



# INJURY/ILLNESS USER GUIDE

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# Chapter 1

## Injury/Illness

The Injury/Illness Manual explains how to use the Injury/Illness module to track injuries and illness for resources during an incident.

Topics in this guide include the following:

- See "Common Features" on page 4
- See "Selecting Injury/Illness Options" on page 7
- See "Adding an Injury/Illness" on page 10
- See "Advanced Search" on page 13
- See "Editing an Injury/Illness" on page 15
- See "Deleting Injury/Illness" on page 17
- See "View History" on page 18
- See "Stats Base" on page 20
- See "Injury/Illness Reports" on page 22
- See "Creating an Injury/Illness Export File" on page 30

## Chapter 2

### Common Features

This section describes the menus and toolbars available in the Injury/Illness module.

#### Menus

The following drop-down menus display at the top of the I-Suite windows:

##### File Menu

The following options are available in the **File** menu in all modules:

- **Open Database** - Opens an incident database in I-Suite.
- **Print** - Prints the grid in the open module or a report selected on the Reports window.

The **Print** option is not available in the Database Admin module.

- **Refresh Data** - Refreshes the data on your window.
- **Exit** - Closes the I-Suite application.

##### Modules Menu

The following options are available in the **Modules** menu:

- **Database Admin** - Opens the Database Admin Module.
- **Data Admin** - Opens the Data Admin Module.
- **Resources** - Opens the Resources Module.
- **Cost** - Opens the Cost Module.
- **Supply** - Opens the Supply Module.
- **IAP** - Opens the Incident Action Plan Module.
- **Demob** - Opens the Demob Module.
- **Time** - Opens the Time Module.
- **Injury/Illness** - Opens the Injury/Illness Module.

##### Filters Menu

Select an option from the **Filters** drop-down menu to filter the **Resources** grid by:

- Aircraft
- Crews

- Equipment
- Overhead
- All
- All Personnel

#### Reports Menu

Select an option from the **Reports** menu to print the following types of reports:

- Cost Reports
- Demob Reports
- Plans Reports
- Supply Reports
- Time Reports
- Custom Reports
- Injury/Illness Reports

#### Tools Menu

The following options are available in the **Tools** menu in all modules:

- **Options** - Define the settings for the different modules in I-Suite.

The settings you can change in **Options** depends on the permissions that are assigned to you in the I-Suite system.

- **Quick Stats** - Quickly view Stats in the I-Suite system.
- **Change Password** - Change your I-Suite password.

#### Help Menu

The following options are available in the **Help** menu:

- **I-Suite Help** - Opens Help information for the I-Suite application.
- **About** - Displays version information for I-Suite.
- **Support** - Displays contact information for the HelpDesk.

## Toolbars

The following toolbars display at the top of the I-Suite windows:

#### Main Toolbar

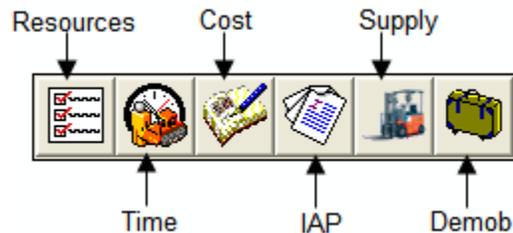
The Main toolbar contains two separate types of buttons:

## Chapter 2: Common Features

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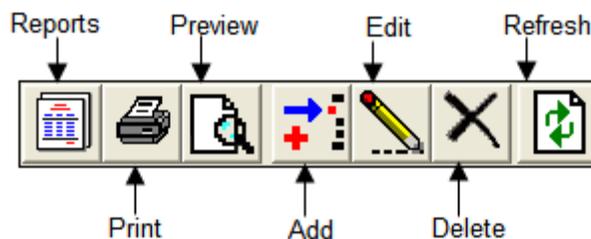
### Module Buttons

The Module buttons open modules in the I-Suite system. These buttons are located on the left side of the Main toolbar. The following example identifies the buttons and the modules that they open:



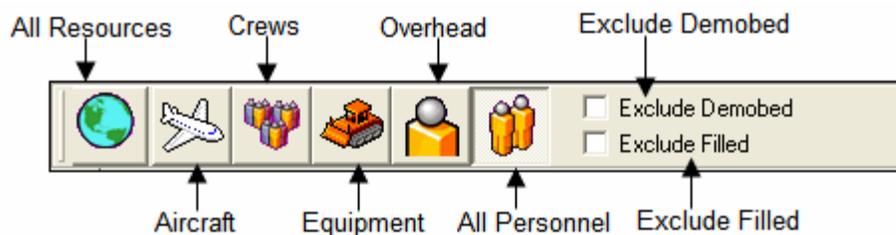
### Action Buttons

The Action buttons perform an action in one of the I-Suite modules. These buttons are located on the right side of the Main toolbar. The following example identifies the buttons and the action that occurs:



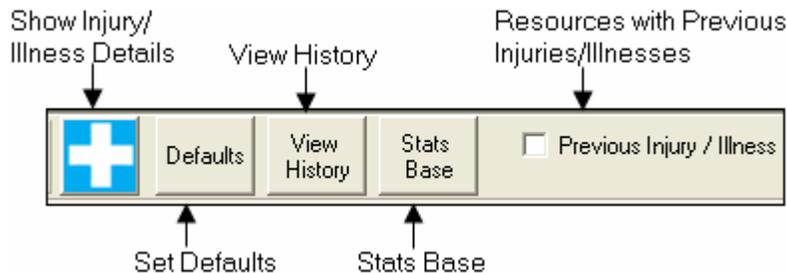
### Filter Toolbar

The **Filter** toolbar displays beneath the **Main** toolbar. Click the buttons in this toolbar to filter the information in the **Resources** grid. The following example identifies the buttons in this toolbar and the resources that display in the grid when you click the buttons:



### Injury/Illness Toolbar

The **Injury/Illness** toolbar displays to the right of the **Filter** toolbar when you are in the **Injury/Illness** module. The following example identifies the buttons in this toolbar.



- **Show Injury/Illness Details** - Display the Manage Injury/Illness area.
- **Defaults** - Set defaults for the Injury/Illness module.
- **View History** - View a history of injuries and illnesses.
- **Stats Base** - Define statistics to use in the Injuries and Frequency report.
- **Previous Injury/Illness** - Only display resources with previous injury or illness records in the grid.

