# Table of Content

1. **Introduction**  
   1.1 Purpose and Scope 01  
   1.2 Intended Audience and Reading Suggestions 01  
   1.3 Product Scope 01  
   1.4 Definitions, Acronyms, and Terminology 03

2. **Work Description** 03  
   2.1 User Access – Roles and Responsibilities 03  
      2.2 Entity Access Levels – Roles & Permissions 03  
   2.2 Home Screen 03  
      2.2.1 Landing Screen (User Login Screen) 03  
      2.2.2 Home Screens (Navigation Menu) 03

3. **Application Features/Modules** 04  
   3.1 Module 4: Entity Registration, Development and Implementation of OSHMS 04  
      3.1.1 Sector Entities reporting to SRA: 04  
      3.1.2 Government Departments reporting to OSHAD: 04  
   3.2 Module 5: Request for Modification of OSHAD SF (Form J) 43  
   3.3 Module 6: OSH Awareness Activity Notification Form (Form L) 45  
   3.4 Module 7: Notice of Appointment of Principal Contractor (Form H) 47  
   3.5 Module 8: Reports 51  
      3.5.1 Module 4 Entity Registration, Development and Implementation of OSHMS - Reports 51  
      3.5.2 Module 5 Form J - Reports 54  
      3.5.3 Module 6 Form L - Reports 54
1. Purpose and Scope

This Document contains the USER Manual for ALADAA – an electronic application for occupational health and safety (OSH), established by Abu Dhabi Occupational Safety and Health OSHAD (OSHAD) in order to provide a unified database on all issues related to occupational safety and Health at Emirate level.

It includes the processes to be utilized by OSHAD, Sector Regulatory Authorities (SRA), and Entities within sectors, and Government departments for management of OSH issues under Abu Dhabi Occupational Safety and Health System Framework (OSHAD SF).

1.2 Intended Audience and Reading Suggestions

- Private and Government Entities
- Government Departments

1.3 Product Scope

The application will contain following features/functionalities:

- Incident Reporting and Investigation
  - Entities/Government department should report serious incident (Form G) through system to concerned SRA/OSHAD with specified duration as per mechanism.
  - Entities/Government department should submit investigation report (Form G1) for serious incident through system to concerned SRA/OSHAD within a month since incident date.
  - Approval of Form G1 by SRA/OSHAD.
  - OSHAD can initiate Serious Incident Coordination Form (Form K) through system for serious incident and SRA will submit report to OSHAD.
  - Entities/Government Depts. are advised to report non-serious incidents (Form G2) in system.

- Performance Reporting & Annual Audit Reporting
  - Approved Full OSHMS entities need to submit quarterly performance report Form E (from next quarter of approval date) - initial calculation based on data available in system for reporting quarter.
  - Entity/Government Depts. need to submit annual third party OSHMS audit report through Form F on annual basis.
  - SRA will submit quarterly performance report Form EI based on compilation of all data collected from OSHAD.

- Awareness Activities Notification
  - SRA can submit awareness activity plan through Form L to OSHAD for approval prior to event/activity.
  - Entity can submit OSH awareness activity/event to SRA and SRA will inform same to OSHAD for approval.
  - Entity/SRA need to update feedback after performing of activity.

- Appointment of Principal Contractor for Developer/Client
  - Appointment of Principal Contractor for Developer/Client (Form H) is available to public and developer/client is available to public and developer/client need to submit it for approval from Building & Construction Sector before starting any construction work in Abu Dhabi emirate.

- Modification Requests in OSHAD SF
  - Request for modification in OSHAD SF (Form J) can be submitted by any OSH related person (open to public).
  - All requests/suggestions will be send to OSHAD for approval.

This product will be developed to support two languages (English and Arabic).

The Forms matrix table will be as follows:

<table>
<thead>
<tr>
<th>Forms</th>
<th>Description</th>
<th>Private and Government Entity Classification</th>
<th>Government Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Registration of Entities</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Amendments</td>
<td>☑ ☑ ☑ ☑ ☑</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Submission of OSHMS</td>
<td>☑ ☑ ☑ ☑ ☑</td>
<td>☑ ☑ ☑ ☑ ☑</td>
</tr>
<tr>
<td>E</td>
<td>Reporting Performance</td>
<td>☑ ☑ ☑ ☑ ☑</td>
<td></td>
</tr>
<tr>
<td>E2</td>
<td>Reporting Performance</td>
<td>☑ ☑ ☑ ☑ ☑</td>
<td>☑ ☑ ☑ ☑ ☑</td>
</tr>
<tr>
<td>F</td>
<td>Reporting Third parties audit</td>
<td>☑ ☑ ☑ ☑ ☑</td>
<td>☑ ☑ ☑ ☑ ☑</td>
</tr>
<tr>
<td>G</td>
<td>Reporting Incidents</td>
<td>☑ ☑ ☑ ☑ ☑</td>
<td>☑ ☑ ☑ ☑ ☑</td>
</tr>
<tr>
<td>G1</td>
<td>Investigating Incidents</td>
<td>☑ ☑ ☑ ☑ ☑</td>
<td>☑ ☑ ☑ ☑ ☑</td>
</tr>
<tr>
<td>G2</td>
<td>Reporting Incidents</td>
<td>☑ ☑ ☑ ☑ ☑</td>
<td>☑ ☑ ☑ ☑ ☑</td>
</tr>
<tr>
<td>H</td>
<td>Notification for appointment of construction contractor</td>
<td>☑ ☑ ☑ ☑ ☑</td>
<td>☑ ☑ ☑ ☑ ☑</td>
</tr>
<tr>
<td>J</td>
<td>Request to modify docs under OSHAD SF</td>
<td>☑ ☑ ☑ ☑ ☑</td>
<td>☑ ☑ ☑ ☑ ☑</td>
</tr>
<tr>
<td>L</td>
<td>Notification of Awareness Activities</td>
<td>☑ ☑ ☑ ☑ ☑</td>
<td>☑ ☑ ☑ ☑ ☑</td>
</tr>
</tbody>
</table>

1.4 Definitions, Acronyms, and Terminology

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSHAD</td>
<td>AD Occupational Safety and Health OSHAD</td>
</tr>
<tr>
<td>SRA</td>
<td>Sector Regulatory Authority</td>
</tr>
<tr>
<td>OSHAD SF</td>
<td>Abu Dhabi Environment, Health and Safety Management System</td>
</tr>
<tr>
<td>ENTITY OR ENTITIES</td>
<td>Any kind of private sector companies/government schools, hospitals</td>
</tr>
<tr>
<td>Government Depts.</td>
<td>Currently 74 government departments reporting to OSHAD</td>
</tr>
</tbody>
</table>
2. Work Description

