Virtual Training Management System

Client User Guide
Version 5.0

Last Updated:
December 23, 2014 (documented SDCC (Safety Data Collection Card) Trend Reporting capabilities/requirements)
(changed most references to Safety Observation cards to SDCCs)
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Introduction

In order to securely and efficiently manage contractor access and training record management, Safety Training and Tracing, Inc. (ST&T) proposed a web based contractor registration system based on BP access rules. The proposed system would also serve as a communication tool for contractors in regard to policies, procedures and other necessary information at the BP Whiting Refinery.

1.0 VTMS Overview

The Virtual Training Management System (VTMS) is the result of ST&T’s proposal. It is a Web Based application that allows you, the contractor company, to easily check training history and Control of Work (CoW) Role qualifications for your employees. In addition VTMS allows you to easily register your employees for training courses offered at the BP Whiting Refinery.

1.1 Logging On

To log in to VTMS, open up Internet Explorer and go to the following website:

www.standt.com

Click on the VTMS link on the left side of the screen.

The page displayed provides links to all of the required forms that must be completed prior to gaining access to the VTMS.
Assuming all the paperwork has been completed and you have your login information, click the **Enter the Virtual Training Management System** link.

You will be presented with the following login screen:

- **Member ID #** = Company identifier provided by ST&T
- **User Name** = Individual User Name provided by ST&T
- **Password** = Individual Password provided by ST&T

If you’ve entered a valid Member ID, User Name and Password, you should see the VTMS Portal.
1.2 VTMS Portal

The VTMS Portal will be used to provide information and announcements as well as access to the Virtual Training Management System.

To view the BP Safety Manual and Process Safety Overviews, click the first link.

To enter the Virtual Training Management System, click the second link. You will see the VTMS main screen:

2.0 VTMS Main Screen

All VTMS capabilities are accessed from this screen:

- **Trainee Online Registration Icon**
  - Used to schedule individual employees for training
- **Schedule Icon**
  - Used to view course schedules
- **Client Directory Icon**
  - Used to view(validate contact information maintained by ST&T
- **Trainee Training History Verification Icon**
  - Used to view the Training History for a specific employee
- **Trainee Document Icon**
  - Used to provide documents to ST&T for inclusion in an employee's file
- **Trainee Role Icon**
  - Used to view Control of Work Role assignment and eligibility information
- **Scantron Icon**
  - Used to view Scantron Detail and Scantron reports
- **Logout Icon**
  - Used to leave the VTMS

To start an action, click the appropriate Icon. Once working within the VTMS, you must navigate using the icons, links and buttons contained within the VTMS page itself. **Do not use the back and forward buttons provided by Internet Explorer.**
Note: There are 8 icons which appear on the main screen, but you may have to scroll down to see them all.
3.0 Trainee Online Registration Icon

To schedule individual employees for training, start by clicking the Trainee Online Registration icon.

3.1 Date Tab

- Select the date on which you want your employee(s) trained.
- Use the arrows to the left and right of the month name to move forward or backward through the calendar.
- Click on the desired date.
- Click the Trainees tab.
3.2 Trainees Tab

- Select the specific individuals you want to attend training.
  - Use the Enter Trainee ID, Enter Badge ID or Last Name radio buttons to identify the type of search you want to perform in order to locate the individual trainee
    - If you use Trainee ID or Badge #, type the required information in the box at the bottom of the screen and click the Add button.
    - Trainee ID is composed of the first 3 letters of the trainee’s last name, followed by the last 6 digits of their Social Security Number.
  - If the individual has never attended training at BP – Whiting, they must be added to the database using their Trainee ID
    - Trainee ID is composed of the first 3 letters of the trainee’s last name, followed by the last 6 digits of their Social Security Number.
    - When you click the Add button, you will be presented with an Add Trainee box:
- Type in the Trainee’s Last Name, First Name and Middle Name and click the Submit button.

- If you use Last Name, type the required information in the box at the bottom of the screen and click the Search Button
  - A list of employees whose names start with the letters entered will be displayed:
  - Information displayed in the list includes Trainee ID, BP Badge # (in parentheses following the Trainee ID), Trainee First Name, Middle Name and Last Name.

