Aberdeenshire COUNCIL

From mountain to sea

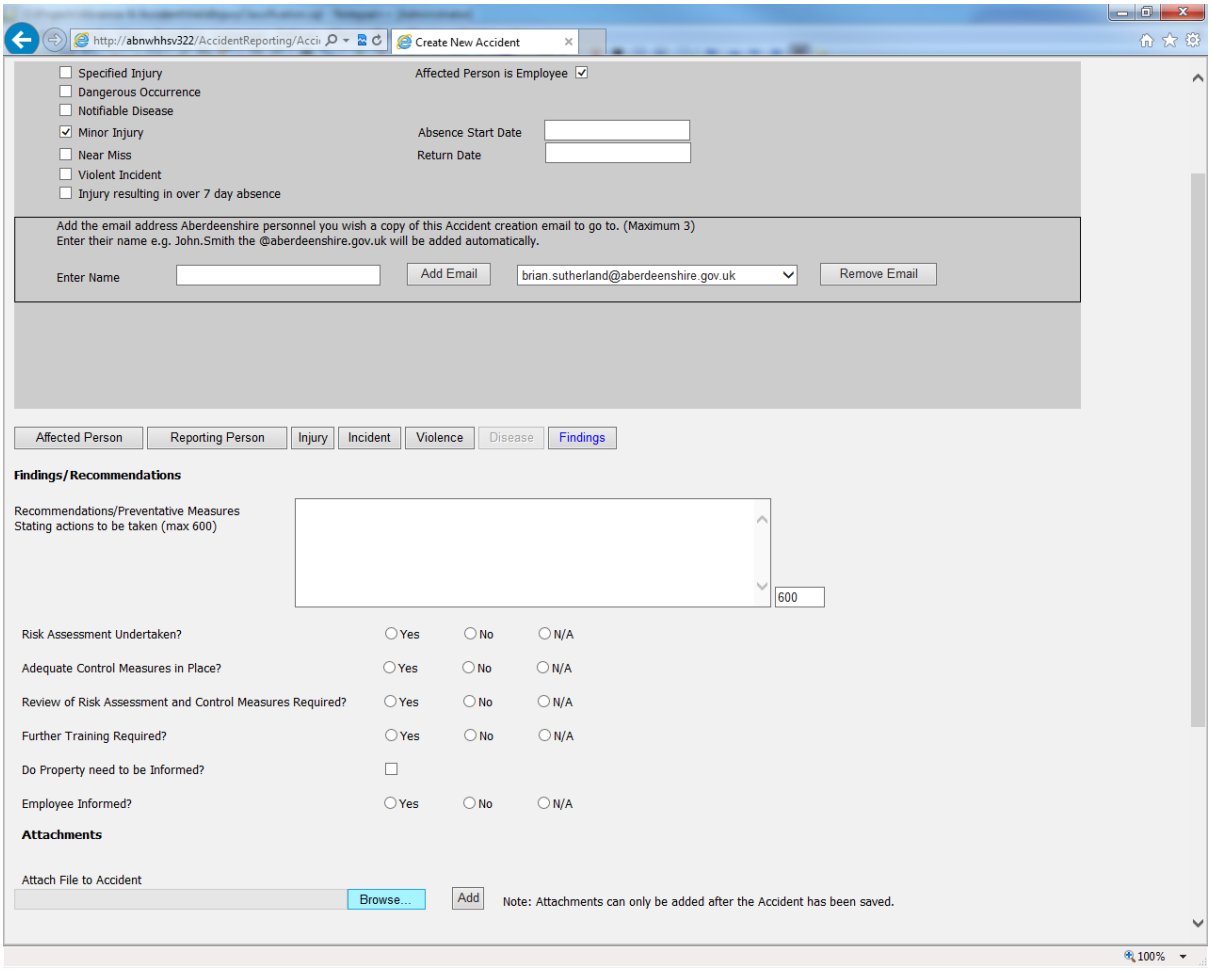
Accident Reporting System Enhancements

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.



