



Incident Management - Roles and Permissions

LEVEL 1		•	•	•	•	•	•	•	•	•	•
LEVEL 2		•	•	•		•	•	•		•	•
LEVEL 3		•	•	•		•	•	•		•	•
LEVEL 4			•			•	•		•	•	•
LEVEL 5									•	•	•
LOCATION LEVEL AVAILABILITY OF ROLES ↑	General User*	EHS Director	EHS Manager	Executive	Global Administrator	Human Resources	Legal	Operations	Supervisor	System Administrator	View Access
INCIDENT MANAGEMENT PERMISSIONS ↓											

GENERAL PERMISSIONS

Generate Agency Reports		•	•	•	•					•	
Generate Labor Reports		•	•	•	•	•		•		•	
Enter/Edit Labor Data					•	•		•		•	
Manage Incident Rate Targets		•	•	•	•	•		•		•	
Generate Incident Reports		•	•	•	•	•	•	•	•	•	•

INCIDENT, NEAR MISS AND HAZARD ID PERMISSIONS

Report New	•	•	•	•	•	•	•	•	•	•	•
View		•	•	•	•	•	•	•	•	•	•
Edit		•	•		•					•	
Print		•	•	•	•	•	•	•	•	•	
Open Attachments		•	•	•	•	•	•	•		•	
Delete		•			•					•	
View Sensitive Data**		•	•	•	•	•	•			•	

WORKFLOW BYPASS ACTIONS

Complete Investigation (Investigation stage)		•	•		•					•	
Complete Review (Investigation, Review stages)		•	•		•					•	
Close (Investigation, Review, Pending Closure stages)		•			•					•	
Reopen (Revert to Pending Closure)		•			•					•	

*Every user, regardless of whether an administrator has assigned them a role.

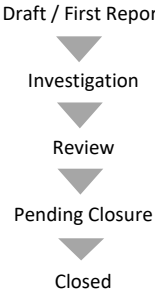
**Sensitive data refers to all data that relates to a person or corporation that cannot be released to the public. Such data can be protected by laws, regulations, or policies. More specifically, sensitive data includes any employee's gender, date of birth, home address, home phone number, job title, employee ID, hire date, years in present job, and total years experience. This data can be found in the application under the Personal Information and Employment Information sections.

Incident Management - Workflow

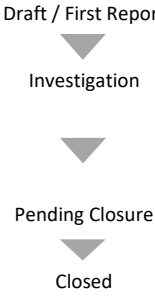
RESPONSIBLE PERSON'S ROLE - AUTOMATICALLY ASSIGNED

- Reported By
- Responsible for Investigation
- Responsible for Investigation Review
- Responsible for Closure
- N/A

INCIDENT WORKFLOW



NEAR MISS WORKFLOW



HAZARD ID WORKFLOW

