Accident & Incident Management (AIMS)

Designed to help you manage accidents, incidents and near misses

TeamBusines Accident & Incident Management application (AIMS) is designed to help you manage accidents, incidents and near misses. The system provides for a structured investigation of accidents and incidents, from which preventative actions can then be generated and tracked. "Lessons learned" and best practice can be identified and shared across the organisation.

Poor Health & Safety costs money in lost production and lost productivity. By implementing AIMS, a company can readily identify the causes of accidents and incidents, spot trends and take action to prevent these incidents and their associated costs from reoccurring.

Features & Functions

- Reports accidents, incidents or near misses
- Supports fully structured investigation of accidents and incidents with root cause analysis
- Selective workflow dependent on seriousness of accident/incident
- Mandatory sign-off and review
- Tracks related corrective or preventative actions
- Automatic alerts created for key players
- Fully customisable alert messages
- Creates "lessons learned"
- Uses integrated report writer to build customised reports
- Exports data to Excel for detailed analysis
- Attaches comments to reports
- Comprehensive search capabilities
- Dynamic multi-lingual versions allows user to set preferred language
- Single or multi-site implementation
- Include digital photos in reports
- Multi-company group rollout available
- Application will run on Windows, Linux or Apple Mac
- Ability to submit reports via an Internet Browser

Benefits

- Helps companies comply with legislation on RIDDOR (Reporting of Dangerous Occurrences Regulations). See http://www.hse.gov.uk/
- Provides a full audit trail with evidence of investigation
- Contributes to health and safety culture by involvement and training
- Generates lessons learned and so improves health and safety on site
- Near miss reporting allows preventative measures to be taken
- Quickly identifies training needs
- Visibility of accident and incident investigations
- Wide variety of pre-built views and reports to allow HSE management to track trends and identify problem areas
- Automated workflow ensures everyone is kept informed
- Electronic reporting and workflow provides faster more accurate and secure process
- Information remotely (from off-site) accessible
- Easy to use forms with drop down choices and pick lists means little user training required; get up and running quickly

This application has met IBM integration standards.

e-solutions

For further information please contact e-solutions
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email: contact@e-solutionsltd.com
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AIMS Workflow

Report filled in by anyone

Investigator carries out the investigation

Safety Co-ordinator

Line Manager (if person injured)
Location Manager
Site Manager
SHE Manager

If Classification/Hazard set to any of the following:
Medium - Medium
Medium - Low
Low - Medium
Low - Low

If Classification/Hazard set to any of the following:
Very High - Very High
Very High - High
High - Very High
High - High

Report closed (providing there are no open actions)

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# Accident & Incident Management (AIMS)

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## Workflow Roles

<table>
<thead>
<tr>
<th>Key Roles</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Reviewer</td>
<td>Reviews and comments upon all investigated reports; reclassifies where necessary. Develops lessons learned</td>
</tr>
<tr>
<td>HSE Manager</td>
<td>Reviews all serious accidents and incidents on sites for which they are responsible</td>
</tr>
<tr>
<td>Location Manager</td>
<td>Reviews serious accidents and incidents which have occurred in their location</td>
</tr>
<tr>
<td>Investigator</td>
<td>Investigates all reported accidents and incidents for the areas for which they are responsible</td>
</tr>
<tr>
<td>Site Manager</td>
<td>Reviews serious accidents and incidents which have occurred on their site</td>
</tr>
<tr>
<td>Line Manager</td>
<td>Reviews accidents involving injury to one of their staff</td>
</tr>
<tr>
<td>cc Persons(s)</td>
<td>Receive email notification of all reports as soon as submitted</td>
</tr>
<tr>
<td>Major Incident Notification Group</td>
<td>Receive email notification of all major incidents/accidents</td>
</tr>
<tr>
<td>Reporter</td>
<td>Creates the initial report and submits it for investigation</td>
</tr>
</tbody>
</table>

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**Workflow Alerts and Notifications**

**Report Submitted**
- Anyone in the ccmail group is alerted
- Line Manager of any injured person is alerted
- Location Manager is alerted
- Investigator is alerted

**“Significant” Accidents/Incidents (see definition below)**
- Line Manager of injured person prompted to review the report
- Location Manager prompted to review the report
- Site Manager prompted to review the report
- HSE Manager prompted to review the report
- Members of the Major Incident Notification Group get notified (no action required)

**Actions**
- When an action is created the person to whom the action is assigned receives notification
- When the action is completed, the originator is notified and prompted to sign-off the action

**Sign-off of Report**
- When the report is signed-off by the Safety Reviewer, the Reporter (person creating the report) is notified

Significant accidents and incidents are defined as those where the report is classified as “major – frequent” or “major – occasional” or “major – seldom” or “serious – frequent”
Reports

A range of standard reports have been created to allow the accident and incidents to be accessed by different criteria:

- By Status
- By Site
- By location
- By type
- By number
- By action required
- By number of days open
- By month
- By site/location
- By category
- By site/type
- By bodypart
- By physical
- By person
- By process
- By product
- By frequency & severity
- By severity & frequency
- By date

Data can also be exported to Excel using the Export to Excel functions:

- Export all records to Excel
- Export selected records to Excel
- Select which data fields will be exported