



**Automated Safety Incident Surveillance
Tracking System (ASISTS)**

**OOPS*2.0*7
RELEASE NOTES**
(OSHA 300 enhancements)

ASISTS GUI
Version 2.0
February 2005

Department of Veterans Affairs
Office of Information
Health System Design & Development (HSD&D)

Revision History

Date	Revision	Description	Author
10/18/04	1.0	Initial Version	Howell, Lynn
11/30/04	1.1	Added customer and team feedback	Howell, Lynn
02/10/04	1.2	Final Review and edits	Forester, Joy
02/23/04	1.3	Added important information about Patch 7 pre-installation procedures	Forester, Joy

Preface

Purpose of the Release Notes

The Release Notes section of this document describes the new features and functionality of OOPS*2.0*7 (Patch 7) in the ASISTS GUI v2.0 software which incorporates the modifications needed to implement the requirements of the OSHA 300 Log.

* * * * * **IMPORTANT** * * * * *

Your IRM staff should notify the Safety, Workers' Compensation and Occupational Health staff of the following items prior to installing Patch 7 into any test or production account:

1. Any case that has been created prior to this patch must have the following fields completed: Lost Time, Fatality, and Include on OSHA Log. These fields are on the Signature tab of the Complete/Validate/Sign Accident Report (2162) option.
2. The Log of Federal Occupational Injuries and Illnesses on the Reports menu is to be printed out the day prior to installation of OOPS*2*7 into a production account.
3. The OSHA 300 Log will start the day of installation into the production account.
4. The OSHA 300 Log will be based on a calendar year, not the fiscal year.

Additionally, the ASISTS TAG and development team are attempting to give end-users an opportunity to work with this new way of tracking occupational injuries and illnesses as mandated by OSHA. The TAG will address any changes, suggestions, comments and/or questions during their June 20, 2005 meeting.

A primary goal of releasing this patch now is that field staff will utilize the new options so they are familiar with the software to prevent potential errors when OSHA starts issuing citations January 1, 2006.

It is strongly recommended that Patch 7 be installed into a test account and thoroughly reviewed by Safety, Workers' Compensation and Occupational Health staff prior to installing the software into a production account.

Reference Numbering System

This document uses a numbering system to organize its topics into sections and show the reader how these topics relate to each other. For example, section 1.3 means this is the main topic for the third section of Chapter 1. If there were two subsections to this topic, they would be numbered 1.3.1 and 1.3.2. A section numbered 2.3.5.4.7 would be the seventh subsection of the fourth subsection of the fifth subsection of the third topic of Chapter 2. This numbering system tool allows the reader to more easily follow the logic of sections that contain several subsections.

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Chapter 1 Introduction

1.1 Overview

The Automated Safety Incident Surveillance and Tracking Systems (ASISTS) software was designed to manage the data relating to employee accidents and illnesses, and to produce reports from this data. Improving the tracking and management of employee accidents and exposures to bloodborne pathogens from needle sticks and sharps are high priorities of the VHA.

The current Occupational Safety and Health Administration (OSHA) reporting requirements for federal agencies are accomplished via the ASISTS application. The OSHA Log, currently available in the ASISTS package, adheres to the OSHA 200 Log (Summary of Occupational Injuries and Illnesses), which follows the 29 CFR Part 1960 regulations that were implemented in June 2002. The OSHA 200 Log updated the original report in ASISTS in response to requests made by OSHA after inspections/audits were conducted at facilities for more uniform reporting across the VHA. Users generate the log on demand after they have selected a start and end date from incident data previously entered through the application software.

The new functionality in OOPS*2.0*7 (Patch 7) entails designing and implementing forms, reports and database modifications for the ASISTS software required to support the OSHA 300 mandates. OSHA revised the injury and illness record keeping regulation (29 CFR Part 1904) to make it easier to understand and follow, as well as improve the accuracy of the data collected. OSHA will mandate these new record-keeping regulations to be effective on January 1, 2005. Refer to the following websites for more OSHA recordkeeping information:
<http://www.osha.gov/Publications/recordkeeping/index.html> and
http://www.osha.gov/Publications/recordkeeping/recordkeeping_handbook.pdf

In addition, the Patch 7 modifications will be made to ensure compliance to privacy regulations for employees reporting work related incidents. These new reporting requirements include the OSHA Form 300 (Log of Work Related Injuries and Illnesses), OSHA Form 301 (Injury and Illness Incident Report) and OSHA Form 300A (Summary of Work Related Injuries and Illnesses).

The information contained in this document is not intended to replace the ASISTS GUI v2.0 User Manual or On-line Help documentation. New functionality is briefly discussed so that readers are aware of high-level functional changes in the ASISTS software. The ASISTS GUI v2.0 User Manual or On-line Help should still be used to obtain detailed information regarding specific functionality.

1.2 Types of Changes

While the main focus of Patch 7 is to implement the requirements for the OSHA 300 mandates, both bug fixes and minor enhancements are also included with this release and will be described in detail below.