- Click on the Trainee ID of the selected employee
• Continue searching/adding individuals until everyone you want trained in the same courses on the selected date has been added.

• Click the Courses tab.

3.3 Courses Tab

• Use the Select a jobsite dropdown box to choose the location for the training. For training at the Whiting Refinery, select BPWBU.

• A list of courses scheduled at your selected location on the dates you specified will be displayed.
• Click in the check box to the left of the Course ID.
• Click the Confirmation tab

3.4 Instructions Tab

• This tab is not used by ST&T at this time. Ignore it.
3.5 Confirmation Tab

- Click the Submit button
- A confirmation screen is displayed:
• If you click the E-Routing button, you can print a confirmation sheet for your employee to take to class with him/her.

• If you want to send an email confirmation of the registration:
  o Enter the email address in the field provided
  o Click the Send button.

From: register@vacoStandt.com
Sent: Monday, May 10, 2010 10:07 AM
To: Sophia, Karen L (Safety Training & Tracing)
Subject: Registration Confirmation:

********** Registration Summary **********
Scheduled Date: 5/10/2010
Registration ID: 16425102010100153

The following is a list of trainees scheduled for class through Safety Training and Tracing's website:

<table>
<thead>
<tr>
<th>Trainee</th>
<th>SSN</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Start time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALAN SMITH</td>
<td>SMI1447005()</td>
<td>BPW001</td>
<td>BPW Contr Orient Part 1</td>
<td>9:00 AM</td>
</tr>
</tbody>
</table>

**** Contractor Information *******
Total Registered: 1
Contractor ID: ST&T
Contractor Name: Safety Training and Tracing Inc.
Jobsite Name: BPWBU

• You have successfully scheduled your employees for training.
3.6 Trainee Scheduled Removal link

This link is used to remove a scheduled trainee from a course roster.

- Enter the date range for which you want to take action
  - Dates must be entered in mm/dd/yyyy format
- Click the Search button.
A screen will be displayed which shows all of your employees previously scheduled for training on the selected dates.

- Click the Delete link to the left of the trainee name to delete the individual from the course roster.
- You will NOT be asked to confirm your action! If you click the Delete link, the trainee will be immediately removed from the course roster.
4.0 Schedule Icon
To view the courses scheduled for specific days, click the Schedule icon.

- Enter the desired dates in the Schedule From and Schedule To fields.
  - Dates must be entered in mm/dd/yyyy format
  - Alternatively, you can use the calendar icon to the right of the date fields to select your desired dates
- Select the desired course from the Course dropdown list.
If you want to see all classes scheduled for the selected dates, leave the default value of All Courses

- Click the Click Here to View Courses Scheduled button
- All scheduled courses meeting the search criteria are displayed
- You can use this information when scheduling employees for training:
5.0 Client Directory Icon
To view and validate the contact information BP and ST&T are using for your company, click the Client Directory icon.

5.1 General Information Tab
Information on the General Information tab is the contact information maintained by Pacific Industrial Contractor Screening (PICS).

- If there are errors in this information, please notify ST&T, and contact PICS so that their database can be corrected.
5.2 Contacts Tab

Information on the Contacts tab has been gathered by ST&T during our interaction with your company.

- Click the View button on the right of the contact information to see additional detail:

- If there are errors or omissions in this information, please notify ST&T.
6.0 Trainee Training History Verification Icon

6.1 Reviewing an Individual’s Training History

To review an individual’s training history, click the Trainee Training History Verification icon.
You can search for an individual by Trainee ID, Badge #, or Last Name.
- For Trainee ID and Badge #, you must enter the entire value
- For Last Name, you can enter the full name, or a partial name
- All trainees meeting the search criteria will be displayed.

Information displayed in the list includes Trainee ID, BP Badge # (in parentheses following the Trainee ID), Trainee Last Name, First Name and Middle Name.
• Click the View button to the right of the trainee name

• Training is displayed in ascending order by Course Name, then descending order by Course Date.
6.2 Viewing History for All Employees

To view training for all employees for specific (or all) courses, click the Export History link.

