 Introduction to ESAMS for Supervisors

ESAMS (Enterprise Safety Applications Management System) has been selected as the SMS (Safety Management System) by DLA headquarters to provide a secure web-based means to manage all facets of the DLA Safety & Health programs. ESAMS is composed of a suite of web-enabled applications to manage SOH data requirements including mishap reports, hazard analysis, etc. ESAMS enables DLA personnel to demonstrate full compliance with all current OSHA and SOH standards, and provides real-time data for headquarters and command level personnel allowing them to make informed decisions based on current data and metrics. ESAMS will automate many of the SOH program data calls and required reports. ESAMS allows employees, supervisors, and safety professionals to manage their mishap, inspection, and deficiency data which can be limited to echelon, installation, command, and various other levels.

Becoming Familiar with ESAMS

Navigation Bar

The Navigation Bar at the top of the page contains several links available to aid the user in navigating to the desired application. It should be noted that users will only see Navigation Bar links pertinent to their access in the system. The Navigation Bar contains the following sections:

- Reports: Open a new section containing links to gain data from ESAMS.
- My Tools: Links commonly used by general users.
- Bugs: Allows the user to inform ESAMS of errors or issues occurring on the website.
- Live Chat: Allows the user to contact an ESAMS Help Desk member for assistance.
- Help: Allows access to ESAMS-specific information to assist the user.
- Log Out: Allows the user to properly exit the website.
- Current User: Clicking the cogwheel next to the user's name displays the user's Last Login Information.

Supervisor Tools

The "My Tools" area on the ESAMS Main contains links for Supervisors as well. If the user does not have "Supervisor Access (2)" assigned to their record in ESAMS, the user will not see these links. These areas allow Supervisors to organize their direct reports and view information important to the Supervisor's safety responsibilities.

Direct Report Management

To Assign Direct Reports

1. Click on the "Add to My List" button to search for a new direct report. A pop-up will display a search for the direct report.

Entire Down List | Re-Assign Direct Reports

Direct Report List for SOMEGUY, TESTER

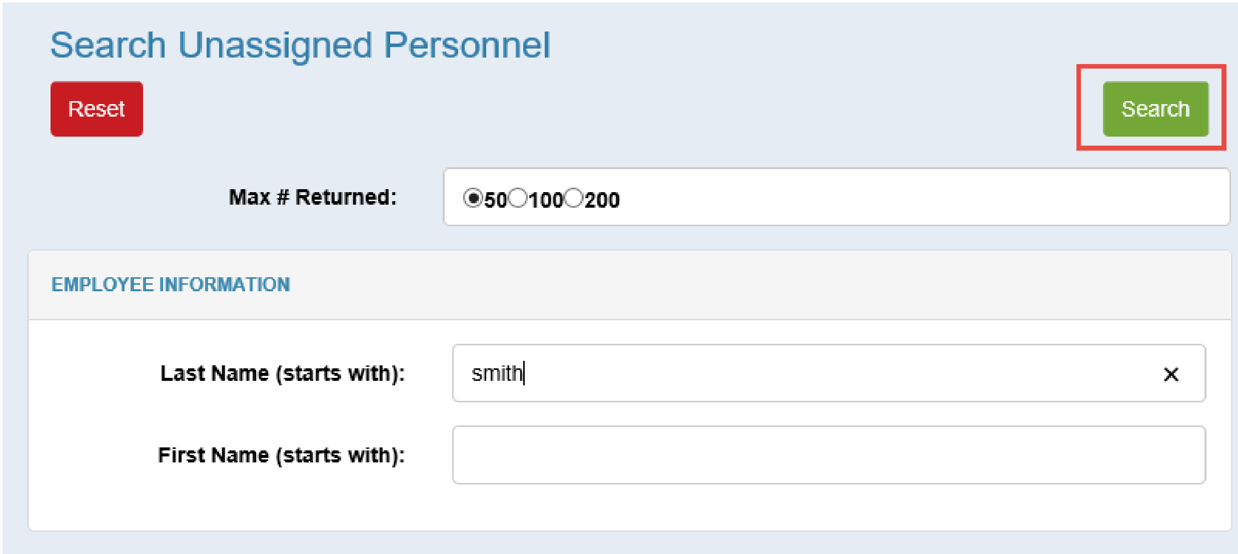
Employees (Click for Details)	Duties/Tasks	Respirator Questionnaire	Med Surv	Report Card	Training	Motorcycle Rider	Motorcycle Info. Comp.	Remove	Termination or Transfer
RAMIREZ, RODOLFO	Review/Add				View	No	N/A	Unassign	Trans. | Term.
RIGGS, CHRISTOPHER	Review/Add				View	No	N/A	Unassign	Trans. | Term.
YOUNG, ERIC	Review/Add	Record	View Stressors	View	View	No	N/A	Unassign	Trans. | Term.

