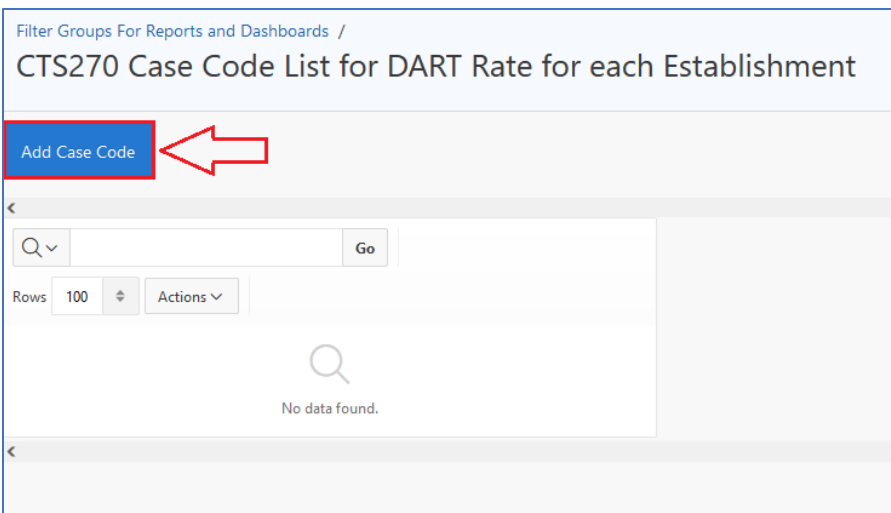Click **Create New Filter Group** button.

Enter text into *Filter Group Title* and *Description* text fields.

Click **Save and Continue** button.

To add/edit a *Case Code List* for a filter group, click its radio button to select.
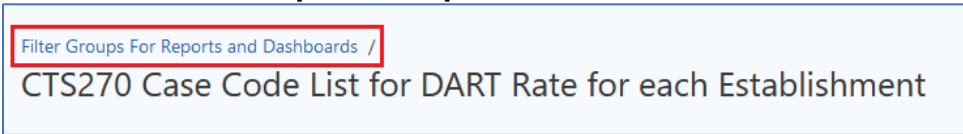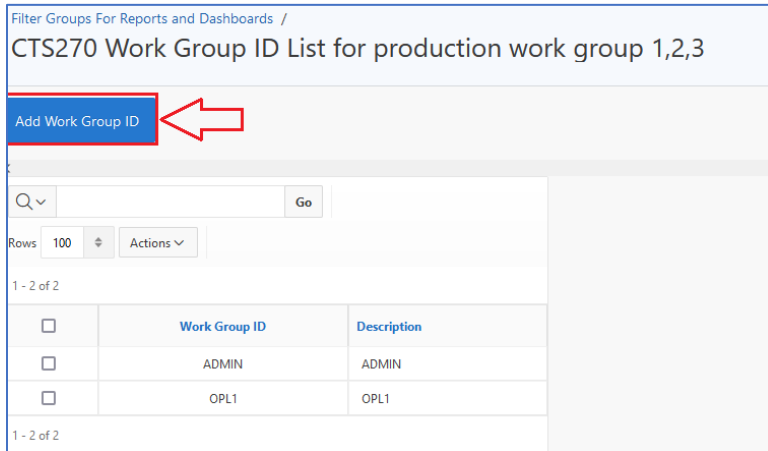
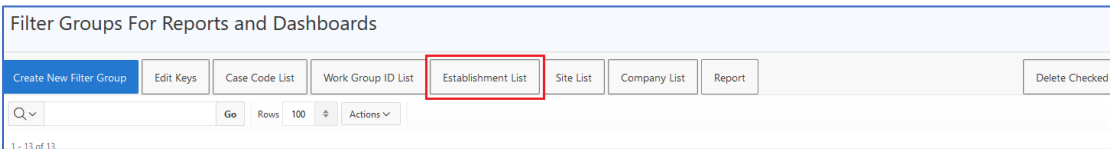Click **Case Code List** button.