2.1 User Access – Roles and Responsibilities

Different Users access

2.1.1 Entity Access Levels – Roles & Permissions

1. Entity Admin
   - Create/Manage other Admin/Users for Entity
     (Optional – if need to add more users)
   - OSH Process Implementation & Incident Reporting

2. Entity User
   - OSH Process Implementation & Incident Reporting

2.2 Home Screen

2.2.1 Landing Screen (User Login Screen)

Following is the Home Screen Layout:

2.2.2 Home Screens (Navigation Menu)

1. Home Screen for Entities
   For Entity top menu /main menu will be
   1. User Management
      i. Entity Admin Profile Summary
      ii. Entity Admin - Create Internal User
   2. Registration and Implementation (Full OSHMS)
      i. Form A - Initiate
      ii. Form B - Initiate
      iii. Form C - Initiate
   3. Incident Management
      i. Form G - Initiate
      ii. Form G - List
      iii. Form G2 - Initiate
      iv. Form G2 - List
      v. Key Corrective Actions
   4. Performance Reports
      i. Form E - Initiate
      ii. Form E - List
   5. Audit Reports
      a. Form F - Initiate
      b. Form F - List
   6. Request for Modification (OSHAD SF)
      i. Form J - Initiate
      ii. Form J - List
   7. Awareness
      i. Form L - Initiate
      ii. Form L - List
   8. Cost Forms
      i. Form E4 - Initiate
      ii. Form E4 - List
   9. Help (?)
   10. Audit and Inspection Home

3. Application Features/Modules

3.1 Module 4: Entity Registration, Development and Implementation of OSHMS

• As soon as Entity is classified, approved and received User Name & Passwords from the SRA. Entity will start interacting through the application.
• As per the classification (High, Medium or Low) Entity will automatically route to the classified or assigned process once login to the application.

3.1.1 Sector Entities reporting to SRA:

Please Note!
1. Sector Entities are High/Medium (full)/Medium (5.0)/Low Risk entities
2. High/Medium (full) risk entities should /can fill Form A,B,C,G,G1,G2,E,F
3. Medium (5.0)/Low Risk entities should /can fill Form G,G1,G2
4. Low Risk Entities will have access only when given.
I. Profile Summary Page:

- After Entity receives User Login Details Entity will login to the application & needs to update its Profile Summary Page and then only Entity can follow further process.
- An alert will be issued to the entity for the same.

The Profile summary page includes following:

1. Name of Entity:
2. Type of Business Activities:
3. Sector Name:
4. Number of Employees:
5. Current OSH Resources: Director / Manager Advisor / Officer / Technical / Others:
6. Contact of Head office in within Emirates: Address: Coordinates Zone:
7. Northing:
8. Easting:
9. Telephone No: Email Address:
10. Fax No: P.O. Box:
11. Authorized Contact Person:
12. Authorized Contact person Position / Title:
13. Contact Detail of Authorized Person: Telephone No: Email Address:
14. Fax No: P.O. Box:
15. Other Office / Sites / Projects Operating Under this Entity Operating License: Address: Coordinates Zone:
16. Northing:
17. Easting:
18. Download Location Map: (User can Upload its location Map)

Please Note!
1. After updating and filling all the mandatory details then only Entity can submit Forms G, G1, G2 and A
2. All this information will be pre-populated in all forms related to entity if entity wants to edit this information from the form he/she needs to update profile summary page

Incident Management

Module 4 – Incident Management (Form G,G1,G2 & K)
Steps

1. Entity submits Form G to SRA
2. SRA takes action on Form G:
   i. Approved – Form G Approved by SRA. Form G goes to OSHAD and OSHAD can initiate Form K
   ii. Not Approved – SRA suggests amendments. Form G goes to Entity. Entity has to change and resubmit.
   iii. Ignored – Notification will be send to entity Incident not valid and Form G and G1 process stops
3. OSHAD Initiate Form K
4. SRA submits Form K to OSHAD
5. Entity submits Form G1 to SRA
6. SRA takes action on Form G1:
   i. Approved – Form G1 Approved by SRA. Form G1 goes to OSHAD and OSHAD can take action
   ii. Not Approved – OSHAD suggests amendments. Form G1 goes to SRA. SRA will take action
      a. Approved: SRA will reply with comments and Form G1 again goes to OSHAD
      b. Not Approved: SRA asks Entity to change and resubmit.
   iii. Ignored – Notification will be send to entity and OSHAD Incident not valid and Form G and G1 process stops
7. OSHAD takes action on Form G1:
   i. Approved – Form G1 Approved by OSHAD. Form K gets closed if initiated
   ii. Not Approved – OSHAD suggests amendments. Form G1 goes to SRA. SRA will take action
      a. Approved: SRA will reply with comments and Form G1 again goes to OSHAD
      b. Not Approved: SRA asks Entity to change and resubmit.
      c. Ignored – Notification will be send to entity and SRA Incident not valid and Form G and G1 process stops

1. Submission of Form G (Serious Incident Reporting):
   • Reporting Entity Information: Will be pre-populated by the system from profile Summary.

   ![Screenshot for Form G Submit - Entity](image1)

<table>
<thead>
<tr>
<th>Reporting Entity Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Entity:</td>
</tr>
<tr>
<td>Date issued:</td>
</tr>
<tr>
<td>Employer:</td>
</tr>
<tr>
<td>Classification Code:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Authorized Contact Person:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
</tbody>
</table>

   ![Screenshot for Form G Submit - Entity](image2)

   • Three options are displayed

   ![Screenshot for Form G Submit - Entity](image3)

   • Reporting on Behalf of Non-Nominated Contractor:

   ![Screenshot for Form G Submit - Entity](image4)

   • Reporting on Behalf of Nominated Contractor:

   ![Screenshot for Form G Submit - Entity](image5)

   • Reporting on Behalf of my Entity:

   ![Screenshot for Form G Submit - Entity](image6)

   • Reporting on Behalf of Non-Nominated Contractor: For this option Entity will only intimate its SRA, Nominated Entity and its SRA to fill Form G
   • Reporting on Behalf of Nominated Contractor: For this option Entity will only intimate its SRA, Nominated Entity and its SRA to fill Form G

