

All members will see the **OH&S** tab at the top of the screen. OH&S committee and executive members will only have access to the OH&S forms submitted to their Local. Members will only see the forms they submit

Once in the **OH&S Forms** screen, click on **File New OH&S Form** to create a new form.

The screenshot shows the top navigation bar with tabs for Expense Claims, LOA, OH&S (highlighted), Events, Forms, Job Postings, Help, and Logout. Below the navigation bar is the 'OH&S Forms' section with a 'File New OH&S Form' button highlighted. The main content area shows a search filter for 'OH&S Forms with Concern Dates since September 22, 2016' and a table of results. The table has columns for Number, Status, Incident Date, Resolved, and Unit. One entry is visible: 072-2017-0003, Submitted, 03/01/2017, St. Michael's Health Centre. A 'Filter:' field shows '2 OH&S Forms'.

Number	Status	Incident Date	Resolved	Unit
072-2017-0003	Submitted	03/01/2017		St. Michael's Health Centre

The **New OH&S Form** screen will open. Your Local will default in. If you belong to more than one local, you will see a drop down in the field. Use the **Unit Name** field to search for the applicable **Unit**. Leave the field blank and click **Search** to get a list of all available Units in your Local.

OH&S Forms

The screenshot shows the 'New OH&S Form' screen. The 'Local' field is set to '72'. The 'Employer' field is empty. The 'Unit' field has a 'Unit Name' input field and a 'Search' button highlighted. Below the search field is a list of units with 'Pick' buttons next to each. The units listed are: St. Michael's Health Centre, Palliative Care SMHCL, Post Acute Rehab Program SMHCL, and Seniors Care East SMHCL. The 'Pick' button for 'St. Michael's Health Centre' is highlighted. At the bottom, the 'Incident Date & Time of Shift' field is set to '03/01/2017 @ 15:32'.

Next, complete the rest of the form by entering the details and actions taken regarding the incident.

New OH&S Form

Local

Employer **Covenant Health**

Unit **St. Michael's Health Centre**

Unit Name

Leave blank when searching to show all units

Incident Date & Time of Shift @

Please refrain from using names of the patients, clients, residents, staff, or doctors involved.

Describe the Nature of Incident

Enter in the details of the Incident

What is the suspected hazard?

Enter in the suspected hazard

Any injury or disease related to the problem? (if known)

Enter in any injury or disease related to the problem

What action is required?

Enter in the action required

Supervisor Reported To

on date

Action Taken

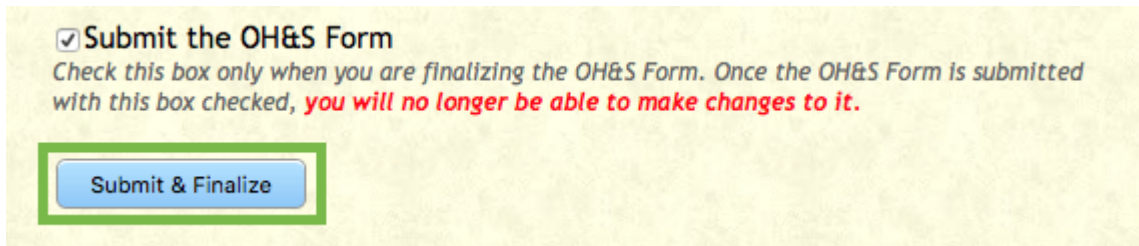
Enter in the Action Taken

Once everything has been completed, click in the box beside **Submit the OH&S Form**. Once this box has been clicked, you will not be able to go back to make revisions. If the form cannot be fully completed it can be saved as a draft by clicking on **Save as Draft** and that will allow for modifications at a later date.

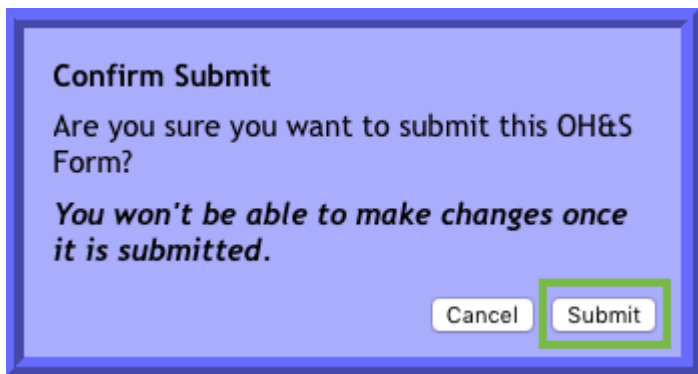
Submit the OH&S Form

Check this box only when you are finalizing the OH&S Form. Once the OH&S Form is submitted with this box checked, you will no longer be able to make changes to it.

Once the **Submit the OH&S Form** is checked off, a warning will show and the words **Submit & Finalize** will appear. This needs to be clicked.



When the confirmation screen appears, click on **Submit**.



Once the **Form** is **Submitted** it will go to the Local and Local Executive members to accept or reject it.

Once approved or rejected, an email will be sent to originator of the Form.

Back at the **OH&S Forms** screen the newly created form will appear with the number assigned.

OH&S Forms

A screenshot of the OH&S Forms application interface. At the top, a yellow message box with a green border states: "072-2017-0005 OH&S Form successfully created and submitted". Below this is a blue button labeled "File New OH&S Form". The main interface has tabs for "Detail", "List", "All", and "Search". A blue banner reads "OH&S Forms with Concern Dates since September 22, 2016". Below the banner, it says "Show 10 entries from found set" and "Filter: 4 OH&S Forms". A table displays the following data:

Number	Status	Incident Date	Resolved	Unit
072-2017-0005	Submitted	03/01/2017		St. Michael's Health Centre

To view the **Form**, click on the **Assigned Number** from the **List** view and the form will be summarized.

OH&S Forms

072-2017-0005 OH&S Form successfully created and submitted

File New OH&S Form

Detail List All Search

OH&S Form 072-2017-0005

Incident Occurred	March 01, 2017 @ 15:32
Employer	Covenant Health
Unit	St. Michael's Health Centre
Local	72
Manager Reported To	Shift Supervisor on 03/01/2017
Submitter	Tony Stark

Nature of Incident

enter

Suspected Hazard

enter

Injury or Disease

enter

Action Required

enter

Action Taken

enter