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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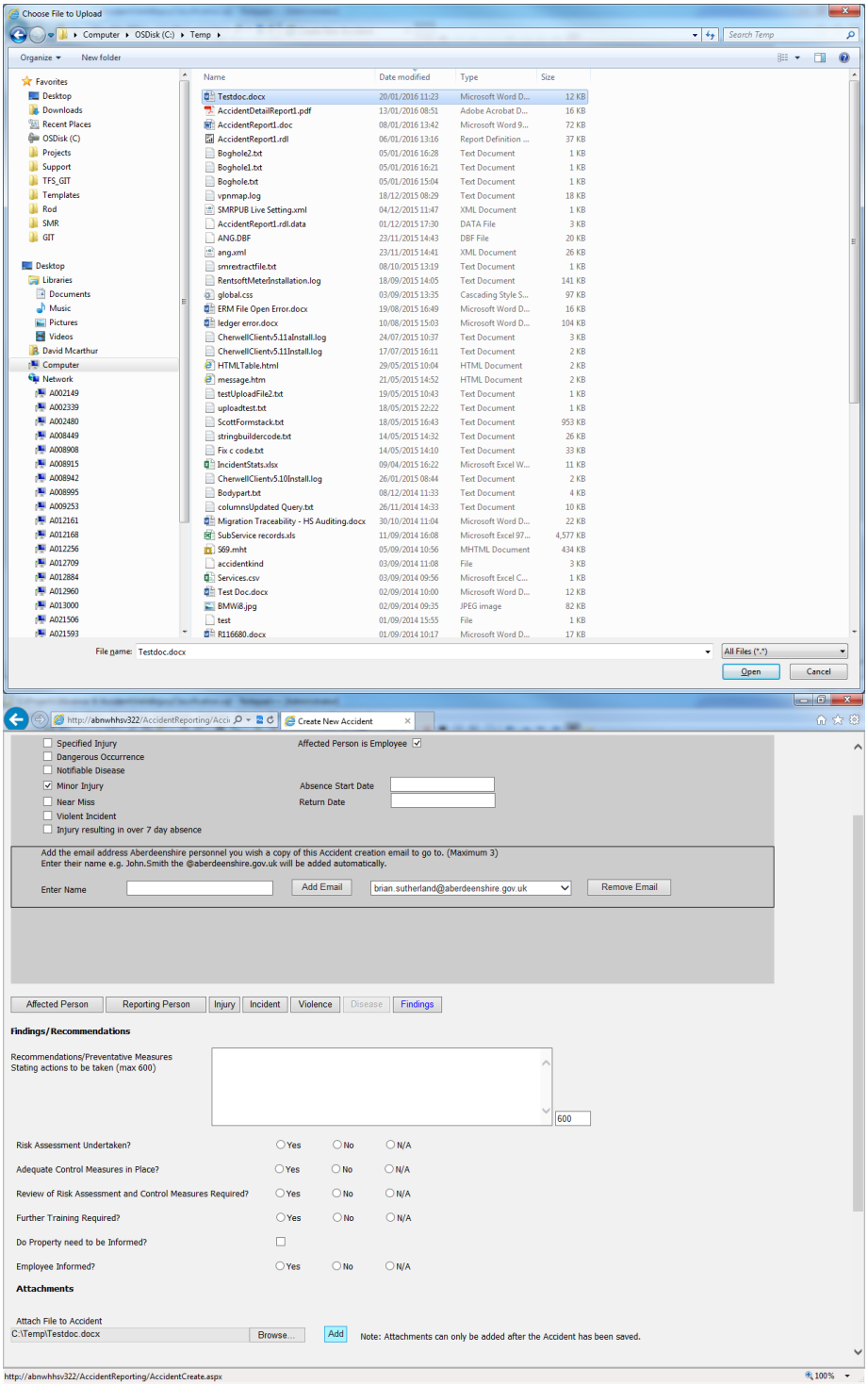

Click the Add button to attach the file to the accident. Attachments are shown in a grid, see overleaf…

