



Annual Injury and Illness Data Collection Generating Reports Guide

Log in:

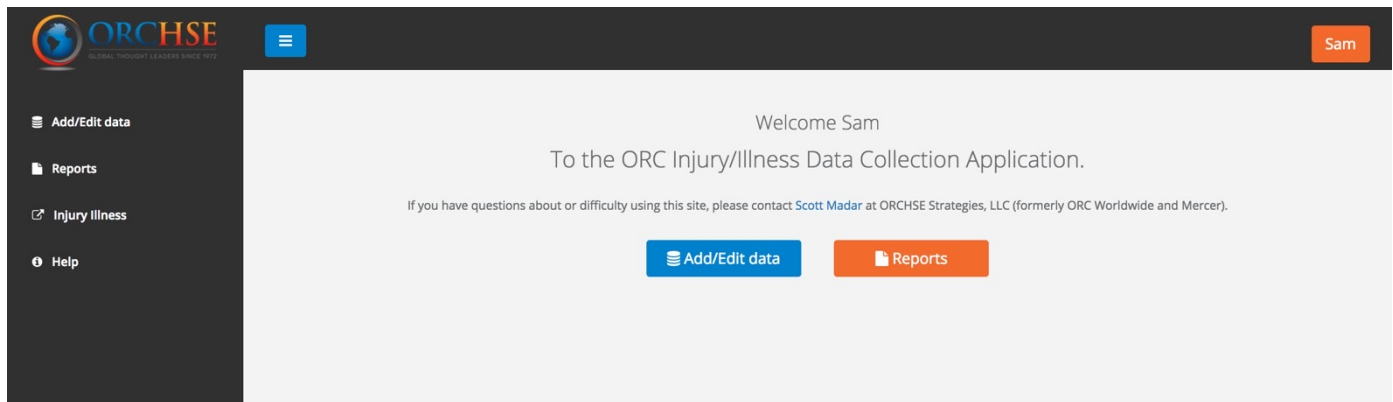
To access the system, please log in at data.orchse.com

You can reset your password on this page if you've forgotten it.

The login form is set against a dark gray background. At the top left is the ORCHSE logo, which consists of a blue and orange globe with a white grid pattern. To the right of the globe, the word 'ORCHSE' is written in large, bold, blue and orange capital letters. Below 'ORCHSE' is the tagline 'GLOBAL THOUGHT LEADERS SINCE 1972' in a smaller, white, sans-serif font. Below the logo and tagline are two white, rounded rectangular input fields. The first field is labeled 'Username/Email' and the second is labeled 'Password'. Below these fields is a checkbox labeled 'Remember me?'. At the bottom of the form is a large, blue, rounded rectangular button labeled 'Log in'. Below the button is a link labeled 'Forgot your password?' in a smaller, white, sans-serif font.

Generate Reports:

To begin generating reports, please select the orange button.

