Contractor Incident Reporting System (CIRS) Training

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The Contractor Incident Reporting System (CIRS) is used to record information about Injury/Illness events (Mishaps and Property Damage) for contractor personnel that are not listed in the ESAMS database. Authorized users, determined by CIRS administrators, can document information on these events, such as personnel involved, nature of the mishap, and work days lost.

Access

- **CIRS Administrator (Create/Edit/Reports)** - has access, within their scope, to authorize Reporting Contractors, view and edit incident records within their scope, and to view CIRS reports

- **CIRS Administrator (Create/Edit/Approve/Reports)** - has access, within their scope, to authorize Reporting Contractors, view and edit incident records, and to view CIRS reports. Also has access to Approve completed CIRS records.

- **CIRS Administrator (Reports/Notification)** - has access only to view CIRS reports for incidents within their scope.

- **Reporting Contractor** – is provided access on a one-time basis for each incident as it is reported. The reporting contractor is provided a unique User ID and Password by a CIRS Administrator; this unique login expires five (5) days after it is provided.

CIRS – Reporting an Incident

CIRS – Reporting an Incident

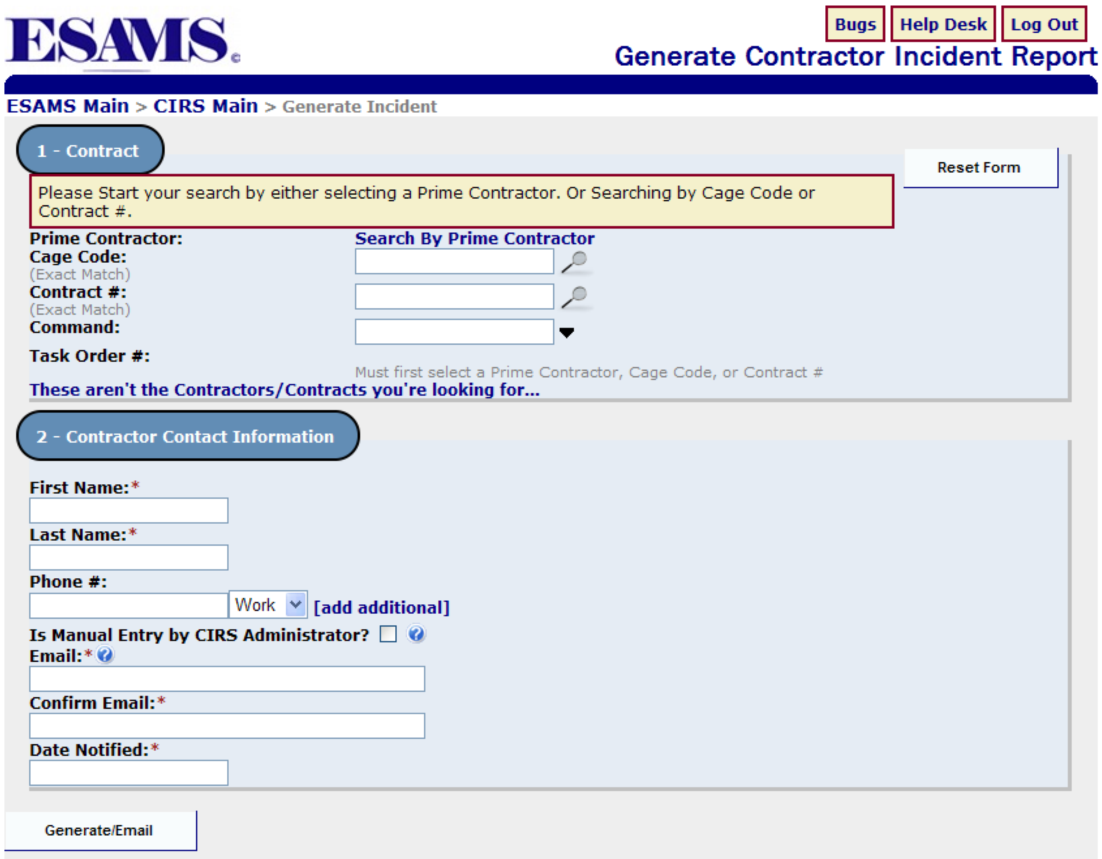
1. The Reporting Contractor contacts the CIRS Administrator to inform that an incident has occurred.
2. The CIRS Administrator enters the ESAMS website and accesses the CIRS Application by clicking on the **“Contractor Incident Reporting CIRS”** link.

Generating the Incident Record

3. The CIRS Administrator clicks the **“Generate Incident”** link.

Generating the Incident Record, cont.

4. The CIRS Administrator must enter the **“Contract”** and **“Contractor Contact Information”** in Section 1 and Section 2 of the CIRS form.



ESAMS

Bugs | Help Desk | Log Out

Generate Contractor Incident Report

ESAMS Main > CIRS Main > Generate Incident

1 - Contract

Reset Form

Please Start your search by either selecting a Prime Contractor. Or Searching by Cage Code or Contract #.

Prime Contractor: Search By Prime Contractor

Cage Code:
(Exact Match)

Contract #:
(Exact Match)

Command:

Task Order #:

Must first select a Prime Contractor, Cage Code, or Contract #

These aren't the Contractors/Contracts you're looking for...

2 - Contractor Contact Information

First Name:*

Last Name:*

Phone #:
Work [add additional]

Is Manual Entry by CIRS Administrator?

Email:*

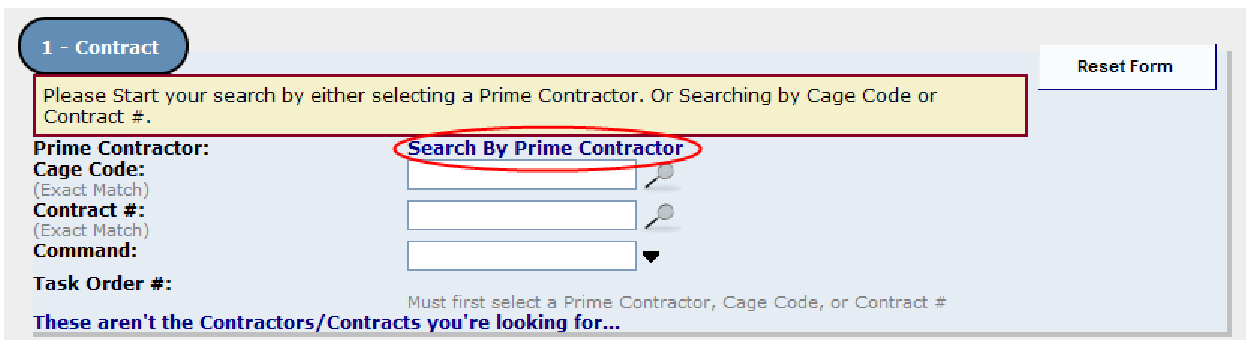
Confirm Email:*

Date Notified:*

Generate/Email

Section 1 – Contract

Prime Contractor – The name of the contractor company by which the involved person is employed. Clicking on the “Search by Prime Contractor” link opens a new window in which the administrator may search and select the Prime Contractor’s name. Entering all or part of the name in the “Prime Contractor” field and clicking the Search icon will bring up a list of all Prime Contractor names in the system that match the entered information. Clicking on a Prime Contractor name will populate the name in the field.



Section 1 – Contract, cont.

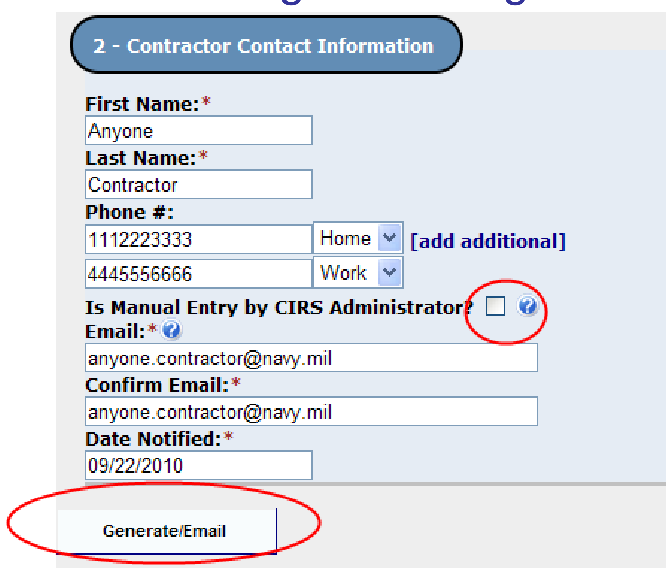
If a Prime Contractor/CAGE Code/Contract # was selected, the field will change to a drop-down box. Click on the drop-down box to display the Commands associated with the selected Prime Contractor/CAGE Code/Contract #. Clicking on a Command will populate the code in the field. **Note: Some Prime Contractors/CAGE Codes/ Contract #'s have only one associated Command. In these cases, the Command will automatically be populated in the field.**

Section 2 – Contractor Contact Information

– First Name – The first name of the contractor who contacted the CIRS Administrator. Type the name directly into the field.
– Last Name – The last name of the contractor who contacted the CIRS Administrator. Type the name directly into the field.

Generating the Incident Record, cont.

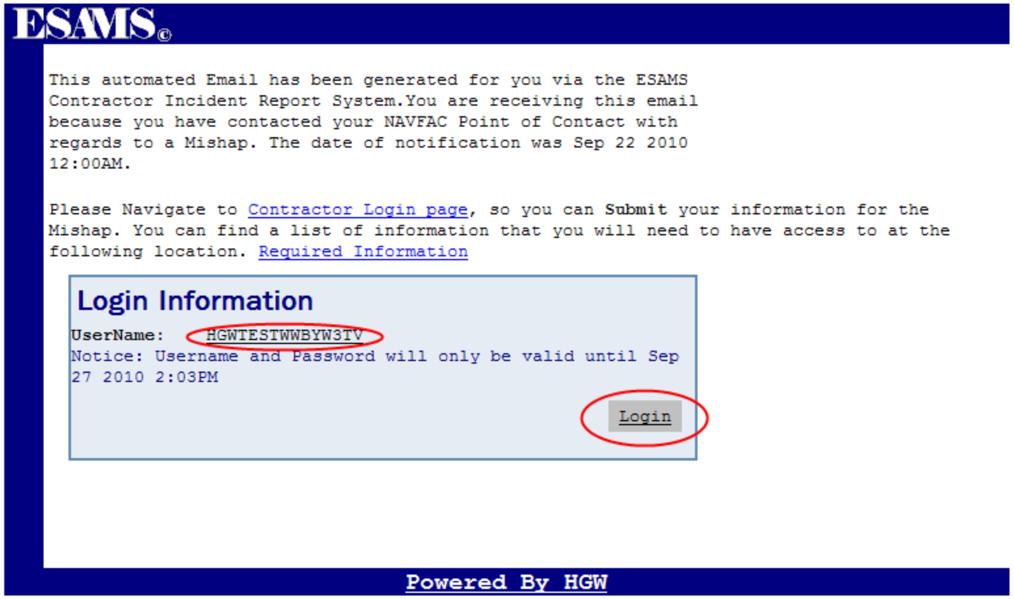
5. Once Section 1 and Section 2 are filled out, the administrator may complete the incident generation process by clicking on the button in the lower left corner of the form:
   – If the Administrator **<u>did not</u>** check the **"Is Manual Entry by CIRS Administrator?"** box, this button will read **"Generate/Email"**. Clicking the button will generate the CIRS record, send the login information to the Reporting Contractor via email (entered in this section) and allow the Reporting Contractor to enter the system, access the record and begin entering the incident information.