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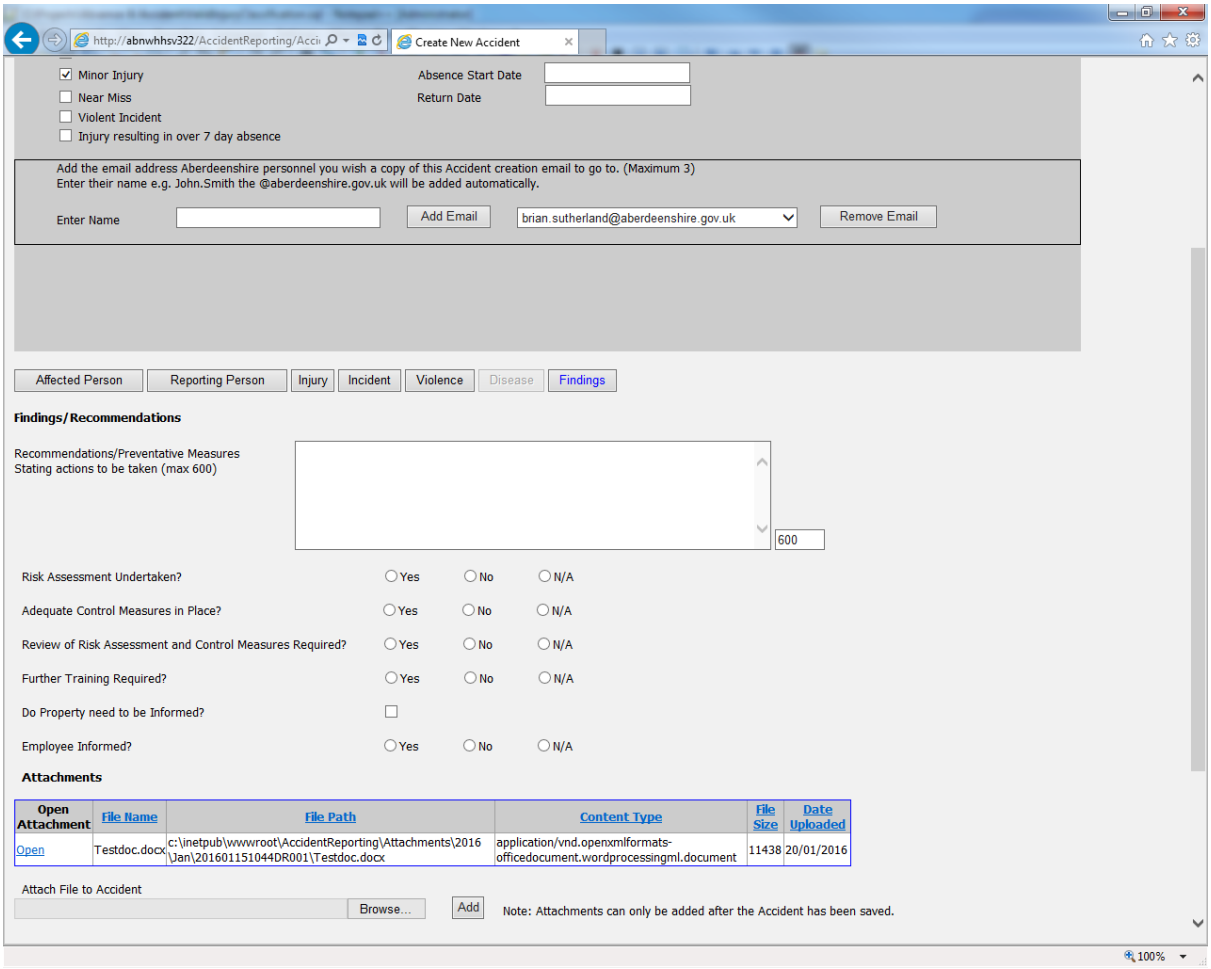
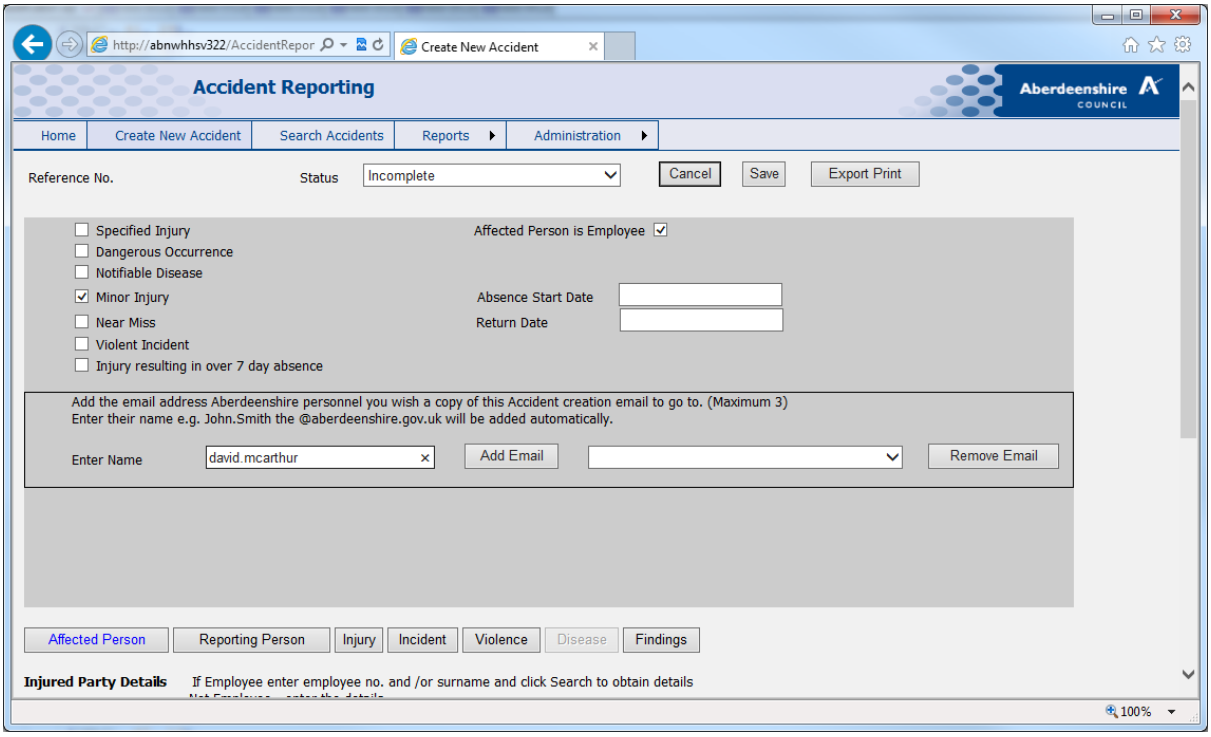