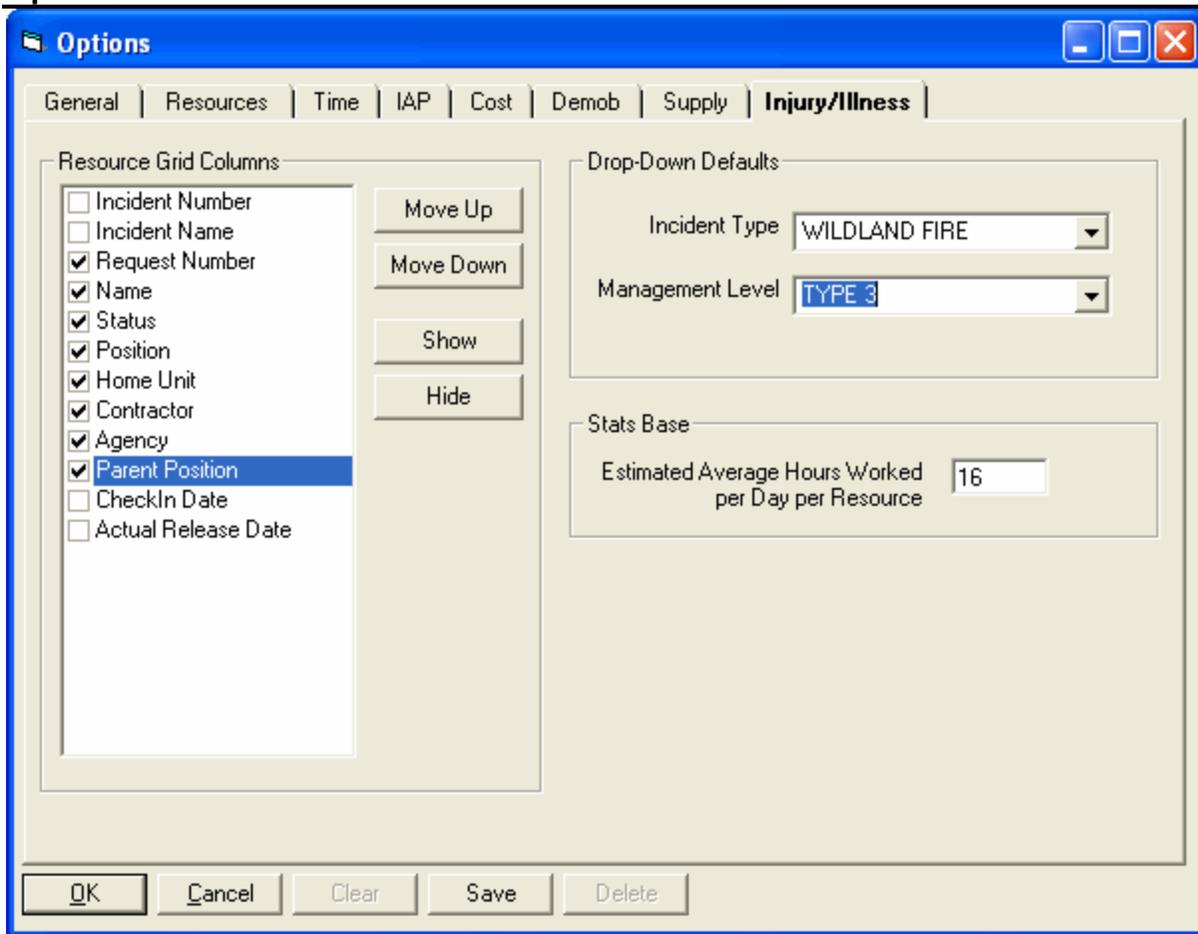
## Selecting Injury/Illness Options

Follow the steps in this section to select the options to use in the Injury/Illness area of the I-Suite application:

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
2. Click the **Injury/Illness** tab.

You can also click the **Defaults** button on the **Injury/Illness** window to open the **Options** window with the **Injury/Illness** tab selected.

## Chapter 3: Injury/Illness Options



3. Under **Resource Grid Columns**, hold down the **Ctrl** key and click to highlight each of the columns you want to select.
4. If you want to remove the selected columns from the **Resource** grid, click the **Hide** button.

If you want to display the selected columns in the **Resource** grid, click the **Show** button

Each column with a checkmark in the checkbox next to it is included in the grid. When you click the **Show** button, it places a checkmark in the checkbox next to the selected column. When you click the **Hide** button, it removes the checkmark from the checkbox. You can also click the checkbox next to a listed column to either **Show** or **Hide** it.

5. To define a default **Incident Type** to display in the **Incident Type** box on the **Injury/Illness** window, select one of the following options from the **Incident Type** drop-down list:
  - All Hazard
  - Prescribed Fire
  - Wildland Fire

- Wildland Fire Use
- 6. To define a default **Management Level** to display in the **Management Level** box on the **Injury/Illness** window, select a level (1-5) from the **Management Level** drop-down list.
- 7. To define a default **Est. Hrs Worked / Day** on the **Stats Base** window, enter the amount in the **Estimated Average Hours worked per Day per Resource** box.
- 8. Click the **Save** button to save your changes. Click the **OK** button to close the **Options** window.

## Chapter 4

### Adding an Injury/Illness

Follow the steps in this section to add an injury, illness or prevention record:

1. From the **Modules** drop-down menu, select the **Injury/Illness** option to open the **Injury/Illness** window.
2. In the **Resources** grid, click the resource for which you are adding the injury, illness or prevention record. The **Manage Injury/Illness - Add Mode** area at the bottom of the window becomes active.

**Manage Injury/Illness - Add Mode**

Note: Make all entries based upon the conditions at the time of injury occurrence or onset of illness.

**C-10 | FISH, WILLIAM | CRWB |**

<input checked="" type="radio"/> Injury <input type="checkbox"/> Pre-Existing <input type="radio"/> Illness <input type="radio"/> Prevention	Location on Incident: FIRELINE Incident Type: WILDLAND FIRE Incident Management Level: TYPE 2 Incident Phase: LARGE FIRE * Incident Where Injury Occurred: FROG	* Injury Type: EYE * Activity at Time of Injury: WALK Section Assignment: LOGIS Sub Assignment: GROU Division / Group Name:
* Seen Date: 05/22/2008 * Injury Date: 05/22/2008 Injury Time (hh:mm): ___:___		
Remarks: NOTE: Identify known or suspected factors that contributed to or caused the injury or illness.		

The resource you select must be a person. You cannot create an injury, illness or prevention record for a non-person resource.

3. Click the **Injury**, **Illness** or **Prevention** option to identify whether this is an injury, illness or prevention item.

The labels on the window will change based on the option you select. For example, if you select **Injury**, the label **Injury Date** displays. If you select **Illness**, the label changes to **Illness Date**.

4. If the injury or illness was pre-existing, click to check the **Pre-Existing** checkbox.
5. In the **Seen Date** box, enter the date when the resource was initially seen for the condition. You can either type the date or select it from the drop-down calendar.
6. In the **Injury/Illness/Prevention Date** box, enter the date when the injury or illness first occurred. If this is a prevention item, enter the date when the resource

first needed the item. You can either type the date or select it from the drop-down calendar.

7. In the **Injury/Illness/Prevention Time** box, enter the time when the injury or illness occurred. If this is a prevention item, enter the time when the resource needed the item.
8. From the **Location on Incident** drop-down list, select where the resource was located when the injury or illness occurred. If this is a prevention item, select the resource's location when they needed the preventative item.
9. From the **Incident Type** drop-down list, select the appropriate type of incident.