Chapter 2 - OSHA 300 and Minor Enhancements

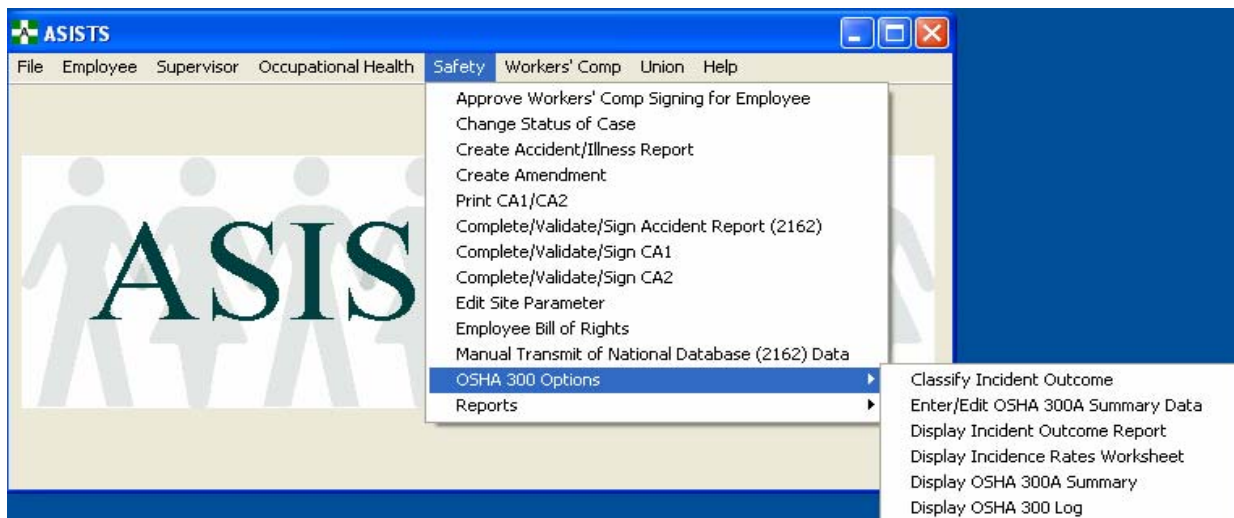
2.1 Overview

This chapter details the modifications and changes that have been made to ASISTS that provides new functionality. These enhancements include the OSHA 300 Log and related functionality.

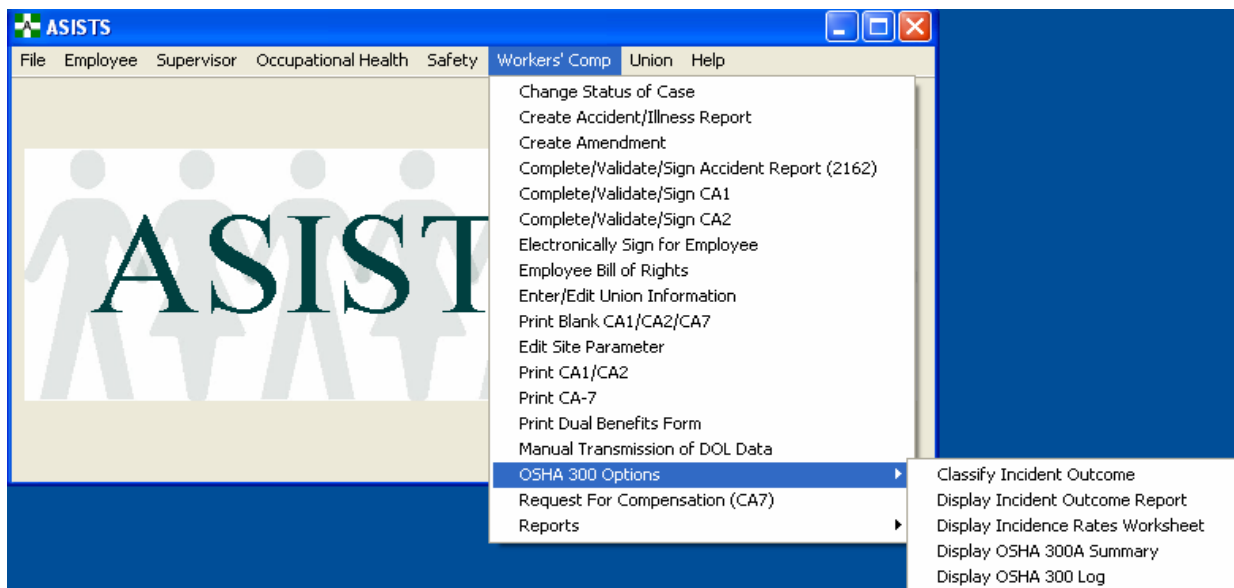
2.2 OSHA 300

2.2.1 Menu Changes

A new menu option (with sub menus) has been added to the Safety Menu:



A new menu option (with sub menus) has been added to the Workers' Comp Menu:



Additional changes to the menus include:

- Employee Health has been re-titled to Occupational Health
- Log of Federal Occupational Injuries and Illnesses has been removed from the Occupational Health and Workers' Comp menus.

2.2.2 Create Accident/Illness Report

Two new fields added to this option are the Time Work Began and Illness Type, if the incident was an Illness/Disease. The Time Work Began field is required for all the Personnel Status selections except for Visitor or Other. If the Personnel Status selection is Visitor or Other, the Time Work Began field will not be accessible by the actor (i.e. grayed out). The Illness Type is required if the incident is an Illness/Disease for all claims.

The screenshot shows a software window titled "Create Accident/Illness Report". The form is divided into several sections:

- Personnel Status:** A group of radio buttons for selecting the status of the person involved: Employee, Volunteer, Contractor, Visitor, Non-Paid Employee, Resident Physician, Medical Student, Nursing Student, Other Student, and Other.
- Injury / Illness:** Radio buttons for "Injury" or "Illness/Disease". If "Illness/Disease" is selected, an "Illness Type:" dropdown menu is visible.
- Station:** A dropdown menu for selecting the station.
- Person Involved:** Includes a button "Press to Get a New Employee or Non-Paid Employee", and fields for Name, SSN, DOB, Sex (Female/Male), Home Address (Street, City, State, Zip Code, Phone).
- Incident Information:** Fields for Date/Time of Incident, Time Work Began (a dropdown menu), and Type of Incident (a dropdown menu).
- Supervisor Selection:** A button "Press a button to select a supervisor" with "Supervisor:" and "Secondary Supervisor:" buttons, followed by text input fields for the supervisor names.
- Save/Exit:** A button at the bottom right of the form.

