



## Incident Management - Roles and Permissions

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

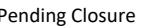
Draft / First Report



Investigation



Review



Pending Closure



Closed

## NEAR MISS WORKFLOW

Draft / First Report



Investigation



Pending Closure



Closed

## HAZARD ID WORKFLOW

Draft / First Report



Review



Closed