

Mineral™



Environmental Health and Safety

FOR ADMINISTRATORS

Environmental Health and Safety

For Administrators

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Environment Health and Safety (EHS)

Mineral's Environment Health and Safety (EHS) features include safety measures employers implement to provide a safe and hazard-free work environment.

Safety measures include workplace incident reporting, training, OSHA reporting, and more.

OSHA Reporting

You can report and manage OSHA cases and access related compliance forms. You can also download forms to track and record workplace injuries and illnesses. The following forms are available in Mineral:

- 300 Log of Work-Related Injuries and Illnesses.
- 300A Summary of Work-Related Injuries & Illnesses
- 301 Injury and Illness Incident Report

The OSHA Reporting page shows you all of the cases that are logged in the system. As the number of cases grow, you can easily find them by employee name, where the event occurred, and so on.

From the OSHA Reporting page, you can create establishments and record cases.

Establishment Case	Employee's Name	Job Title	Date of injury or onset of illness	Where the event occurred	Injury Cause	Classify the case	Days away from work	Days on the job with restrictions or job transfer	Injury or illness	Near Miss	Actions
Huntington Beach-27	AA	AA	2020-01-15	AA	AA	Days away from work	20	20	All other illnesses		Details
Los Angeles-19	Angela	Pratt	2016-12-31	Office	Virus	Other recordable cases	1	1	All other illnesses		Details
Los Angeles-18	Angela	Jones	2017-12-31	Office	Unknown causes	Other recordable cases	2	2	Injury		Details

An establishment is a single, physical location where business is conducted. An incident must be associated with an establishment.

The Establishment page shows a company's name, address, Standard Industrial Classification (SIC) and North American Industry Classification System (NAIC) codes, the company's industry description, and the establishment type.

The Establishment page also shows the average number of employees who work there and the total number of hours worked in the previous year.

Create and Manage Establishments

OSHA Reporting OSHA 300 Establishment Create

Search Establishments

12 RESULTS

Establishment Name	Street	City	State	Zip	Sic	NAIC	Industry Description	Annual Average	Total Hours	Establishment Type	Actions
BA-8 Flow Station	Laguinillas 20	Quito	VA	125635554	1236	458888	Process engineering	70	2300	State government entity	Details
Flow Station	COCAStree2	Quito	AL	12345	1236	123456	GLP	25000	123564	Not a government entity	Details
Gas Plant 01	Av 10 de Agosto Y Juan Pablo Sanz PB14	Quito	IN	65899	9882	354966	Natural Gas	922	6546	State government entity	Details

1. On the menu bar, hover over **Safety**, then select **OSHA Logs**. The OSHA Reporting page opens.

Note: To narrow the list of establishments that appear, see [Find Cases and Establishments](#).

2. For a specific establishment, under the Actions column, select **Details**.

View OSHA 300 Cases

The OSHA 300 Reporting page shows a summary of work-related cases, including injuries and illnesses that have been reported for an establishment. The summary includes the employee's name, the date of injury or illness and their causes, the number of days an employee is away from work, and so on.

You can use filters to find specific cases, view details about a case, download OSHA forms or create a new case.

1. On the menu bar, hover over **Safety**, then select **OSHA**. The OSHA Reporting page opens.

Note: To narrow the list of cases that appear, see [Find Cases and Establishments](#).

2. For a specific case, under the Actions column, select **Details**.

Create and Manage Establishments

To create an establishment

1. On the OSHA Reporting page, select **Establishment**. A list of establishments appears.
2. Select **Create > New Establishment**. The OSHA Establishments page opens.
3. Complete the required information.
4. When you are finished, select **Save Settings**.

To edit or delete an establishment

1. On the OSHA Reporting page, select **Establishment**.
2. Find the establishment you want to edit or delete. Select **Details**.
3. On the establishment's Details page, select **Actions > Edit Establishment**.
4. Do one of the following:
 - Edit the information as needed, then select **Save Settings**.
 - Select **Delete Establishment**. When the confirmation message appears, select **Confirm**.

Create and Manage OSHA Cases

You can create an incident, or case in the system or download an OSHA case form. If you are not sure whether to log a case, you can use a decision questionnaire to help you decide.

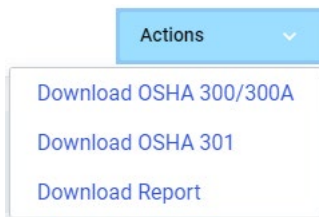
To decide whether a case should be recorded

1. On the OSHA Reporting page, select **Create > Recordable Incident?**
2. On the dialog that open, answer each question. Press **Next** to continue.

The result will tell you whether a case should be recorded and lets you create a case directly from there.