If a default incident type was defined on the **Options** window, it will automatically display in the **Incident Type** box. If needed, you can change this entry by selecting another type from the drop-down list.

9. From the **Incident Management Level** drop-down list, select the appropriate management level.

If a default management level was defined on the **Options** window, it will automatically display in the **Incident Management Level** box. If needed, you can change this entry by selecting another level from the drop-down list.

10. From the **Incident Phase** drop-down list, select the appropriate phase.
11. From the **Incident Where Injury/Illness/Prevention Occurred** drop-down list, select the incident where the resource was working when the injury or illness occurred. If this is a prevention item, select the incident where the item is needed.

The entry in the **Incident Where Injury/Illness/Prevention Occurred** box automatically defaults to the incident where the resource is assigned.

12. From the **Injury/Illness Type** drop-down list, select the appropriate injury or illness.

When **Prevention** is selected, the **Injury/Illness Type** box does not display on the window. Enter any applicable information about the **Prevention** in the **Remarks** area.

13. From the **Activity at Time of Injury/Illness/Prevention** drop-down list, select the activity the resource was performing when the injury illness occurred. If this is a prevention item, select the activity for which the item is needed.
14. From the **Section Assignment** drop-down list, select the appropriate section assignment.
15. From the **Sub Assignment** drop-down list, select the appropriate sub-assignment.

The options available in the **Sub Assignment** drop-down list are based on the **Section Assignment** that is selected.

16. In the **Division/Group Name** box, type the appropriate division or group name.
17. If there was restricted duty or lost time because of the illness or injury, click to check the **Restricted Duty/Lost Time** checkbox.

## Chapter 4: Adding Injury/Illness

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18. If the resource was seen off-site for the injury or illness, click to check the **Treatment Off-Site** checkbox.
19. In the **Remarks** box, enter any additional information about the injury or illness. Use this area to identify any known or suspected factors that contributed to or caused the injury or illness. If this is a prevention item, type a description of the item and any other applicable information in the Remarks area.

If your remarks will not fit in the **Remarks** box, click the **Remarks** button to display a **Remarks** window where you can enter additional remarks.

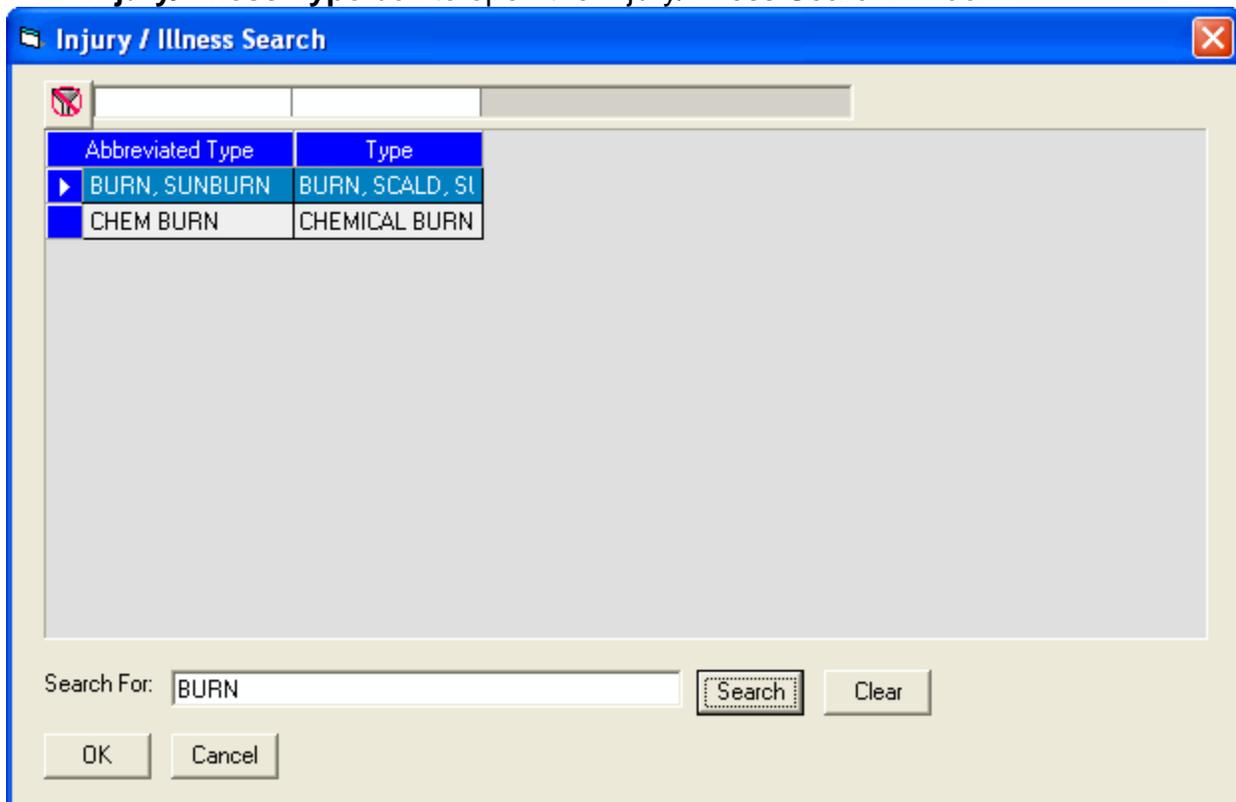
20. Click the **Save** button to save the injury, illness or prevention record. Notice that the saved record displays in the grid at the bottom of the window.
21. When the **Data Saved** window displays, click the **OK** button to close the window.