   ![Screenshot for Form G Submit - Entity](image7)

   • Reporting on Behalf of my Entity: For this option Entity will fill Form G
   • Incident information
     - Date of Incident / Time (24 hr.)
     - Other Consequence: Restricted Workday Case, Medical Treatment Case, First Aid Cases, Equipment / Property Damage, Near Miss
     - Type of Incident: Fatality, Serious Dangerous Occurrence, Serious Injury, Serious Occupational Illness
     - Incident Description:
     - Incident Location on Site:
     - Incident Workplace Address:
     - Applicable Reports: Police Medical Other

   ![Screenshot for Form G Submit - Entity](image8)
• List of Injuries: User can add Injury here and all the injuries will be listed. Add Injury contains:
  • Injury Type based on Immediate Judgment of the Severity:
    1. Injury causing the affected person temporarily unable to perform any regular job or restricted work activity on a subsequent scheduled workday or shift
    2. Immediate medical treatment of the injured person(s) as an in-patient in a hospital
    3. Medical treatment of the injured person(s) within 48 hours of exposure to a substance
  • Immediate medical treatment of the injured person(s) for:
    fracture, loss of a distinct part or organ of body including the amputation of any part of body, loss of consciousness and/or requiring resuscitation a serious head injury, a serious eye injury including loss of sight (temporary or permanent) exposure to a hazardous material, penetration injury with a risk of infectious disease transmission (such as needle-stick injury), the separation of skin from any underlying tissue (such as scalping or de-gloving), electric shock or electrical burn serious burns due to thermal and chemical agents, entrapment of a body part in machinery/equipment/plant a spinal injury, dislocation of joints the loss of bodily function Serious laceration, other
  • Injury Severity known at the time of Incident: Fatality, Permanent Total Disability, Permanent Partial Disability, Lost Workdays Injury, Lost Workdays Occupational Illness
  • Injured Person’s Personal Details (For Injuries): Name, Occupation, Relationship with Entity, Entity Employee Contractor Employee Other Person (e.g. Visitor), Nationality, Date of Birth: Select a date from the calendar, Passport Number, Length of Service, Contact Phone Number, Gender

• Key Corrective Actions Taken Immediately after the Incident: User can Add Actions, Responsibility, Status
• Save Button: The incident will be saved as Draft
• Submit button: The incident will be submitted to concerned SRA
• Print Button: The incident can be printed.

1. Entity after submission of Form G can update the injury section in the form and resubmit it anytime.
2. For Form G for incident types Serious and Dangerous occurrence, Serious Injury and Serious Occupational Illness Schedules (A, B, C) should be attached.
3. After receiving the Notification of Form G from entity, if required SRA will send Form G to OSHAD. Then OSHAD can initiate Form K to SRA. Form K process is optional and initiation depends on decision of the OSHAD.
4. Log History (Audit trail) will be maintained for each action in form G.
III. Form G - Approval OSHAD (Serious Incident Reporting)

- OSHAD can perform 3 actions on Form G:
  - Approved: Form G Approved by OSHAD. OSHAD can initiate Form K
  - Not Approved: OSHAD suggests amendments. Form G goes to SRA. SRA will either Approve/Not Approve /Ignore
  - Ignored: Notification will be sent to SRA and entity incident not valid and Form G and G1 process stops
- Form G Status: In Progress (when Submitted by Govt Departments), Approved (SRA), Approved (by OSHAD), Not Approved (by OSHAD), Ignored (by OSHAD)

IV. Submission of Form G1 (Serious Incident Investigation)

- Part A - Incident Information (as notified in Form G) all the fields mentioned/filled in Form g will appear in this section and will be non-editable.

- Reporting Entity Information: Will be pre-populated by the system from profile Summary.

- Three options are displayed
  - Reporting on Behalf of Non-Nominated Contractor: For this option Entity has to fill extra fields for Contractor Details
  - Reporting on Behalf of Nominated Contractor: For this option Entity will only intimate its SRA, Nominated Entity and its SRA to fill Form G
  - Reporting on Behalf of Entity: For this option Entity will fill Form G

- Incident information
  - Date of Incident / Time (24 hr)
  - Type of Incident: Fatality, Serious Dangerous Occurrence, Serious Injury, Serious Occupational Illness
  - Incident Description
  - Incident Location on Site
  - Incident Workplace Address
  - Applicable Reports: Police Medical Other

- Incident Causes Details: To be supported with the incident investigation report
  - Immediate Cause (Unsafe Act): Failure to secure, Operating equipment without authority, Failure to warn, Servicing equipment in operation, Removing/Defeating Safety Devices, Using defective equipment/tools, Failure to use PPE properly. Operating at improper speed, Improper lifting/loading/placement, Lack of awareness/knowledge, Improper position for task, Lack of attention/concentration, Horseplay (practical joke with harmful impacts), Violation/taking shortcuts. Others
  - Immediate Cause (Unsafe Conditions): Inadequate guards or barriers, Inadequate or improper protective equipment, Inadequate warning system or notice, Inadequate or excess illumination, Inadequate ventilation, Congestion/restricted access/poor access. Fire and explosion hazards, Poor housekeeping, disorder, High/Low temperature exposure, Excessive noise exposure, Hazardous gases/dusts/vapors/fumes, Radiation exposure, Defective tools, equipment or materials, Equipment failure, Others, Root Causes
  - (Personal factor): Physical Capability (Any sensory deficiency, Inadequate size or strength or physical disabilities). Physical Condition (previous injury/illness, Fatigue, blood sugar or Impairment due to drugs). Mental Stat (poor judgment, memory failure, poor condition, fears or emotional disturbance). Skill Level (inadequate required skill, lack of coaching on skill or infrequent performance of skill). Behavior (save time, avoids discomfort, improper supervisory, inadequate disciplinary process or inappropriate aggression). Mental Stress (Frustration, confusion/conflicting directions, emotional overload, extreme meaningless activities or concentration/judgment demands). Human Error, Others
Injury Details: To be supported with diagnosis by Licensed Health Care Professional and/or Medical Report
- Nature of Injury/Illness: Abrasions/Brusing, Amputation – Traumatic, Bite / Sting, Burn, Concussion, Crush/
  Internal Injury, Cuts/Lacerations/Open Wound, Hearing Loss/Deafness, Dislocation, Electric Shock, Foreign
  Body under Skin, Foreign Body in Eye, Infectious Disease, Hemia, Heat Related Illness, Occupational
  Illness/Disease, Musculoskeletal Disorder - Chronic/RSI, Nerve/Spinal Cord Injury, Psychological (Stress)
  Poisoning / Toxic Effect – Ingestion, Poisoning/Toxic Effect – Inhalation, Strain/Sprain
- Agency/Source of Injury:
  Animal/Human Confined Space
  Environmental Conditions Fixed Machinery/Plant
  Infectious Agent Materials or Chemical Substances
  Mobile Plant/Equipment Non-Powered Equipment/Tools/Appliances
  Powered Equipment/Tools/Appliances Road Transport/Vehicles
  Scaffolding or Ladders Sharp/Scalpels/Needles/etc.
  Trench or Excavations, Other
- Bodily Location:
  Head/Neck - Cervical Spine Ear Eye, Face (excluding eye) Forehead Mouth, Neck Nose Scalp/Skull
  Trunk - Abdomen Back Genitals, Pelvis Spine Thorax
  Upper Extremity - Clavicle (Collar Bone) Elbow Fingers (other than Thumbs) Forearm Hand Shoulder,
  Thumb Upper Arm Wrist
  Lower Extremity - Ankle Buttocks Foot, Hip/Groin Knee Lower Leg, Thigh Toes BL9
  Internal Organs - Arteries Brain Heart, Intestines Kidney Liver, Lungs Spleen Stomach
  General - Heat Related Occupational Illness, Other
• Key Corrective Actions to Prevent Recurrence: (Attach additional pages if more space is required)