Finding the Incident Record

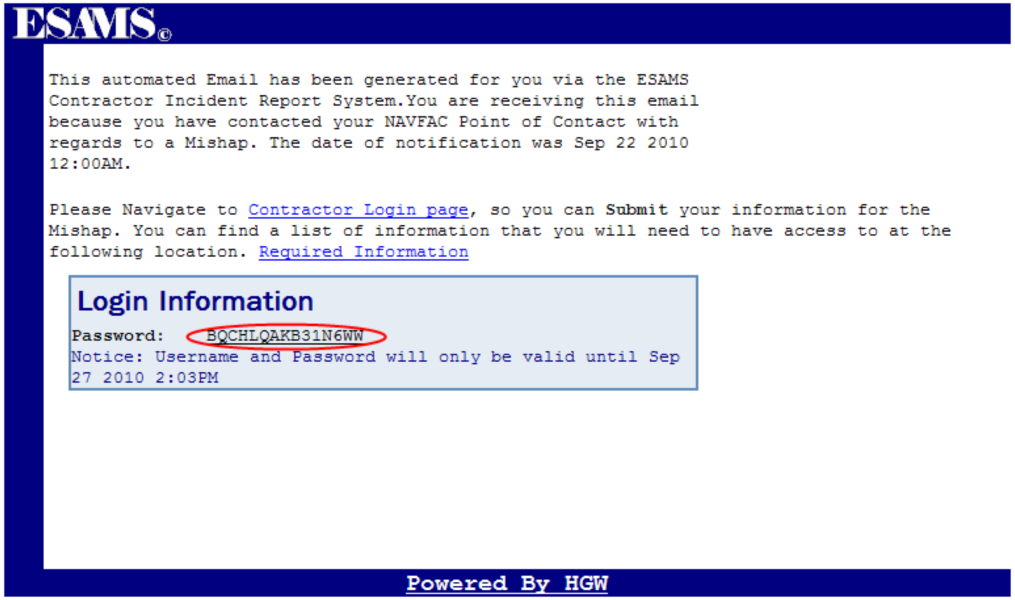
As the Reporting Contractor

- Once the CIRS Administrator has completed the generation process and clicked the "Generate/Email" button, two emails will be sent to the Reporting Contractor:
  - The first email will contain the Reporting Contractor's User ID, as well as a link to the Contractor Login page. Clicking the "Login" link in the email will take the Reporting Contractor to the Contractor Login page and automatically fill in the User ID displayed in the email.



Finding the Incident Record, cont.

- The second email will contain the Reporting Contractor's Password, as well as a link to the Contractor Login page.
- **Note: Reporting Contractor User IDs and Passwords expire five (5) days after they are created. To gain a new login, the Reporting Contractor must contact the CIRS Administrator.**



Finding the Incident Record, cont.

- Using the information provided in the emails, the Reporting Contractor must log into the CIRS application.
- Upon logging in, the Reporting Contractor will see the incident record and will be able to enter the incident information. (The Reporting Contractor's User ID and Password give the user access only to the one incident record that was reported. If incidents are reported by the same Reporting Contractor at another time, new unique logins will be provided for each incident.)

Working the Incident Record

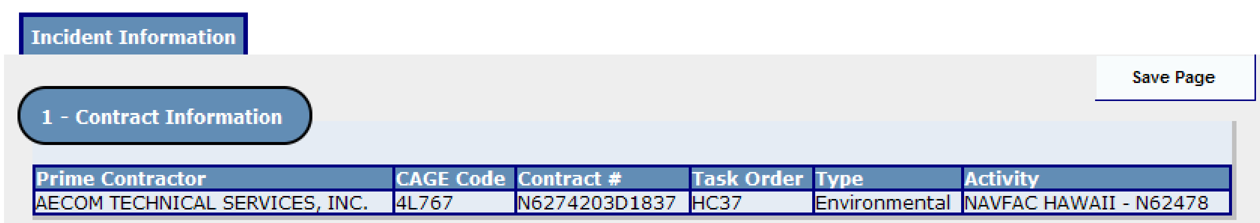
Working the Incident Record – Section 1

Incident Information

- The first step of working the incident record is to fill out the “Incident Information” section. Once this information is entered, the user will enter the personal injury or property damage section.
- **Note – All fields noted by a red asterisk (*) on the form are required fields that must be filled before the record can be completed.**

Section 1 - Contract Information

– This information has already been entered by the CIRS Administrator in the generation process and is provided here for informational purposes.



Incident Information

Save Page

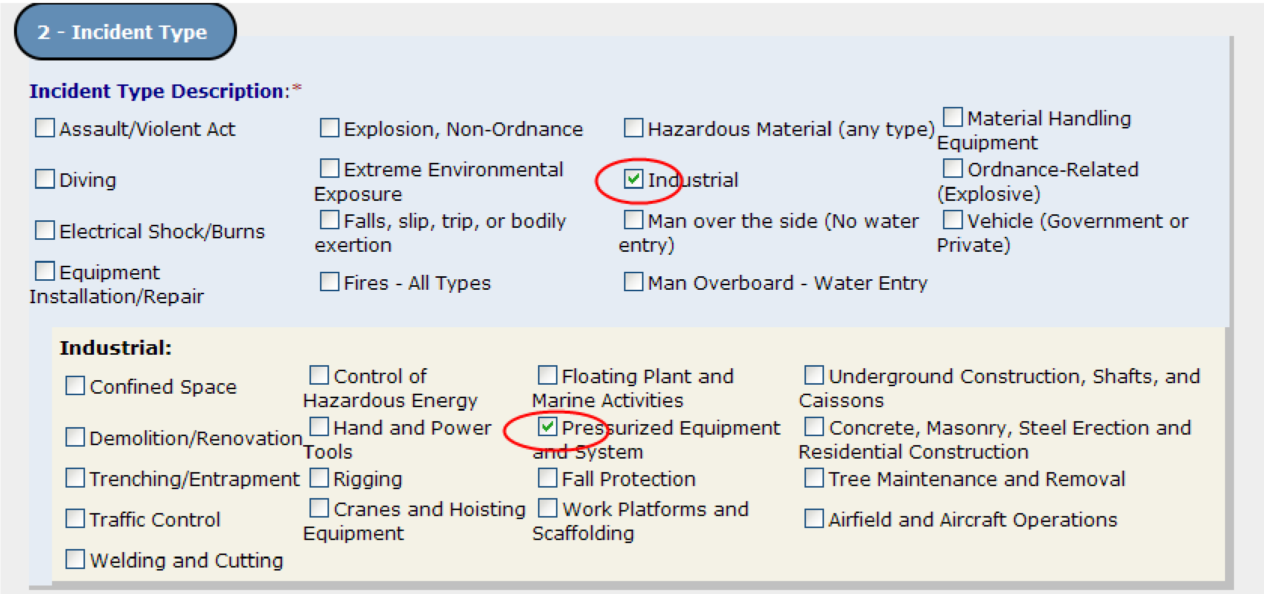
1 - Contract Information

Prime Contractor	CAGE Code	Contract #	Task Order	Type	Activity
AECOM TECHNICAL SERVICES, INC.	4L767	N6274203D1837	HC37	Environmental	NAVFAC HAWAII - N62478

Working the Incident Record – Section 2

Section 2 – Incident Type

- The user must select the type of incident by checking the box next to the most appropriate selection. The user may click on the "Incident Type Description" link to view a list of descriptions for each Incident Type. **Note: Choosing the "Industrial" selection opens a sub-section in which the specific of Industrial Incident must be selected.**



2 - Incident Type

Incident Type Description:*

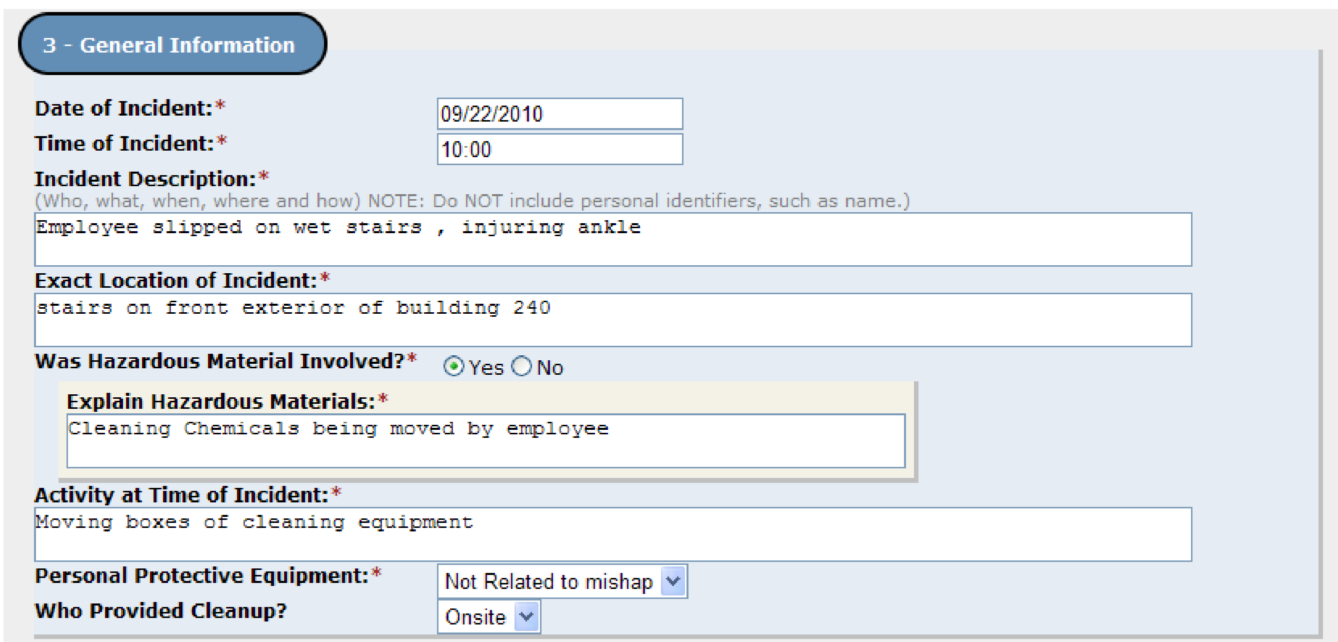
☐ Assault/Violent Act
☐ Explosion, Non-Ordnance
☐ Hazardous Material (any type)
☐ Material Handling Equipment
☐ Diving
☐ Extreme Environmental Exposure
☑ Industrial
☐ Ordnance-Related (Explosive)
☐ Electrical Shock/Burns
☐ Falls, slip, trip, or bodily exertion
☐ Man over the side (No water entry)
☐ Vehicle (Government or Private)
☐ Equipment Installation/Repair
☐ Fires - All Types
☐ Man Overboard - Water Entry

Industrial:

☐ Confined Space
☐ Control of Hazardous Energy
☐ Floating Plant and Marine Activities
☐ Underground Construction, Shafts, and Caissons
☐ Demolition/Renovation
☐ Hand and Power Tools
☑ Pressurized Equipment and System
☐ Concrete, Masonry, Steel Erection and Residential Construction
☐ Trenching/Entrapment
☐ Rigging
☐ Fall Protection
☐ Tree Maintenance and Removal
☐ Traffic Control
☐ Cranes and Hoisting Equipment
☐ Work Platforms and Scaffolding
☐ Airfield and Aircraft Operations
☐ Welding and Cutting

Working the Incident Record – Section 3

- Date of Accident – The date on which the incident occurred. Select the date by clicking on the field and using the Calendar popup.
- Time of Accident – The time at which the incident occurred, to the closest 15 minute increment. Select the time by clicking on the field and using the Time popup.
- Initial Description – A factual description of the incident as known by the user. Note: No personal descriptions (such as names) or opinions should be entered.