2.2.3 Complete/Validate/Sign Accident Report (2162)

A new field, Hire Date has been added to the Employee Data tab of this option. If the individual involved in the incident is an employee and there is data in the Service Computation Date (field #30) of the PAID EMPLOYEE File (#450), that date will auto populate the Hire Date field and the field will not be editable. If there is no Service Computation Date data available, the system will allow the user to enter information into the Hire Date field since it is required. If the Personnel Status selection is Visitor or Other, the Hire Date field will not be accessible (i.e. grayed out). The Hire Date is required for all personnel statuses except Visitor or Other.

The Time Work Began will be editable on this tab following the same rules as described above.

The screenshot shows a software window titled "Supervisor 2162". At the top, there is a "Select Claim:" dropdown menu. Below this are three labels: "SSN:", "Injury/Illness:", and "Personnel Status:". Under "SSN:" is a "Service:" label. Under "Injury/Illness:" is a "Type Incident:" label. A horizontal tab bar contains the following tabs: "Employee Data", "General Setting", "Exposure", "Equipment", "OSHA", and "Signatures". The "Employee Data" tab is currently selected. Below the tabs, there are two rows of labels: "Cost Center/Organization:" and "Occupation:" in the first row, and "Grade/Step:" and "Education:" in the second row. The main form area is divided into two columns. The left column contains a "Person Involved" section with fields for "Name:", "SSN:", "Date of Birth:", "Sex:" (with radio buttons for "Female" and "Male"), and "Hire Date:". Below this is a "Home Address" section with fields for "Street:", "City:", "State:" (a dropdown menu), "Zip Code:", and "Phone:". The right column contains a "Station Number:" dropdown, a "Type of Incident:" dropdown, and a "Time Work Began:" dropdown. Below these is a section titled "Press a button to select a supervisor" with two buttons: "Supervisor:" and "Secondary Supervisor:". Under these buttons are two text input fields labeled "** Supervisor" and "Sec Super". At the bottom of the window is a navigation bar with buttons: "Prev", "Next", "Print", "Sign/Validate", "Save", and "Exit".

A new tab has been added to this option: the OSHA tab. This tab contains new fields as well as the Include on OSHA Log field, which has been moved from the Signatures tab. This tab is only accessible from the Safety and Workers' Comp Menus. The new fields are:

- Is This A Privacy Case (system defaults to No and is required)
- Treatment Information – Was Individual Treated In Non-VA Emergency Room (system defaults No) and Was Individual Hospitalized Overnight as An Inpatient (system defaults No). Both are required fields.
- Physician First Providing Medical Care – Physician Name will be pulled from the Site Parameter file and displayed to the actor. This field is editable but not required.
- Other Treating Medical Facility – Was Individual Treated At A Different Facility (system defaults No); if Yes, the Facility Name, Street, City, State, and Zip Code fields are editable and required.

The following fields have been removed from the Signatures tab: Lost Time, Duty Returned To, and Fatality. These fields are no longer collected in ASISTS. Note: Date of Death will be collected in a new option called Classify Incident Outcome (refer to Section 2.2.5).

Additionally, a bug that caused the 'Fields have changed, save data' question to be asked every time a user exited the form regardless of whether any data had been changed has been fixed.

2.2.4 Print Report of Accident

A third page has been added to the Print Report of Accident so that the newly added fields can be displayed. This third page along with the existing 2 pages will fulfill the requirements for producing the OSHA Form 301, Injury and Illness Incident Report. Modifications were made to the first page by removing the Lost Time and Duty Returned to fields. These fields are replaced with Job Transfer/Restriction and Days Away Work fields. Also every occurrence of 'Safety Officer' has been changed to 'Safety Official' in this report.

Department of Veteran Affairs		REPORT OF ACCIDENT	
ACCIDENT IDENTIFICATION SECTION			
Case Number 2005-00002	Type of Incident Assault	Date and Time of Occurrence SEP 01, 2004	General Setting of Incident Non-patient care setting
PERSONNEL INVOLVED SECTION			
Person Involved OOPS, ASISTS		Service	
SSN 666-11-2222	Date of Birth MAY 01, 1978	Personnel Status Contractor	Case Status Open
Gender Male	Home Phone 888-888-8888	Education	
Injury/Illness Illness/disease	Cost Center / Org	Home Address 3333 ACCIDENT LANE CARWRECK, VIRGINIA 22308	
Occupation	Grade/Step /		
INJURY/ILLNESS DATA SECTION			
Location of Injury Cooling plant	Characterization of Injury Allergic Reaction	Medical Emergency Clean-up Following Medical	
Body Part Most Affected LOWER BACK/BUTTOCKS		Side of Body Affected NA	
Additional Body Part		Job Trans/Restriction 0	Days Away Wk 21
DESCRIPTION OF INCIDENT			
THIS IS THE DESCRIPTION OF THE INCIDENT.			