<table>
<thead>
<tr>
<th>No.</th>
<th>Actions</th>
<th>Responsibility</th>
<th>Target Date</th>
<th>Completed Date</th>
</tr>
</thead>
</table>

**Figure M4.22: Screenshot for Form G1 Initiate - Entity**

• Incident Cost: (Approximate / Best Estimate)

<table>
<thead>
<tr>
<th>No.</th>
<th>Item / Area</th>
<th>Amount (Dir.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Injury Cost (Treatment, Hospital, Transport, Insurance, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Legal Cost (Compensation claims, judicial proceedings, etc. - Federal Law No. 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Productivity Cost (Business disruptions: Delays, Production loss / day, Material, Salaries, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Asset Cost (Property, Machinery, Equipment, Structure, Vehicle, etc. - Repair &amp; Maintenance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Asset Cost (Property, Machinery, Equipment, Structure, Material, Vehicle, etc. - Replacement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Accident Cost (Accidents / Accident)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Other Cost relevant to / associated with the Incident</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Cost: 0

**Figure M4.23: Screenshot for Form G1 Initiate - Entity**

• Risk Assessment:
  - Probability: Rare, Possible, Likely, Often, Frequent
  - Severity of Consequence: Insignificant, Minor, Moderate, Major, Catastrophic
  - Level of Residual Risk: Low, Moderate, High, Extreme

**Figure M4.24: Screenshot for Form G1 Initiate - Entity**

• Save Button: The investigation will be saved as Draft
• Submit button: The investigation will be submitted to concerned SRA
• Print Button: The investigation can be printed.

**Please Note!**

Entity cannot submit Form G1 till its Form G1 is been approved by OSHAD

**Figure M4.25: Screenshot for Form G1 Initiate - Entity**

V. Form G1 - Approval SRA (Serious Incident Reporting)

• SRA can perform 3 actions on Form G1:
  - Approved - Form G1 Approved by SRA. Form G1 goes to OSHAD
  - Not Approved - SRA suggests amendments. Form G1 goes to Entity. Entity has to change and resubmit.
  - Ignored - Notification will be send to entity. Incident not valid and Form G1 process stops

VI. Form G1 - Approval OSHAD (Serious Incident Reporting)

• OSHAD can perform 3 actions on Form G1:
  - Approved - Form G1 Approved by OSHAD
  - Not Approved - OSHAD suggests amendments. Form G1 goes to SRA. SRA will either Approve/Not Approve /Ignore
  - Ignored - Notification will be send to SRA and entity. Incident not valid and Form G1 process stops

VII. Key Corrective Action

• Entity User can submit the Key Corrective action via Form G1 by adding item in Key Corrective Action to prevent recurrence which contains – Action, Responsibility, Target Date, Completed Date and attachment

<table>
<thead>
<tr>
<th>No.</th>
<th>Actions</th>
<th>Responsibility</th>
<th>Target Date</th>
<th>Completed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ac1</td>
<td>R1</td>
<td>7/11/2021</td>
<td></td>
</tr>
</tbody>
</table>

**Figure M4.26: Screenshot for Key Corrective Actions - Entity**

• Form G1 Status (with Link for Form G1): Saved as Draft, In Progress (when Submitted), Approved (by SRA), Not Approved (by SRA), Ignored (by SRA)
VIII. Incident Status

- This status to track down the progress
- The different type of incident status based on cases

<table>
<thead>
<tr>
<th>Incident Status</th>
<th>Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>Form G1 is pending with either SRA or OSHAD</td>
</tr>
<tr>
<td>Ignored</td>
<td>Form G or G1 is ignored by either SRA or OSHAD</td>
</tr>
<tr>
<td>Closed</td>
<td>Form G is Approved by OSHAD and SRA</td>
</tr>
<tr>
<td></td>
<td>Form K is closed</td>
</tr>
<tr>
<td></td>
<td>Key corrective action is not completed</td>
</tr>
<tr>
<td>Completed</td>
<td>Form G1 is Approved by OSHAD and SRA</td>
</tr>
<tr>
<td></td>
<td>Form K is closed</td>
</tr>
<tr>
<td></td>
<td>Key corrective action is completed</td>
</tr>
</tbody>
</table>

IX. Submission of Form G2 (Non - Serious Incident Reporting)

- Reporting Entity Information: Will be pre-populated by the system from profile Summary.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Entity</td>
<td>EduEnt1</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:eduEnt1@gmail.com">eduEnt1@gmail.com</a></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Authorized Contact Person</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

- Three options are displayed.

- Reporting on Behalf of Non-Nominated Contractor: For this option, Entity has to fill extra Fields for Contractor Details.

- Reporting on Behalf of Nominated Contractor: For this option Entity will only intimate its SRA, Nominated Entity and its SRA to fill Form G.
- Entity will search the Nominated Contractor by entering search string in search entity field.
- Entity will fill Description, Site and Address and submit the details.
- Notification goes to Nominated contractor in form of email and Screen alert (when logs in to the system) with all the specified details by Entity.