Enter the desired date range in the Enter Training Date Range … To fields. Dates must be entered in mm/dd/yyyy format, or as an alternative, you can click on the calendar icon and select the desired date.

History can be viewed for a single class or for all courses, by selecting the appropriate entry from the Select a Course dropdown.

Once your criterion has been specified, click the Search button. Training history will be displayed for all employees (active or inactive). History is displayed in ascending order by Trainee ID, then in descending order by training date.
To export the information to a comma separated values (.csv) file, click the Create File button. A message box will be displayed telling you to click the Download Training History link. Click OK, then click the Download Training History link.

Click Save, then specify a file name and location. Click Save again.
Once the file has been saved, you can open it using any spreadsheet software.
7.0 Trainee Document Icon

To deliver documents in pdf format to ST&T for inclusion in an individual’s file, click the Trainee Document icon.

7.1 Trainee Document Search

This screen allows you to search for a specific employee.

- Enter Trainee ID, Badge # or Last Name in the appropriate field and click the Search Button.
- If you search by Last Name, a list of trainees meeting the search criteria will be displayed.
- Information displayed in the list includes Trainee ID, BP Badge # (in parentheses following the Trainee ID), Trainee Last Name, First Name and Middle Name.

- Click the Select button to the right of the trainee’s name.

- A screen will display which allows the following options:
  - Add (upload) a new document
  - View an existing document
7.2 Add (upload) a New Document

- To upload a new document, click the Add Document button
- The top portion of the screen will expand to allow you to locate and upload your new document.

- **To locate the document:**
  - Click the Browse button to locate the document on your computer, or type the file's full path name in the Select document field.

- **Optional actions:**
  - Optionally, you can assign a New Document Name. If a name is not provided, the system will use the file name from the Select Document field.
  - **Person Assigned:**
    - Enter your name

- **To save the document:**
  - Click the Upload the file and Add Doc button to save the document on ST&T’s file server, OR
  - **Cancel:** Click the Cancel button to collapse the top portion of the screen and cancel the upload.

- **To notify ST&T:** Notify ST&T (by phone or email) that you have uploaded a document. Provide the trainee’s full name, as well as the Trainee ID or Badge #.

7.3 View an Existing Document

To view an existing document, click the View Doc link to the right of the document name.

- The document will display in a pop up window.
- When you are finished viewing the document, close the window.
8.0 Trainee Role Icon
To view the trainees within your company approved for a specific Control of Work role, or to view all the roles for which a specific trainee is qualified, click the Trainee Role icon.

8.1 Trainee Role Search
This screen allows you to search for trainee/role information in one of three ways:

- **By Trainee ID**
  - If you request information by Trainee ID, all roles to which the individual is assigned will be displayed. Note that if you have the individual’s Trainee ID, it does not matter whether or not the individual is currently an employee of your company.

- **By Role ID**
  - If you request information by Role ID (e.g., IA, AA, PA) all individuals within your company currently assigned to the specified role will be displayed.

- **All**
  - If you request information using the All option, information will be displayed for all roles to which any of your employees is assigned.
    - Information will be displayed first in ascending order by Role ID
    - Next it will be sorted in ascending order by Trainee Name
Information displayed includes the following:

- **Role ID**
- **Role Name**
- **Badge ID**
- **Trainee ID**
- **Trainee Name (Last, First, Middle)**
- **Role Status**
  - **G**
    - Green indicates the trainee meets the training requirements for the Role, and has been approved to perform the role by the appropriate BP and/or Contract Company employee (if required).
  - **Y**
    - Yellow indicates the trainee meets the training requirements for the Role, and has been approved, but one or more of the entries associated with the role will expire within 30 days.
  - **R**
    - Red indicates the trainee doesn’t meet the training requirements for the selected Role, or has not been approved to perform the role.
- **Primary Flag**
  - This field indicates whether or not this role is the individual’s Primary Role.
- **View Training button**
  - Click this button to view training history specific to this role and trainee.
9.0 Scantron Icon

To view information about Scantron SDCCs (Safety Data Collection Cards) related to your company, click the Scantron icon.
9.1 Active Employee List tab

The Active Employee List tab displays a list of all of your company’s employees that are identified as Active in VTMS.

