



Annual Injury and Illness Data Collection Getting Started Guide

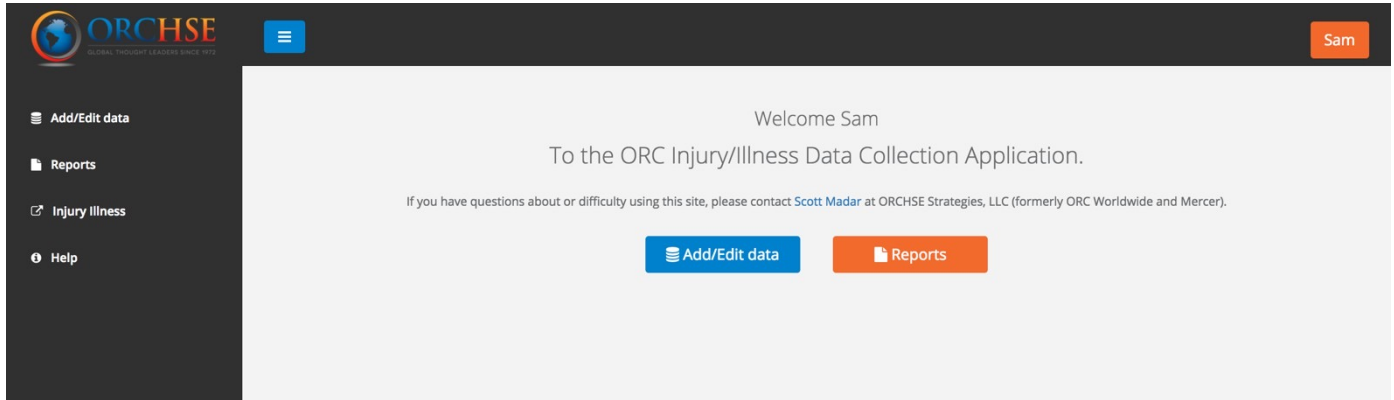
Log in:

To access the system, please log in at data.orchse.com
You can reset your password on this page if you've forgotten it.

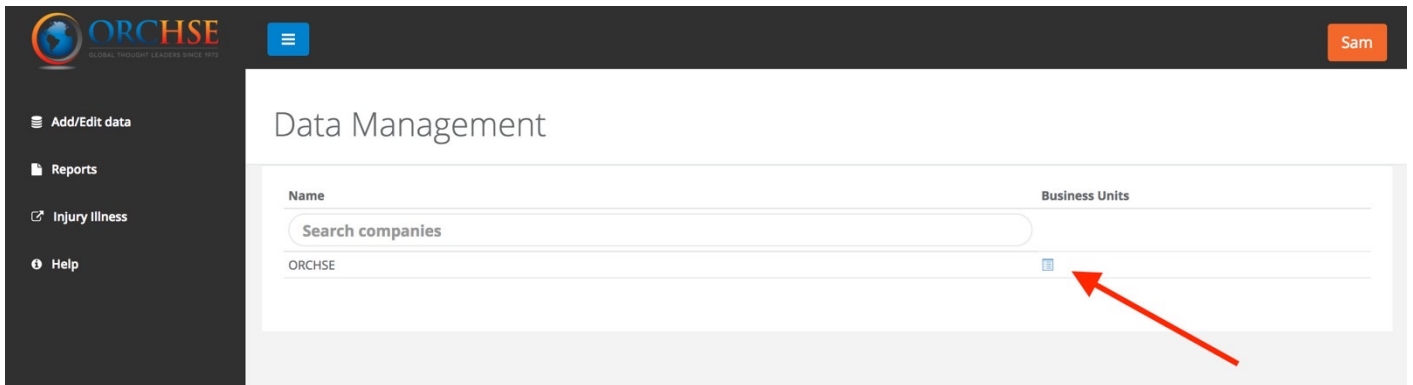
The login form is set against a dark grey background. At the top left is the ORCHSE logo, which consists of a blue and orange globe icon. To the right of the globe, the word 'ORCHSE' is written in large, bold, blue and orange letters. Below this, the tagline 'GLOBAL THOUGHT LEADERS SINCE 1972' is written in a smaller, grey 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 that says 'Forgot your password?' in a light blue color.