3 - General Information

Date of Incident:* 09/22/2010

Time of Incident:* 10:00

Incident Description:*
(Who, what, when, where and how) NOTE: Do NOT include personal identifiers, such as name.)
Employee slipped on wet stairs , injuring ankle

Exact Location of Incident:*
stairs on front exterior of building 240

Was Hazardous Material Involved?* Yes No

Explain Hazardous Materials:*
Cleaning Chemicals being moved by employee

Activity at Time of Incident:*
Moving boxes of cleaning equipment

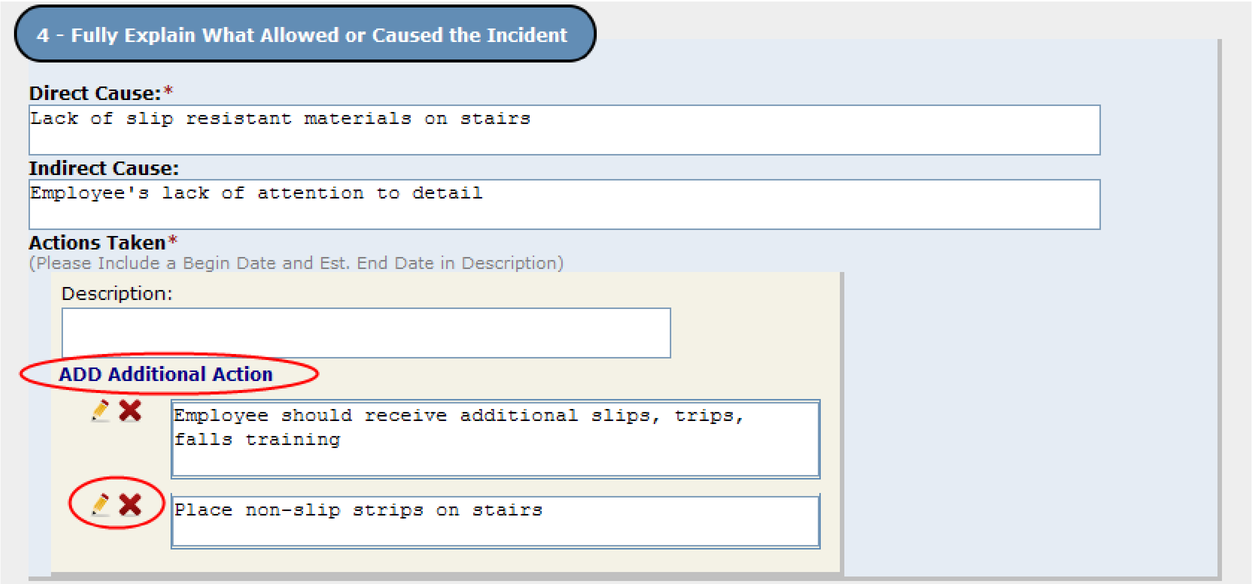
Personal Protective Equipment:* Not Related to mishap

Who Provided Cleanup? Onsite

Working the Incident Record – Section 4

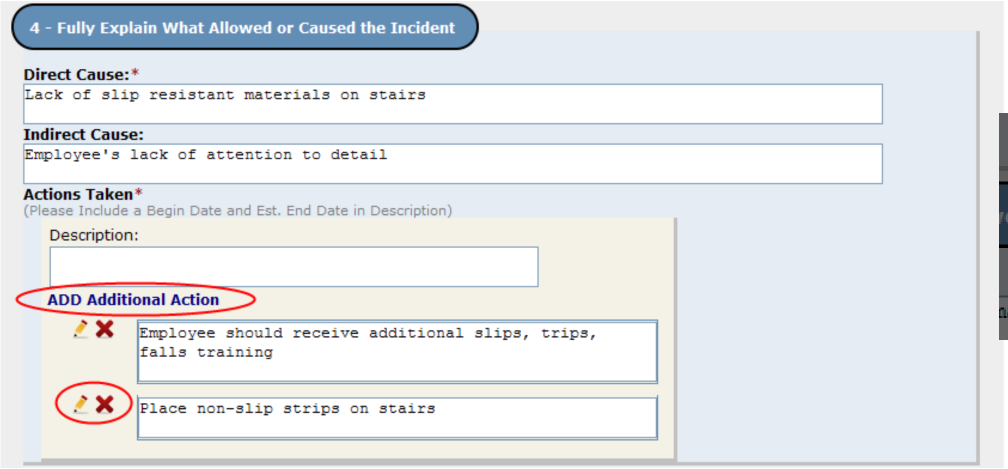
Section 4 – Fully Explain What Allowed or Caused the Accident

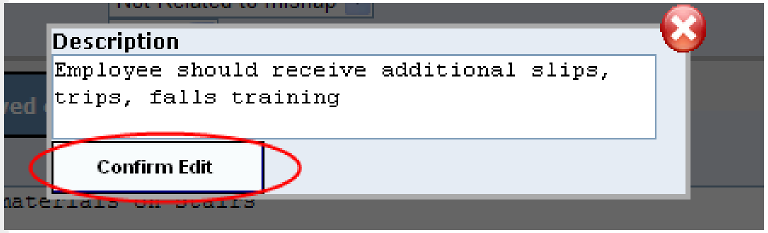
- Direct Cause –Any primary action, event, flaw, or force which caused the incident. This information can be typed directly into the open text field.
- Indirect Cause – Any secondary action, event, flaw, or force which caused the incident. This information can be typed directly into the open text field.



Working the Incident Record – Section 4, cont.

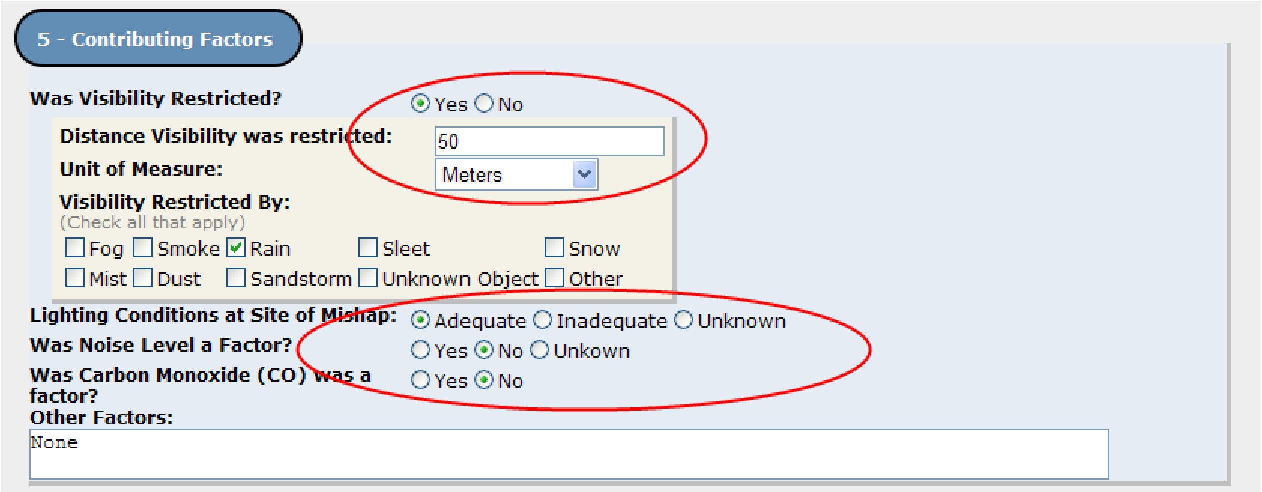
– Actions Taken – A description of the actions being taken to prevent further similar incidents, typed directly into the "Description" field. The Begin Date and Estimated End Date should be included in the description. If multiple actions are being taken, the user can click the "ADD Additional Action" link, which will provide an additional "Description" field. Actions Taken can be removed by clicking the "**x**" button next to each action. If the user wishes to change the text in the "Actions Taken" field, clicking the "Pencil" icon next to the field opens a new window in which the user may edit the text. Clicking the "Confirm Edit" button saves these changes.





Working the Incident Record – Section 5

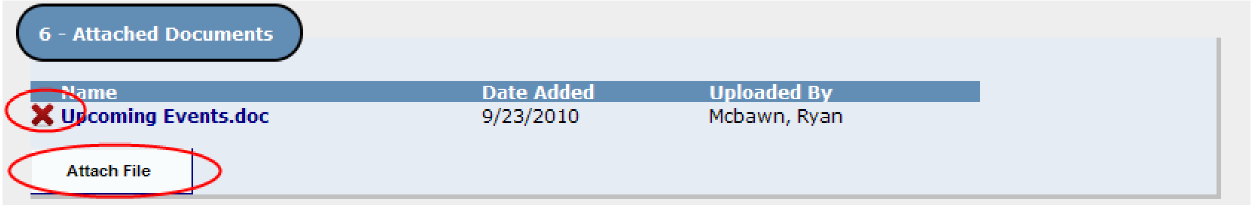
- Was Visibility Restricted? – The user should enter whether or not the involved person's visibility was restricted. If "Yes" is selected, the user must enter the distance of restriction as a numerical value (5, 100, etc), then use the drop-down box to select the Unit of measure used (feet, yards, etc). Finally, the user must check the boxes next to each event or material that restricted visibility (Fog, Smoke, etc). The user should check as many events or materials that apply.
- Lighting Conditions at Site of Mishap – The user should note whether the lighting conditions at the location of the incident was adequate or not, or if the information is unknown.