Information displayed includes the employee’s Last Name, First Name, Middle Name, BP Badge Number, most recent Orientation Training Date, and Craft Code.

Click the Create Export File button, to generate a comma separated values (.csv) file that can be read using Microsoft Excel or other spreadsheet software.

A message box will appear that says Please Click on Download Export File link, and the screen will be refreshed.
When you click the Download Export File link, another message box will be displayed asking whether you want to Open or Save the file. **Click the Save button**, and select the location in which you want to save the file, and the name under which you want to save it. Be sure you **DO NOT change the file name extension (.csv)**.

Once you have saved the information as a .csv file, you can open it using Excel or another spreadsheet program, sort the data, and produce any kind of report you want.
9.2 SO Survey Info tab

This tab displays information and generates reports regarding the SCDDs submitted where your company was the company observed.

Enter a date range for the time period in which you are interested and click the submit button. The dates you enter must be in mm/dd/yyyy format.

The date range fields and the submit button appear on all remaining tabs in the Scantron section. The selected dates will apply to all reports unless they are changed and the submit button is clicked again.
9.2.1 SO Survey List

Once you click the Submit button, a list of all SCDDs submitted about your company during the specified time period is displayed.

The list is initially displayed in ascending order by date. To change the column by which it is sorted, click on the desired column header.

The SO Survey list can be exported in the same way as the Active Employee list.

To see detail about an observation, click the View Detail button.
9.2.2 SO Survey Detail

The detail displays all of the values originally entered on the Scantron card, including the comments.

While it is possible to change the values using the drop down lists for each type of observation, the changes cannot be saved or printed.

Use the scroll bar on the right side of the screen to move down the data.

To return to the list of SCDDs, click the Go Back link found between the date range criteria and the observation detail.

To generate a printed copy of the observation detail, click the Print button on the bottom of the screen.
9.3 SO Findings At Risk / Safe tab

This report tab displays the same information as the survey detail, but summarizes it by Category. Click the At Risk or Safe radio button to toggle between the two types of findings.

If you want to display the report for a different time period, change the date range, and click the submit button.

If you want to print the information, click the Print button.
9.4 Omission Report tab

This report tab displays the names of the active employees of your company who did NOT submit any SCDDs during the time period selected.

This information can be exported in the same way as the Active Employee List, so that you can self-check to ensure the individuals who are supposed to be doing SCDDs are doing SCDDs.

If you want to display the report for a different time period, change the date range, and click the submit button.

9.5 # of SO by Emp. tab

This report tab displays the names of the employees of your company (Active or Inactive) who DID submit SDCCs during the time period selected, along with a count of the number of SCDDs the employee submitted. Employee’s names will appear whether they observed your company or another company.

Again the information can be exported in the same way as the Active Employee List, so that you can self-check to ensure the individuals who are supposed to be doing SDCCs are doing SDCCs.

If you want to display the report for a different time period, change the date range, and click the submit button.

If nobody in your company submitted any SDCCs during the time period specified, the report will be blank, and the Create Export file button will not display.
9.6 # of SO by Unit tab

This report tab displays the same information as the SO Findings At Risk / Safe report, but summarizes it by Unit.

The information can be exported the same way as the Active Employee list. If you want to view data for a different time period, change the date range, and click the Submit button.

9.7 Compare AM/PM tab

This report tab displays the same information as the SO Findings At Risk / Safe report, but summarizes it by AM or PM and by Unit.

The information can be exported the same way as the Active Employee list. If you want to view data for a different time period, change the date range, and click the Submit button.
9.8  # of SO by Type tab

This report tab displays the same information as the SO Findings At Risk / Safe report, but summarizes it by type (observation, audit or near miss).

The information can be exported the same way as the Active Employee list. If you want to view data for a different time period, change the date range, and click the Submit button.
9.9  # of SO by Actv. tab

This report tab displays the same information as the SO Findings At Risk / Safe report, but summarizes it by activity (WBU, TAR or WRMP).