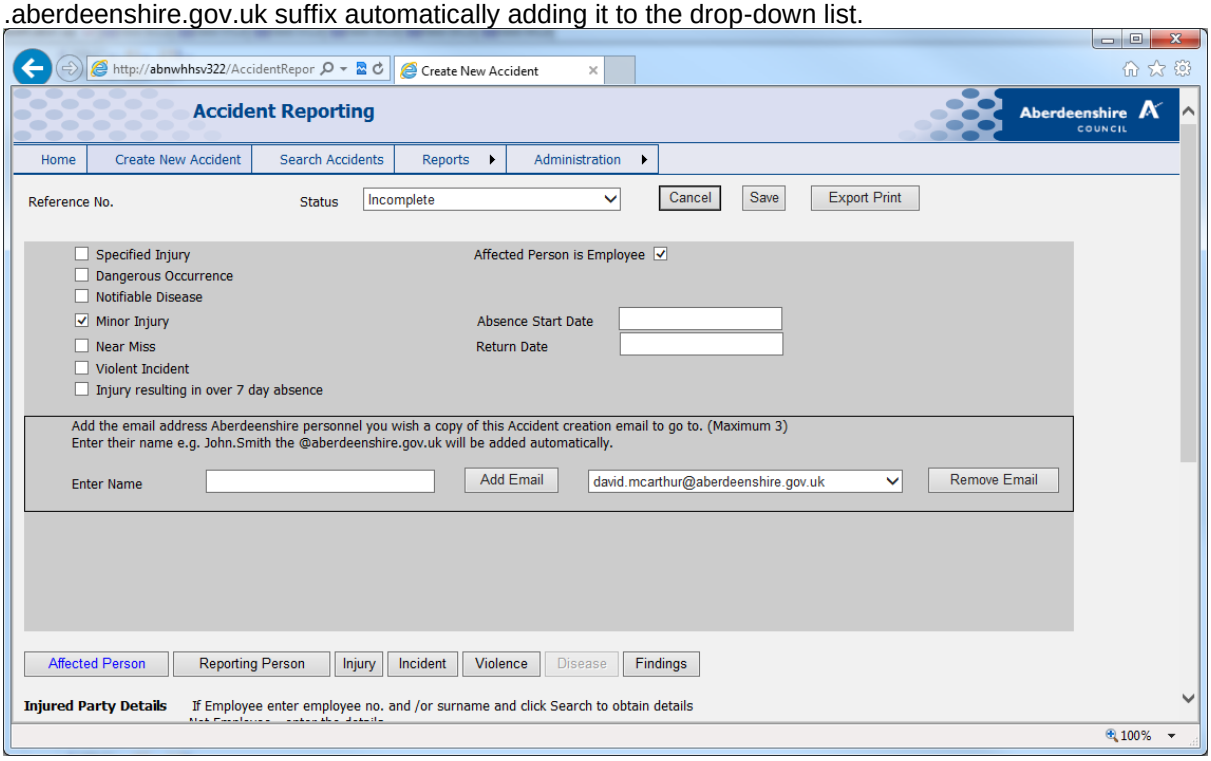
Click the Open button to view or save the attachment.