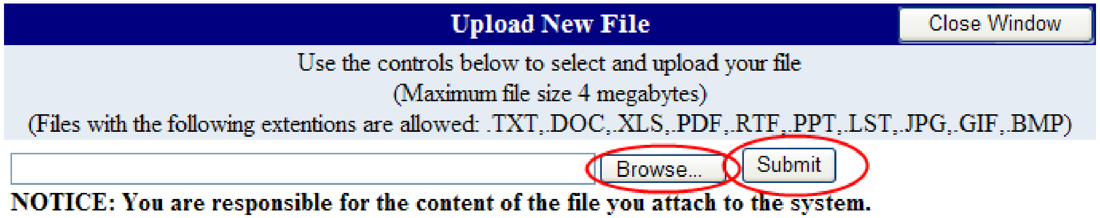


Working the Incident Record – Section 6

Section 6 – Attached Documents

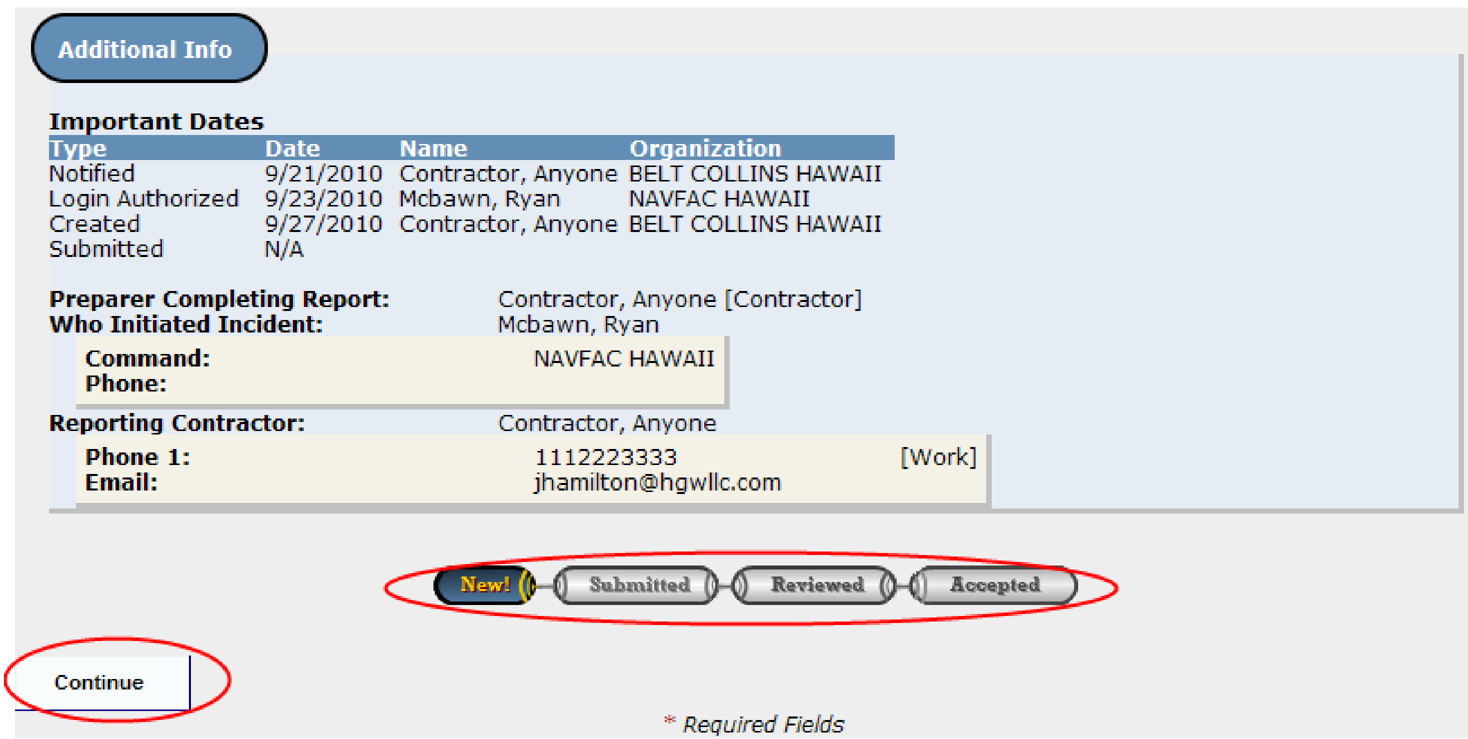
– Attach File – If the user has a document/file (Word, Excel, pictures, etc) that needs to be associated with the incident record, the files can be attached by clicking on the **“Attach File”** button. This button opens a new window in which the user can search for the file within the user’s computer by clicking on the **“Browse”** button, selecting the file to be attached to the record, and finally attaching the file by clicking the **“Submit”** button. To remove a file, click on the “**x**” next to the file name on the record. Note: Only the user who attached the file can remove it.





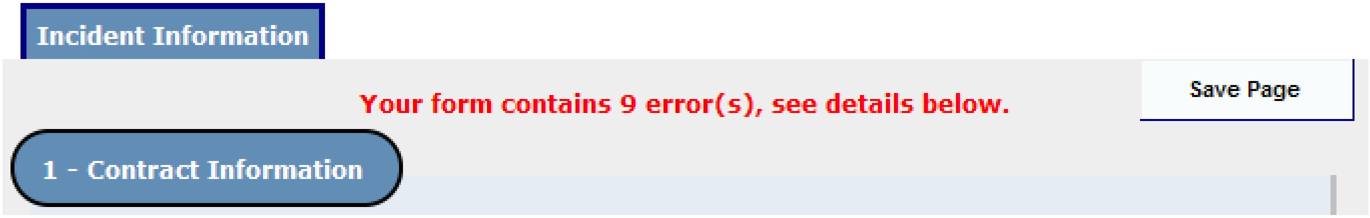
Working the Incident Record – Additional Info

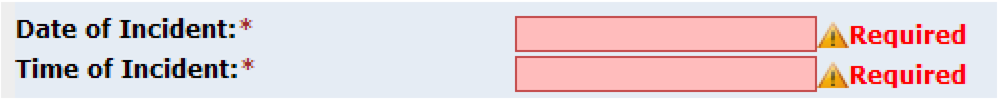
Additional Info – This area contains information already entered by the CIRS Administrator during the generation process, or displayed automatically by the CIRS application.



Continue: Add an Injury/Illness or Property Damage, cont.

If the user has incorrectly entered information in any of the required fields, the form will not continue. Instead, a message will be displayed at the top of the page that states the number of errors on the page. Fields with incorrectly entered or missing data will be outlined in red and say “Required” next to the field. Once these fields are corrected, the **“Continue”** will work as stated above.





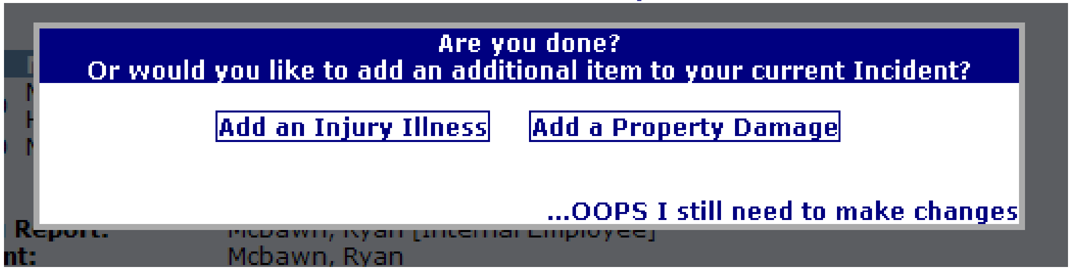
Continue: Add an Injury/Illness or Property Damage

Continue – Once all of the required and relevant information specific to the incident has been entered, the user must click the **“Continue”** button, located in the bottom left corner of the form. Clicking this button displays three options to the user:

– Add an Injury Illness – The user should click this option to record the injury/illness information for any persons involved with the incident. When entering information for multiple persons involved with the same incident, each person should be input individually by clicking the **“Add an Injury Illness”** link after the previous person’s information was entered.

– Add a Property Damage - The user should click this option to record the property damage information for any property or equipment damaged because of the incident.

– …OOOPS I still need to make changes – This option allows the user to return to the involved person’s record and make any changes required before the record is completed.

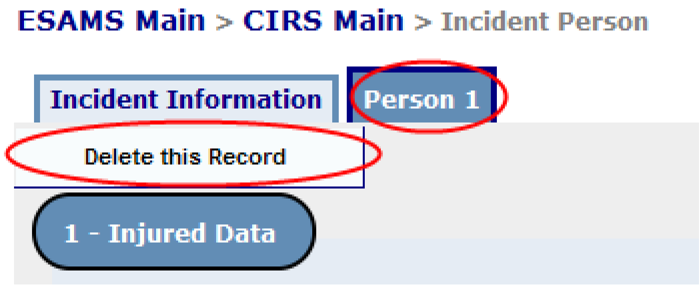


Add an Injury/Illness

Note – All fields noted by a red asterisk (*) on the form are required fields that must be filled before the record can be completed.

Once the user has clicked the **“Add an Injury Illness”** link, a new page will be display in which the user must enter the injury or illness information for the person involved with the incident.

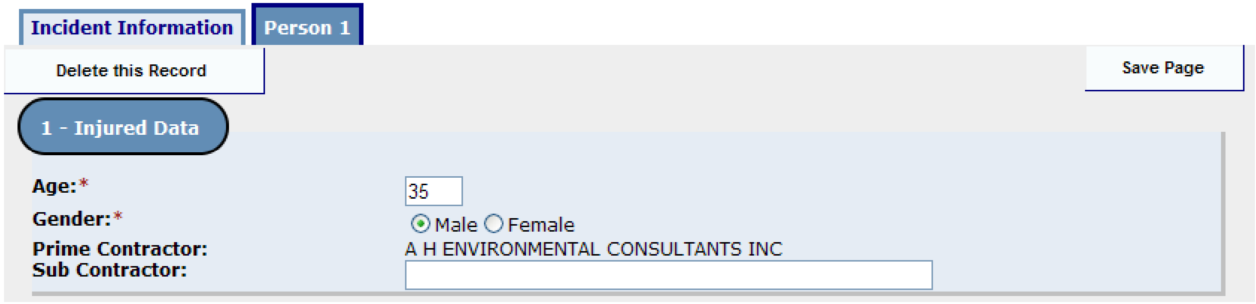
- At the top of the form, the user will see multiple “tabs”. The first of these tabs is labeled “Incident Information”, and clicking on this tab will return the user to the Incident Information portion of the record.
- A new tab is created each time the user clicks the “Add an Injury Illness” link; these tabs are labeled as “Person 1”, “Person 2” and so on for each person entered into the record. Clicking on a “Person #” link will take the user to the injury/illness portion of the record for that person.
- Delete this Record – Clicking this button removes the “Person #” portion from the incident record. All data entered for that Person # will be deleted. This should only be used to remove a record that was incorrectly associated with the incident.



Add an Injury/Illness – Section 1

Section 1 – Injured Data

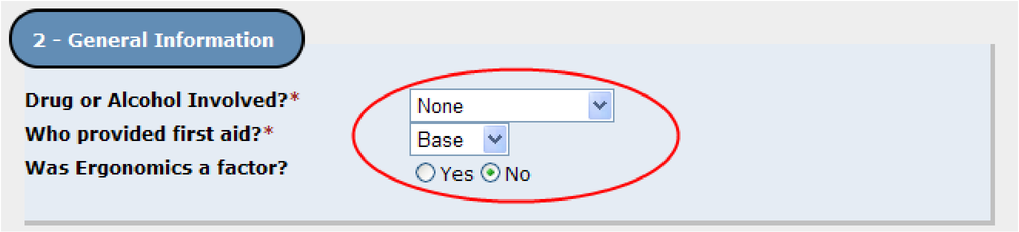
- Age – The age of the involved person
- Gender – The gender of the involved person
- Prime Contractor – The contractor for which the involved person works. This information is auto-populated by the application
- Sub Contractor – The sub-contractor for which the involved person works (if any). This information must be typed into the open text field.