**Reporting on Behalf of Entity:**

- Incident information
  - Date of Incident / Time (24 hr.)
  - Total Consequence: Restricted Workday Case, Medical Treatment Case, First Aid Cases, Equipment / Property Damage, Near Miss

**Incident Causes Details:**

- Immediate Cause (Unsafe Act):
  - Unsafe Act
  - Unsafe Condition
- Immediate Cause (Unsafe Condition):
  - Unsafe Condition
- Root Cause:

**FORM G1**

**FORM G2**
• List of Injuries: User can add Injury here and all the injuries will be listed.
  - Injury Type based on Immediate Judgment of the Severity:
    1. Injury causing the affected person temporarily unable to perform any regular job or restricted work activity on a subsequent scheduled workday or shift
    2. Immediate medical treatment of the injured person(s) as an in-patient in a hospital
    3. Medical treatment of the injured person(s) within 48 hours of exposure to a substance

• Immediate medical treatment of the injured person(s) for:
  - fracture, loss of a distinct part or organ of body including the amputation of any part of body, loss of consciousness and/or requiring resuscitation a serious head injury, a serious eye injury including loss of sight (temporary or permanent) exposure to a hazardous material, penetration injury with a risk of infectious disease transmission (such as needle-stick injury), the separation of skin from any underlying tissue (such as scaling or de-gloving), electric shock or electrical burn serious burns due to thermal and chemical agents, entrapment of a body part in machinery/equipment/plant a spinal injury, dislocation of joints the loss of bodily function, Serious laceration, other

• Injury Severity known at the time of Incident Fatality, Permanent Total Disability, Permanent Partial Disability, Lost Workdays Injury, Lost Workdays Occupational Illness

• Injured Person’s Personal Details (For Injuries): Name, Occupation, Relationship with Entity Employee Contractor Employee Other Person (e.g. Visitor), Nationality, Date of Birth, Select a date from the calendar, Passport Number, Length of Service, Contact Phone Number, Gender

• Key Corrective Actions Taken Immediately after the Incident: User can add Actions, Responsibility, Status

• Incident Root Cause(s): (Refer to Section 1. Attach additional pages if more space is required)

• Key Corrective Actions to Prevent Recurrence: (Attach additional pages if more space is required)

• Incident Cost: (Approximate / Best Estimate)
Risk Assessment:
Probability - Rare Possible Likely Often Frequent
Severity of Consequence - Insignificant Minor Moderate Major Catastrophic
Level of Residual Risk - Low Moderate High Extreme

Submit button: The incident will be submitted to concerned SRA
Print Button: The incident can be printed.

1. Entity can only Save (Submit) Form G2 for their records
2. These records will be used for Performance reporting (Form E)
I. Submission of Form A (Registration to OSHMS)

- **General Entity Information:** Will be pre-populated by the system from profile Summary.

- **Scheduled of developing and Implementing of OSHMS - Target Date for Completion of OSHMS**

- **Additional Information of OSHMS already implemented by Entity:**
  - Environmental Management System (EMS) Occupational 18001.
  - Have an EMS in place based on ISO 14001 but not certified by third party, have an OHSMS in place based on ISO 18001 but not certified by third party.
  - Health & Safety Management System (OHSMS).
  - Have an EMS in place and certified to ISO 14001. Have an OHSMS in place and certified to ISO 14001.
  - Have an EMS in place but not certified by third party, have an OHSMS in place but not certified by third party.
  - No EMS in place, No OHSMS in place. Have an IMS in place and certified to International Standards.

- **Submit - To submit Form A to SRA**

Please Note! Entity cannot submit Form A till it updates its profile summary

---

II. Form A - Approval SRA (Registration of OSHMS)

- **SRA can perform 2 actions on Form A:**
  - Approved – Form A Approved by SRA. Form A goes to OSHAD
  - Not Approved – SRA suggests amendments. Form A goes to Entity. Entity has to change and resubmit.

III. Submission of Form B (Amendments to Registration)

- **In OSHAD SF Form B has 2 parts one is Profile summary Update and other is change in scheduled target date for OSHMS development.**
  - For first part Entity User can update Profile Summary page anytime. (Refer to section a) Profile summary and which does not need any approval.
  - For Second part which needs approval can be submitted using Form B.

- **General Entity Information:** Will be pre-populated by the system from profile Summary.

- **Scheduled of developing and implementing of OSHMS - Original Target Date for Completion of OSHMS, New target date Proposed, Reason for Extension of Time Request.**

- **Submit - To submit Form B to SRA**

FigureM4.50: Screenshot for Form B - Entity

Please Note! Entity cannot submit Form B till Form A has been Approved

FigureM4.51: Screenshot for Form B Alert - Entity
IV. Form B - Approval SRA (Amendments to Registration)

- SRA can perform 2 actions on Form B:
  - Approved - Form B Approved by SRA. Form A goes to OSHAD
  - Not Approved - SRA suggests amendments. Form B goes to Entity. Entity has to change and resubmit.

V. Submission of Form C (Implementation of OSHMS)

- Entity will fill the details in the form.
- For Main and sub Sections of OSHMS document, one check box is displayed. When User clicks on the checkboxes for sub sections, the main section checkbox gets enabled.
- User can expand and collapse the subsections.
- User can enter the page numbers and other details of OSHMS document in the text box provided for each main and sub section.
- There will be facility to upload single document for OSHMS document which includes all the sections that user needs to ensure.
- Two options are displayed:
  - Save: The form gets saved until the User submits the form.
  - Submit: The form gets submitted to respective SRA.

VI. Form C Acceptance - SRA (Implementation of OSHMS)

- For SRA additional comment box at each sub section for acceptance/rejection of any particular sub-section.
- Form C details will be displayed.
- Comment box will be displayed to enter comments for approval and rejection. SRA will comment.
- Two options will be displayed:
  - Not Accept: In case of SRA not accepts Form C following will be the action:
    - Entity will receive Form C with Form C status as Not Accepted with comments in all subsection and date of resubmission.
    - Entity needs to resubmit Form C with updated OSHMS documents (according to SRA comments) to SRA within specified date of resubmission.
  - Accept: In case of SRA accepts Form C following will be the action:
    - Entity will receive Form C with Form C status as Accepted.
    - For SRA the link for Form I gets enabled in Form C (As Form C is accepted by SRA means all the sections of OSHMS documents are attached).