*No Response

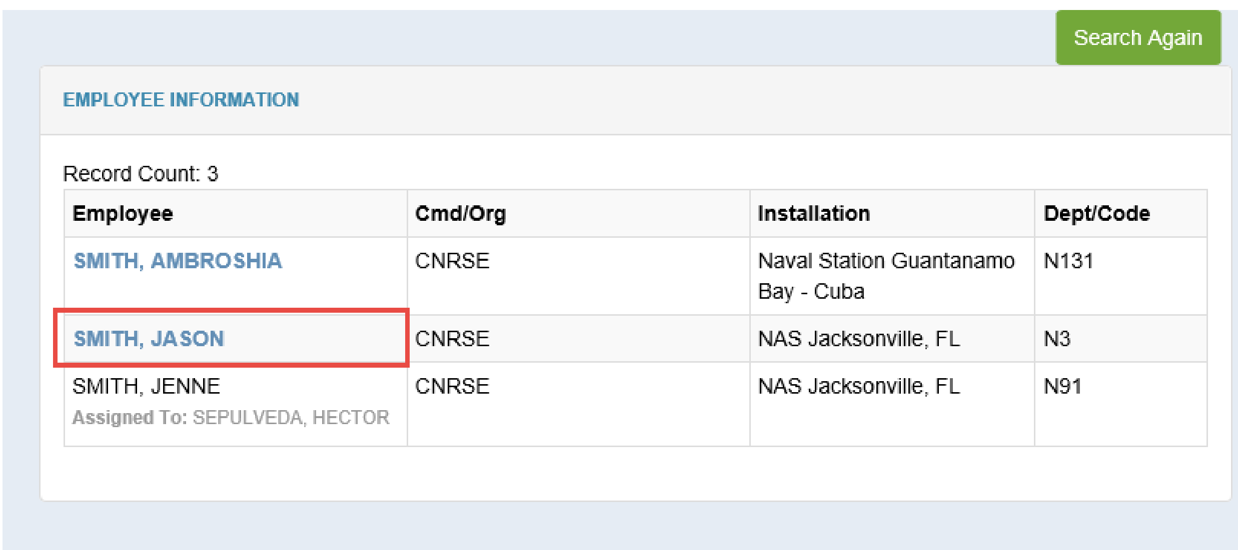
If your list of direct reports is incomplete, please use the 'Add to My List' Button below to open a search window. From this new window, select the correct employee and click on their name to add them to your list.

Add to My List

2. Type all or part of the direct reports last name and first name in the appropriate fields. Leaving the field blank allows the supervisor to search for all employees within the supervisor's command/organization



3. Click the "Search" button. A list of names will display based on the information entered. Note: Supervisors can pick up External Users as direct reports and assign them duties/tasks. However, A PA Administrator must first validate the External User's record before the External User can enter the ESAMS application as a standard ESAMS User.

