



## From mountain to sea

### Accident Reporting System Enhancements

#### INTRODUCTION

A number of enhancements have been made to the Accident recording System. The operation of this new and enhanced functionality is detailed in this document.

#### ATTACHMENTS

When an accident is recorded in the system, related photos, letters or documents etc. can be attached to the accident record. At the foot of the page on the 'Findings' tab a document can be added.

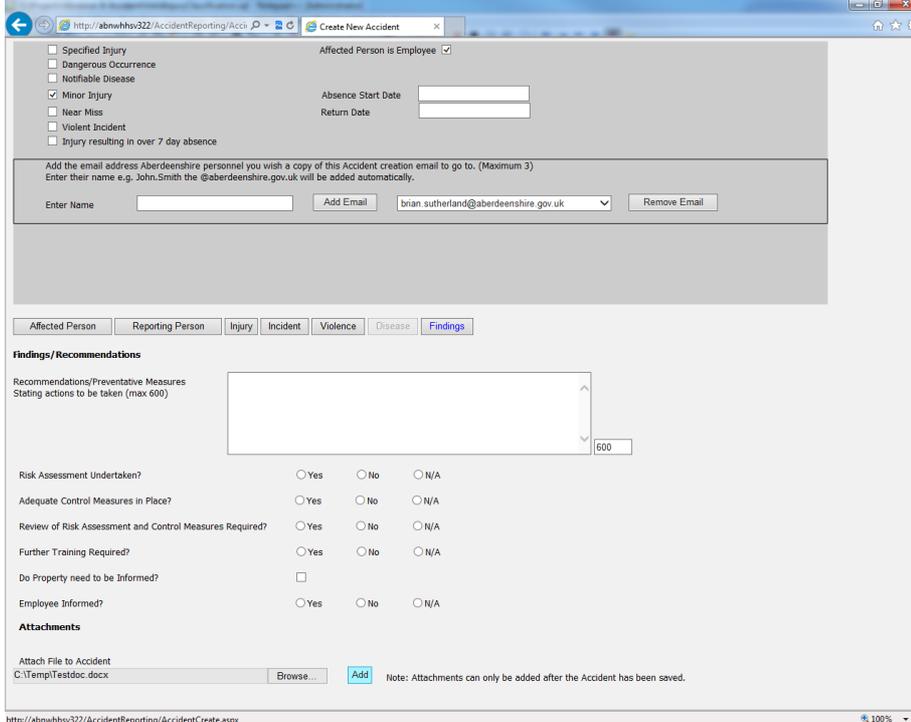
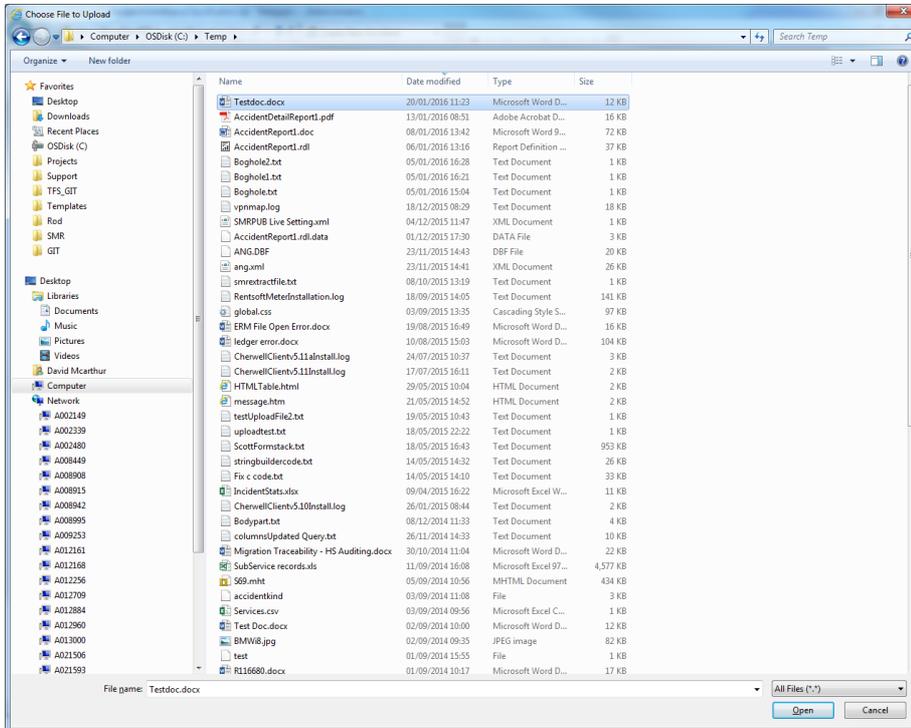
The screenshot shows a web browser window with the URL `http://abnwhsv322/AccidentReporting/Accid...` and a tab titled 'Create New Accident'. The form contains the following elements:

- Injury Type Selection:** A list of checkboxes including 'Specified Injury', 'Dangerous Occurrence', 'Notifiable Disease', 'Minor Injury' (checked), 'Near Miss', 'Violent Incident', and 'Injury resulting in over 7 day absence'. There is also a checked box for 'Affected Person is Employee'.
- Date Fields:** Input boxes for 'Absence Start Date' and 'Return Date'.
- Email Notification:** A section titled 'Add the email address Aberdeenshire personnel you wish a copy of this Accident creation email to go to. (Maximum 3)'. It includes an input field for 'Enter Name', an 'Add Email' button, a dropdown menu showing 'brian.sutherland@aberdeenshire.gov.uk', and a 'Remove Email' button.
- Navigation Tabs:** A row of tabs: 'Affected Person', 'Reporting Person', 'Injury', 'Incident', 'Violence', 'Disease', and 'Findings' (selected).
- Findings/Recommendations:** A section with a text area for 'Recommendations/Preventative Measures' (with a '600' character limit) and a series of questions with radio button options:
  - Risk Assessment Undertaken? (Yes, No, N/A)
  - Adequate Control Measures in Place? (Yes, No, N/A)
  - Review of Risk Assessment and Control Measures Required? (Yes, No, N/A)
  - Further Training Required? (Yes, No, N/A)
  - Do Property need to be Informed? (checkbox)
  - Employee Informed? (Yes, No, N/A)
- Attachments:** A section with an 'Attach File to Accident' label, a 'Browse...' button, and an 'Add' button. A note states: 'Note: Attachments can only be added after the Accident has been saved.'

Click the Browse button and select the file you wish to add from your local file system and click the open button, see overleaf...



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Click the Add button to attach the file to the accident. Attachments are shown in a grid, see overleaf...



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Minor Injury  
 Near Miss  
 Violent Incident  
 Injury resulting in over 7 day absence

Absence Start Date:   
 Return Date:

Add the email address Aberdeenshire personnel you wish a copy of this Accident creation email to go to. (Maximum 3)  
 Enter their name e.g. John.Smith the @aberdeenshire.gov.uk will be added automatically.

Enter Name:  Add Email:  brian.sutherland@aberdeenshire.gov.uk Remove Email

Affected Person | Reporting Person | Injury | Incident | Violence | Disease | **Findings**

**Findings/ Recommendations**

Recommendations/Preventative Measures  
 Stating actions to be taken (max 600)

Risk Assessment Undertaken?  Yes  No  N/A  
 Adequate Control Measures in Place?  Yes  No  N/A  
 Review of Risk Assessment and Control Measures Required?  Yes  No  N/A  
 Further Training Required?  Yes  No  N/A  
 Do Property need to be Informed?   
 Employee Informed?  Yes  No  N/A

**Attachments**

Open Attachment	File Name	File Path	Content Type	File Size	Date Uploaded
<a href="#">Open</a>	Testdoc.docx	c:\inetpub\wwwroot\AccidentReporting\Attachments\2016-Jan\201601151044DR001\Testdoc.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	11438	20/01/2016

Attach File to Accident  Browse...  Note: Attachments can only be added after the Accident has been saved.