## Chapter 5

### Advanced Search

Follow the steps in this section to perform an advanced search for an Injury or Illness Type:

1. In the Manage Injury Illness area, click the **Search** button that displays next to the **Injury/Illness Type** box to open the Injury/Illness Search window.



2. In the **Search For** box, type the name of the injury or illness that you want to find.
3. Click the **Search** button to limit the grid to only list those items with a search term. (e.g. If you enter "Burn," only those items with burn in the name display in the grid.)
4. In the grid at the top of the window, click the appropriate type.
5. Click the **OK** button to close the **Injury/Illness Search** window and insert the highlighted type into the **Injury/Illness Type** box.

You can also double click a type in the grid to close the **Injury/Illness Search** window and insert the type into the **Injury/Illness Type** box.



## Chapter 6

### Editing an Injury/Illness

Follow the steps in this section to edit an injury, illness or prevention record:

1. From the **Modules** drop-down menu, select the **Injury/Illness** option.
2. In the **Resources** grid, click the appropriate resource.
3. In the **Injury/Illness/Prevention** grid at the bottom of the window, click the record you want to edit. The record's information displays under **Manage Injury/Illness - Edit Mode**.

**Manage Injury/Illness - Edit Mode**

Note: Make all entries based upon the conditions at the time of injury occurrence.

Injury  
 Illness  
 Prevention

\* Seen Date: 02/27/2007

\* Injury Date: 02/27/2007

Injury Time (hh:mm): 13:00

Location on Incident: FIRELINE

Incident Type: WILDLAND FIRE

Incident Management Level: TYPE 3

Incident Phase: LARGE FIRE

\* Incident Where Injury Occurred: FROG

Remarks: NOTE: Identify known or suspected factors that contributed to or caused the injury or illness.

Date/Time	Injury/Illness	Injury Type	Restricted/Time Off	Treatment Off Site	Inc
2/27/2007 1:00:00 PM	ILLNESS	COCCIDIOIDOM	YES	NO	FRO
2/27/2007 1:00:00 PM	INJURY	BURN, SUNBURN	NO	NO	FR
2/27/2007 6:00:00 PM	INJURY	BRUISE	NO	YES	FRO

4. Make the appropriate changes to the injury/illness or prevention information.

If you change the **Injury**, **Illness** or **Prevention** selection, the entry in the **Injury/Illness Type** box is removed. You must select a new Injury/Illness type from the **Injury/Illness Type** drop-down list. If you do not select a new type, an error message will display indicating that you must define an **Injury/Illness Type** before saving the record.

5. Click the **Save** button to save the changes.

## Chapter 6:Editing Injury/Illness

The record you are editing remains selected until you select another injury, illness or prevention record or select another resource.

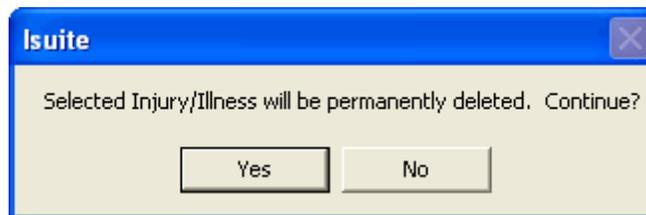
To add a new injury, illness or prevention record, click the **Add** button at the bottom of the window.

## Chapter 7

### Deleting Injury/Illness

Follow the steps in this section to delete Injury/Illness records:

1. From the **Modules** drop-down menu, select the **Injury/Illness** option.
2. In the **Resources** grid, click the appropriate resource.
3. In the **Injury/Illness/Prevention** grid at the bottom of the window, click the record you want to delete.
4. Click the **Delete** button at the bottom of the window. A confirmation window displays



5. Click the **Yes** button to remove the injury, illness or prevention record.

## Chapter 8

### View History

Follow the steps in this section to view a history of injury/illness records:

1. From the **Modules** drop-down menu, select the **Injury/Illness** option.
2. Click the **View History** button in the **Injury/Illness** toolbar to open the history window.