ADDITIONAL EMAIL RECIPIENTS

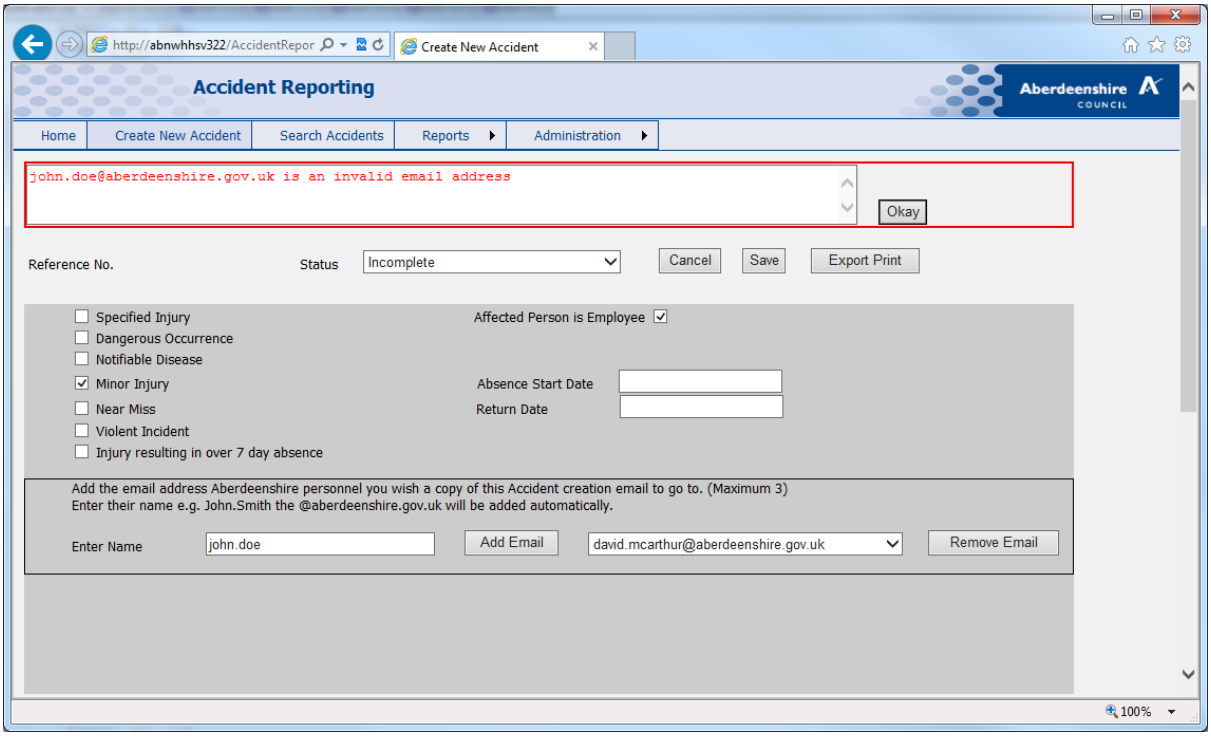
When an accident record is created a notification, email is sent to the person entered as the 'Reporting Person' and to Pam Bruce, Ron Wilson and David Robb within the Health and Safety team.
A facility to add up to a maximum of 3 additional recipients of this email has been added to the system. On the Accident entry screen below the accident classification new fields exist to enter these email addresses, see overleaf…



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.