The information can be exported the same way as the Active Employee list. If you want to view data for a different time period, change the date range, and click the Submit button.
9.10 Monthly Contractor Safety Trend Report Screen

The Monthly Contractor Safety Trend Report screen provides an area for the contractor company to supply the work hours and incident counts, along with the At Risk Finding Root Cause Analysis (RCA) information required each month by BP. This information must be entered and saved by the 15th of each month for the previous month’s Trend Period in order to meet BP’s reporting requirement (e.g., Information for Trend Period November 2014 must be entered by December 15, 2014).

In addition, this screen provides a place to enter information about any injuries to your employees.

This screen is accessed by clicking the Safety Observation Trend Report link on the initial Scantron screen, the AI/WO Closure Tracking screen, or the Injury Log screen. You must select a Month and Year from the respective dropdown lists in order to display the related Trend Report data.

The topmost part of the screen, below the dropdown lists, is used to identify the individual completing the report. Enter the individual’s Name, Work Phone, Email, Title, Cell Phone and Radio information.

The next section of the screen shows 12 months of Trend Data. The Trend Period selected from the dropdown at the top of the screen appears in the rightmost column. Following all of the statistics, the system lists the top 5 at risk items observed about the company. The top two identified items are the ones that will be pre-populated into the Root Cause Analysis (RCA) section of the screen.
Some of the data in the rightmost column will be populated by the system, and some will be entered by the user. All fields identified as Calculated will be populated by the system when the data is saved:

<table>
<thead>
<tr>
<th>Row Label</th>
<th>Populated by</th>
<th>Information Contained</th>
</tr>
</thead>
<tbody>
<tr>
<td>WPT-Area Hours</td>
<td>User</td>
<td>Hours for WPT Area projects entered to two(2) decimal places</td>
</tr>
<tr>
<td>WPT-Major Hours</td>
<td>User</td>
<td>Hours for WPT Major projects entered to two(2) decimal places</td>
</tr>
<tr>
<td>TAR Hours</td>
<td>User</td>
<td>Hours for TAR work entered to two(2) decimal places</td>
</tr>
<tr>
<td>Maint Hours</td>
<td>User</td>
<td>Hours for maintenance work entered to two(2) decimal places</td>
</tr>
<tr>
<td>Total Hours</td>
<td>Calculated</td>
<td>Calculated sum of preceding 4 fields</td>
</tr>
<tr>
<td>Avg # GF/F/Spv on site daily</td>
<td>User</td>
<td>Average # of General Foremen, Foremen and Supervisors on site daily</td>
</tr>
<tr>
<td>Avg #people on site</td>
<td>User</td>
<td>Average # of total employees on site daily</td>
</tr>
<tr>
<td># Audits</td>
<td>System</td>
<td>Count of SDCC Cards submitted by the company for the month with Type = Audit</td>
</tr>
<tr>
<td># NM</td>
<td>System</td>
<td>Count of SDCC Cards submitted by the company for the month with Type = NM</td>
</tr>
<tr>
<td># Obs</td>
<td>System</td>
<td>Count of SDCC Cards submitted by the company for the month with Type = Obs</td>
</tr>
<tr>
<td># OSHA Rec</td>
<td>User</td>
<td># of OSHA Recordable injuries for the month</td>
</tr>
<tr>
<td># FA</td>
<td>User</td>
<td># of First Aid injuries for the month</td>
</tr>
<tr>
<td># Prop/veh inc</td>
<td>User</td>
<td># of Property or Vehicle incidents for the month</td>
</tr>
<tr>
<td>Month TRIR</td>
<td>Calculated</td>
<td>Calculated TRIR (# OSHA Rec * 200000) / Total Hours</td>
</tr>
<tr>
<td>YTD TRIR</td>
<td>Calculated</td>
<td>Calculated YTD TRIR (total YTD OSHA Rec * 200000) / Total YTD Hours</td>
</tr>
<tr>
<td>% NM participation</td>
<td>Calculated</td>
<td>Calculated = (# NM / Avg #people on site) * 100</td>
</tr>
<tr>
<td>% Aud participation</td>
<td>Calculated</td>
<td>Calculated = (# Aud / (Avg # GF/F/Spv on site daily * 16)) * 100</td>
</tr>
</tbody>
</table>
The Root Cause Analysis (RCA) section of the screen identifies the two (2) most frequent at risk findings for the company for the current trend period. In addition, fields are provided for documenting the Root Cause Analysis team, findings, and action items. All of the fields in this section are user entered.

