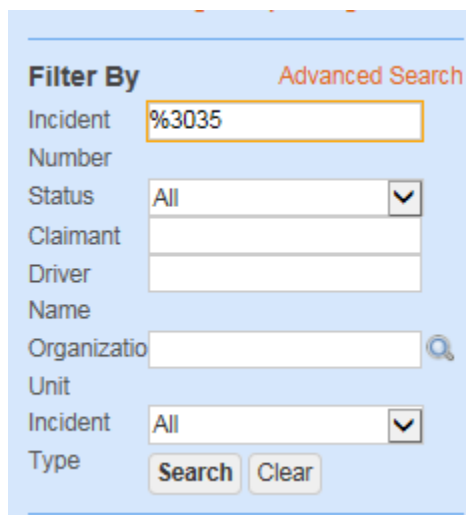


- In eSafety **Employees need to read questions carefully; ESPECIALLY these two questions: THESE are the two questions that determine if it is a ca-1 or a ca-2. If NO is answered to either of these two questions, even if employee selected ca-1, the system will switch itself to a ca-2.**
 1. Did this incident occur within one work day or shift?
 - If the employee “knows” exactly when/where the injury occurred, then it occurred in ONE SHIFT or ONE WORK DAY, it would be yes.
 - If it occurred over a longer length of time, or employee cannot pin point exact time or shift, then it is NO.
 2. Was the condition caused by an external impact to the body or physical stress or strain?
 - There is a “tip” by this question that reads *“Was the condition caused by an external impact to the body or physical stress or strain. For example, an insect bite, poison ivy/oak, or a burn.”*
 - Employees need to read the “tips” by the questions--as an insect bite or poison ivy/oak *would fall* into the YES category here; if the employee “knows” exactly when/where the bite or exposure to the poison ivy/oak occurred, then Yes.
 - If employee says it was not an external impact or physical stress or strain, then No.
- This is important for **Employees**: If you are going to enter an incident into eSafety, it is important that a sound attempt is made to have all necessary information on hand before starting the incident; as the program can time out, while you are working within it. Timing out is related to security issues, not an eSafety.
 - IF an employee times out-- in the eSafety program their draft incident will be saved within eSafety, for 14 days. Employee will need to exit out of the session they are in, open a new internet connection, then go back into HRconnect, select eSafety, and then they can select the draft incident they were working on from their Dashboard and complete the rest of the questions. You have NOT completed your incident in eSafety until you have clicked on the “certify” button (both employees and supervisors have to certify the incident before completion). Supervisors also have to click on the SAVE CHANGES Button after certifying the incident.
 - If an employee/supervisor are “active” in eSafety and the HRconnect screen pops up, asking if you need more time—MINIMIZE this screen-DO NOT click on the yes/no button-- clicking on the yes/no will “TAKE” you out of eSafety and back to the HRCONNECT screen—which will automatically bump you out of eSafety and what you were doing. Once you are in eSafety and staying active, you do not need the HRconnect screen open or active to stay active in eSafety.
- This is important for **Supervisors: Time Frame**: After an employee completes an incident in eSafety the Supervisor has 48 hours to complete their Supervisor section. The program DOES NOT count weekends within the 48 hour time frame. The system recognizes only Days of the week— M, T, W, Th, and F.
 - Example if incident was placed into system on a Thursday the system counts Friday as 24 hours will skip Saturday and Sunday then start counting Monday, and will elevate the incident to the next level supervisor if not completed on Tuesday.
 - After completion of an Incident by the employee (injury or illness ONLY—MVA’s DO NOT MOVE UP THE CHAIN of SUPERVISORS), employee will receive notification-letting them know they have entered an incident, supervisor will receive notification that they have an incident to complete the supervisor part of and to “certify” the incident, and Safety Manager or Fleet Manager will also receive notification. **At**

this point the supervisor who receives notification will have the incident located in their DASHBOARD (opening screen).