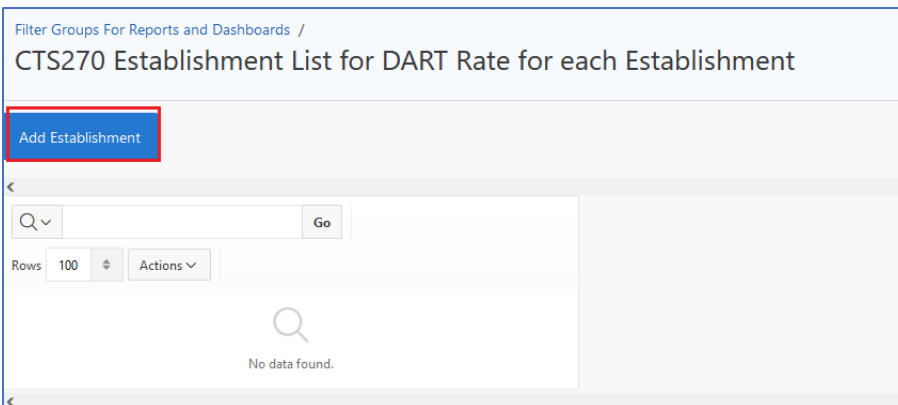Click **Add Case Code** button.

Click checkbox(es) to select *Case Codes*.

Click the **Click Here To Save – After Checking** button.

Click the **Filter Groups For Reports and Dashboards** / breadcrumb.

Click **Work Group ID List** button.

Click **Add Work Group ID** button.

Click checkbox(es) to select *Work Groups*.

Click the **Click Here To Save – After Checking Work Groups** button.

Click **Filter Groups For Reports and Dashboards** / breadcrumb.
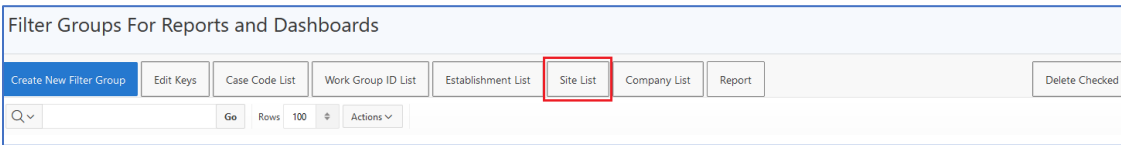
Click **Establishment List** button.

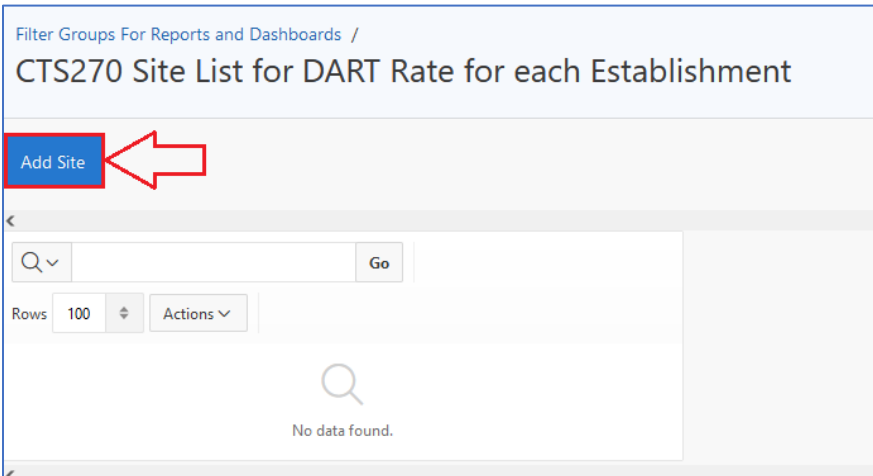Click **Add Establishment** button.

Click checkbox(es) to select *Establishments*.

Click the **Click Here To Save – After Checking** button.