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OSHA 301 DATA SECTION	
Date Hired: JUN 01, 1990	Time Began Work: 07:00A
Illness Type (incident was an illness): Respiratory condition	
Include On OSHA Log: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is Case a Privacy Case: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of Death:	
Information about the physician or other Health Care Professional:	
Name of Physician: BEACH,SANDY	
Was Individual Hospitalized overnight as an In-Patient:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Was Individual treated in a non-VA Emergency Room:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Non-VA Facility Information:	
Facility Name: TREATING FACILITY	
Street: 123 TREATMENT CITY	
City: DIAGNOSIS	
State: VIRGINIA	
Zip Code: 22308	

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The screenshot shows a 'Print Preview' window with a toolbar at the top containing icons for print, save, and other functions, along with a 'Close' button. The main content area displays a form with two sections:

Non-VA Facility Information:

- Facility Name: TREATING FACILITY
- Street: 123 TREATMENT CITY
- City: DIAGNOSIS
- State: VIRGINIA
- Zip Code: 22308

Safety Official Information:

- Safety Official Name: OOPS,ASISTS
- Safety Official Title: SAFETY OFFICE IN CHG
- Safety Official Phone #: 1231231231
- Safety Official Phone Ext: X4433

At the bottom of the form, the following information is displayed:

CASE NUMBER: 2005-00002 Date Created: OCT 13, 2004@14:30 Created By: OOPS,ASISTS

The status bar at the bottom left indicates '0% Page 3 of 3'.

2.2.5 Classify Incident Outcome

A new option has been added which will enable either the Safety Official or Workers' Comp specialist to track how the injury or illness incident impacted the individual. The four possible Incident Outcome Classifications are Other Recordable, Job Transfer/Restriction, Away From Work, and Death. This information will be used in calculating Days Away From Work or Days Job Transfer Or Restriction on the OSHA 300 Log. The Start Date and Incident Outcome Classification are required in order to create an entry. Also, the Start Date cannot be a future date and cannot be on or before the previous entry's End Date.

If the Incident Outcome Classification for an entry is 'Other Recordable', the system will collect the Start Date and End Date but will not calculate the number of Days Away From Work or Days Job Transfer Or Restriction. Other Recordable can only be entered as the first entry for an incident and cannot be used for any subsequent entries.

In order to add another (or subsequent) entry for the incident, an end date must be entered for the previous entry. In order to delete an entry, an end date must be entered for that entry. The system will only allow a user to delete one entry at a time, starting with the last entry first. In order to edit an entry, an end date cannot be present for that entry. If an end date is present, the user must delete the entry first and then re-enter it.

An estimated return date can be entered but is not used in any OSHA 300 Log calculations and it does not default from one outcome classification entry to the next. Additionally, should an

incident result in a fatality, the incident outcome classification of Death should be chosen and the Date of Death will then be required.

The system will cumulatively calculate the number of days for the Away From Work or Job Transfer /Restriction entries when the End Date is entered. The system will begin counting on the Start Date and finish counting on the End Date to determine the Total Days. If the Start Date and End Date are the same date, the system will calculate a zero (0) for the number of Days Away From Work or Days Job Transfer Or Restriction. If the calculated Total Days for a specific incident exceeds 180 days, the maximum number of days that will be reported on the OSHA 300 Log for that incident will be 180 days.

Classify Incident Outcome

Select Claim: 2005-00031 JAN 13, 2005@10:30 ASISTSEMPLOYEE, ONE

SSN: Injury/Illness: Personnel Status:

Service: Type Incident: Personnel Status:

Incident Classification on File

Start Date	End Date	Incident Outcome	Days Away Wk	Days Job Tran/Res	Total Days	Est Rtn Date
FEB 10, 2005		Away Work			15	
FEB 01, 2005	FEB 08, 2005	Job Transfer/Restriction		8	15	
JAN 25, 2005	JAN 31, 2005	Away Work	7		7	
JAN 15, 2005	JAN 18, 2005	Other Recordable			0	

Add Edit Delete

Incident Outcome

*** Classification

☐ Other Recordable ☐ Job Transfer / Restriction

☐ Away from Work ☐ Death

Date of Classification: *** Start Date: End Date:

Date of Death: Estimated Return Date:

Print Save Exit

2.2.6 Enter/Edit OSHA 300A Summary Data

This is a new option that provides a mechanism for the Safety Official to enter station-specific information including the Safety Official, Industrial Data, Average Number Of Employees and the Total Number Of Employee Hours worked for the month, which are required on the OSHA 300A Summary Report.

The stations shown in the Station List box are those stations entered in the Edit Site Parameter Option. A station must be selected in order to enter data in the OSHA 300A Summary Data section. Station information, which has been entered or edited, must be saved (or canceled)

before entering the summary data. The summary data must be collected on a monthly basis based on a requirement from the ASISTS TAG. If a facility is an integrated site, the month/year-specific OSHA 300 information must be entered for each station.

An entry can be edited by selecting a row in table, then clicking the edit button. The data entered for that month and year would be displayed in the corresponding text boxes where the user may change, update the display, and then save the information.

Entry of the summary data should begin in January of the current year, although ASISTS does not make this a requirement. The month can be manually selected only for the first entry. After that, the system automatically selects the month in sequential calendar order. For example, if a user changed the first entry from January to March, entered the Average Number Of Employees and Total Hours Employees Worked and then saved that information, the next entry would be for April of the current year. The month cannot be manually changed for subsequent entries. This option is designed this way to ensure the proper collection of the summary data necessary to produce the OSHA 300A Summary and Incidence Rates Worksheet reports.