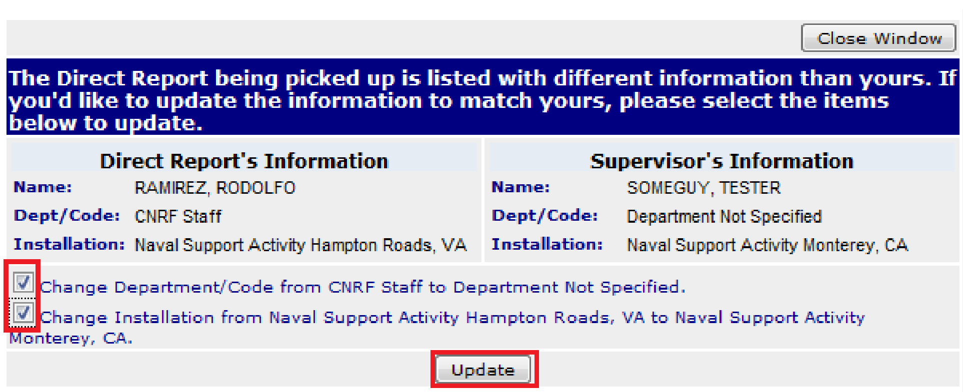


Employee	Cmd/Org	Installation	Dept/Code
SMITH, AMBROSHIA	CNRSE	Naval Station Guantanamo Bay - Cuba	N131
SMITH, JASON	CNRSE	NAS Jacksonville, FL	N3
SMITH, JENNE Assigned To: SEPULVEDA, HECTOR	CNRSE	NAS Jacksonville, FL	N91

4. Click on the name of the person to be added. The person will be added as a direct report. If the person for whom the supervisor is searching does not appear on the list, one of the following has occurred:
   - The person does not have a record in ESAMS, and a PA Administrator must create a record for that person,

- The person has a deactivated record in ESAMS, and a PA Administrator must reactivate the account,
- The person exists outside of the supervisor's command, and a PA Administrator must have the person transferred into the command.
- The person's name does not match the spelling entered in the search field, and the supervisor may click the "Search Again" button to change the information in the search field.
- If the person's name appears on the list but is not bolded, that person is already a Direct Report to a supervisor, and cannot be a Direct Report to another supervisor and thus cannot be selected. Only that person's current supervisor or a PA Administrator may remove a supervisor from a person's record.

5. If the person being added as a Direct Report is listed with different organizational information than the supervisor, that information can be changed by the supervisor to match the supervisor's information. The supervisor will see a box showing the name, department and installation of the direct report and the supervisor. The supervisor will be able to change the department and/or installation of the direct report by selecting the checkboxes of the information to be changed and then clicking the "Update" button.



Actions within the Direct Reports Mgmt Screen

1. Click the "Entire Down Line" button to view a complete down line of his/her direct reports. This button will then change to read "Just Direct Reports"; clicking it will return the view to only the supervisor's immediate direct reports.

2. Click the "Re-Assign Direct Reports" button to assign a direct report to another supervisor within the same command/organization. A new window will be displayed containing all personnel with Supervisor (2) access listed in the supervisor's command/organization. Clicking on a supervisor's name selects that supervisor to receive the direct report(s), and opens a new window in which the supervisor can select

the direct report(s) to be reassigned. The supervisor should check the box next to each direct report to be reassigned to the selected supervisor. Once the personnel are selected, clicking the “ReOrg” button reassigns the direct reports to the selected supervisor.

3. Click the “Unassign” link to remove the person from the list of direct reports.

4. Click the “Trans.” or “Term.” links to request the transfer or termination of a direct report.

Report Incident

The Mishap Reporting applications can be accessed from the “Report Incident” link found under “Supervisor” in My Tools.