Click the Open button to view or save the attachment.

### ADDITIONAL EMAIL RECIPIENTS

When an accident record is created a notification, email is sent to the person entered as the 'Reporting Person' and to Pam Bruce, Ron Wilson and David Robb within the Health and Safety team.

A facility to add up to a maximum of 3 additional recipients of this email has been added to the system. On the Accident entry screen below the accident classification new fields exist to enter these email addresses, see overleaf...



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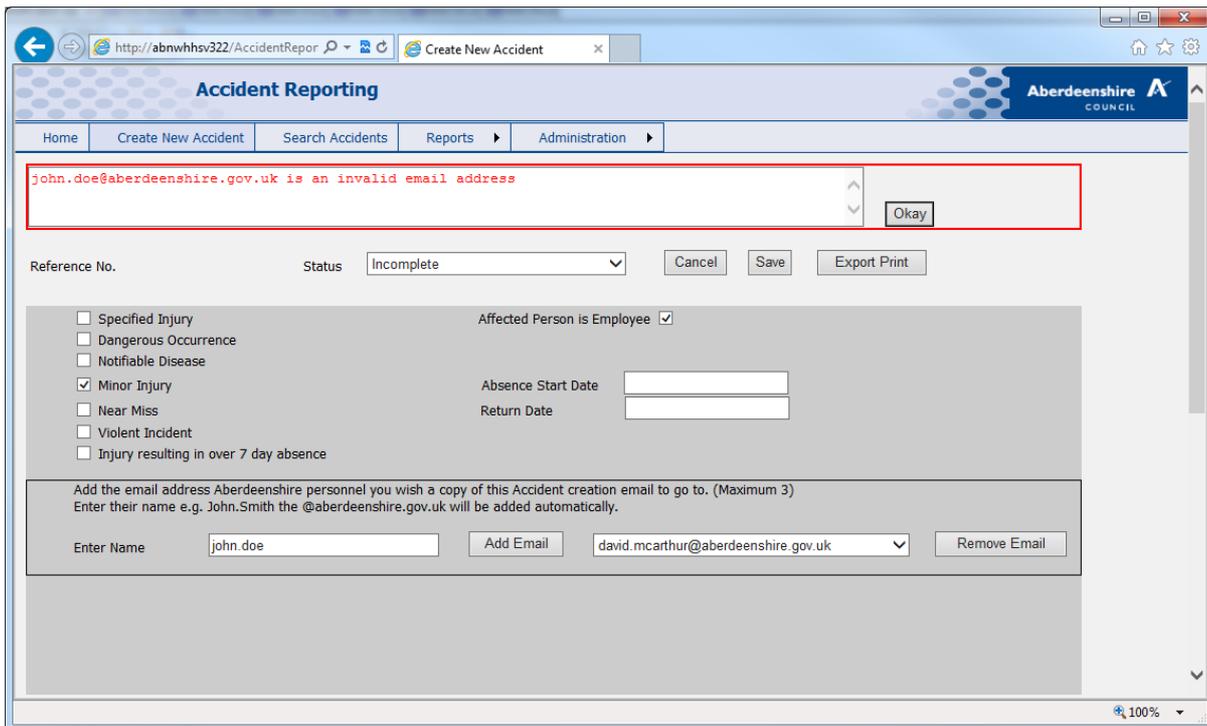
The screenshot shows the 'Accident Reporting' web application interface. At the top, there is a navigation bar with 'Home', 'Create New Accident', 'Search Accidents', 'Reports', and 'Administration'. Below this, the 'Reference No.' and 'Status' (set to 'Incomplete') are displayed, along with 'Cancel', 'Save', and 'Export Print' buttons. A list of checkboxes for injury types is shown, with 'Minor Injury' selected. The 'Affected Person is Employee' checkbox is also checked. There are input fields for 'Absence Start Date' and 'Return Date'. A section for adding email addresses is visible, with the instruction: 'Add the email address Aberdeenshire personnel you wish a copy of this Accident creation email to go to. (Maximum 3) Enter their name e.g. John.Smith the @aberdeenshire.gov.uk will be added automatically.' The 'Enter Name' field contains 'david.mcarthur' and the 'Add Email' button is highlighted. The 'Remove Email' button is also present. At the bottom, there are tabs for 'Affected Person', 'Reporting Person', 'Injury', 'Incident', 'Violence', 'Disease', and 'Findings'. The 'Injured Party Details' section is partially visible at the bottom.