Enter/Edit OSHA 300A Summary Data

Station Information

Station: ALBUQUERQUE, NM = 501
LONG BEACH, CA = 600
ALTOONA, PA = 503
RICHMOND, VA = 652

Safety Official Name: DOOPS, ASISTS
** Safety Official Title: SAFETY OFFICE IN CHG
** Safety Phone Number: (123)123-1231
Safety Phone Ext: X4433

Industrial Information

** Industry Description: OUTTHERE MEDICAL CENTER
Std Industrial Class. (SIC): 8062 - General Medical and Surgical Hospitals
N.A. Industrial Class. (NAICS): 621320 - Offices of Optometrists

OSHA 300A Summary Data

Month / Year	Avg # of Emp	Tot Hrs Wked
OCT 2004	103	10000
SEP 2004	99	9999
AUG 2004	88	8888
JUL 2004	77	7778
JUN 2004	66	6666
MAY 2004	55	5555

Month: ☐ Jan ☐ Feb ☐ Mar ☐ Apr
☐ May ☐ Jun ☐ Jul ☐ Aug
☐ Sep ☐ Oct ☐ Nov ☐ Dec

Data for Month/Year

** Avg. Num. of Emp:
** Tot. Hrs Emp. Worked:

Buttons: Add, Edit, Save, Update Display, Cancel, Exit

2.2.7 Display Incident Outcome Report

The Display Incident Outcome report lists all the Incident Outcome entries collected for an individual in the Classify Incident Outcome menu option. It includes the status of an entry,

which is either Added or Deleted. If an entry has been deleted, it is not included in calculations determining the number of days the individuals' work was impacted. It also includes the name and the date/time the entry was last edited by.

Display Incident Outcome Report Data for OSHA 300
for Individual - OOPS, ASISTS
ASISTS Claim No - 2005-00002

Start Date	End Date	Incident Outcome	Days Away from Work	Days Job Tran/Rstr	Total	Estimated Rtn Date	Last Edited By	Last Edit Dt	Status
10/3/2004		Away Work			21		OOPS,ASISTS	10/13/2004@14:38	Added
9/17/2004	10/1/2004	Away Work	14		21		OOPS,ASISTS	10/13/2004@14:35	Added
9/8/2004	9/15/2004	Away Work	7		7		OOPS,ASISTS	10/13/2004@14:34	Added
9/2/2004	9/5/2004	Other Recordable			0	10/1/2004	OOPS,ASISTS	10/13/2004@14:34	Added

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2.2.8 Display Incidence Rates Worksheet

The Incidence Rates Worksheet report will display the following information for the specified date range and station: Total Number Of Injuries and Illnesses, Number Of Hours Worked By All Employees, Total Recordable Case Rate, Number Of Entries In Column H + Column I (columns on the OSHA 300 Log), and DART Incidence Rate.

To calculate the Total Recordable Case Rate for the specified period, the system sums the Total Number Of Injury and Illness incidents for that year, multiplies the number by 200,000, then divides the number by the Number of Hours Worked By All Employees. To calculate the DART Incidence Rate for the specified period, the system sums the Total Number Of Injury and Illness entries on the OSHA 300 Log that involved days away from work and job transfer/ restriction, multiplies the number by 200,000, then divides the number by the Number of Hours Worked By All Employees.

The user must select the start month/year, end month/year, and the station. The year defaults to the current year but can be changed. Examples of two reports are displayed below. One report is displayed where complete data has been entered for the average number of employees and

total hours worked and one report with missing monthly information (entered in the Enter/Edit OSHA 300A Summary Data).

Injury & Illness Incidence Rates Worksheet

Report Run Dates

Click Start Month and Year:

JAN 2004

Click End Month and Year:

OCT 2004

Station:

ALTOONA, PA = 503

Print Print Preview Exit

Complete monthly data results:

Injury & Illness Incidence Rates Worksheet
for Period - JAN 2004 through OCT 2004
for Station - LONG BEACH, CA

Total Number Of Injuries and Illnesses						
10	×	200,000	÷	59996	=	33.3356
Number of Entries In Column H + Column I						
7	×	200,000	÷	59996	=	23.3349

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Incomplete monthly data results:

Print Preview

Injury & Illness Incidence Rates Worksheet
for Period - JAN 2004 through OCT 2004
for Station - ALTOONA, PA

Total Number Of Injuries and Illnesses						
0	x	200,000	÷	0	=	0

Number of Entries In Column H + Column I						
0	x	200,000	÷	0	=	0

Incomplete employee hours entered, could not complete calculations.

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2.2.9 Display OSHA 300A Summary

The new Display OSHA 300A Summary option can only be accessed from the Safety menu and includes all cases where the 'Include on OSHA Log' field equals 'Yes' (OSHA eligible cases). The user must enter a Start Date and End Date, and select a Station.

OSHA 300A Summary

Report Run Dates

Enter Start Date: 1/16/2004

Enter End Date: 10/13/2004

Station:
LONG BEACH, CA = 600

Print Print Preview Exit

The OSHA 300A summary information is retrieved and calculated from the data entered in the Enter/Edit OSHA 300A Summary Data option, the Create Accident/Illness Report option and the

Complete/Validate/Sign Accident Report (2162) option. If a case has more than one classification (e.g. the case begins as a restricted duty then becomes a lost time or days away from work claim), the system will only count the most severe classification on the OSHA 300A Summary report. A case can only be included once in the summary totals.

Print Preview

OSHA'S Form 300A (Rev. 01/2004)
Summary of Work Related Injuries & Illnesses

Year 20 04

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1215-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.
Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0".
Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 300 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases			
Total number of Deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
1	6	1	1
{G}	{H}	{I}	{J}

Number of Days	
Total number of Days away from work	Total number of days of job transfer or restriction
70	51
{K}	{L}

Injury and Illness Type			
Total number of ...		{M}	
(1) Injuries	4	(4) Poisonings	2
(2) Skin disorders	0	(5) Hearing Loss	0
(3) Respiratory conditions	1	(6) All Other illnesses	2

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to Washington, DC 20503-2977. Do not send this collection of information to the Office of Management and Budget.