Add an Injury/Illness – Section 2

Section 2 – General Information

- Drug or Alcohol Involved? – The user should click on the drop-down box to note whether or not drugs and alcohol were involved with the incident.
- Who provided first aid – The user should click on the drop-down box to note who provided first aid at the incident.
- Was Ergonomics a factor? – The user should note whether or not ergonomic issues affected the incident.



Add an Injury/Illness – Section 3

Section 3 – Injury/Illness/Fatality Information

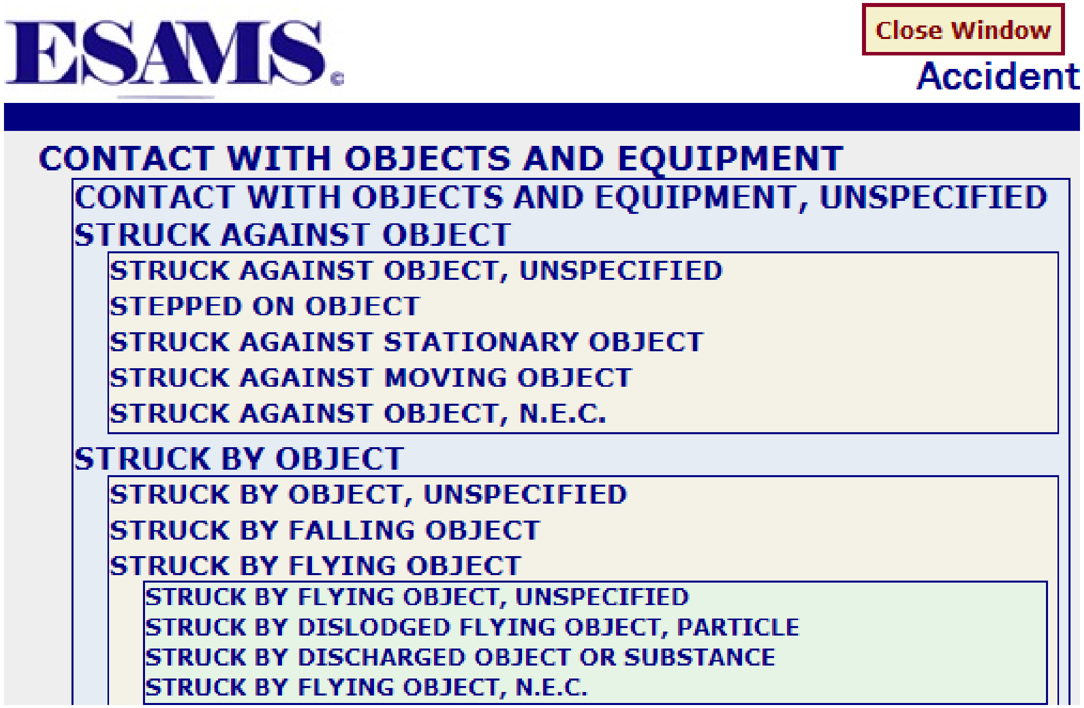
3 - Injury/Illness/Fatality Information

Severity of Illness/Injury:*	One or More Lost Work Days
Was there Days Lost?*	(•) Yes ( ) No
Were there Days Hospitalized?*	( ) Yes (•) No
Were there Days Restricted Duty?*	(•) Yes ( ) No
Part of Body Affected:*	PELVIS
Nature of Injury or Illness:*	STRUCK BY OBJECT, UNSPECIFIED
Event or Exposure:*	SURFACE WOUNDS AND BRUISES, UNSPECIFIED
Source of Injury or Illness:*	MERCURY AND COMPOUNDS
General Location Description:*	FLIGHT LINE, SHORE NON-GOVERNMENT AIRFIELD/HELIPORT
Injury Activity Code* (PCN)	Operating Equipment - Shredder

**NEC - (Not Elsewhere Classified)*

Add an Injury/Illness – Section 3, cont.

- Nature of Injury or Illness – Clicking on the black popup triangle opens a new window in which the user must select the manner in which the injury/illness occurred.



Add an Injury/Illness – Section 4

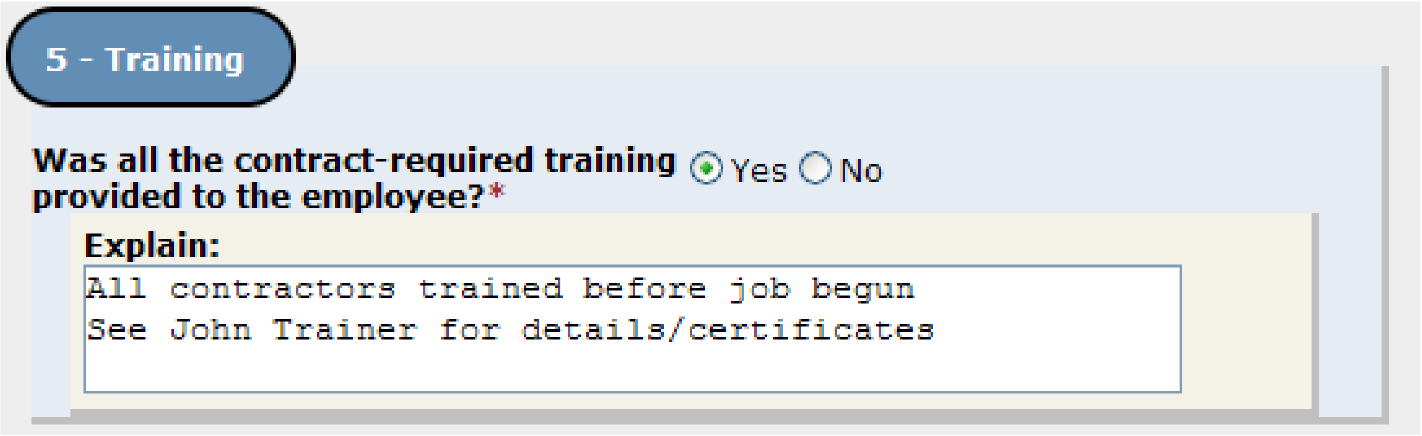
Section 4 – License

- Are appropriate License and Certification/Medical current? – The user should note whether or not the involved person's appropriate License and Certification/Medical records are current.
- Attach Image of License or Certification – Any documents or pictures regarding the involved person's licenses or certifications can be attached in this section, in the same manner as on the "Incident Information" section (see above).

Add an Injury/Illness – Section 5

Section 5 – Training

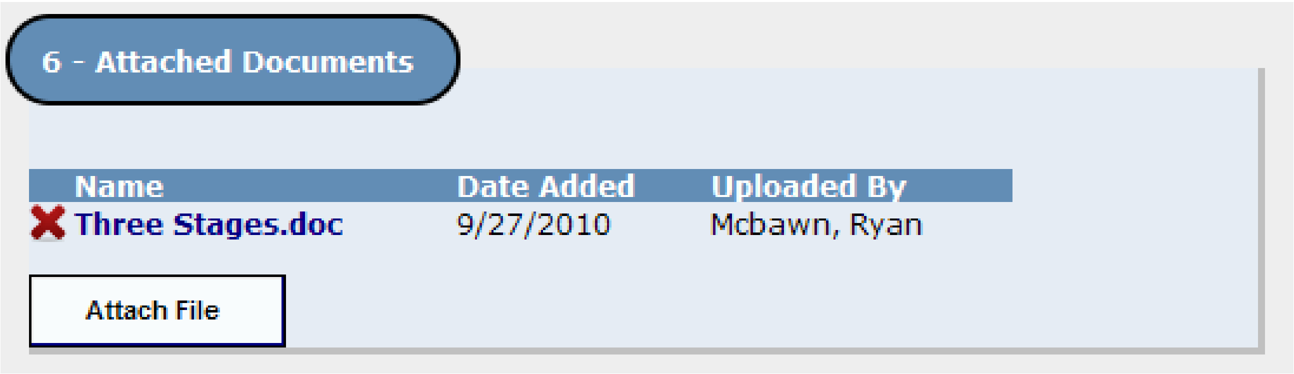
- Was all the contract-required training provided to the employee? – The user should note whether or not the involved person was provided with the training required of that person according to their contractual agreements. In the “Explain” open text field, the user may enter any comment to explain the required/received training.



Add an Injury/Illness – Section 6

Section 6 – Attached Documents

– Any documents or pictures regarding the involved person's injury/illness information can be attached in this section, in the same manner as on the "Incident Information" section (see above).

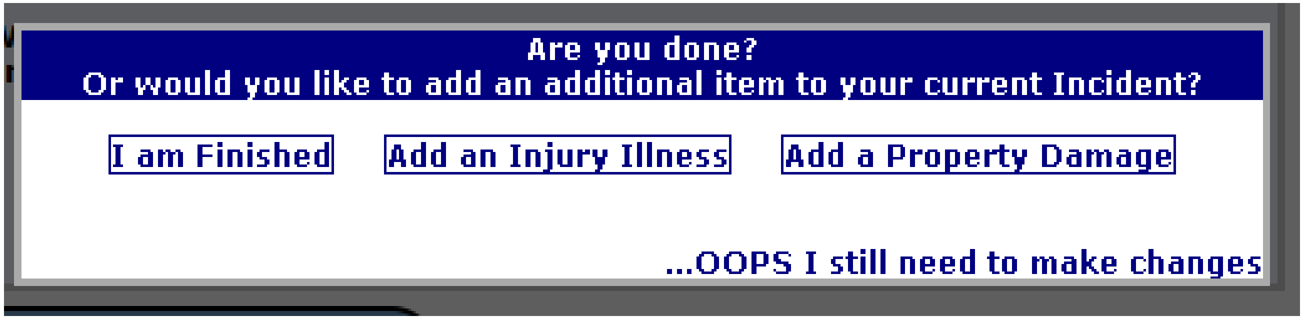


Add an Injury/Illness – Submitting the Record

- Once all of the required and relevant information specific to the injury/illness of the involved person has been entered, the user must click the “Submit Incident” button, located in the bottom left corner of the form. Clicking this button displays four options to the user:

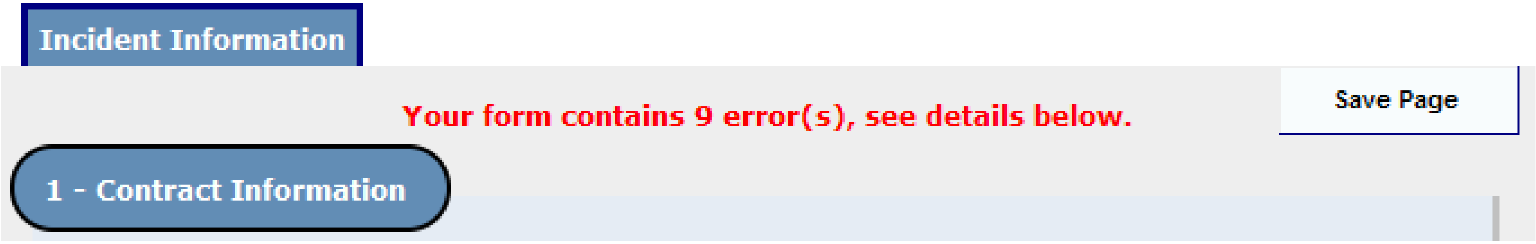
Add an Injury/Illness – Submitting the Record, cont.