To download an OSHA form

1. On the OSHA Reporting page, select **Actions**. Then, select on the form you want to download.



- a. From the **Establishment Name** dropdown menu, select the company you want to create the form for.
- b. From the **Year** dropdown menu, select the year you are reporting the case for.
- c. Select **Download**.

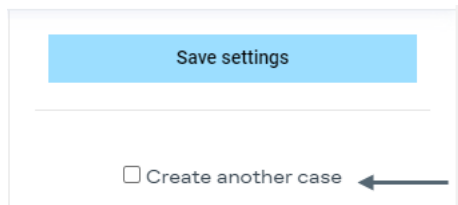
The form downloads to your Download folder.

To create a case in the system

1. On the OSHA Reporting page, select **Create > New OSHA 300 Case**. The OSHA's Form 300 Settings page opens.
2. Complete the required information:
 - **Establishment Name:** Select the name of the establishment you are creating a case for.
 - **Employee's name:** Type the employee's name.

Create and Manage OSHA Cases

- **Job title:** Type the employee's job title.
 - **Date of injury or onset of illness:** Select the date the incident occurred.
 - **Where the event occurred:** Type the location of the incident within the establishment.
 - **Select affected body part:** Select the body part that was injured or substance that made the employee ill. Select **Add New Body Part** if more than one body part was injured.
 - **Injury or illness:** Type a brief description of the injury or illness.
 - **Injury or illness cause:** Type a brief description of what caused the injury or illness.
 - **Case classification:** Select the outcome for the case.
 - **Days away from work:** Type the number of days (or an estimate) the employee will be away from work due to the injury or illness.
 - **Days on the job with restrictions or job transfer:** Type the number of days (or an estimate) the employee will be on the job with restrictions.
 - **Choose injury or type of illness:** Select the illness outcome for the case. If this is an injury, select **Injury**.
 - **Near miss:** This option lets you log a problem that could have resulted in an incident, such as a beam falling from the ceiling and nearly hitting an employee. This way, you can identify, assess, and address potential workplace safety issues before they happen. These recordings are excluded from the OSHA 300 and 300A forms.
3. To create another case after completing this case, select the **Create another case** check box.



4. Select **Save settings**.

The case is logged.

To edit or delete a Case

1. On the OSHA 300 page, find the case you want to edit or delete. Select **Details**.
2. On the case's Details page, select **Actions > Edit OSHA**. The OSHA's Form 300 Settings page opens.
3. Do one of the following:
 - Edit the information as needed, then select **Save Settings**.
 - Select **Delete Case**. When the confirmation message appears, select **Confirm**.

Find Cases and Establishments

Use the search and sort features or data filters to help you find cases and establishments.

For cases, you can search by:

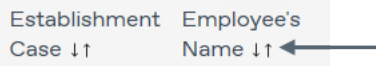
- Establishment Name
- Employee Name
- Job Title
- Where the incident occurred

To search for establishments, you can search only by Establishment Name.

You can also sort results alphabetically from A-Z or Z-A.

To search for a case or establishment

1. On the OSHA Reporting page, go to either the **OSHA 300** or **Establishment** page.
2. In the **Search** box, type the first few characters of the information you want to find. A list of results appears. (For example, to find all cases for the job title of chemist, you might type "chem.")
3. To sort a list alphabetically from Z-A, select the column headings where up and down arrows appear. For example:



Data Filters

Data Filters not only help narrow your search results when there is a large amount of information but also helps you with analysis. For example, you could set a filter to identify the number of employees at all establishments who are out of work when injuries occur at construction sites.

You can add as many filters as you want and clear all or only some of the filters as needed.

To use Data Filters

1. On the OSHA Reporting page, go to either the **OSHA 300** or **Establishment** page.
2. Under Data Filters, select **+Add** next to the filter you want to apply. A results window opens.
3. Select the options you want to include in your results, then select **Filter**.

To clear all Data Filters, select **Clear Filters**. To clear individual filters, select the **X** next to the filter name.

✕ Clear Filters

EMPLOYEE NAME + Add

WHERE THE EVENT OCCURRED + Add

✕ Building 2

✕ Construction site

INJURY OR ILLNESS + Add

The OSHA report shows several metrics and analytics about an establishment's incidents for a specified date range. The report includes the number of days without incidents, total number of days employees are away from work, top incidents by injury, and more.

To download the OSHA report

1. On the OSHA Reporting page, select **Actions > Download Report**.
2. Select the **Establishment** you want to create the report for.
3. To report on a specific date range, select the **Start Date** and **End Date**.
4. To report on any near misses, select the **Include Near Miss?** check box.
5. Select **Download**. Then, select either **Download Report (.pdf)** or **Download Raw Data (.csv)**.

Note: To include images or graphs that visually show data, download the PDF report.

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