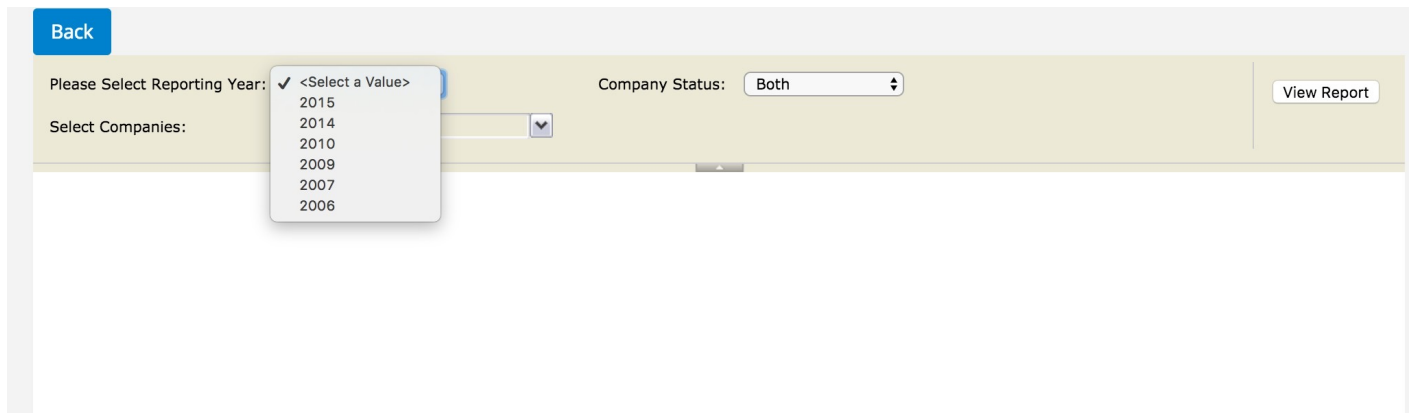


The system will load a Report Selection Page. Click on the report you are interested in.

For this example, we will use the 'Number of Occupational Injuries and Illness and Hours Worked for Participating ORCHSE Companies' report.

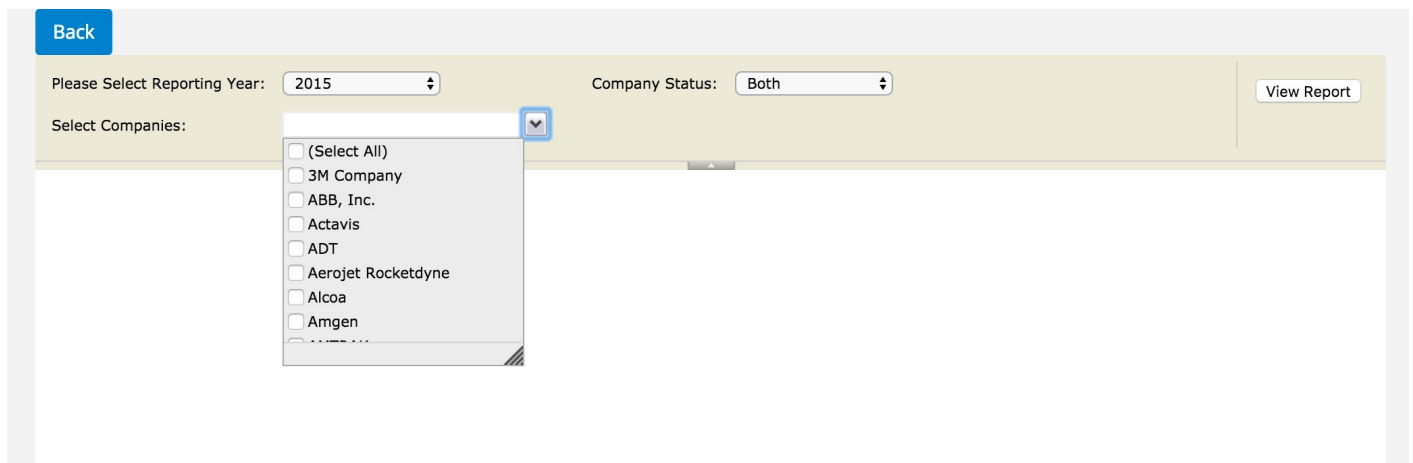
Reports
Global Summary By Region
International Summary of all Reporting Companies
Number of Occupational Injuries and Illnesses and Hours Worked for Participating ORCHSE Companies
Occupational Injury and Illness Incidence Rates for Participating ORCHSE Companies
Occupational Injury and Illness Incidence Rates for Participating ORCHSE Companies, By NAICS
Regional Injury & Illness Data By Company
Regional Injury & Illness Data By Country
Summary of Country By Company
ASTM Level One Numbers by Company
ASTM Level One Rates by Company
ASTM Global Summary By Region
ASTM Global Summary By Region By Country
ASTM Global Summary By Country By Company

The system will display a page for you to select the year of the report you want. You will only have the option to select the years in which your company submitted data.