Add/Edit Data:

To begin adding data please select the blue button. You may also edit data previously submitted.



The system will load a Data Management Page. Please click on the Form icon to select the company you would like to submit data for.



The system will display all the business units for your company. Please select the one for which you would like to enter data by clicking on the appropriate Form icon.

The screenshot shows the ORCHSE web application interface. The top navigation bar includes the ORCHSE logo, a menu icon, and the user name 'Sam'. The left sidebar contains navigation links: 'Add/Edit data', 'Reports', 'Injury Illness', and 'Help'. The main content area is titled 'All Business Units for ORCHSE' and features a search bar labeled 'Search business units' with the text 'ORCHSE' entered. To the right of the search bar is a 'View Data' link. Below the search bar, a table lists the business unit 'ORCHSE' with a small blue square icon next to it, which is highlighted by a red arrow. A 'Back' button is located in the bottom right corner of the main content area.

The system will load all data entries for the business unit you have selected.

To add new data, select the blue Add button at the bottom right. If you would like to edit previously submitted data, please click on the appropriate Form icon.

The screenshot shows the ORCHSE web application interface displaying 'All Data Entries for'. The top navigation bar includes the ORCHSE logo, a menu icon, and an orange button. The left sidebar contains navigation links: 'Add/Edit data', 'Reports', 'Injury Illness', and 'Help'. The main content area is titled 'All Data Entries for' and features a search bar labeled 'Search data'. Below the search bar is a table with the following columns: 'Year', 'Country', 'Domestic', 'Updated On', 'Updated By', and 'Edit'. The table contains six rows of data, all for the 'United States' with 'Domestic' set to 'true'. A red arrow points to the 'Add' button in the bottom right corner of the main content area.

Year	Country	Domestic	Updated On	Updated By	Edit
2015	United States	true	5/10/16 3:05 PM		
2014	United States	true	5/29/15 1:19 PM		
2010	United States	true	4/20/11 3:31 PM		
2009	United States	true	4/26/10 3:08 PM		
2007	United States	true	5/20/08 2:34 PM		
2006	United States	true	4/27/07 2:03 PM		

Data Entry:

Complete all portions of the data submission form. Please select the country and NAICS code(s) from the drop-down lists.

Injury & Illness Report ×

Company:

ORCHSE

Business Unit:

ORCHSE

Country:

Select a Country

Year:

2017

Hours:

0

Employees:

0

NAICS Codes

Please list the primary NAICS code(s) applicable to this company. You may list up to six 6-digit codes (one 6-digit code per box).

Select a NAICS code

Select a NAICS code

Select a NAICS code

Select a NAICS code

Select a NAICS code

Select a NAICS code

Number Cases

Total number of deaths:

0

OSHA Log (G)

Total number of cases with days away from work:

0

OSHA Log (H)

Scroll down the page and complete the rest of the form.

Total number of cases with job transfer or restriction:

0

OSHA Log (I)

Number of other recordable cases:

0

OSHA Log (J)

Number Days

Total number of days of job transfer or restriction:

0

OSHA Log (L)

Total number of days away from work:

0

OSHA Log (K)

Injury and Illness Types

OSHA Log (M)

1. Injuries:

0

2. Skin disorders:

0

3. Respiratory conditions:

0

4. Poisonings:

0

5. Hearing Loss:

0

6. All Other illnesses:

0

7. Musculoskeletal Disorder (MSDs):

0

Be sure to submit your ASTM data for the country if your company is tracking injuries and illnesses according to ASTM E2920-14 Standard Guide for Recording Occupational Injuries and Illnesses.

For more information about the ASTM E2920-14, Standard Guide for Recording Occupational Injuries and Illnesses please visit www.ASTM.org


Level One (ASTM)

Injuries:

Illnesses:

Questions

Does the company record and report cases of restricted work or job transfer in this country?



BE SURE TO CLICK ON THE SAVE BUTTON when you have finished submitting your data.

Repeat the process for each country and/or business unit.

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