VII. Form C OSHMS Document Approval- SRA (Implementation of OSHMS)

- SRA will review the OSHMS documents (uploaded by an Entity) and mark the ratings/comments in Form I.
- SRA provides Rating as below:

<table>
<thead>
<tr>
<th>Rating Scale for Each Criteria</th>
<th>Reference to System Element that Addresses Requirement</th>
<th>Comments / Modifications Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete / Fully Compliant: Fully meets requirements and expectations</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Minor inadequacies: Requirements and expectations are met, but with minor inadequacies or omissions and/or insufficient detail or description.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Major inadequacies: Requirements and expectations are met, but with significant inadequacies or omissions and/or insufficient detail or description.</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Unacceptable: Requirements and expectations are not met; criteria are not addressed or omitted</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Please Note:
1. Entity cannot submit Form C till Form A has been Approved
2. For Form C, all 20 documents sections will be expandable and collapsible.
3. In case of entity if any section/subsection is not checked then it will indicate in form of message.
4. In case of SRA if comments are not entered for any section/subsection it will indicate in form of message.
5. Form C - PDF & Word documents/ zipped documents - Maximum size allowed - 150MB
For each of the section/subsection SRA should provide Rating and comments.

- Weight is predefined and Score = Rating*Weight

- As soon as Form I will be saved in the system following will happen:
  - There will be 2 options Approved/Not Approved enabled for OSHMS documents.

- Reviewed and Not Approved: In case of SRA not approve Form C following will be the action:
  - Entity will receive Form C with Form C status as Accepted and OSHMS status as Not Approved with comments in all subsection and date of resubmission.
  - Entity will receive Feedback report in accordance with Form I but there will be no ratings.
  - Entity needs to resubmit Form C with updated OSHMS documents (according to Feedback report) to SRA within specified date of resubmission.

- Reviewed and Approved: In case of SRA Approve Form C following will be the action:
  - Entity will receive Form C with Form C status as Approved and OSHMS status as Approved with comments in all subsection.
  - Entity will receive Approval Certificate in designated Format.
  - Entity has to collect hardcopy for that certificate from OSHAD.
Please Note!

1. External Consultancy synchronization:
   - In Form C and I - trade license + Quodrat number included
   - In case of External Consultancy Form I will be submitted to OSHAD for any action by SRA

2. Re-issuing of OSHMS Certificate:
   - The expiry period for OSHMS certificate is of 3 years.
   - SRA will receive a reminder alert for the entity who’s approved OSHMS (Form C) has expiring (3 years is the expiry date).
   - SRA depending on Entity’s performance will either approve or not approve the OSHMS.
   - In case of SRA want to not approve i.e. revoke the OSHMS Certificate then SRA can block the respective entity.

---

### Reporting period and Reminders:

1. Performance Reporting and Approval Quarter as below table:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Due Date</th>
<th>Maximum Date to be allowed for submission/change of data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Mid of April</td>
<td>End of April</td>
</tr>
<tr>
<td>Q2</td>
<td>Mid of July</td>
<td>End of July</td>
</tr>
<tr>
<td>Q3</td>
<td>Mid of October</td>
<td>End of October</td>
</tr>
<tr>
<td>Q4</td>
<td>Mid of January (Next Year)</td>
<td>End of January (Next Year)</td>
</tr>
</tbody>
</table>

#### E2 form submission Notifications (Reminders)

<table>
<thead>
<tr>
<th>Reminder No.</th>
<th>Date of Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>Before 1 week of due date</td>
</tr>
<tr>
<td>No. 2</td>
<td>On due date</td>
</tr>
<tr>
<td>No.3</td>
<td>After 1 week of due date</td>
</tr>
<tr>
<td>Annual</td>
<td>End of the year</td>
</tr>
</tbody>
</table>

---

**Reminder No. 1**

Greetings,

This is to kindly remind you to submit the Quarterly OHS Performance Report for Quarter … of Year… on ….

For this purpose, we welcome any clarifications that you may need during the coming period, to ensure submitting your report on time.

**Reminder No. 2**

Greetings,

As you are aware, the OHS Performance Report for Quarter … of Year… should be submitted today.

For this purpose, you are cordially requested to submit your report on time.

**Reminder No. 3**

Greetings,

We would like to remind you to submit your OHS Performance Report, as you are past the deadline for submission.

---

**Annual Reminder**

Greetings,

In order to correct any errors in the quarterly performance reports, we would like to inform you that all performance reports are editable until the middle of January as maximum data.
I. Submission of Form E – Quarterly OSH Performance Reporting

- Entity will fill the details in the form.
- Submit: The form gets submitted to respective SRA

II. Form E - Approval SRA (Quarterly Performance Reporting)

- SRA can perform 2 actions on Form E:
  - Approved – Form E Approved by SRA
  - Not Approved – SRA suggests amendments. Form E goes to Entity. Entity has to change and resubmit.

III. Submission of Form F – Annual External OSHMS Audit Form

- Entity will fill the details in the form.
- Submit: The form gets submitted to respective SRA
Form F contains following information -

- Scope of Audit
- Reporting Period
- Number of sites/locations visited
- Audit man days performed
- OSH 3rd Party Auditing Company
- OSH 3rd Party Lead Auditor
- Mandatory Documents to be attached - 3rd Party Audit Report & Corrective Action Plan
- Include Corrective Action against each Major Non-Compliance

SRA can perform 2 actions on Form F:
- Accepted – Form E Approved by SRA.
- Not Accepted – SRA suggests amendments. Form F goes to Entity. Entity has to modify/correct the form and resubmit.

Entity as well as SRA can track Corrective Action through Form F Corrective Action page -

I. Submission of Form C (Implementation of OSHMS):

- Entity will fill the details in the form.
- For Main and sub Sections of OSHMS document one check box is displayed. When User clicks on all the checkboxes for sub sections the main section checkbox gets enabled.
- User can expand and collapse the subsections.
- User can enter the page numbers and other details of OSHMS document in the text box provided for each main and sub section.
- There will be facility to upload single document for OSHMS document which includes all the sections that user needs to ensure.
- Two options are displayed:
  - Save: The form gets saved until the User submits the form.
  - Submit: The form gets submitted to respective SRA.