Request #	Name	Last Name	First Name	Agency	Kind Code
C-11.2	BANKS, SAM	BANKS	SAM	FS	FFT1
Event	Event Type	Activity	Lost Time	Seen Off Site	Event Date
ILLNESS	ALLERGY/HAY FEVEI	RIDING IN AIRCR.	NO	NO	5/20/2007 2:00:00
C-11.4	BARAJAS, KELSEY	BARAJAS	KELSEY	FS	FFT1
Event	Event Type	Activity	Lost Time	Seen Off Site	Event Date
ILLNESS	HEADACHES	OTHER CAMP AC	NO	NO	5/21/2007 6:00:00
INJURY	BITE, ANIMAL	OTHER CAMP AC	NO	NO	5/20/2007 12:50:00
C-11.1	BURNS, MIKE	BURNS	MIKE	FS	CRWB
Event	Event Type	Activity	Lost Time	Seen Off Site	Event Date
PREVENTION	PREVENTION	DRIVING VEHICLE	NO	NO	5/21/2007 1:00:00
0-11	CLARK, RON	CLARK	RON	CA	FOBS
Event	Event Type	Activity	Lost Time	Seen Off Site	Event Date
INJURY	CH...	...	...	...	...

3. Click the **Resource** button to sort the grid based on resources with injury, illness or prevention records.

When **Managing Incidents Separately**, the grid only includes those resources assigned to the selected incident. If a resource was assigned to the selected incident, but received the injury/illness/prevention while working on a different incident, the name of the incident on which they were working displays in the **Occurred Incident** column.

When **Manage All Incidents as One** is selected, an **Assigned Incident** column displays in the grid. This column identifies the incident to which the resource was assigned. The **Occurred Incident** column identifies the incident on which they were working when the injury/illness/prevention occurred.

4. Click the **Injury/Illness/Prevention** button to sort the grid based on injury, illness and prevention records.

When **Managing Incidents Separately**, the grid only includes those injures and illnesses that occurred for the selected incident. When you click the plus sign (+) next to an Injury/Illness/Prevention record, a list of resources for which the records were created displays. The **Assigned Incident** column identifies the incident to which the resource was assigned.

When **Manage All Incidents as One** is selected and you click the plus sign (+) next to an Injury/Illness/Prevention record, an **Occurred Incident** column displays. This column identifies where the resource was working when the injury/illness/prevention occurred.

5. Click the **Close** button when you have finished viewing the history.

## Chapter 9

### Stats Base

Follow the steps in this section to define the Stats Base to use with Injuries and Frequency Report:

To **Add** or **Edit Stats Base** data, a **Single Incident** must be selected. You cannot **Add** or **Edit Stats Base** data when in **Manage All Incidents as One** mode.

1. From the **Modules** drop-down menu, select the **Injury/Illness** option.
2. Click the **Stats Base** button in the **Injury/Illness** toolbar to open the **Stats Base** window.

If the **Manage All Incidents as One** checkbox is checked, a message displays indicating that you cannot Add or Edit Stats Base Data when Manage All Incidents As One is selected. If you click **Yes** to continue, the Stats Base window opens in **View Only** mode.

The screenshot shows a software window titled "Stats Base". At the top, there is a blue title bar with a close button. Below the title bar is a grid with the following data:

Date	Total People	Est Avg Hrs Worked per Day / Per Resource	Cumulative Hours Worked
5/23/2007	20	16	320

Below the grid is a section titled "Stats Base - Add Mode". This section contains four input fields:

- \* Date: A drop-down menu showing a date format (\_\_\_/\_\_\_/\_\_\_).
- \* Total People: A text input field.
- \* Est. Hrs Worked / Day: A text input field containing the value "16".
- Cummulative Hrs Worked: A text input field.

At the bottom of the "Add Mode" section are four buttons: "Close", "Clear", "Delete", and "Save".

3. In the **Date** box, enter the appropriate date for the statistics. You can either type the date or select it from the drop-down calendar.
4. In the **Total People** box, type the total number of people working on the specified date.
5. In the **Est. Hrs Worked / Day** box, type the average number of hours each person worked that day.

If a default **Estimated Average Hours Worked per Day per Resource** was defined on the **Options** window, that amount displays in the **Est. Hrs Worked / Day** box. If needed, you can change this amount by typing over the amount.