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



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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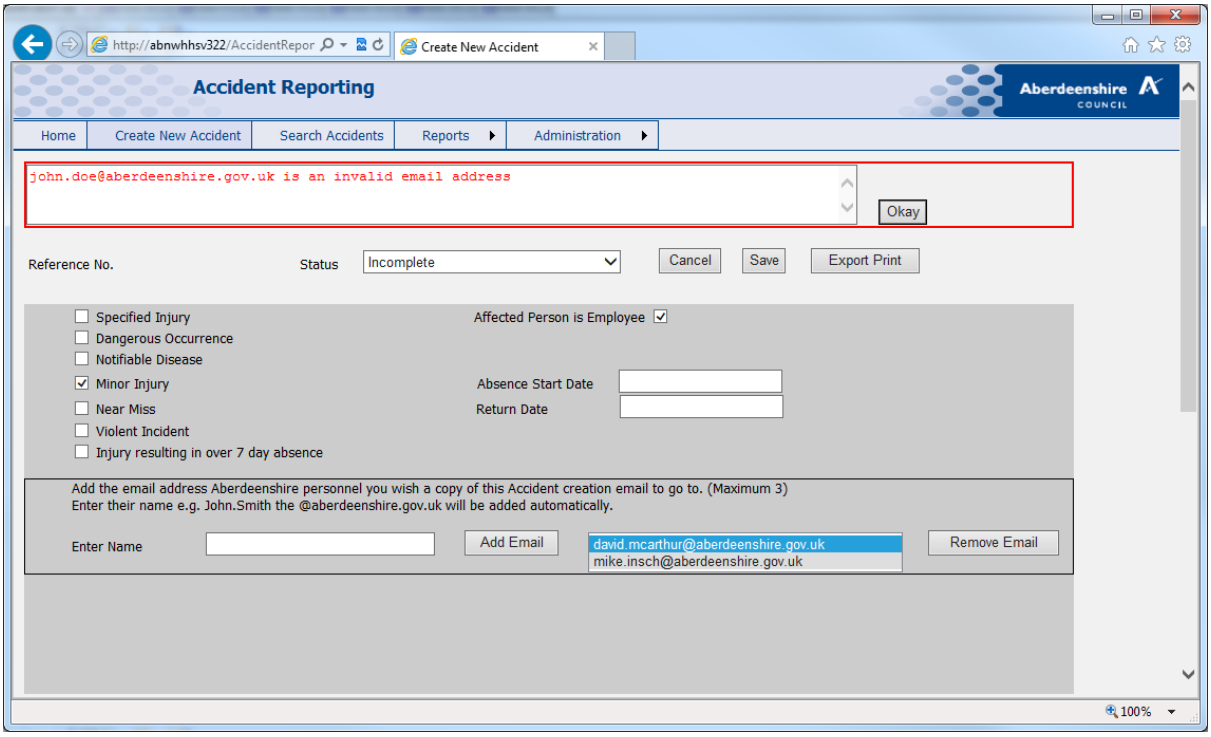