- If after 48 hours that initial supervisor does not complete their supervisory part, a new notification is emailed to the initial supervisor's supervisor and then that person has 48 hours to complete the supervisor's part.
- If after an additional 48 hours that supervisor does not complete their part, another email is sent to that supervisor's supervisor. So notifications and expectation to complete the supervisor section will rise up 2 levels above the "initial" supervisor.
- **At the point the initial supervisor has the incident move up past them—the "incident" is removed from their Dashboard and it is placed on the Dashboard of the next level supervisor. EVEN THOUGH** the initial supervisor or the second level supervisor has it removed from their Dashboard, they can still go into eSafety and certify the incident. It will just NOT be on their Dashboard, they will need to search for the incident in another fashion. During this "time" of rising up levels of a supervisor, any of the supervisors' notified can go into eSafety and complete the supervisor's part. Example: A first line supervisor was out on A/L for two days, so it has been raised a level to their supervisor. Either the initial supervisor or the supervisor's supervisor can go into the system and complete the supervisor's part.
- The supervisor would need to open eSafety and click on INCIDENTS and in the light blue section (lower right hand side) in the Filter By section (see screen shot), they need to search for the incident they wish to certify. They can find the incident a number of different ways. Easiest is by placing a % sign in the Incident Number space, followed by the last 4 digits of the incident number (which the supervisor would see on the notification email they received). They also can search by Claimant name. Then hit search, and they can scroll down the incidents till they find the correct incident. The percent sign is a "wildcard" and will search for all incidents that have that number associated with it, in this example the last 4 digits of the number.



The screenshot shows a 'Filter By' section with the following fields and values:

- Incident Number: %3035
- Status: All
- Claimant: (empty)
- Driver Name: (empty)
- Organization: (empty)
- Unit: (empty)
- Incident Type: All

Buttons for 'Search' and 'Clear' are located at the bottom of the filter section.

- When they find the incident, they double click on the orange number and open it. They click on Edit incident and complete supervisory portion. They will certify, and then click on SAVE CHANGES (this is a critical step). They will then WAIT for the green banner that says Save Successful to appear. The ca-1/ca-2 will appear in a LINK, which will ask them if they want to download the ca-1/ca-2.
- This "raising" of supervisor responsibility to is Protect employees' rights to file an incident which "could" turn into a Workers Compensation Claim. Claims have "time frames attached" to them (from the Department of Labor), and supervisors are responsible for completing their part and certifying the incident in a certain time frame.

- **If the employee chooses to file a CLAIM (OWCP CLAIM) the ca-1/ca-2 STILL has to be signed by both the employee and the supervisor and faxed to ASC-Workers Comp. Until the electronic transfer of information is placed into the system, the fax is still required, because they still need the ca-1/ca-2 to have a signature on it.**

- Recommend that **ALL employees** go to the two websites below as they contain VALUABLE information for both employees and supervisors. There is a large amount of information at these sites from Videos made especially for eSafety, to Tips and How To's covering topics from input into the eSafety program, to How to file a Workers Comp claim. It will help you familiarize yourself with eSafety.
 - http://fsweb.asc.fs.fed.us/HRM/owcp/esafety_index.php

- Workers Compensation has a website which contains the link for how **non-authenticated users** to get into eSafety.
 - ALL employees should familiarize themselves with how an employee such as a volunteer, AD's, or anyone who is non authenticated but who may injure themselves, be involved in a Motorized Vehicle Accident, want to file a Near Miss, Safety Story, or Safety Hazard will need to file in eSafety. They will enter eSafety through a different "link". This "link" is on the Workers Comp site. The supervisor of the employee must retrieve and forward the "link" to their employees (volunteer, AD, ect,) and then those employees can go in through this link and complete an incident in eSafety.
 - **Supervisors** need to familiarize themselves with this process, as it is THEIR responsibility to provide this link to their employees. THIS link is only for those types of employees listed above; all authenticated users/employees go in through HRconnect to file in eSafety.
 - http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php