Establishment Information

Your establishment name: LONG BEACH, CA

Street: 123 SHORE DRIVE

City: LONGER BEACH State: CA Zip: 97603

Industry description (e.g., manufacture of motor truck trailers): OUTHERE MEDICAL CENTER

Standard Industrial Classification (SIC), if known (e.g., 3713): 8 8 0 6

OR

North American Industrial Classification (NAICS), if known (e.g., 334212): 6 6 2 1 3 2

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees: 598

Total hours worked by all employees last year: 59996

Sign Here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Signature: 123-123-1231 Title: 10/13/2004

Date: 10/13/2004

for Station: LONG BEACH, CA for Date Range: 6/2004 - 10/13/2004 Date Printed: 10/13/2004 3:58:21PM

0% Page 1 of 1

In order for the system to perform the OSHA 300A Summary Report calculations, the OSHA 300A summary information must be available for every month within the specified date range for the station. If all the monthly information is not present, the system will display the following error message in addition to printing zeros and "INCOMPLETE DATA" text in the report fields for the OSHA 300 Summary Report.

Asists

Cannot complete calculations for Annual Average Number of Employees and Total Hours Worked by All Employees Last Year due to missing monthly data within the specified date range.

Please go to the Enter/Edit OSHA300 Summary Data option to correct this.

OK

Print Preview

OSHA'S Form 300A (Rev. 01/2004)

Summary of Work Related Injuries & Illnesses

Year 20 04

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OSHA no. 3230-0176

All establishments covered by Part 300A must complete this Summary page as well as work related injuries or illnesses occurred during the year. Reviewer to review the Log to verify that the entries were completed accurately before completing this summary.
Using this Log, count the individual entries you make for each category. Then enter the totals below, making sure you've added the entries from every page of the Log. If you had no cases, enter "0".
Employers, former employees, and third parties are all entitled to review the OSHA Form 300A in its entirety. They also have initial access to the OSHA Form 300A or its equivalent OSHA 300A-104, in OSHA's record keeping rule, for further details on the access provisions for these forms.

Number of Cases			
Total number of Deaths	Total number of cases with days away from work	Total number of new cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Type			
Total number of...		(M)	
(1) Injury	0	(3) Poisoning	0
(2) Skin disorder	0	(4) Hearing Loss	0
(3) Respiratory condition	0	(5) All Other Illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

This reporting form is for the collection of information to estimate OSHA's record keeping performance, including time to review the information, verify and enter the data, and complete and review the information. This form is not intended to be used for the collection of information for use in a court of law. OSHA's record keeping rule, 29 CFR 1904.10, requires employers to maintain accurate and complete records of work-related injuries and illnesses. This form is not intended to be used for the collection of information for use in a court of law. OSHA's record keeping rule, 29 CFR 1904.10, requires employers to maintain accurate and complete records of work-related injuries and illnesses.

for Station - CLEVELAND, OH (CONG)

for Date Range: 1/20/2004 - 11/16/2004

Date Printed: 11/16/2004 2:49:24 PM

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2.2.10 Display OSHA 300 Log

The new Display OSHA 300 Log report option can be accessed from the Safety, Workers' Comp, and Union menus and will include all cases where the 'Include on OSHA Log' field equals 'Yes' (OSHA eligible cases). The user must enter a Start Date and End Date, select a Station, and choose if names will be included on the report (if not called from the Union menu). If names are to be included on the report and an OSHA eligible case has been marked as a privacy case in the Complete/Validate/Sign Accident Report (2162) option, the name field will display the words 'Privacy Case' in the OSHA 300 Log. Additionally, if the Type of Incident for a claim is Hollow Bore Needlestick, Sharps Exposure, Exposure to Body Fluids/Splash or Suture Needlestick, then the words 'Privacy Case' will print as the name if Include Names is Yes. If the calling menu is Union or Include Names is No, then the name field will be blank.

The Print Preview option will display the OSHA 300 Log in landscape orientation on the user's computer screen. The Print option will print the OSHA 300 Log to the user's default Window's printer in landscape orientation, as well. However, the user must use 11x14 legal size paper in the printer so that the entire OSHA 300 Log will print correctly without being cut off.

If the Display OSHA 300 Log report option is being accessed from the Union menu, the system will only prompt the actor to enter a Start Date and End Date, and select a Station. A Union Representative does not have the privilege to view individual names and will not have the option to include names on the OSHA 300 Log report.

Log of Work Related Injuries and Illnesses

Report Criteria

Enter Start Date: 4/17/2004

Enter End Date: 10/14/2004

Station:

Include Names? ☐ Yes ☐ No

Print Print Preview Exit

The system retrieves the OSHA eligible cases and displays the OSHA 300 Log report. The OSHA 300 Log report will include the Establishment Name, City, and State for the specified date range and station. This information is retrieved from the VistA Institution File. The OSHA 300 Log report will include the following information for each OSHA eligible case displayed:

To identify the person:

(A) Case Number, (B) Employee's Name, (C) Job Title

To describe the case:

(D) Date Of Injury Or Onset Of Illness, (E) Where The Event Occurred, (F) Description Of The Injury Or Illness, Including Parts Of Body Affected and Object/Substance That Directly Injured Or Made The Person Ill

To classify the case (only one classification allowed for each case):

(G) Death, (H) Days Away From Work, (I) Job Transfer Or Restriction, (J) Other Recordable Cases

To indicate the number of days the injured or ill worker was:

(K) Away From Work, (L) On Job Transfer Or Restriction

To indicate the illness or injury type:

(M1) Injury, (M2) Skin Disorder, (M3) Respiratory Condition, (M4) Poisoning, (M5) Hearing Loss, (M6) All Other Illnesses

For the specified date range and station, the system will sum the number of OSHA eligible cases with the following classifications and display the total number on the OSHA 300 Log report.

