



iTrak[®]

V5

**Security
Surveillance
Risk Management
Loss Prevention
Solutions**

OSHA - Occupational Safety and Health Administration Reporting Module



Flexible

- Maintains existing iTrak security and drop downs
- Enter, track, print and assign OSHA employee accident form 301
- Automatic 300 and 300A log and summary report generation
- Full integrated searching

OSHA Standard Form Support

- Form 300 - Log of Work-Related Injuries and Illnesses
- Form 300A - Summary of Work-Related Injuries and Illnesses
- Form 301 - Injuries and Illnesses Incident Report

Cost Efficient

- Client/server architecture provides a single centralized database for multiple properties

Powerful

- Uses designated government standardized forms that are quickly populated through the created incident file

Comprehensive Reporting

- Complete reporting, including incident, and employee summary, with associated statistics
- Support for export to PDF, Microsoft Excel, Microsoft Word and Crystal Reports

The iTrak Occupational Safety and Health Administration (OSHA) Reporting Module provides an integrated forms management solution that allows for additional incident reporting to OSHA, US Department of Labor federal standards.

The supported OSHA forms include: OSHA Form 300 (Log of Work-Related Injuries and Illnesses), Form 300A (Summary of Work-Related Injuries and Illnesses) and Form 301 (Injuries and Illnesses Incident Report). An employee related incident can now be configured to automatically attach the required OSHA form(s) while managing the data collection process. By having the OSHA forms entered, generated and printed within the iTrak Incident Reporting & Risk Management Platform, safety and HR departments will benefit from efficient and timely management and report generation to Occupational Safety and Health Administration standards. All of the forms can be printed separately or as part of the complete iTrak Incident Reporting process.

Form 300 - Log of Work-Related Injuries and Illnesses

Using the OSHA reporting methodology, the report is automatically populated with employer and employee information. Additionally all relevant case nos., employee's names, job titles, where the events occurred, description of injuries, # of days away from the job, illnesses and other log details are also populated.

Form 300A - Summary of Work-Related Injuries and Illnesses

This summary report and all relevant statistics are also automatically generated based on form 301 entries. This negates the requirement to perform manual reporting and provides valuable time savings and operational efficiencies over paper reporting.

Form 301 - Injuries and Illnesses Incident Report

Utilizing the OSHA Form 301 reporting standard, this incident report allows for complete injury and illness collection including the required treating physician's, employee and case, information and time based incident reporting in a timely and accurate manner. All of the relevant OSHA reporting is automatically available and published in the log (form 300) and summary (form 301) reports.

REQUIREMENTS

iTrak Client Software

- Microsoft® Windows 2000
- Microsoft® Windows XP

iTrak Client Hardware

- Pentium III 800MHZ or higher
- 512 MB RAM (1 GB recommended)
- 100 MB available disk space
- SVGA Monitor capable of a minimum of 800x600 resolution
- Network Card (Networked installations)
- CD-ROM Drive
- Mouse

SQL Server Software

- Microsoft® Windows 2000 Server with Service Pack 2 installed
- Microsoft® Windows 2003 Server with Service Pack 1 installed

SQL Server Hardware

- Pentium 4 2.0 GHz or higher
- 1 GB RAM (2 GB recommended)
- 350 MB available disk space
- SVGA Monitor capable of a minimum of 800x600 resolution
- Network Card (Networked installations)
- CD-ROM Drive
- Mouse

Microsoft® SQL Server™ 2000

- Microsoft Windows ® 2000 Server with Service Pack 2 installed and Microsoft SQL Server 2000 installed and set for Mixed Mode operation

Microsoft® SQL Server™ 2005

- Microsoft Windows ® 2000 Server with Service Pack 2 installed and Microsoft SQL Server 2005 installed and set for Mixed Mode operation

* SQL licences are not included in the price of the software.

Part Numbers

OSHA Reporting Module requires the purchase of iTrak Enterprise or iTrak Lite.

30-1411A

iTrak Enterprise: OSHA Reporting (Supports Existing iTrak CALs)

Multi-Property SQL Platform

30-1411B

iTrak Lite: OSHA Reporting (Supports Existing iTrak CALs) Single-Property SQL Platform

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iView Systems undertakes a continuous and intensive product development program to ensure that its software and systems perform to the highest standards. As a result, the specifications in this document are subject to change without notice.