- I am Finished – The user should click this option once all information regarding the incident has been entered. This will complete the entry of the record, moving the record to Submit status for review.
- Add an Injury Illness – The user should click this option to record the injury/illness information for any additional persons involved with the incident. A new record tab is created and the user must enter in the information as described above.
- Add a Property Damage - The user should click this option to record the property damage information for any property or equipment damaged because of the incident.
- …OOOPS I still need to make changes – This option allows the user to return to the involved person's record and make any changes required before the record is completed.



Add an Injury/Illness – Submitting the Record, cont.

- If the user has incorrectly entered information in any of the required fields, the form will not continue or be submitted. Instead, a message will be displayed at the top of the page that states the number of errors on the page. Fields with incorrectly entered or missing data will be outlined in red. Once these fields are filled/corrected, the "Submit Incident" button will work as stated above.

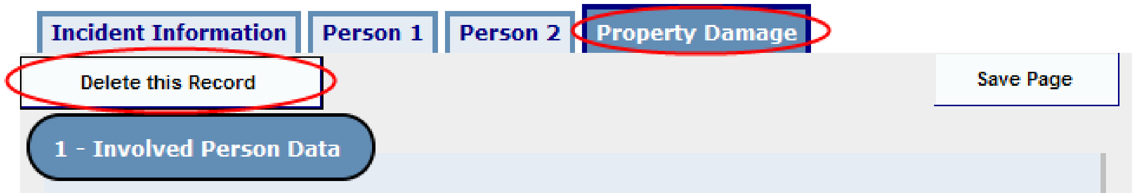


Add a Property Damage

Note – All fields noted by a red asterisk (*) on the form are required fields that must be filled before the record can be completed.

Once the user has clicked the **"Add a Property Damage"** link, a new page will be display in which the user must enter the injury or illness information for the person involved with the incident.

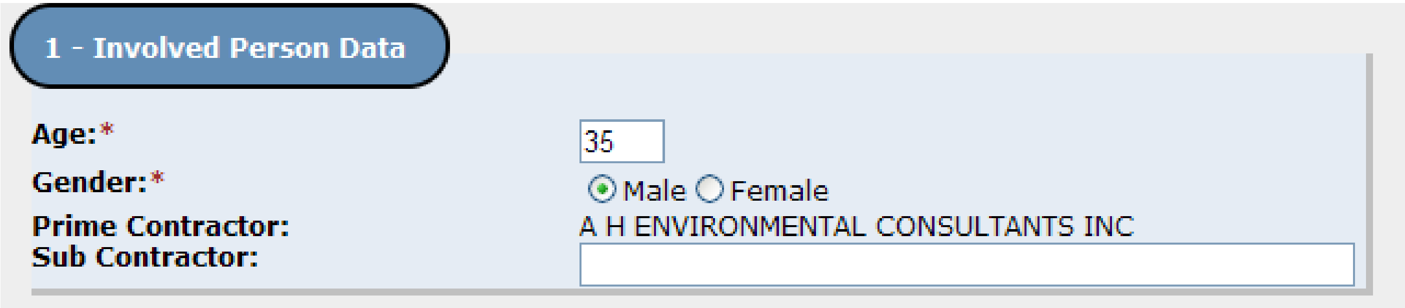
- At the top of the form, the user will see multiple "tabs". The first of these tabs is labeled "Incident Information", and clicking on this tab will return the user to the Incident Information portion of the record. If the user has entered information for injured personnel involved with the incident, the "Person #" tabs will be displayed as well.
- A new tab labeled "Add a Property Damage" will be displayed. Clicking on the "Add a Property Damage" link will take the user to the Property Damage portion of the record.
- Delete this Record – Clicking this button removes the "Property Damage" portion from the incident record. All data entered for all Property Damages for this record will be deleted. This should only be used to remove a record that was incorrectly associated with the incident.



Add a Property Damage – Section 1

Section 1 – Involved Person Data

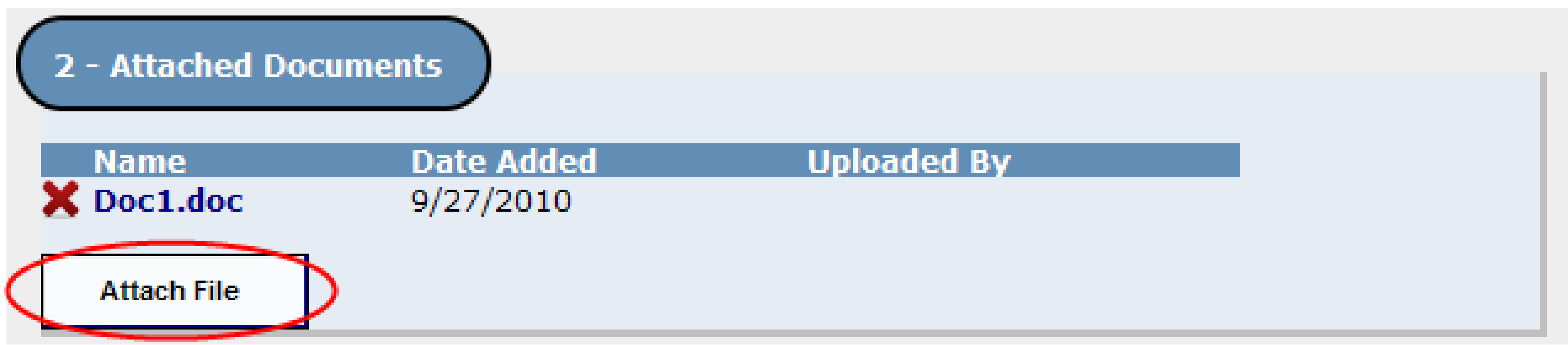
- Age – The age of the involved person
- Gender – The gender of the involved person
- Prime Contractor – The contractor for which the involved person works. This information is auto-populated by the application
- Sub Contractor – The sub-contractor for which the involved person works (if any). This information must be typed into the open text field.



Add a Property Damage – Section 2

Section 2 – Attached Documents

– Any documents or pictures regarding the involved person's injury/illness information can be attached in this section, in the same manner as on the "Incident Information" section (see above).

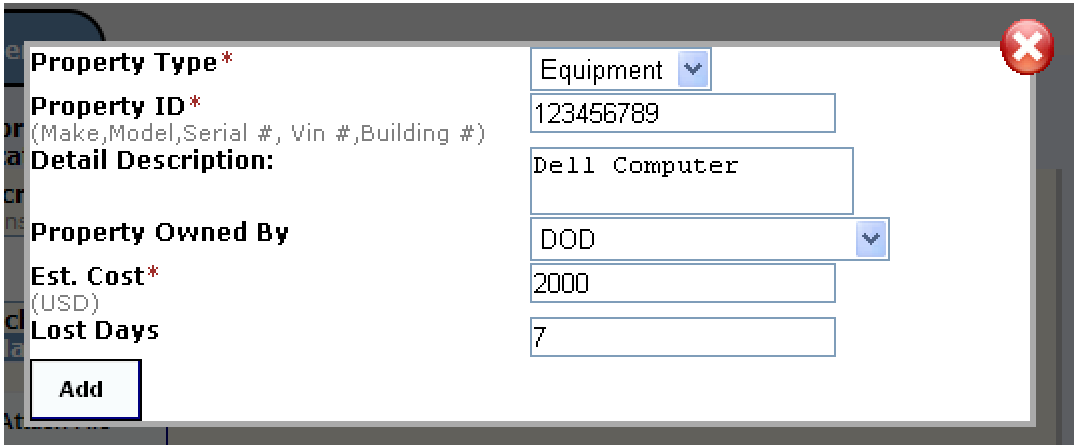


Add a Property Damage – Section 3, cont.

- Material/Property Damaged – The user should note specifically what property/material/equipment was damaged in the incident. Clicking on the “Add Property Detail” button opens a new window in which the user must input the following information:

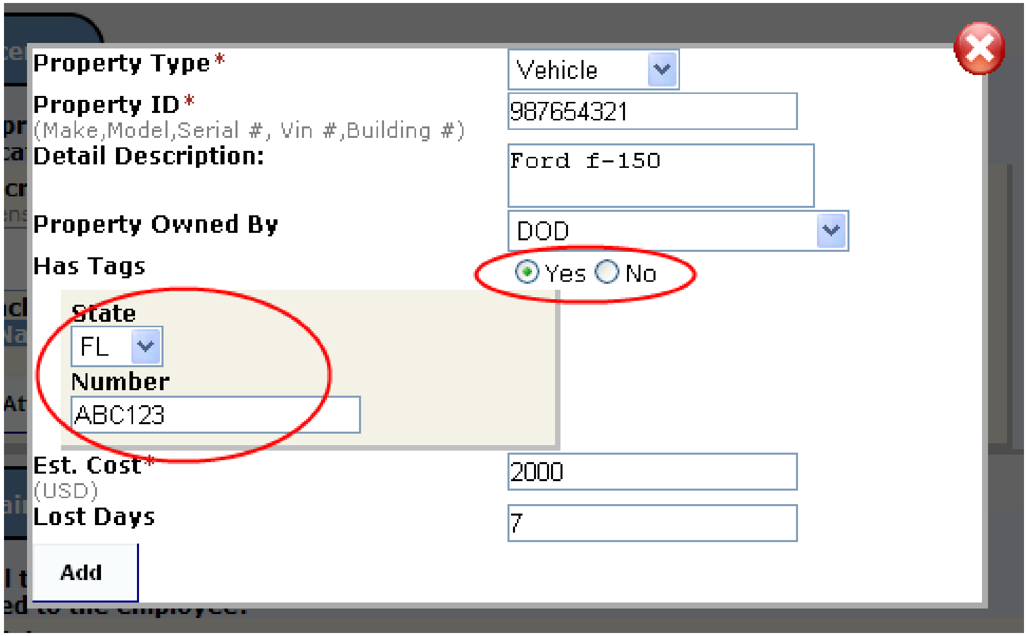
Add a Property Damage – Section 3, cont.

- Property Type – The user must click on the drop-down box and select the type of property damaged (Equipment, Vehicle, Structure, Motorcycle).
- Property ID – The user must type the ID of the property (VIN, Serial #, etc.) directly into the open text field.
- Detail Description – The user may type a description of the property directly into this open text field.
- Property Owned By – The user must click on the drop-down box and select the owner of the property (DOD, Non-Government, Other Government Agency, Privately Owned).



Add a Property Damage – Section 3, cont.