Simply enter the user name in the form firstname.surname and click the Add Email button. The name is validated to ensure it is a valid Aberdeenshire employee email address and it adds the .aberdeenshire.gov.uk suffix automatically adding it to the drop-down list.

This screenshot is identical to the one above, but the 'Add Email' button is no longer highlighted. Instead, the 'Remove Email' button is highlighted, and the dropdown menu next to it now displays the email address 'david.mcarthur@aberdeenshire.gov.uk'. This indicates that the system has automatically appended the '.aberdeenshire.gov.uk' suffix to the entered name.

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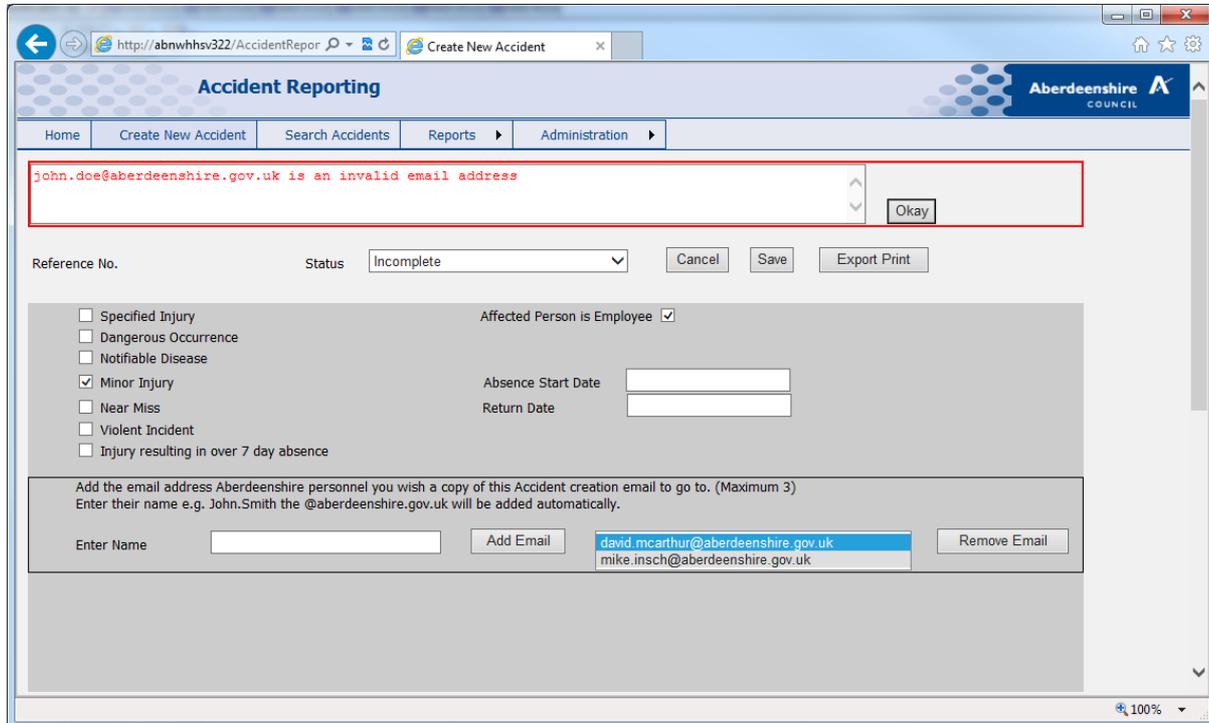
A maximum of 3 email addresses may be added. If the email name added is invalid an error message is displayed.