Click **Filter Groups For Reports and Dashboards** / breadcrumb.
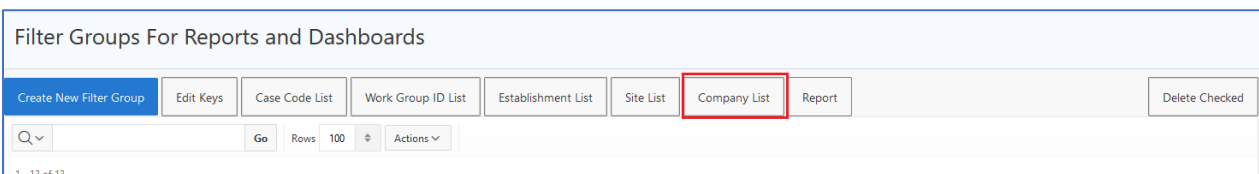
Click **Site List** button.
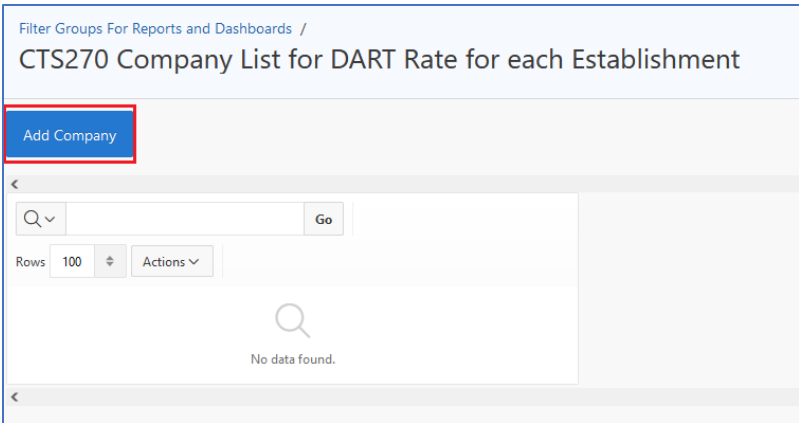

Click **Add Site** button.

Click checkbox(es) to select *Sites*.

Click the **Click Here To Save – After Checking Work Groups** button.

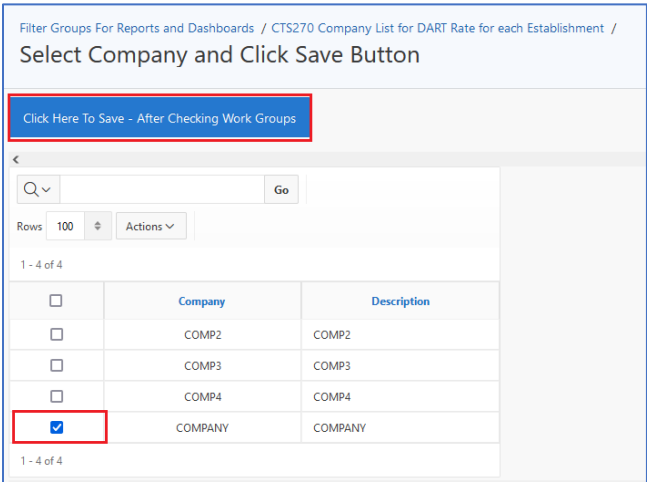Click **Filter Groups For Reports and Dashboards** / breadcrumb.
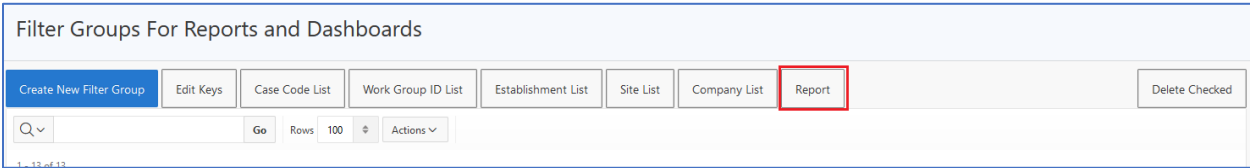
Click **Company List** button.
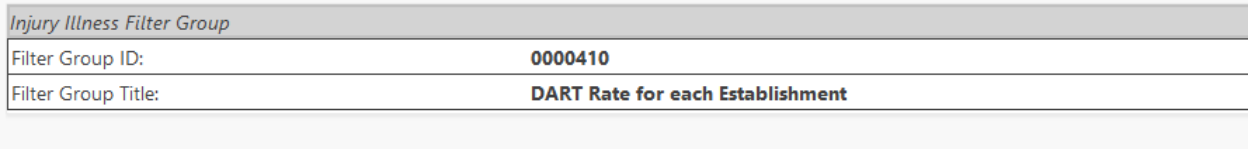

Click **Add Company** button.

Click checkbox(es) to select *Companies*.

Click the **Click Here To Save – After Checking Work Groups** button.

Click **Filter Groups For Reports and Dashboards** / breadcrumb.

Click **Report** button.

Report opens in a new browser tab.

Close browser tab when finished viewing.

Close Filter Groups For Reports and Dashboards tab.