6. Click the **Save** button.
7. When the **Data Saved** window displays, click the **OK** button to close the window.

When you save the statistics, I-Suite automatically calculates the cumulative work hours for that day. The statistics display in the grid at the top of the window

## Chapter 10

### Injury/Illness Reports

Follow the steps in this section to print Injury/Illness Reports:

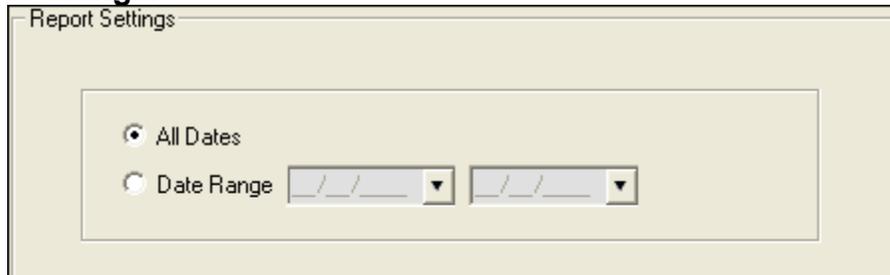
1. From the **Modules** drop-down menu, select the **Injury/Illness** option to open the **Injury/Illness** module.
2. In the **Main** toolbar, click the **Reports** button to open the **Injury/Illness Reports** window.
3. In the **Reports** frame, click to select one of the following reports:
  - Injury/Illness by Type See "Injury/Illness by Type" on page 22
  - Injury/Illness Prevention See "Injury/Illness/Prevention" on page 23
  - Injury/Illness by Date See "Injury/Illness by Date" on page 24
  - Injuries and Frequency See "Injuries and Frequency" on page 24
  - Medical Unit Daily Summary See "Medical Unit Daily Summary" on page 25
  - Injury/Illness Types See "Injury/Illness Types Report" on page 26

#### Injury/Illness by Type

This report identifies the total number of injuries, illnesses and preventions currently defined in I-Suite. The information is broken down by injury/illness type.

To generate an Injury/Illness by Type report, complete the following steps:

1. On the Injury/Illness Reports window, click **Injury/Illness by Type** to display the **Report Settings**:



Report Settings

All Dates

Date Range

2. Click one of the following options to identify the dates to include in the report:
  - **All Dates** - Includes all dates in the report.
  - **Date Range** - Includes the date range defined in the **Date Range** boxes. When you select this option, you must enter dates into the two boxes

3. To preview and then print the report, click the **Preview** button. When the Preview window opens, click the Print Report button.

To print the report without first previewing it, click the **Print** button.

4. When the **Print** window displays, click the **Print** button.

## Injury/Illness/Prevention

This report includes detailed information about injury, illness or prevention records.

The **Injury/Illness/Prevention** report does not include resource names. It only identifies the injury, illness or prevention information.

To generate an Injury/Illness/Prevention report, complete the following steps:

1. On the Injury/Illness Reports window, click the **Injury/Illness Prevention** option to display the **Report Settings**.



2. Under **Sort**, double click each sort to use in the report. The **Sort** moves from the left frame to the right frame. The sort order in the report is based on the order in which you select the sort options.
3. Under **Event Category**, click one of the following options to identify the information to include in the report:
  - **Injury** - Only includes Injury records in the report.
  - **Illness** - Only includes Illness records in the report.
  - **Prevention** - Only includes Prevention records in the report.
  - **All** - Includes Injury, Illness and Prevention records in the report.
4. To preview and then print the report, click the **Preview** button. When the Preview window opens, click the Print Report button.

To print the report without first previewing it, click the **Print** button.

5. When the **Print** window opens, click the **Print** button.

### Injury/Illness by Date

This report identifies the total number of injuries, illnesses and preventions that occurred on a defined date.

To generate an Injury/Illness by Date report, complete the following steps:

1. On the Injury/Illness Report window, click the **Injury/Illness by Date** option to open the **Report Settings**.



2. Click one of the following options to identify the dates to include in the report:
  - **All Dates** - Includes all dates in the report.
  - **Date Range** - Includes the dates defined in the Date Range boxes. When you select this option, you must enter dates into the two boxes.
3. To preview and then print the report, click the **Preview** button. When the **Preview** window opens, click the **Print Report** button.

To print the report without first previewing it, click the **Print** button.

4. When the **Print** window opens, click the **Print** button.

### Injuries and Frequency

This report identifies the number of people injured as compared to the number of people working and the hours worked on a defined date. It also identifies the cumulative injuries and frequency of injuries.

The Injuries and Frequency report uses the statistics defined in the **Stats Base** to generate the data for this report.