The screenshot shows a web browser window with the URL `http://abnwhsv322/AccidentRepor` and a tab titled "Create New Accident". The page header is "Accident Reporting" with the Aberdeenshire Council logo. A navigation menu includes "Home", "Create New Accident", "Search Accidents", "Reports", and "Administration". A red box highlights an error message: "john.doe@aberdeenshire.gov.uk is an invalid email address" with an "Okay" button. Below this, the "Reference No." field is empty, and the "Status" is set to "Incomplete". There are "Cancel", "Save", and "Export Print" buttons. A list of checkboxes includes "Specified Injury", "Dangerous Occurrence", "Notifiable Disease", "Minor Injury" (checked), "Near Miss", "Violent Incident", and "Injury resulting in over 7 day absence". The "Affected Person is Employee" checkbox is also checked. There are input fields for "Absence Start Date" and "Return Date". A section for adding email addresses contains the text: "Add the email address Aberdeenshire personnel you wish a copy of this Accident creation email to go to. (Maximum 3) Enter their name e.g. John.Smith the @aberdeenshire.gov.uk will be added automatically." Below this, there is an "Enter Name" field with "john.doe", an "Add Email" button, a dropdown menu showing "david.mcarthur@aberdeenshire.gov.uk", and a "Remove Email" button. The browser's zoom level is set to 100%.

If an email is added in error remove it by selecting name to be removed in list and click the Remove Email button.

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The screenshot shows a web browser window with the URL `http://abnwhsv322/AccidentRepor` and a tab titled "Create New Accident". The page header is "Accident Reporting" with the Aberdeenshire Council logo. A navigation menu includes "Home", "Create New Accident", "Search Accidents", "Reports", and "Administration". A red-bordered error message box displays the text: "john.doe@aberdeenshire.gov.uk is an invalid email address" with an "Okay" button. Below the error, the form shows "Reference No." and "Status" set to "Incomplete", with "Cancel", "Save", and "Export Print" buttons. The form contains several checkboxes: "Specified Injury", "Dangerous Occurrence", "Notifiable Disease", "Minor Injury" (checked), "Near Miss", "Violent Incident", and "Injury resulting in over 7 day absence". There is also a checked checkbox for "Affected Person is Employee". Fields for "Absence Start Date" and "Return Date" are present. A section for adding email addresses is titled "Add the email address Aberdeenshire personnel you wish a copy of this Accident creation email to go to. (Maximum 3) Enter their name e.g. John.Smith the @aberdeenshire.gov.uk will be added automatically." It includes an "Enter Name" field, an "Add Email" button, and a list of email addresses: "david.mcarthur@aberdeenshire.gov.uk" and "mike.insch@aberdeenshire.gov.uk", with a "Remove Email" button.

### ACCIDENT DETAIL REPORT

A new Accident Report option has been added to the System. This report details all details for a particular accident which is exported to PDF for printing.

On the main Accident Entry page click the Export Print button which will generate report in a new browser window.



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The screenshot shows the 'Accident Reporting' web application. The browser address bar displays 'http://abnwhhsv322/AccidentRepor'. The page title is 'Accident Reporting' and the Aberdeen Council logo is in the top right. A navigation menu includes 'Home', 'Create New Accident', 'Search Accidents', 'Reports', and 'Administration'. The main content area shows a form for accident reporting with the following details:

- Reference No.: 201601191010DM001
- Status: Incomplete
- Buttons: Cancel, Save, Export Print
- Form fields:
  - Specified Injury
  - Dangerous Occurrence
  - Notifiable Disease
  - Minor Injury
  - Near Miss
  - Violent Incident
  - Injury resulting in over 7 day absence
  - Affected Person is Employee:
  - Absence Start Date: [text box]
  - Return Date: [text box]
- Email notification section:
  - Text: 'Add the email address Aberdeenshire personnel you wish a copy of this Accident creation email to go to. (Maximum 3) Enter their name e.g. John.Smith the @aberdeenshire.gov.uk will be added automatically.'
  - Form: Enter Name [text box] Add Email [button] david.mcarthur@aberdeenshire.gov.uk [dropdown] Remove Email [button]
- Navigation buttons: Affected Person, Reporting Person, Injury, Incident, Violence, Disease, Findings
- Injured Party Details section:
  - Text: 'If Employee enter employee no. and /or surname and click Search to obtain details Not Employee - enter the details'
  - Form: Employee No. 4575533 [text box] Search [button] Title Mr [text box]

The screenshot shows the 'Report Viewer' web application. The browser address bar displays 'http://abnwhhsv346/ReportServer/P'. The page title is 'Accident / Incident Report' and the Aberdeen Council logo is in the top right. The report details are as follows:

Header Details	
Reference No.	201601191010DM001
Accident Status	Incomplete
Category	Minor Injury
Person is Employee	YES
Absence Start Date	
Absence End Date	
HSE Contact Method	
HSE Date Reported	
HSE Reference	
HSE Auto Notified	NO

Affected Person	
Non Employee Type	
Employee Number	4575533
Name	Mr David McArthur

Select Acrobat (PDF) file and click the Export button to export to pdf format. Simply open the pdf file and print the pdf.

The report cannot be printed by clicking the printer icon.

Please note the Notifiable Disease and Violence sections of the Accident are only displayed in the report if any data is entered for these sections.



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### INJURY CATEGORY, TYPE AND BODY PART CLASSIFICATION

When entering the details for a Specified or Over 7 days Reportable accident the accident is reported the Health and Safety Executive. In these cases, only specific combinations of Injury Category, Injury Type and Body Part are valid. These values are selected from drop-down lists on the Injury tab, as shown below.

The screenshot shows a web browser window with the URL <http://abnwhsv322/AccidentReporting/Acc> and a tab titled 'Create New Accident'. The form includes fields for 'HSE Date Reported' and 'HSE Reference'. Below these are tabs for 'Affected Person', 'Reporting Person', 'Injury', 'Incident', 'Violence', 'Disease', and 'Findings'. The 'Injury Details' section contains a warning: 'If change Injury Category or Type You must reselect Injury Type and Body Part'. The 'Injury Category' dropdown is currently set to '<Select>'. Other dropdowns for 'Injury Type\*', 'Main Factor\*', 'Sub-Activity\*', and 'Kind of Accident\*' are also set to '<Select>'. There are also fields for 'Part of Body Injured\*', 'Work process Involved\*', and 'If Fall from height Enter height in metres'. A checkbox for 'First Aid Provided?' is present at the bottom.

To improve usability, when a Specified or Reportable Accident is being entered these lists are populated dynamically with only values that are valid for the parent selection. For example,...

If Injury Category 'Specified injury or condition (see Injury Type)' is selected only Injury types specific to this category are available in the Injury type List.

This screenshot shows the same 'Create New Accident' form, but with the 'Injury Category' dropdown set to 'Specified injury or condition (see Injury Type)'. The 'Injury Type\*' dropdown is now populated with a list of options: '<Select>', 'Amputation (Major)', 'Blinding', 'Bone fracture', 'Crush', 'Injuries associated with working in an enclosed space', 'Loss of consciousness', 'Scalping', and 'Serious burns'. The other dropdowns and fields remain the same as in the previous screenshot.



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Then selecting a particular Injury Type only body parts specific to that injury type are available in the Part of Body Injured drop-down list. Since these related lists are built dynamically the user can only select a valid combination. These lists and their valid combinations are defined by the Health and safety Executive. There is one point to note however, if a Minor Accident is created and the injury details are entered, if the Accident is then changed to a Specified or Reportable, the injury category, type and body part must be reselected to ensure a valid combination is set.