Please Note:
1. Entity cannot submit Form C till Form A has been Approved
2. For Form C all 20 documents sections will be expandable and collapsible.
3. In case of entity if any section/subsection is not checked then it will indicate in form of message.
4. In case of SRA if comments are not entered for any section/subsection it will indicate in form of message.
5. Form C - PDF & Word documents/ zipped documents - Maximum size allowed - 150MB
II. Form C Acceptance - OSHAD (Implementation of OSHMS)

- For OSHAD additional comment box at each sub section for acceptance/rejection of any particular sub-section.
- Form C details will be displayed.
- Comment box will be displayed to enter comments for approval and rejection. OSHAD will comment.

Two options will be displayed
- Not Accept: In case of OSHAD not accepts Form C following will be the action:
  - Entity will receive Form C with Form C status as Not Accepted with comments in all subsection and date of resubmission
  - Entity needs to resubmit Form C with updated OSHMS documents (according to SRA comments) to SRA within specified date of resubmission.
- Accept: In case of OSHAD accepts Form C following will be the action:
  - Entity will receive Form C with Form C status as Accepted
  - For OSHAD the link for Form I gets enabled in Form C
  - As Form C is accepted by OSHAD means all the sections of OSHMS documents are attached.

III. Form C OSHMS Document Approval - OSHAD (Implementation of OSHMS)

- OSHAD will review the OSHMS documents (uploaded by an Entity) and mark the ratings/comments in Form I.
- OSHAD provides Rating as below:

<table>
<thead>
<tr>
<th>Rating Scale for Each Criteria</th>
<th>Reference to System Element that Addresses Requirement</th>
<th>Comments/Modifications Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete/Fully Compliant: Fully meets requirements and expectations</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Minor inadequacies: Requirements and expectations are met, but with minor inadequacies or omissions and/or insufficient detail or description.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Major inadequacies: Requirements and expectations are met, but with significant inadequacies or omissions and/or insufficient detail or description.</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Unacceptable: Requirements and expectations are not met; criteria are not addressed or omitted.</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

- For each of the section/subsection OSHAD should provide Rating and comments.
- Weight is predefined and Score = Rating*Weight

As soon as Form I will be saved in the system following will happen:
- There will be 2 options Approved/Not Approved enabled for OSHMS documents.
• Reviewed and Not Approve: In case of OSHAD not approve Form C following will be the action:
  - Entity will receive Form C with Form C status as Accepted and OSHMS status as Not Approved with comments in all subsection and date of resubmission.
  - Entity will receive Feedback report in accordance with Form I but there will be no ratings.
  - Entity needs to resubmit Form C with updated OSHMS documents (according to Feedback report) to SRA within specified date of resubmission.

• Reviewed and Approve: In case of OSHAD Approve Form C following will be the action:
  - Entity will receive Form C with Form C status as Approved and OSHMS status as Approved with comments in all subsection.
  - Entity will receive Approval Certificate in designated Format.
  - Entity has to collect hardcopy for that certificate from OSHAD.

**Performance Reporting**

**Module 4 – Govt. Depts.: Incident Management (Form E2, E3 & F)**

**Entity**
- **Form E2**
  - Submit Quarterly
  - Amend & Resubmit
  - Not Approve

**Center**
- **Form E3**
  - Approve
  - Save Quarterly

**Form F**
- **Submit Annually**
  - Form F

---

**Please Note!**

1. External Consultancy synchronization:
   - In Form C and I - trade license + Quadorat number included
   - In case of External Consultancy Form I will be submitted to OSHAD for any action by SRA

2. Re-issuing of OSHMS Certificate:
   - The expiry period for OSHMS certificate is of 3 years.
   - SRA will receive a reminder alert for the entity who's approved OSHMS (Form C) has expiring (3 years is the expiry date).
   - SRA depending on Entity's performance will either approve or not approve the OSHMS.
   - In case of SRA want to not approve i.e. revoke the OSHMS Certificate then SRA can block the respective entity.
II. Submission of Form E2 – Quarterly Performance Reporting

• Entity will fill the details in the form.
• Submit: The form gets submitted to respective SRA

Reporting period and Reminders:

1. Performance Reporting and Approval Quarter as below table:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Due Date</th>
<th>Maximum Date to be allowed for submission/ change of data</th>
<th>Reminder No.</th>
<th>Date of Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Mid of April</td>
<td>End of April</td>
<td>No. 1</td>
<td>Before 1 week of due date</td>
</tr>
<tr>
<td>Q2</td>
<td>Mid of July</td>
<td>End of July</td>
<td>No. 2</td>
<td>On due data</td>
</tr>
<tr>
<td>Q3</td>
<td>Mid of October</td>
<td>End of October</td>
<td>No. 3</td>
<td>After 1 week of due date</td>
</tr>
<tr>
<td>Q4</td>
<td>Mid of January</td>
<td>End of January (Next Year)</td>
<td>Annual</td>
<td>End of the year</td>
</tr>
</tbody>
</table>

Reminder No. 1

Greetings,

This is to kindly remind you to submit the Quarterly OHS Performance Report for Quarter .... of Year... on ....

For this purpose, we welcome any clarifications that you may need during the coming period, to ensure submitting your report on time.

Reminder No. 2

Greetings,

As you are aware, the OHS Performance Report for Quarter ... Of Year... should be submitted today.

For this purpose, you are cordially requested to submit your report on time.

Reminder No. 3

Greetings,

We would like to remind you to submit your OHS Performance Report as you are past the deadline for submission.

Annual Reminder

Greetings,

In order to correct any errors in the quarterly performance reports, we would like to inform you that all performance reports are editable until the middle of January as maximum date.

FigureM108: Screenshot for Form E2 – Government department

• Options/fields (with formula and calculations):
  • Please click on below “Form E2 “ excel icon (excel sheet) for Form E Options/fields (with formula and calculations)
II. Form E2 - Approval OSHAD (Quarterly Performance Reporting)

- OSHAD can perform 2 actions on Form E2:
  - Approved – Form E2 Approved by SRA.
  - Not Approved – OSHAD suggests amendments. Form E2 goes to Entity. Entity has to change and resubmit.

3.2 Module 5: Request for Modification of OSHAD SF (Form J)

I. Submission of Form J – Request for modification of OSHAD SF

- Form J (Request for Modification of OSHAD SF) has been available on Landing Page.
- Open to Public. Also Form J can be initiated by stakeholders (Entity, SRA, Government Department) other than OSHAD and tracked through list of all requests.
- Requester has to provide information about document name, section number, and changes in contents.
- For each request, Change Request Reference Number has been generated and send it to request originator through email and OSHAD will get notification about new request.
- User will fill the details in the form.
- Submit: The form gets submitted to respective OSHAD.