In the RCA Team Members field for both the Top and 2nd At Risk Finding, list the individual members of the Root Cause Analysis team.

- There must be a minimum of 3 people for each team.

In the Root Cause(s) field for both the Top and 2nd At Risk Finding, list all of the 5 Why questions and answers used to determine the Root Cause of the finding.

- If the company has determined that there is another safety issue that takes priority over either the Top or 2nd At Risk Finding, the Root Cause Analysis can be done on that issue instead. In this case, the issue itself is also documented in the Root Cause(s) section. It will be identified first and the 5 Why questions and answers will follow.

- If the company didn’t have any At Risk Findings identified through the Safety Observation process, nor any at risk data from other customer sites or from the industry, the user should enter “We have no at-risk data from work at the WBU, other customer sites or from the industry at this time that warrants a root cause analysis to help improve our safety performance.”

Any identified Action Items will be listed in the last field, along with their Due Dates and the name of the person(s) responsible for completion.

<table>
<thead>
<tr>
<th>Top At Risk Finding: 4.1</th>
<th>2nd At Risk Finding: 8.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or List a Higher At-Risk Priority in the Root Cause Section</td>
<td>Or List a Higher At-Risk Priority in the Root Cause Section</td>
</tr>
<tr>
<td>RCA Team Members:</td>
<td>Root Cause(s):</td>
</tr>
<tr>
<td>Root Cause(s):</td>
<td></td>
</tr>
<tr>
<td>Action Items (Due Dates / RP):</td>
<td>Action Items (Due Dates / RP):</td>
</tr>
</tbody>
</table>

The user will click the Save Trend & RCA Data button to save all the information entered.

The last section of this screen provides an area for the contractor company to enter information related to any injury received by any of their employees. Each field will be populated by the user, and the Save Injury Report button will be clicked once for each injury report entered.

Date:  
Description:  
Type of Injury/Treatment:  
FA/OSHA Classification:  
If Non-Occupational, Why?:  
Update on Injured's Condition/ Work Restrictions:  
Investigation Root Causes:  
Investigation A/Is:  
Data All AIs Closed/ Injured Fully Recovered:  

Injuries During Report Month: View Injury Log  

Save Injury Report
The following table describes the information to be entered in each field.

<table>
<thead>
<tr>
<th>Row Label</th>
<th>Information Contained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Enter the date the injury occurred.</td>
</tr>
<tr>
<td></td>
<td>When entering updates for a previously created injury report, use the same date as on the original report.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description of the injury.</td>
</tr>
<tr>
<td></td>
<td>When entering updates for a previously created injury report, this field should be populated with “UPDATE” followed by the field names of the fields that are being updated (i.e., Type of Injury/Treatment, FA/OSHA Classification, Update on Injured’s Condition, Root Causes, Als, Als closed, Injury Closed).</td>
</tr>
<tr>
<td>Type of Injury/Treatment</td>
<td>Describe the injury and the treatment received.</td>
</tr>
<tr>
<td>FA/OSHA Classification</td>
<td>Enter one of the following codes:</td>
</tr>
<tr>
<td></td>
<td>FA (First Aid)</td>
</tr>
<tr>
<td></td>
<td>OR (Other Recordable)</td>
</tr>
<tr>
<td></td>
<td>RD (Restricted Duty)</td>
</tr>
<tr>
<td></td>
<td>LT (Lost Time)</td>
</tr>
<tr>
<td></td>
<td>FAT (Fatality)</td>
</tr>
<tr>
<td>If Non-Occupational, Why?</td>
<td>If this injury is considered Non-Occupational, enter the reasons for this determination.</td>
</tr>
<tr>
<td>Update on Injured’s Condition/</td>
<td>This field is normally blank on the initial injury report, but might be populated on subsequent updates. Describe the change to the individual’s condition or work restrictions.</td>
</tr>
<tr>
<td>Work Restrictions</td>
<td></td>
</tr>
<tr>
<td>Investigation Root Causes</td>
<td>This field is normally blank on the initial injury report, but might be populated on subsequent updates. List the conditions/actions that were determined by the investigation to be the root causes of the injury.</td>
</tr>
<tr>
<td>Investigation Als</td>
<td>This field is normally blank on the initial injury report, but might be populated on subsequent updates. List the Action Items which resulted from the Root Cause Analysis.</td>
</tr>
<tr>
<td>Date All Als Closed/</td>
<td>This field is normally blank on the initial injury report, but might be populated on subsequent updates. Enter the date that all action items were closed and the individual was fully recovered.</td>
</tr>
<tr>
<td>Injured Fully Recovered</td>
<td></td>
</tr>
</tbody>
</table>