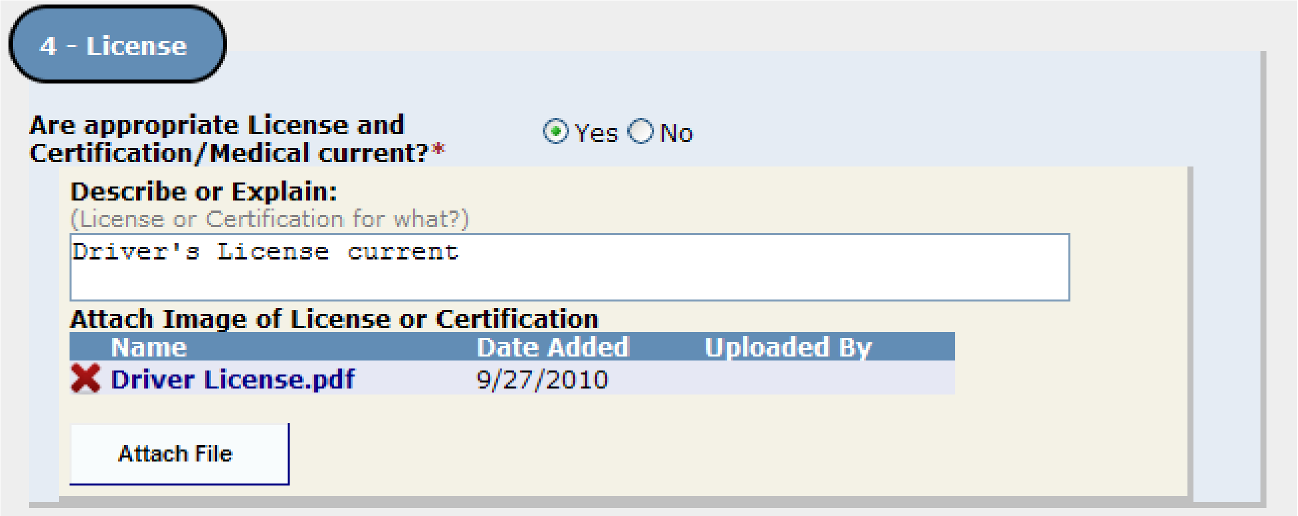
- Has Tags – If the user selected “Motorcycle” or “Vehicle” in the “Property Type” field, the user may note whether or not the property has tags, what state issued the tags, and the actual tag number.
- Est. Cost – The user must type the estimated cost of the damaged property (in US dollars) directly into the open text field.
- Lost Days – The user must type the number of days the property is lost or out of commission directly into the open text field.



Add a Property Damage – Section 4

Section 4 License –

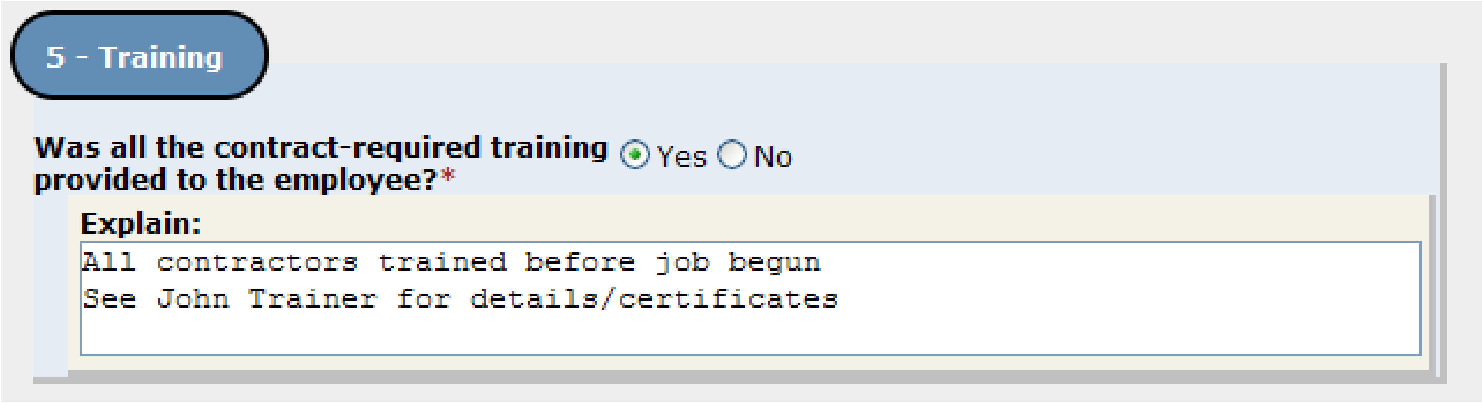
- Are appropriate License and Certification/Medical current? – The user should note whether or not the involved person's appropriate License and Certification/Medical records are current.
- Attach Image of License or Certification – Any documents or pictures regarding the involved person's licenses or certifications can be attached in this section, in the same manner as on the "Incident Information" section (see above).



Add a Property Damage – Section 5

Section 5 – Training

- Was all the contract-required training provided to the employee? – The user should note whether or not the involved person was provided with the training required of that person according to their contractual agreements. In the “Explain” open text field, the user may enter any comment to explain the required/received training.



Add a Property Damage – Submit Incident

Submit Incident

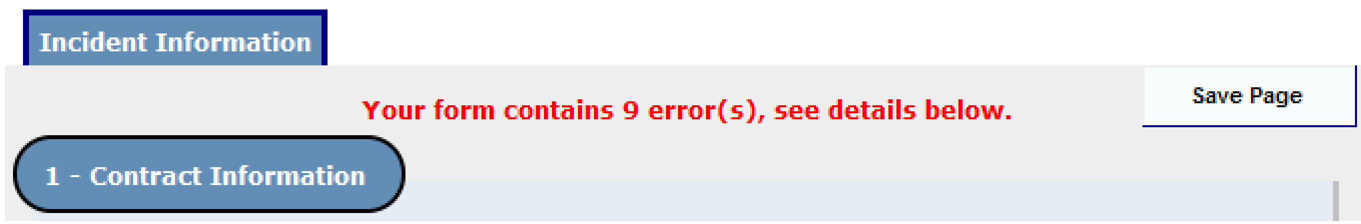
– Once all of the required and relevant information specific damaged property has been entered, the user must click the “Submit Incident” button, located in the bottom left corner of the form. Clicking this button displays three options to the user:

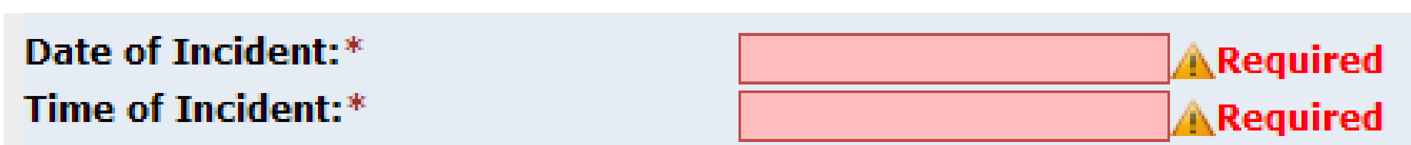
Add a Property Damage – Submit Incident, cont.

- I am Finished – The user should click this option once all information regarding the incident has been entered. This will complete the entry of the record, moving the record to Submitted status for review.
- Add an Injury Illness – The user should click this option to record the injury/illness information for any additional persons involved with the incident. A new record tab is created and the user must enter in the information as described above.
- …OOOPS I still need to make changes – This option allows the user to return to the property damage record and make any changes required before the record is completed.

Add a Property Damage – Submit Incident, cont.

- If the user has incorrectly entered information in any of the required fields, the form will not be submitted. Instead, a message will be displayed at the top of the page that states the number of errors on the page. Fields with incorrectly entered or missing data will be outlined in red. Once these fields are filled/corrected, the “Submit Incident” will work as stated above.





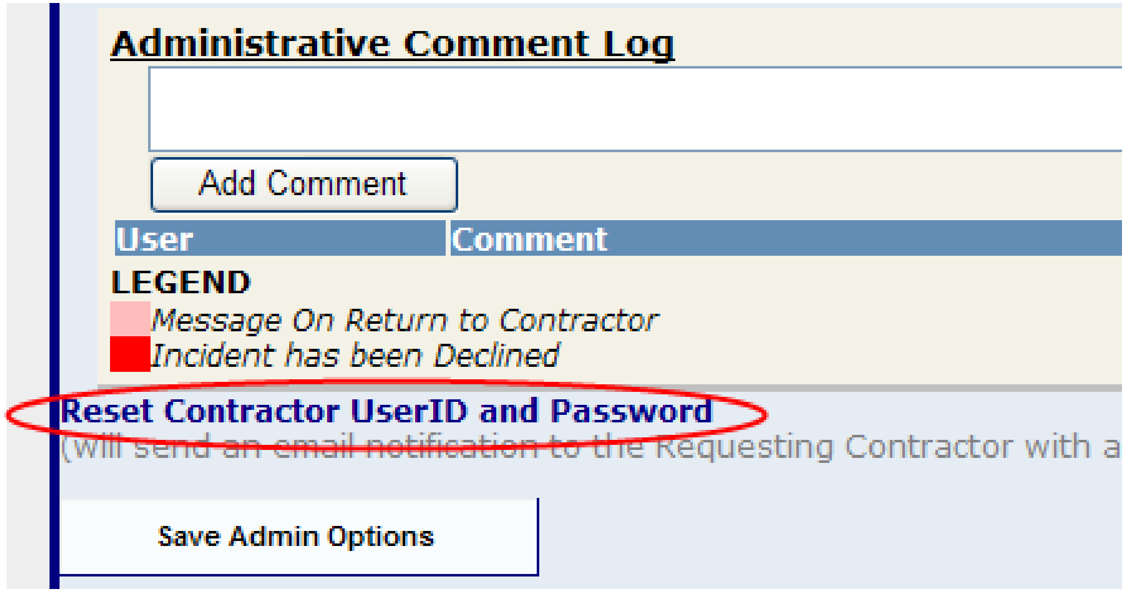
Administrating the Submitted Incident Record

Resetting the Reporting Contractor's Login

Reporting Contractor Logins (User ID and Password) are viable for only five (5) days after they have been granted. If a Reporting Contractor does not complete the incident record within that time, or if the Reporting Contractor requires a new Login, the CIRS Administrator has the capability to reset and resend Reporting Contractor Logins.

Resetting the Reporting Contractor's Login, cont.

- Incident Record – If the record is in "New" status, the administrator can reset the Reporting Contractor Login from within the incident record. Under the "Administrative View" section at the bottom of the form, the **"Reset Contractor UserID and Password"** link will send to the listed Reporting Contractor a pair of emails that contain the new User ID and Password. If this occurs during the original Login's five (5) day period, the old Login information will become invalid, having been replaced by the new Login info sent to the Reporting Contractor.



Resetting the Reporting Contractor’s Login, cont.