Mishap Reporting – Report Incident

The Report Incident link allows the supervisor to record on-line three different incident types. They are:

– Supervisor’s Report of Injury/Illness

– Property Damage

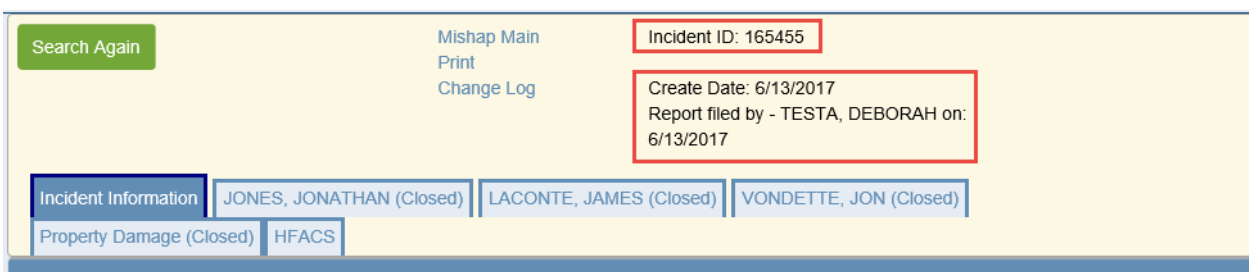
– Near Miss

Mishap, Property Damage and Near Miss reports can all be submitted in the same manner by a supervisor. Clicking the “Report Incident” link in “My Tools” begins the process, regardless of which type of report is being recorded.

Entering Information

1. Fields that are marked with a red asterisk "*" are required fields and must be filled before the mishap submittal can continue.
2. Dates are typically entered by clicking on the calendar popup and selecting the month, year, and then date. Calendar dates can also be entered manually
3. Times are entered by clicking on the popup squares which opens a new window in which times are displayed in 15 minute increments.
4. For other fields which use the popup squares, clicking on the squares opens a new window in which the user may search for the information to be entered (Installation, Supervisor etc.).
5. Clicking on a drop-down field opens the drop-down window, allowing the user to select from the provided choices.
6. "Yes/No" fields are selected by clicking the radial button next to the appropriate answer. Note: Clicking "Yes" or "No" can add or remove fields.
7. Checkbox fields require the user to click inside the box next to each response that applies.
8. Long white fields are typically "Open Text" fields in which the user must type the information manually. When entering information manually, be sure to click the "Save" button or work will be lost.

Once an incident report has been created, the incident will be assigned an Incident ID. This number allows the user to find the incident quickly, and will be associated with all portions of the incident record. Each person's mishap associated with the incident (see below – Injured Person tab) will have their own Case Number, but the entire incident record can be found using the Incident ID. The Incident ID will be displayed in the top right corner of the Incident record. Also displayed in this area is the Current Status of the record, and who and when the report was filed. Records migrated from the former mishap application will also display the former ID.



Incident Information

The first step in submitting a mishap or near miss is completing the basic information of the incident. The Incident Information tab contains information fields pertaining to the incident in general. Specific personnel or property damage information are entered on their own tabs, as shown later.

1 – Incident Information

The first area is the Incident Information section, in which the user inputs information concerning when and where the incident occurred. **Note: The supervisor will have the ability to change the Injury/Incident Date, as long as the mishap report remains in "Initiated" status. A Mishap Reporting administrator may change this date until the mishap reaches "Closed" status.**

2 – Incident Type

The second area is the Incident Type section, in which the user must check the box next to each Incident Type that applies to the incident being reported. Multiple Incident Types can be selected, if needed. Checking the "Vehicle" box causes two additional required fields to be displayed: "Motor Vehicle Accident Type" and "Motor Vehicle Type".

3 – Incident Factors

The third area is the Incident Factors section, in which the user inputs information regarding factors that may have contributed to the incident. Clicking "Yes" expands the page to display an open text field in which the user must enter an explanation of how Training, PPE or Chemicals were a factor.