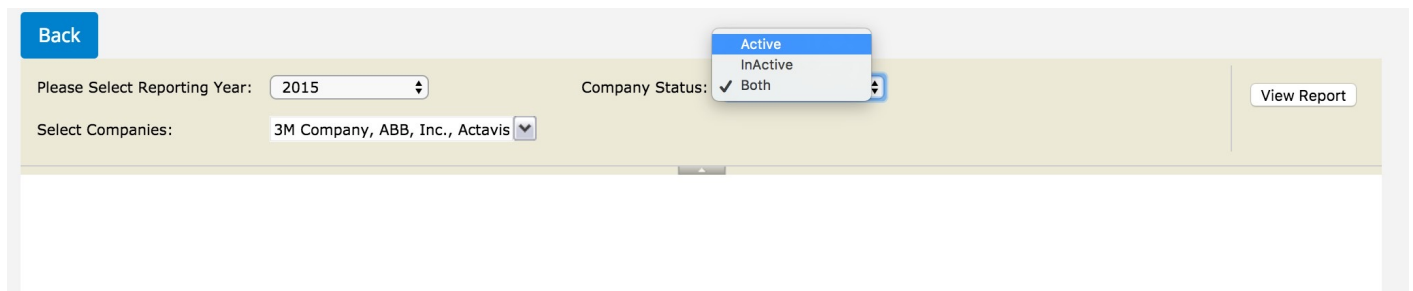
This screenshot shows the top section of a web application. On the left, there is a blue 'Back' button. Below it, the text 'Please Select Reporting Year:' is followed by a dropdown menu that is currently open, displaying a list of years: 2015, 2014, 2010, 2009, 2007, and 2006. To the right of the year dropdown is the text 'Select Companies:' followed by an empty dropdown menu. Further right, the text 'Company Status:' is followed by a dropdown menu set to 'Both'. On the far right, there is a 'View Report' button.

After selecting the year, select which company or companies you would like to include in the report.



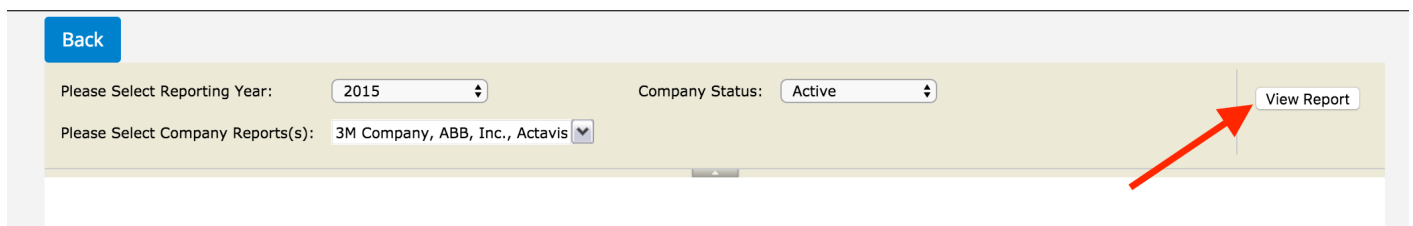
This screenshot shows the same web application interface as the previous one, but with the 'Please Select Reporting Year:' dropdown menu now set to '2015'. The 'Select Companies:' dropdown menu is now open, displaying a list of companies with checkboxes next to them: (Select All), 3M Company, ABB, Inc., Actavis, ADT, Aerojet Rocketdyne, Alcoa, and Amgen. The 'Company Status:' dropdown menu remains set to 'Both', and the 'View Report' button is still present on the right.

After selecting the companies to include in the report you can select the company status. It is best to select Active- those are companies that are still permitted to contribute to the data collection effort. Inactive companies include companies that may no longer exist.



This screenshot shows the top section of a web application. On the left is a blue 'Back' button. Below it are two rows of input fields: 'Please Select Reporting Year:' with a dropdown set to '2015', and 'Select Companies:' with a dropdown showing '3M Company, ABB, Inc., Actavis'. To the right of these is the 'Company Status:' label followed by a dropdown menu that is currently open, displaying three options: 'Active', 'Inactive', and 'Both' (which is checked). Further right is a 'View Report' button.

After making your selections for the report content, click on the View Report button on the right.