(G) Death

2.3 Other Minor Modifications Initiated By Developers Or Requested By TAG

2.3.1 Menu Name Change

The Employee Health menu has been changed to Occupational Health.

2.3.2 Complete/Validate/Sign Accident Report (2162)

The following has been added to the Description of Incident Text on the General Setting tab:

Describe the activity and any tools, equipment, or material the employee was using.

Tell us how the injury occurred.

What object or substance directly harmed the employee.

2.3.3 Print Report of Accident (2162)

All occurrences of 'Safety Officer' have been changed to 'Safety Official'

2.3.4 Log of Federal Occupational Injuries and Illnesses Option

This option has been removed from the Occupational Health Menu (old Employee Health) and the Workers' Comp menu.

At the request of the program office, the current Log (Log of Federal Occupational Injuries and Illnesses) option has been modified so that a report end date after 12/31/05 cannot be entered. This will enable the current log to be run for all cases through the end of December 2005. After 12/31/05 only the OSHA 300 Log can be used.

If the Type of Incident for a claim is Hollow Bore Needlestick, Sharps Exposure, Exposure to Body Fluids/Splash or Suture Needlestick, then the words 'Privacy Case' will print as the name on the log if 'Include Names' is answered Yes. If the calling menu is Union or 'Include Names' is answered No, then the name field will be blank (no change from current logic).

2.3.5 Incident Reports Option

To reflect the modifications implemented with the OSHA 300, the selection criteria for Lost Time incidents has been changed. Lost Time and No Lost Time is now All Cases, and Lost Time Only is now Days Away From Work Cases. All report headers have been updated to reflect this change.

The page orientation when selecting either a bar or pie graph report has been changed from portrait to landscape.

2.3.6 Log of Needlestick Incidents

The Lost Time field has been removed from the report. The report logic has been modified to print the words 'Privacy Case' as the name for all cases on the log if the question 'Include Names' is answered Yes. If the calling menu is Union or 'Include Names' is answered No, then the name field will be blank (no change from current logic).

Chapter 3 Bug Fixes

3.1 Overview

This chapter details the modifications and changes that have been made to ASISTS for addressing NOIS and Remedy tickets.

3.2 BHS-0904-10719

In the CA1, if a user clicked selected 'No Cases Selectable' in the claim selection list box, then clicked ok when the message 'There are no cases returned from your search, please try again' and then clicked on the Add, Edit, or Delete Witness buttons, a null subscript error was returned. Additional error checking has been implemented to prevent the activation of the Witness buttons if a valid claim has not been selected.

3.3 BHS-0704-11584

In the CA1 and CA2, error checking was not performed until the time of signature in determining if the BODY PART MOST AFFECTED (field #30) from the ASISTS ACCIDENT REPORTING File (#2260) had been entered. Error checking has now been incorporated prior to allowing the signature and the message has been changed to: 'BODY PART MOST AFFECTED (FORM 2162) must be completed before signing.'

3.4 HD0000000060594

In the CA1, if a user controverted the claim and selected a Reason for Controvert but did not enter a comment in the Dispute description field, then the electronic claim submission was rejected by the AAC with a "missing E5" error. The Reason for Controvert selection in a CA1 will now generate an E5 in segment OP08 of the electronic transmission to the AAC.

Chapter 4 Miscellaneous Technical Information

4.1 Overview

A brief description of the technical modifications will be described below.

4.2 M Routines altered in patch

OOPSDOL1	OOPSGUI9
OOPSGUI1	OOPSGUI10
OOPSGUI3	OOPSGUIC
OOPSGUI4	OOPSGUIF
OOPSGUI5	OOPSGUIR
OOPSGUI6	OOPSGUIT
OOPSGUI7	OOPSUTL4
OOPSGUI8	

4.3 Remote Procedure Calls added or modified in patch.

OOPS CREATE AMENDMENT
OOPS EDIT SITEPAR STATION
OOPS GET SITE PARAMETER
OOPS SET OSHA300A
OOPS ZIP CODE MISMATCH CHECK

4.4 OPTIONS altered in patch

OOPS GUI EMPLOYEE

4.5 Data Dictionary Changes in the ASISTS namespace

4.5.1 ASISTS ACCIDENT REPORTING File (#2260)

4.5.1.1 DATE OF DEATH (#333)

This field is completed if the incident resulted in a fatality. It is completed in the Classify Incident Outcome Option.

4.5.1.2 ILLNESS TYPE (#334)

The illness type is a set of codes and is required if the incident in an Illness. Valid responses are Skin disorder, Respiratory condition, Poisoning, Hearing loss, All other illnesses.

4.5.1.3 TIME WORK BEGAN (#335)

The time work began is collected for all claims whose personnel status is not visitor or other.

4.5.1.4 HIRE DATE (#336)

This is the date that the individual was first hired.

4.5.1.5 PRIVACY CASE (#337)

This field indicates whether the case is the result of bloodborne pathogen exposure and should be treated with the strictest confidentiality.

4.5.1.6 NON VA ER TREATMENT RCVD (#338)

This set of codes (Yes/No) field indicates whether the individual was treated in a non-VA emergency room as a result of the incident.