If chemicals were a factor, the user must enter the SDS Number(s) for the chemical(s) involved by entering the number and clicking "Save". Clicking the "Add SDS Number" link opens a new field in which another SDS Number can be entered. Clicking the "**X**" next to a number deletes the number from the record. Revised 08/01/2017 Supervisor's Training 72

4 – Comments and Actions

The fourth area is the Comments and Actions section, in which the user must enter a note of any corrective actions taken to prevent the recurrence of the incident. Users may also enter comments regarding the incident that may assist in the investigation of the incident by clicking the "Add Comment" button and typing the comments in the window displayed, then clicking the "Save" button. Comments can be removed by clicking the "**X**" next to the comment.

If supervisors other than the submitting supervisor and the employee's supervisor need to access the mishap record, those personnel can be added to the record by clicking the "Add Additional Supervisor" link and searching for each supervisor by name. A supervisor can be removed from the list by clicking on the "**X**" next to the Supervisor's name. Revised 08/01/2017 Supervisor's Training 73

5 – Individual Filing Incident

The organizational and contact information for the person filing the incident is displayed at the bottom of the report. Once all required information has been entered, the user must click on one of the two buttons found at the bottom of the report:

CONTINUE as a Mishap Report – Clicking this button continues the submittal process, allowing the user to record injury/illness or property damage associated with the incident.

Submit Near Miss Report – Clicking this button submits the report as a Near Miss. Near Misses should be recorded when an incident occurs, but no personal harm or property damage is sustained. (Example: The ladder fell from the wall and almost struck AT1 Smith.) Near Misses are entered to record potentially dangerous or harmful occurrences where no injury or damage occurred.

If the user has not filled out any required fields properly, an error message will be displayed at the top of the page, noting the number of errors on the form. Improperly filled out fields will be highlighted on the form in pink. Once the errors are corrected and saved, the user may continue submittal.

Submit as Near Miss

If a supervisor submits the incident as a Near Miss report in which no injury/damage occurred, the report is filed and the supervisor is provided with a link to "Return to Mishap Main".

If an administrator submits a Near Miss report, the report is filed, with a note shown at the top of the record. The administrator may be required to investigate and report further on the Near Miss.

Continue as a Mishap Report

If the user selects the "CONTINUE as a Mishap Report" button, the user must then select to "Add an Injury/Illness" or "Add a Property Damage".

- An "Injury/Illness" record should be added to the Mishap report for each person that was harmed or became ill as a result of the incident.

- A "Property Damage" record should be added for any significant damage that occurred to federal equipment or facilities.

- If multiple persons were involved in the incident, or the incident involved both Personnel and Property Damage, the user has the ability to add "Property Damage" or "Injury/Illness" records to the initial report before completing the Mishap report (see below).

Part B - Add an Injury/Illness

If the user clicks the "Add an Injury/Illness" button, a new window will appear in which the user must search for the injured/ill person. The user can enter all or part of the person's name, or can use the popup triangles to select Cmd/Org or Installation, then click the "Search" button. A list of all names within the user's scope that match the entered data will be displayed. Clicking on the name of the injured/ill person will create an "Injured Person" tab on the mishap record, which the submitting user will need to complete.

Injured Person Tab

Once the injured/ill person has been selected, a second tab will be displayed in which the user must enter the information regarding the person involved in the mishap. While viewing and completing the mishap report, the user may click on the tabs at the top of the report to move between the tabs to view/edit information. The name of the person will be listed in the tab. **Note: The user must still save information when switching between tabs or the entered information will be lost. The mishap form does not automatically save when switching between pages.**

1 – Injured Person Information

The "Injured Person Information" area contains specific information about the injured/ill person. Much of the information will already be filled out by ESAMS, using the information found on the person's ESAMS account. The user may need to edit or add to this information.

2 – Injury/Illness

The second area is the "Injury/Illness" area, in which the user must enter the specific information regarding the injury or illness caused by the incident.