ACCIDENT DETAIL REPORT

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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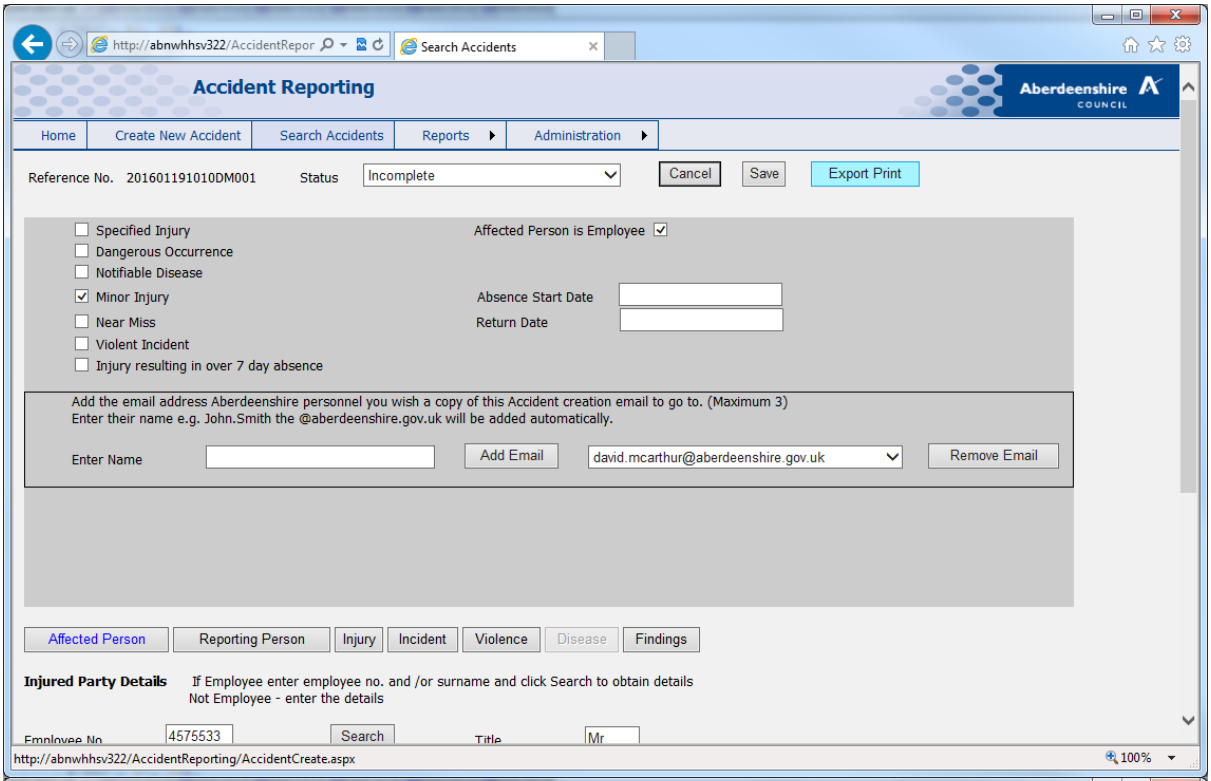

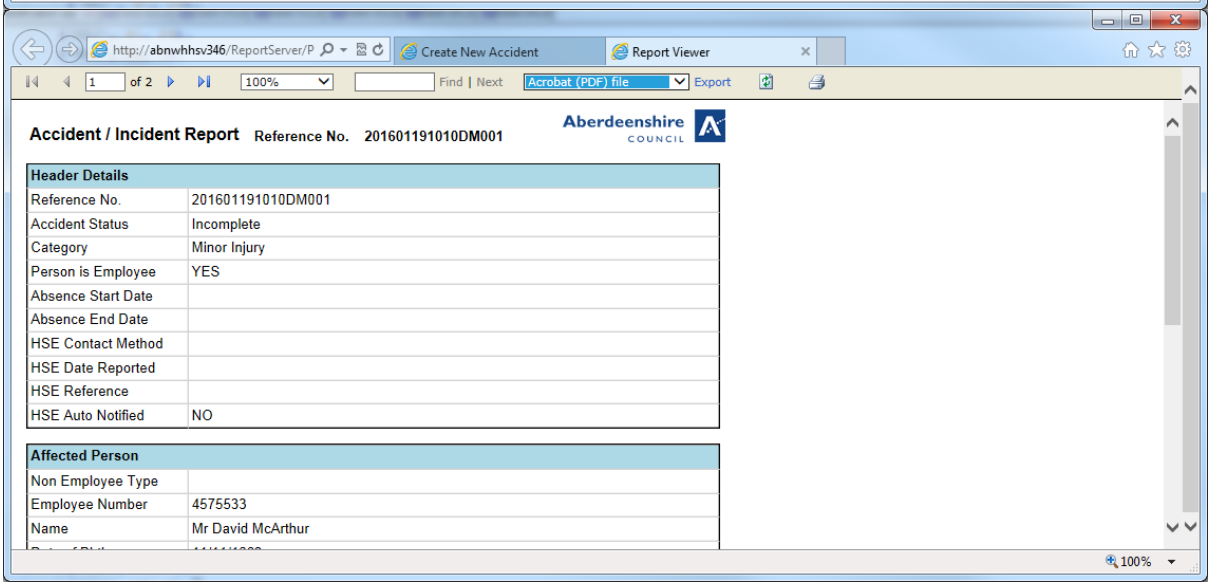

Select Acrobat (PDF) file and click the Export button to export to pdf format. Simply open the pdf file and print the pdf.
The report cannot be printed by clicking the printer icon.
Please note the Notifiable Disease and Violence sections of the Accident are only displayed in the report if any data is entered for these sections.