4.5.1.7 HOSPITALIZED AS INPATIENT (#339)

This set of codes (Yes/No) field indicates whether the individual was hospitalized overnight as an inpatient.

4.5.1.8 TREATING PHYSICIAN (#340)

This field contains the name of the physician who treated the individual, if it was a non-occupational health physician.

4.5.1.9 TREATED AT DIFFERENT FACILITY (#341)

This set of codes (Yes/No) field will indicate if the individual was treated at a facility other than the one they are assigned to.

4.5.1.10 OTHER FACILITY NAME (#342)

This field will contain the name of the facility where the individual was treated if other than their normal duty assignment.

4.5.1.11 OTHER FACILITY STREET (#343)

This field will contain the street address of the facility where the individual was treated if other than their normal duty assignment.

4.5.1.12 OTHER FACILITY CITY (#344)

This field will contain the City portion of the address of the facility where the individual was treated if other than their normal duty assignment.

4.5.1.13 OTHER FACILITY STATE (#345)

This field will contain the State portion of the address of the facility where the individual was treated if other than their normal duty assignment.

4.5.1.14 OTHER FACILITY ZIP (#346)

This field will contain the Zip Code for the facility where the individual was treated if other than their normal duty assignment.

4.5.2 ASISTS SITE PARAMETER (#2262), Station Subfile (#2262.03)

The ASISTS Site Parameter file has been modified by adding fields to the Station subfile and a new subfile to the Station subfile; the OSHA MONTH/YEAR subfile (#2262.315). The new fields in the Station subfile identify the Safety Official at the facility who is responsible for completing the OSHA 300A Summary. Additionally, the new subfile will contain the average number of employees and total hours those employees have worked by month at the facility.

4.5.2.1 SAFETY OFFICIAL (#7)

This field is a pointer to the New Person file (#200) and allows a lookup on it for the Safety Official at the facility.

4.5.2.2 SAFETY OFFICIAL TITLE (#8)

This free text field contains the Safety Official's title.

4.5.2.3 SAFETY OFFICIAL PHONE NUMBER (#9)

This field contains the Safety Official's phone number.

4.5.2.4 SAFETY OFFICIAL PHONE EXTENSION (#10)

This field contains any phone extension the Safety Official might have.

4.5.2.5 OSHA 300 INDUSTRY DESCRIPTION (#11)

This field contains the industry description for the facility and will be used on the OSHA 300A Summary report.

4.5.2.6 STAND INDUSTRIAL CLASS (SIC) (#12)

This field contains the Standard Industrial Class code for the facility. It is a pointer to the ASISTS Standard Industrial Class (SIC) file (#2262.6)

4.5.2.7 N. A. INDUSTRIAL CLASS (NAICS) (#13)

This field contains the North American Industrial Class code for the facility. It is a pointer to the ASISTS N.A. Industrial Classification (NAICS) file (#2262.7)

4.5.2.8 OSHA MONTH/YEAR (#15) (Subfile # 2262.315)

This field is a subfile which contains the Month/Year for the Average number of employees and the Total Hours worked by the employees at the facility.

4.5.2.8.1 OSHA MONTH/YEAR (#.01)

This field contains the Month and year in the format MON/YEAR for the data contained in the average number of employees and total hours worked by fields.

4.5.2.8.2 AVG NUMBER OF EMPLOYEES (#1)

This field contains the average number of employees working at the facility during the month and year indicated. This information will be obtained and entered by the Safety Official.

4.5.2.8.3 TOTAL HRS WORKED BY (#2)

This field contains the total hours worked by employees at the facility during the month and year indicated. This information will be obtained and entered by the Safety Official.

4.5.3 ASISTS STANDARD INDUSTRIAL CLASS. (SIC) (#2262.6)

This file contains valid SIC codes and descriptions that will be used on the OSHA 300A Summary Report.

4.5.3.1 SIC NUMBER (#.01)

This is a four digit code used to identify the Standard Industrial class code.

4.5.3.2 SIC DESCRIPTION (#1)

This is the text description of the Standard Industrial class code.

4.5.3.3 Listing of data elements

6553	Cemetery
8011	Primary Care Medical Clinics
8021	Clinics of Dentists
8042	Offices & Clinics of Optometrists
8049	Audiologists Offices (e.g. Clinics & centers)
8051	Skilled Nursing Care Facilities
8059	Domiciliary Care with health Care
8062	General Medical and Surgical Hospitals
8063	Psychiatric Hospitals
8072	Dental Laboratories
8093	Outpatient Mental Health Clinics

4.5.4 ASISTS N.A. INDUSTRIAL CLASSIFICATION (NAICS) (#2262.7)

This file contains valid NAICS codes and descriptions that will be used on the OSHA 300A Summary Report.

4.5.4.1 NAICS NUMBER (#.01)

This is a six digit code used to identify the North American Industrial class code.

4.5.4.2 NAICS DESCRIPTION (#1)

This is the text description of the North American Industrial class code.

4.5.4.3 Listing of data elements

339116	Dental Laboratories
621111	Offices of Physician (except Mental Health Specialist)
621112	Off. of Physicians, Mental Hlth Special Prim Care Clinics
621210	Dentists' offices (e.g. centers, clinics)
621320	Offices of Optometrists
621340	Offices of Phy., Occ Speech Therapists, & Audiologists
621420	Outpatient Mental Health and Substance abuse Centers
621493	Ambulatory Surgical Centers (Freestanding)
622110	General Medical & Surgical Hospitals (Part)
622210	Psychiatric and Substance abuse Hospitals (part)
623110	Nursing Care Facilities (Part)
623311	Continuing Care Retirement Communities
812220	Cemetery