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

CTSINJL /

CTS270: Filter Groups and Counts

Report Listing

Filter Groups For Reports and Dashboards

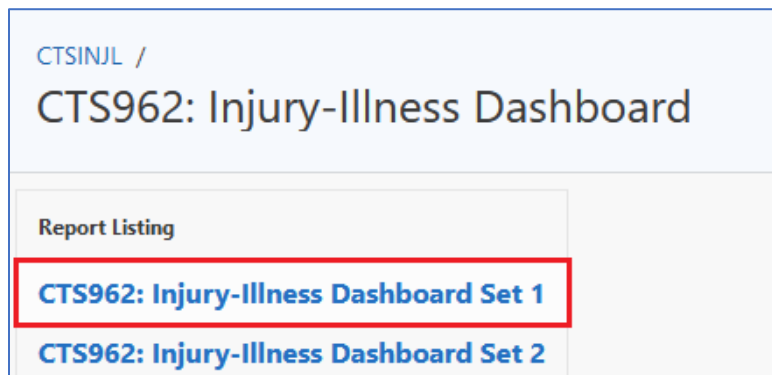**Injury-Illness Count List**

Incident Count List

Chapter 12 – Injury-Illness Dashboard (CTS962)

This software has many options for more aesthetically pleasing forms of displaying data. An example of this capability is demonstrated in CTS962. Different types of charts and graphs, along with custom layouts, colors, and fonts can help bring attention and understanding to basic information.

Under **Injury and Illness Reports** submenu, click **CTS962: Injury-Illness Dashboard** button.
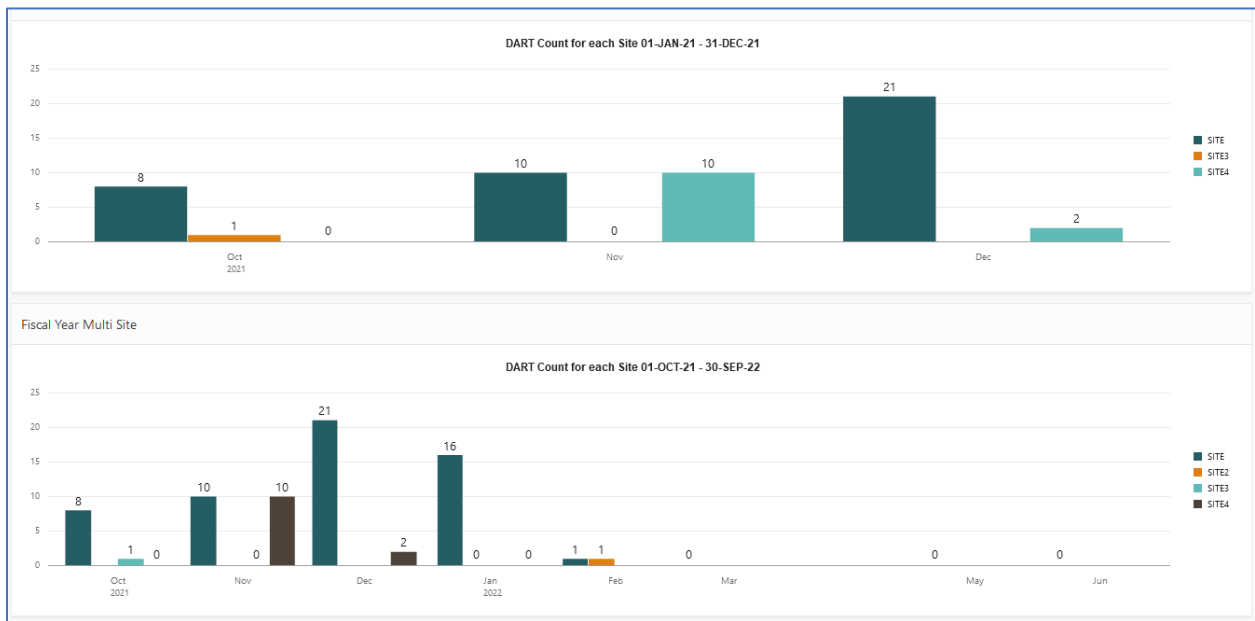

Click blue **CTS962: Injury-Illness Dashboard Set 1** text.

Page displays in a new browser tab.

Click any button to view its corresponding report.

This data is displayed in full color, bar graph style.