Fields noted by a red asterisk (*****) are required for completion of the form. Some fields in this section have special functionality:

1) **Pay Status:** If "On Duty" is selected, the section will expand to display three additional required fields:

a. Date Employee Began Work

b. Time Employee Began Work

c. Shift Working when Injured

Selecting "Off Duty" after information is entered into the additional fields will cause the fields and the information entered to be removed.

2) **Experience with Task:** If "N/A" is selected, the "Years/Months/Days" fields will be removed. Unchecking the "N/A" box causes the fields to be displayed again.

3 – Medical Officer's Report

If the Medical Officer adds information to the Mishap report, that information will be displayed in the third section. If no information has been input by the Medical Officer, the Medical Officer fields will not be displayed to non-Medical Officer administrators. This section is not required for submittal of the Mishap report.

Completing the Injured Person Tab

Once all required information has been entered on the “Injured Person” tab, the user must click on the “Continue and/or Submit” button to continue the submittal process.

Once the “Continue and/or Submit” button is clicked, a new window will appear, providing the user with three options:

1) “**I Am Finished**” – There are no more personnel or property damage records to add to the report. Clicking this button will complete submittal for this record.

2) “**Add an Injury Illness**” – There are one or more personnel injury or illness records to be added to the report (example: multiple personnel injured from the same chemical spill). Clicking this button allows the user to create a new “Injured Person” tab in which the additional person’s information can be entered in the same manner as the first Injured Person (see above).

3) “**Add a Property Damage**” – A Property Damage record needs to be added to the report. Clicking this button allows the user to create a new “Property Damage” tab in which the Property Damage information can be entered.

Part C - Add a Property Damage

If the user clicks the “Add a Property Damage” button (before, after, or without entering an “Injury/Illness”), a new “Property Damage” tab is added to the Mishap report. If more than one piece of property was damaged, all properties involved will be recorded under the same Property Damage tab.

1 – Add Involved Person

Clicking on the “Add involved Person” link opens a new window in which the user can search for personnel involved with the Property Damage. All personnel involved in the incident should be recorded, regardless of whether the personnel sustained injury or not. Clicking the popup box next to the person’s name opens a window in which the person’s information can be viewed. Personnel may be removed from this record by clicking the “**X**” next to the person’s name.

Attached Documents

Users can attach files to a Property Damage report. These may be pictures or documents, usually meant to help with explanation or investigation of the property damage. Clicking the “Attach File” button opens a new window in which the user may search for files on the user’s computer to attach to the record. Files may be removed only by the person who attached them by clicking on the “Garbage Can” icon next to the file name.

Completing the Injured Person Tab

Once all required information has been entered on the “Property Damage” tab, the user must click on the “Continue and/or Submit” button to continue the submittal process.

Once a Property Damage record has been added, no more Property Damage records can be input for the Mishap report. All property damaged should be included in the single Property Damage record. After the “Continue and/or Submit” button is clicked, the user has the option to “Add an Injury/Illness” record, or to complete submittal by clicking the “I am Finished” button.

If the “Add an Injury/Illness” button is used to add additional injured/ill personnel to the Mishap report, the new person’s information will be entered under the tab containing the person’s name once the person’s name has been selected (see above).

If the user has not filled out any required fields properly, an error message will be displayed at the top of the page, noting the number of errors on the form. Improperly filled out fields will be highlighted on the form in pink. Once the errors are corrected, the user may continue submittal.

Note: A property damage or Injury Illness can only be added during “New” Status. Using the “Continue and/or Submit” button gives users the option to add more, or click “I am Finished”. Once the submitter selects “I am Finished”, no more tabs can be added.

Once the “I am Finished” button has been clicked, and no validation errors are detected, the user will receive a message confirming successful submission of the Mishap report.

The report is placed in “Initiated” status and is awaiting investigation by safety/mishap administrators. An email is sent to all Mishap Reporting administrators who can view the Command/Installation where the incident occurred.