

Hazard Reporting Procedures

Crow-Applegate-Lorane School District



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ONLINE HAZARD REPORTING PROCESSING TUTORIAL (CENTRAL REP)

From: WORKS [mailto:do-not-reply@publicschoolworks.com]
Sent: Wednesday, February 06, 2013 10:04 AM
To: Julie Webster
Subject: New Request No. FM-Q213

Dear Jane,

Request No. FM-Q213 was submitted by Julie Webster on 02-06-13 at 10:04AM. This request has been forwarded to you from the site.

Use the following link to process this request:
<http://www.publicschoolworks.com/Pages/wfPlan.asp?stID=506249&di=16&mi=7>

Work Request Information

Submitter: Julie Webster
 Phone No.:
 Email Address: jwebster@publicschoolworks.com
 Date/Time Submitted: 02-06-13, 10:04AM
 Site: Middle School
 Building: Main
 Where in the Building: Room 742
 Equip/Tag No.:
 Work Description: Can you please change the light above my desk? Thank you!

When someone submits a hazard report, and the email option has been turned on, an email message will be sent to you. When you open the email, you will see this page.

Then click on this link to read the hazard report.

OR

Go to table of hazard reports:

<https://www.publicschoolworks.com/Pages/wolibrary.asp?di=929&dia=3hng9&&mi=5>

Hazard Reports, Near-Miss Reports, Safety Suggestions and Associated Action Items

Central Services View

Show: Hazard Reports, Near-Miss Reports (RED), Safety Suggestions, Compliance Tests (Blue), Central Action Items, Pest Reports, Rerouted Items

Site: All, Assigned to: All, Manager: All, Category: All, Status: All

Number	Type	Issue Details	Site	Equip Tag No.	Submitter	Assignee	Manager	Status	Prior	Submit Date	Target Date	Post Date	Alt
EHS-Q216-1	Hazard	The water fountain	Triad High		Piper	Wilkins	Wilkins	Completed	None	08-30-16			
FM-Q214-1	Near-Miss	test	Triad High		Piper	Wilkins	Wilkins	In Process - Under	None	08-30-16			

GLOSSARY

Type indicates the type of report / request type (color)

Hazard Report Service System EmployeeSafe Hazard Reporting System

Then select the request you'd like to view and click on the "Edit" button. You can also hover over the request and click "Accept" if you know that you plan to accept the request.

When you click "Edit" in the work request table or click the link in the email, you will be brought to the new Hazard Report. The requested work will be listed at the top of the screen.

You can enter comments that are shown to the requestor here:

Comments that are meant to be kept internal can be made also. These comments are only shown to staff with Level 3. Central-Based Staff administrative access and higher.

You can assign this order to specific employees. After you save changes, you will be asked if you would like to print or email the work order.

The default status shown to the requestor is: In Process – Under Investigation. If you do not want to approve the request, modify the status to the appropriate option.

On the hazard report screen, you will see all the information entered by the submitter. You can change or add information/comments.

Next, you must perform a hazard assessment.

To assess the hazard, follow the directions in the orange box at the bottom of the hazard report. A convenient link provides a paper copy of the assessment to help guide your evaluation.

Near-Miss Incident Corrective Action No.: EHS-Q216-1

Requestor Name: Piper, Chris Telephone No.:
 Source System: Near-Miss Incident Report Email Address: piper@triadk12.org

DESCRIPTION / INFORMATION / COMMENTS

Near-Miss Incident

test

Attachments: No attachments added

Central instructions / Comments (shown to requestor)

Central instructions / Comments - Internal (NOT shown to requestor)

LOCATION / EQUIPMENT

Site / Building: Triad High / Main Equipment:
 Where in Building: test Equipment No.:

ASSIGNED TO

Assignee: Wilkins, Rick Manager: Wilkins, Rick

SCHEDULE / DATES

Submitted: 08-30-16 02:25 PM
 Site Approved: 08-30-16 02:25 PM
 First issued: 08-30-16 02:26 PM
 Last Modified: 08-30-16 02:26 PM
 Target Completion: mm/dd/yyyy

MANAGEMENT INFORMATION

Account Code:
 Category:
 Status: In Process - Under Invest
 Priority: Normal OT? No

A. NEAR-MISS INVESTIGATION

This near-miss report did not stop at Triad High (the system is set up to bypass the site).
 1. Click here to complete the online near-miss investigation.

B. FOLLOW UP (as appropriate)

1. Eliminate or reduce the hazard.
 This near-miss report doubles as a work order and can be assigned to someone to address any hazard that may have been involved in this near-miss incident. The system will then track and document the resolution of the hazard.

2. Implement investigation recommendations.
 Initiate actions involving a Safety Committee and/or those levels of management necessary to implement the recommendations in the investigation. This may include changes in policies and procedures, personal protective equipment, additional training, etc. Again, since this near-miss report doubles as a work order, the follow-up actions can be defined in this work order (or a copy of this work order) and assigned to someone to complete. The system will then track and document the completion of the follow-up actions.

Note: It is recommended that all follow-up actions be initiated as copies of this report/order since the system associates all copies to the original order. That is, all order copies will contain the same core near-miss report number (followed by a sequence number). This is very useful in documenting all actions taken as a result of a near-miss incident. You can make a copy after you click "Save Changes" below.

Past-Due Email: Assignee, Manager
 Past-Due Email Delay: Assignee: 7 days, Manager: 7 days
 Past-due email must be on

Save Changes Cancel