Close browser tab when finished viewing.

Click blue **CTS962: Injury-Illness Dashboard Set 2** text.

This is an example of how buttons can be customized with color.
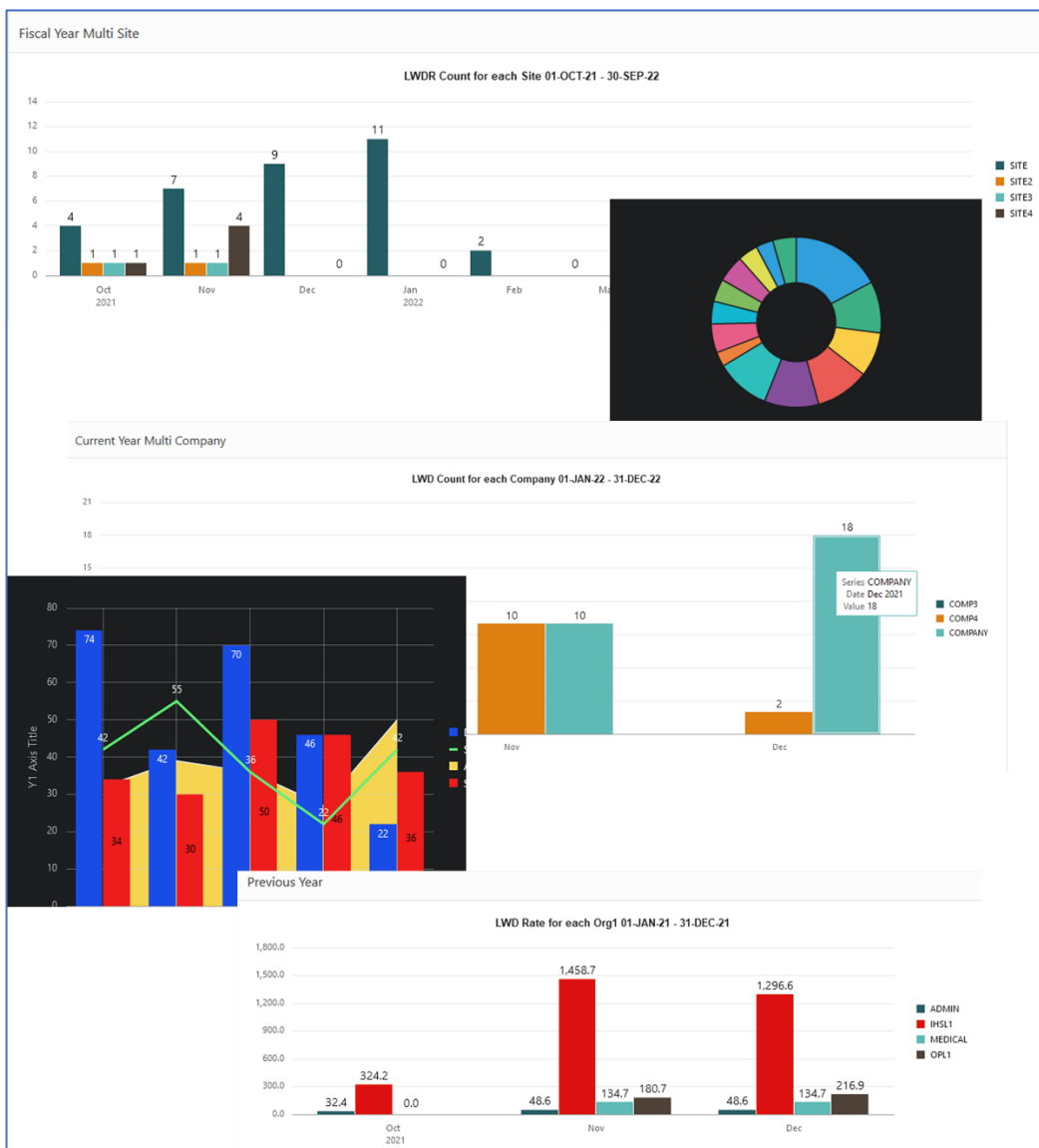

Close browser tab when finished viewing.

References

U.S. Dept of Labor. "Standard Number 1960.2(h) Definitions." July 2022. *United States Dept of Labor.* <https://www.osha.gov/laws-regs/regulations/standardnumber/1960/1960.2>.