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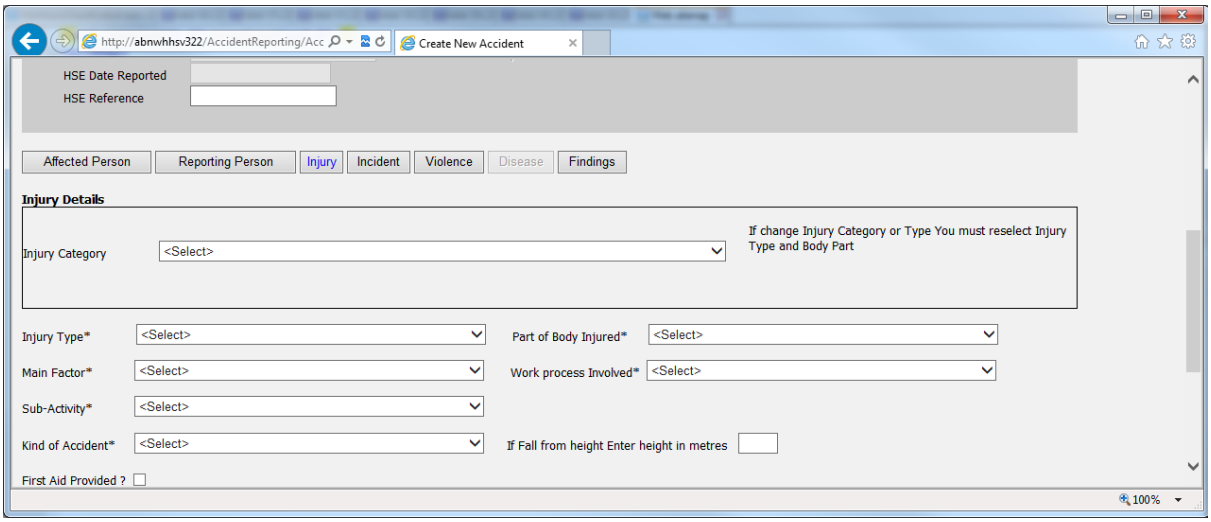
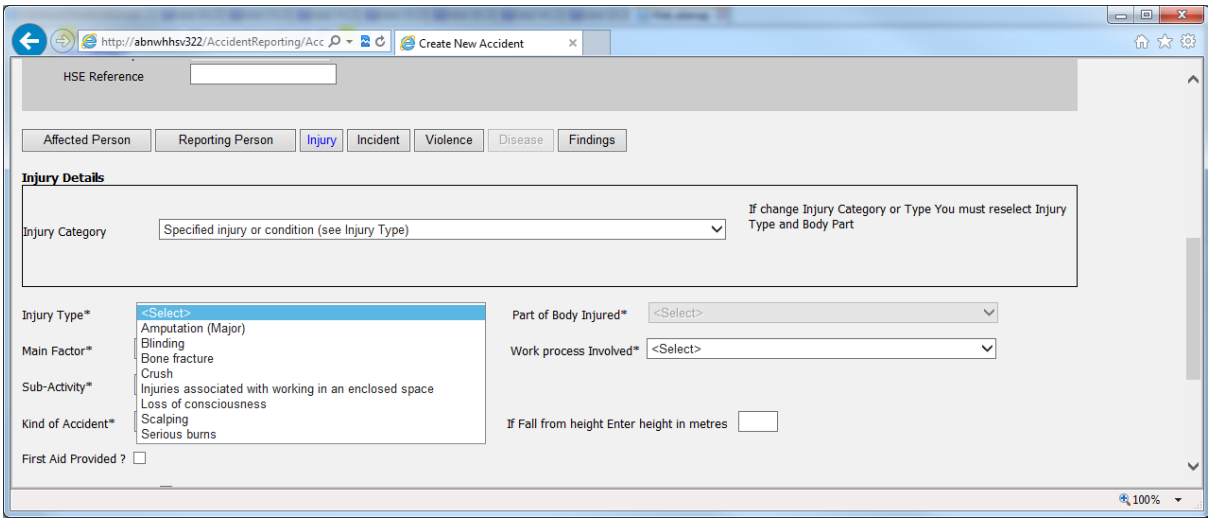
INJURY CATEFORY, TYPE AND BODY PART CLASSIFICATION

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.



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 Inury Type) is selected only Injury types specific to this category are available in the Injury type List.



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.