This screenshot shows the same interface as the previous one, but with the 'Company Status' dropdown now closed and set to 'Active'. The 'View Report' button is highlighted with a red arrow pointing towards it from the bottom right.

Report Viewing:

After you click on the View Report button, the system will generate the report table. The columns will vary by the type of report selected.

[Back](#)

Please Select Reporting Year: Company Status:

Select Companies:

[View Report](#)

1 of 2 Find | Next

Occupational Injury and Illness Incidence Rates for Participating ORCHSE Companies, in Alphabetic Order 2015*

Injuries and Illnesses										
Lost Workdays										
Company	Sic Codes2	NAICS Codes3	Hours Worked	Total Recordable Case Rate	Fatality Case Rate	Total Lost Workday Case Rate	Days Away From Work Case Rate	Restricted Work Activity or Job Transfer Case Rate	Days Away From Work Rate	Other Recordable Case Rate

To view subsequent pages of the report table, select the appropriate icon to move forward through the pages or to jump to the final page.

[Back](#)

Please Select Reporting Year: Company Status:

Select Companies:

[View Report](#)

1 of 2 Find | Next

Occupational Injury and Illness Incidence Rates for Participating ORCHSE Companies, in Alphabetic Order 2015*

Injuries and Illnesses										
Lost Workdays										
Company	Sic Codes2	NAICS Codes3	Hours Worked	Total Recordable Case Rate	Fatality Case Rate	Total Lost Workday Case Rate	Days Away From Work Case Rate	Restricted Work Activity or Job Transfer Case Rate	Days Away From Work Rate	Other Recordable Case Rate

Revise Report

You can make modifications to the selection criteria you used to generate the report, and then refresh the report to see the updated table.

[Back](#)


Please Select Reporting Year: 2015

Company Status: Active

Select Companies: 3M Company, ABB, Inc., Actavis

[View Report](#)

1 of 2Find | Next

A red arrow points to the refresh icon in the pagination bar.

Occupational Injury and Illness Incidence Rates for Participating ORCHSE Companies, in Alphabetic Order 2015*

Company	Sic Codes2	NAICS Codes3	Hours Worked	Totat Recordable Case Rate	Fatality Case Rate	Injuries and Illnesses					Other Recordable Case Rate	
						Lost Workdays						
						Total Lost Workday Case Rate	Days Away From Work Case Rate	Restricted Work Activity or Job Transfer Case Rate	Days Away From Work Rate			

Report Export

To export the report, select the Disk icon and choose which format you would like. You can export in XML, CSV, PDF, MHTML, Excel, TIFF and Word formats.

Back

Please Select Reporting Year: 2015

Company Status: Active

View Report

Select Companies: 3M Company, ABB, Inc., Actavis

1 of 2

Find | Next

XML file with report data

CSV (comma delimited)

PDF

MHTML (web archive)

Excel

TIFF file

Word

Occupational Injury and Illness Incidence Rates in Alphabetical Order

Companies, Incidences

Workdays

Company	Sic Codes2	NAICS Codes3	Hours Worked	Total Recordable Case Rate	Case Rate	Workday Case Rate	From Work Case Rate	Restricted Work Activity or Job Transfer Case Rate	Days Away From Work Rate	Other Recordable Case Rate
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Choose the blue Back button, to return to the report selection page and choose a new report.

Back

Please Select Reporting Year: 2015 Company Status: Active View Report

Select Companies: 3M Company, ABB, Inc., Actavis

1 of 2 Find | Next

Occupational Injury and Illness Incidence Rates for Participating ORCHSE Companies, in Alphabetic Order 2015*

Injuries and Illnesses										
Lost Workdays										
Company	Sic Codes2	NAICS Codes3	Hours Worked	Total Recordable Case Rate	Fatality Case Rate	Total Lost Workday Case Rate	Days Away From Work Case Rate	Restricted Work Activity or Job Transfer Case Rate	Days Away From Work Rate	Other Recordable Case Rate

Repeat

Repeat the process for each report you are interested in viewing.

For more information or assistance please contact Frank Szopinski (Frank.szopinski@nsc.org)