- Found under the “CIRS Main” page, the “Requested Incidents” section displays incident records that an administrator has created, but on which the Reporting Contractor has not yet entered information. An administrator may click the **“Reset Login”** link to send new User ID and Password emails to the Reporting Contractor. **Note: Incident records that have had information entered and saved will not display in this section. Administrators must search for the record and use the “Reset Contractor UserID and Password” link in the record (see above).**

Requested Incidents

Point of Contact	Prime Contractor	Contract - Task Order	Notified Date	Authorized Date	Contract Oversight	Reset Login
Contractor, Anyone	LOSS CONTROL AND RECOVERY, INC	N6945010C4319 - N/A	9/26/2010	9/27/2010	PWD KEY WEST	Reset Login

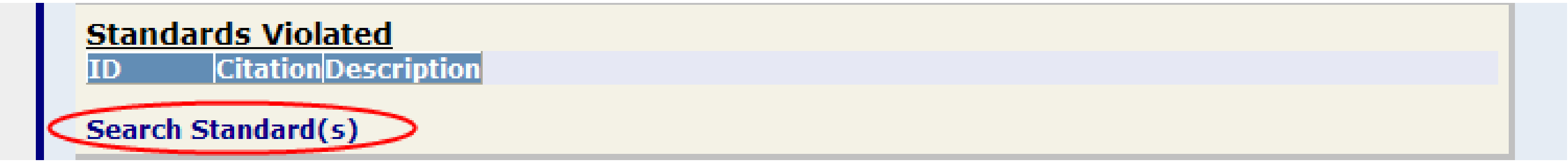
Reviewing the Incident Record

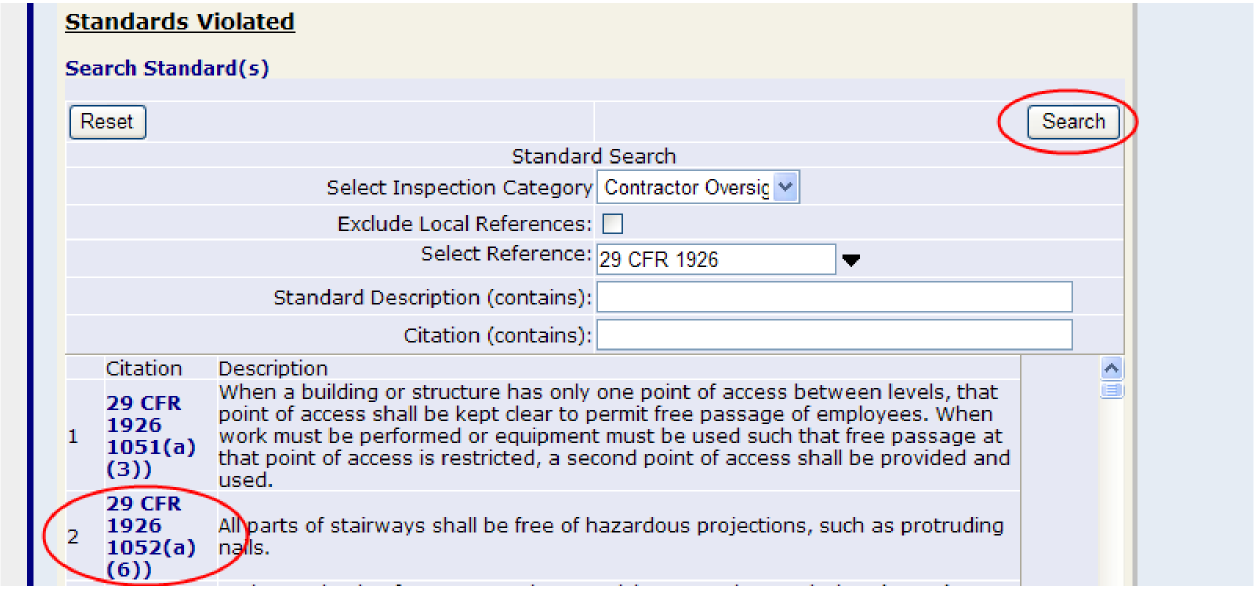
Once the incident record has been submitted (by either the Reporting Contractor or the CIRS Administrator), the record is moved in to “Submitted” status. CIRS administrators will receive an email stating that an incident has been reported and the record must be reviewed.

- Administrative View – The “Administrative View” section (already displayed for the CIRS Administrator while in “New” status) allows the administrator to review and complete the incident record. This administrative section appears on each portion of the incident record (Incident Information, Person #, and Property Damage). The information entered will be shared in the administrative section of each portion of the record; thus, the information only needs to be entered once to be displayed in each section. Administrative information entered is assumed to relate to the incident record as a whole, not to individual portions of the record.

Reviewing the Incident Record, cont.

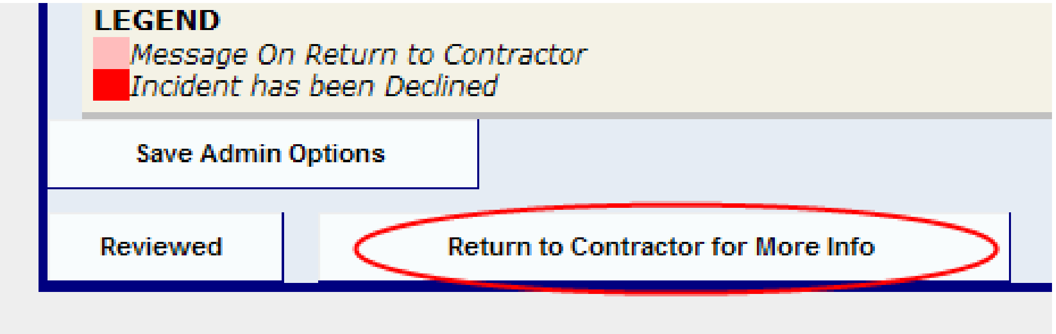
- Standards Violated – The administrator must enter the specific standard(s) that was violated in association with the incident. Clicking on the **"Search Standard(s)"** link displays the Standard Search area.





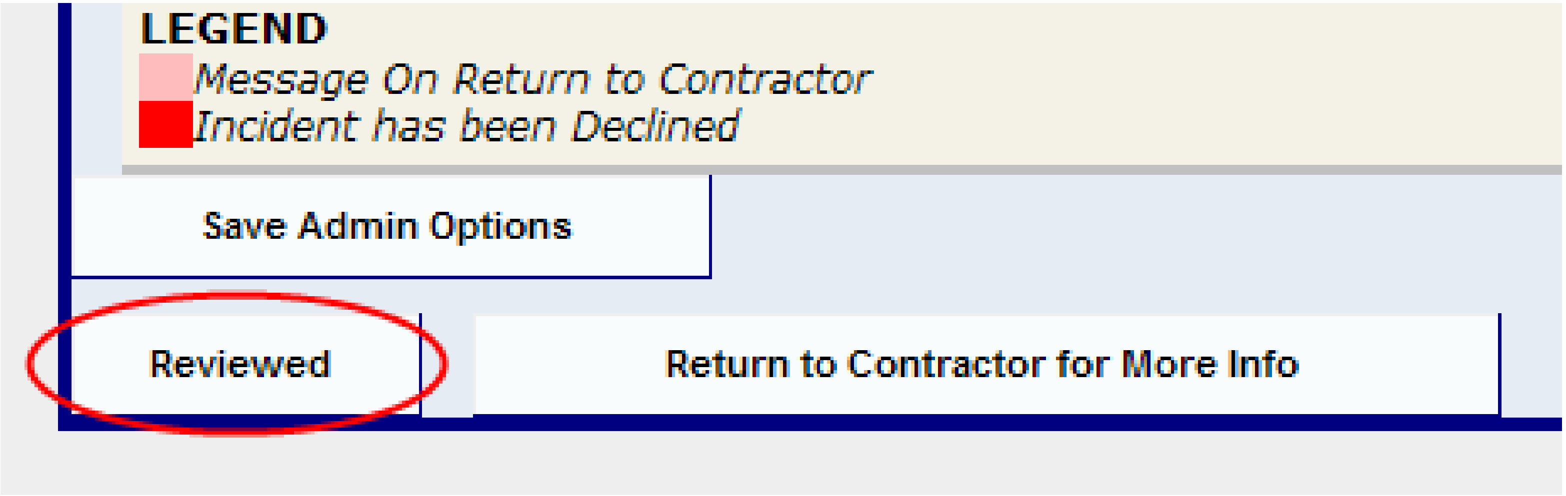
Reviewing the Incident Record, cont.

- Return to Contractor for More Info – If the administrator decides that the information in the record is incorrect or deficient, clicking the "Return to Contractor for More Info" button will change the Status of the record to "Returned" and will open the record so that the Reporting Contractor can review the record and enter the correct information.
  - Once the record is "Returned", a new pair of emails will be sent to the Reporting Contractor containing a new User ID and Password to enter the CIRS application and view the record.
    - If there is no Reporting Contractor (if an administrator entered the record information instead) no emails will be sent to a Reporting Contractor. The administrator must search for the incident record in the CIRS Main area.



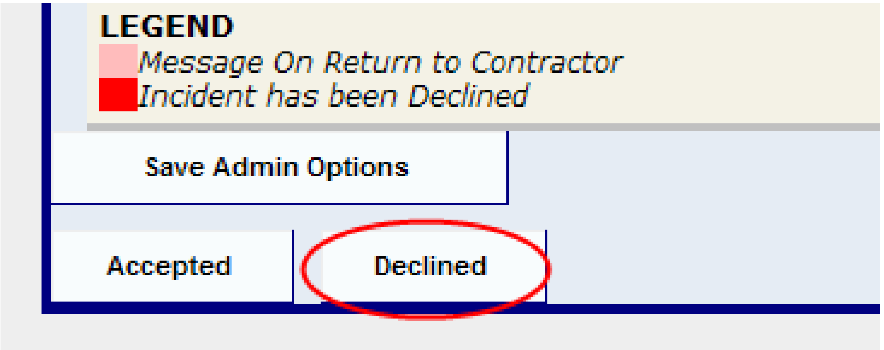
Reviewing the Incident Record, cont.

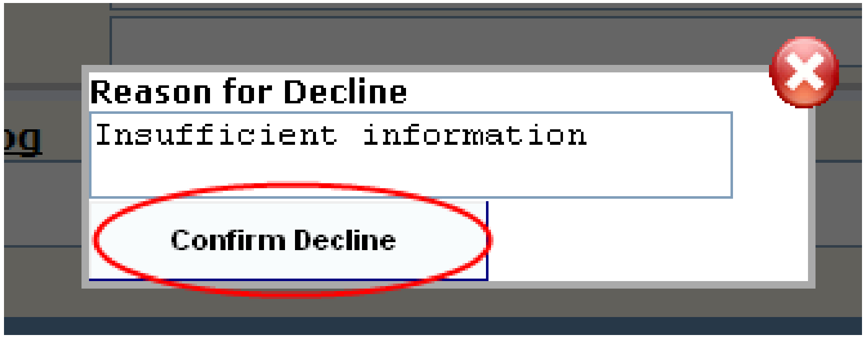
- Reviewed – Once the administrator is satisfied with the information entered in the incident record, clicking the “Reviewed” button changes the status of the record to “Reviewed”



Accepting/Declining the Incident Record, cont.

2. Decline – Found at the bottom left corner of the form. Clicking on the **"Decline"** button changes the status of the record to "Declined". A window will appear in which the administrator must enter the reason that the record has been declined and click the **"Confirm Decline"** button. The record must be reviewed by an administrator again, and then can either be Returned to the Reporting Contactor or listed again as Reviewed (following the directions as listed above).





CIRS – Process Flow Diagram