II. Review/Acceptance of Form J Request

- OSHAD will evaluate requests of Form J. OSHAD will process the request with either Accepted or Not Accepted along with comments.
- Also mention change implementation tenure in case of Acceptance.

III. Notification to Originator

- Once request of Form J has been processed by OSHAD, notification will be sent to originator with decision about request along with comments supporting the decision.
I. Step 1: Form L Submission

- Entity/SRA needs to submit Form L for any kind of planned awareness activity, media publishing or unplanned media release.
- If Sector Entity initiates Form L request, request will be sent to SRA for first review and request will be either accepted by SRA and may ask for clarification.

II. Step 2: Form L Review

- All planned Form L request will be evaluated by OSHAD once submitted by SRA or Govt. Dept. OSHAD can either Approved or Not Approved the request. In case of more clarification, OSHAD may request for more information.

III. Step 3: Form L Notification

- Once decision of Form L has been finalized by OSHAD, notification will be sent to originator and respective SRA with comments.
3.4 Module 7: Notice of Appointment of Principal Contractor (Form H)

I. Step 1: Form H Request Submission by Nominated Entity

• Sector Entity or Government Department need to Submit Form H (Appointment of Principal Contractor) before starting of any Construction Activity.

Form H: Developer/Client Section

Submission of Form H by Contractor to B&C SRA

Approval Process of Form H by B&C SRA
II. Step 2: Form H Request by Non-Nominated Entity

• Outside user/non-nominated entity can submit Form H through landing page. Before submission of Form H, respective user need to register in the system and then user can log-in to the system and submit the Form H request and track the process of Form H requests.

III. Step 3: Form H Requests Approval

• Form H requests has been routed to respective Municipality Sub-SRA (Building and Construction Sector) depending on selection and Sub-SRA reviews the request with decision as either Approved/Not Approved/Need More Information.

IV. Step 4: Form H Decision Notification

• Once Form H request has been processed, Initiator will get notification with comments. Initiator has to submit Form H again in case of ‘Need More Information’ decision.
3.5 Module 8: Reports

3.5.1 Module 4 Entity Registration, Development and Implementation of OSHMS- Reports

Incident Reporting Dashboard - Entity

- **Incident Distribution - By Year**

- **Total Incidents By Incident Type - By Year**
  - Fatality: 4, Serious Dangerous Occurrence: 4, Serious Injury: 6, Serious Occupational Illness: 6

- **Total Incidents By Incident Time - By Year**
  - Morning 6am-12pm: 5, Afternoon 12pm-6pm: 2, Evening 6pm-6am: 5

- **Total Injuries By Nature of Injuries - By Year**
  - Fracture: 6, A Serious Head Injury: 5, Electric Shock or electrical burn: 2, Dislocation of joints: 10

- **Total Injuries By Placement of Injury in Body - By Year**
  - Head/Neck: 5, Trunk: 5, Upper Extremity: 6, Lower Extremity: 5
### Nature of Injury Caused by Accidents - By Sector

- Fracture: 20%
- A serious head injury: 30%
- Electric shock or electrical burn: 20%
- Dislocation of joints: 21%
- Serious laceration: 21%

### Placement of Injury in Body - By Sector

- Head/Neck: 21%
- Trunk: 16%
- Upper Extremity: 26%
- Lower Extremity: 21%
- Internal Organs: 11%
- General: 5%

### The Way the Injury/Illness of Injuries Reported - By Sector

- Bite/Sting: 4%
- Biological Factors: 8%
- Manual Handling: 16%
- Mental Stress: 12%
- Electricity: 24%
- Sound/Pressure: 4%
- Fall from height: 8%

### Entity Details

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Sector</th>
<th>Incident Type</th>
<th>Incident Date</th>
<th>Submitted Date</th>
<th>Injuries Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Entity</td>
<td>Private</td>
<td>High</td>
<td><a href="mailto:entity@food.com">entity@food.com</a></td>
<td>5466787654</td>
<td>0</td>
</tr>
<tr>
<td>S.No</td>
<td>Injured Name</td>
<td>Injured Gender</td>
<td>Injured Occupation</td>
<td>Nature of Injury</td>
<td>Bodily Location General</td>
</tr>
<tr>
<td>1</td>
<td>fds</td>
<td>fds</td>
<td>fds</td>
<td>fds</td>
<td>fds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Sector</th>
<th>Incident Type</th>
<th>Incident Date</th>
<th>Submitted Date</th>
<th>Injuries Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Entity</td>
<td>Private</td>
<td>High</td>
<td><a href="mailto:entity@food.com">entity@food.com</a></td>
<td>5466787654</td>
<td>0</td>
</tr>
<tr>
<td>S.No</td>
<td>Injured Name</td>
<td>Injured Gender</td>
<td>Injured Occupation</td>
<td>Nature of Injury</td>
<td>Bodily Location General</td>
</tr>
<tr>
<td>1</td>
<td>fds</td>
<td>fds</td>
<td>fds</td>
<td>fds</td>
<td>fds</td>
</tr>
</tbody>
</table>

### Form J List

**Duration**: Start Date - End Date

<table>
<thead>
<tr>
<th>Belongs To</th>
<th>Request Type</th>
<th>Document Name</th>
<th>Reason</th>
<th>Change Significance</th>
<th>Decision by Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Entity</td>
<td>Change of Existing Re</td>
<td>abc</td>
<td>Test</td>
<td>Minor</td>
<td>Accepted</td>
</tr>
<tr>
<td>Food Entity</td>
<td>Change of Existing Re</td>
<td>abc</td>
<td>Test</td>
<td>Minor</td>
<td>Not Accepted</td>
</tr>
</tbody>
</table>

### Form L List

**Duration**: Start Date - End Date

<table>
<thead>
<tr>
<th>Type of Awareness Activity</th>
<th>Description of Awareness Activity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Intended Audience</th>
<th>Coordinator with Stockholders</th>
<th>Stockholders</th>
<th>Submit Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of ExistingRequirement</td>
<td>abc</td>
<td>Test</td>
<td>Minor</td>
<td>Sector</td>
<td>Yes</td>
<td>Cantar</td>
<td>Accepted</td>
</tr>
<tr>
<td>Change of ExistingRequirement</td>
<td>abc</td>
<td>Test</td>
<td>Minor</td>
<td>Media</td>
<td>No</td>
<td>Not</td>
<td>Accepted</td>
</tr>
</tbody>
</table>