9.11 AI/WO Closure Tracking Screen

The AI/WO Closure Tracking screen will show information from any SDCC card dated 10/1/14 or later on which the Initiated AI/WO bubble is filled.

The screen is accessed by clicking the Safety Observation AI/WO Closure Tracking Screen link on the Monthly Contractor Safety Trend Report screen. You must click the Search button to display the data.

Information displayed is initially sorted by card date. By clicking the appropriate column header it can be sorted by Location, Responsible Person, Completion Date or Work Order # instead.
Some of the data in the will be populated by the system, and some will be entered by the user. When the Update button is clicked, any new or changed information entered by the user will be saved.

<table>
<thead>
<tr>
<th>Column</th>
<th>Populated by</th>
<th>Information Contained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Date</td>
<td>System</td>
<td>This column will display the Date field from the SDCC card.</td>
</tr>
<tr>
<td>Company Observed</td>
<td>System</td>
<td>This column will always display your company name.</td>
</tr>
<tr>
<td>Comments</td>
<td>System</td>
<td>This column will display an image of the comment field from the SDCC card (i.e., the field titled “List Other At Risk Items Marked Above”). If the comment field on the card was blank, there is not an image to display. What will be displayed instead varies by browser. In most cases, you will only see the number of the SDCC card involved. If you are using Internet Explorer, you will see a red X, followed by the number of the SDCC card involved.</td>
</tr>
<tr>
<td>Location</td>
<td>System</td>
<td>This column will display the Unit Description from the Unit Cross Reference for Safety Observations and FCMs table that corresponds to the U/Loc field entered on the SDCC card.</td>
</tr>
<tr>
<td>AI Description</td>
<td>User</td>
<td>Enter a description of the Action Item required and/or the WO work to be completed.</td>
</tr>
<tr>
<td>Responsible Person</td>
<td>User</td>
<td>Enter the name of the person responsible for completing the action item or work order.</td>
</tr>
<tr>
<td>What Was Done</td>
<td>User</td>
<td>Enter a description of the action taken.</td>
</tr>
<tr>
<td>Completion Date</td>
<td>User</td>
<td>Enter the date the action item or work order was completed.</td>
</tr>
<tr>
<td>Work Order #</td>
<td>User</td>
<td>Enter the number of the work order generated to address the item if applicable.</td>
</tr>
</tbody>
</table>

To return to the Monthly Contractor Safety Trend Report screen, click the Safety Observation Trend Report link located at the top of the screen.
9.12 Injury Log

The Injury Log screen will show all injury records created during the Trend Period specified.

The screen is accessed by clicking the View Injury Log link that appears next to the Injuries During Report Month section header of the Monthly Contractor Safety Trend Report screen.

To return to the Monthly Contractor Safety Trend Report screen, click the Return to Safety Trend Report link located at the top of the screen.

10.0 Logout Icon

To log out of VTMS and return to the login screen, click the Logout icon.