To generate an Injuries and Frequency report, complete the following steps:

1. On the Injury/Illness Report window, click the **Injuries and Frequency** option to display the **Report Settings**.

Report Settings

All Dates

Date Range

Frequency Formula

OSHA - (# of Injuries/Illnesses x 200,000) / (# of Hours Worked)

BASIC - (# of Injuries/Illnesses) / (# of Hours Worked)

2. Click one of the following options to identify the dates to include in the report:
  - **All Dates** - Includes all dates in the report.
  - **Date Range** - Includes the dates defined in the Date Range boxes. When you select this option, you must enter dates into the two boxes.
3. Under **Frequency Formula**, click one of the following options to identify the formula to use in calculating the data for the report:
  - **OSHA** (# injury/illnesses X 200,000) / (# of hours worked)
  - **BASIC** (# injury/illnesses) / (# of hours worked)
4. To preview and then print the report, click the **Preview** button. When the **Preview** window opens, click the **Print Report** button.

To print the report without first previewing it, click the **Print** button.

5. When the **Print** window displays, click the **Print** button.

## Medical Unit Daily Summary

This report contains a summary of injuries and illnesses that were reported to the Medical Unit for each defined date.

To generate a Medical Unit Daily Summary, complete the following steps:

1. On the Injury/Illness Report window, click the **Medical Unit Daily Summary** option to display the **Report Settings**.

Report Settings

All Dates

Date Range

## Chapter 10: Injury/Illness Reports

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2. Click one of the following options to identify the dates to include in the report:
  - **All Dates** - Includes all dates in the report.
  - **Date Range** - Includes the dates defined in the Date Range boxes. When you select this option, you must enter dates into the two boxes.
3. To preview and then print the report, click the **Preview** button. When the **Preview** window opens, click the **Print Report** button.

To print the report without first previewing it, click the **Print** button.

4. When the **Print** window opens, click the **Print** button.

### Injury/Illness Types Report

This report contains a list of all Injury/Illness Types the medical or safety officer can select from the **Injury/Illness Type** drop-down list.

To generate the Injury/Illness Types Report, complete the following steps:

1. On the Injury/Illness Reports window, click the **Injury/Illness Types** option.
2. To preview and then print the report, click the **Preview** button. When the **Preview** window opens, click the **Print Report** button.

To print the report without first previewing it, click the **Print** button.

3. When the **Print** window opens, click the **Print** button.

## Chapter 11

# Injury/Illness Report Descriptions

The following Injury/Illness reports are available in I-Suite:

### **Injury/Illness by Type**

This report identifies the total number of injuries, illnesses and preventions currently defined in I-Suite. The information is broken down by injury/illness type for each date.

### **Injury/Illness/Prevention**

This report includes detailed information about injury, illness or prevention records.

The **Injury/Illness/Prevention** report does not include resource names. It only identifies the injury, illness or prevention information.

This report includes the following information:

- Event Date/Time
- Date Seen
- Section Assignment
- Remarks
- Event Category
- Activity at Time of Injury
- Event Type
- Incident Type
- Sub-Assignment
- Restricted/Lost Time
- Location at Incident
- Management Level
- Division/Group
- Incident Number
- Incident Phase
- Incident Name
- Treatment Offsite

## Chapter 11:Report Descriptions

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### Injury/Illness by Date

This report identifies the total number of injuries, illnesses and preventions that occurred on a defined date.

### Injuries and Frequency

This report identifies the number of people injured as compared to the number of people working and the hours worked on a defined date. It also identifies the cumulative injuries and frequency of injuries.

The **Injuries and Frequency** report uses the statistics defined in the Stats Base to generate the data for this report.

Depending on the option selected on the Injury/Illness Reports window, the Frequency formula is based on either OSHA ( $\# \text{ injury/illnesses} \times 200,000$ ) / ( $\# \text{ of hours worked}$ ) or BASIC ( $\# \text{ injury/illnesses}$ ) / ( $\# \text{ of hours worked}$ )

The information in this report includes:

- Seen Date
- Total Personnel
- Hours Per Person/Per Day
- Hours Worked
- Cumulative Hours Worked
- Injuries by Date
- Injury Frequency by Date
- Cumulative Injuries
- Injury Frequency Cumulative
- Lost Time for Injuries by Date
- Lost Time for Injuries Frequency by Date
- Cumulative Lost Time for Injuries
- Lost Time for Injuries Frequency Cumulative

### Medical Unit Daily Summary

This report identifies injury and illness issues that were reported to the Medical Unit at an incident for each defined date.

The information in this report includes:

- Incident where Injury/Illness/Prevention Occurred

- Date Seen
- Resource Position
- Unit/Crew
- Government or Non-Government
- Nature of Injury/Illness
- Remarks

## **Injury/Illness Types**

This report identifies injury and illness types medical or safety officers can select from the **Injury/Illness Type** drop-down list. The information in this report includes:

- Injury/Illness Type
- Abbreviated Type
- Nature Code

## Appendix A

### Exporting I-Suite Data Files

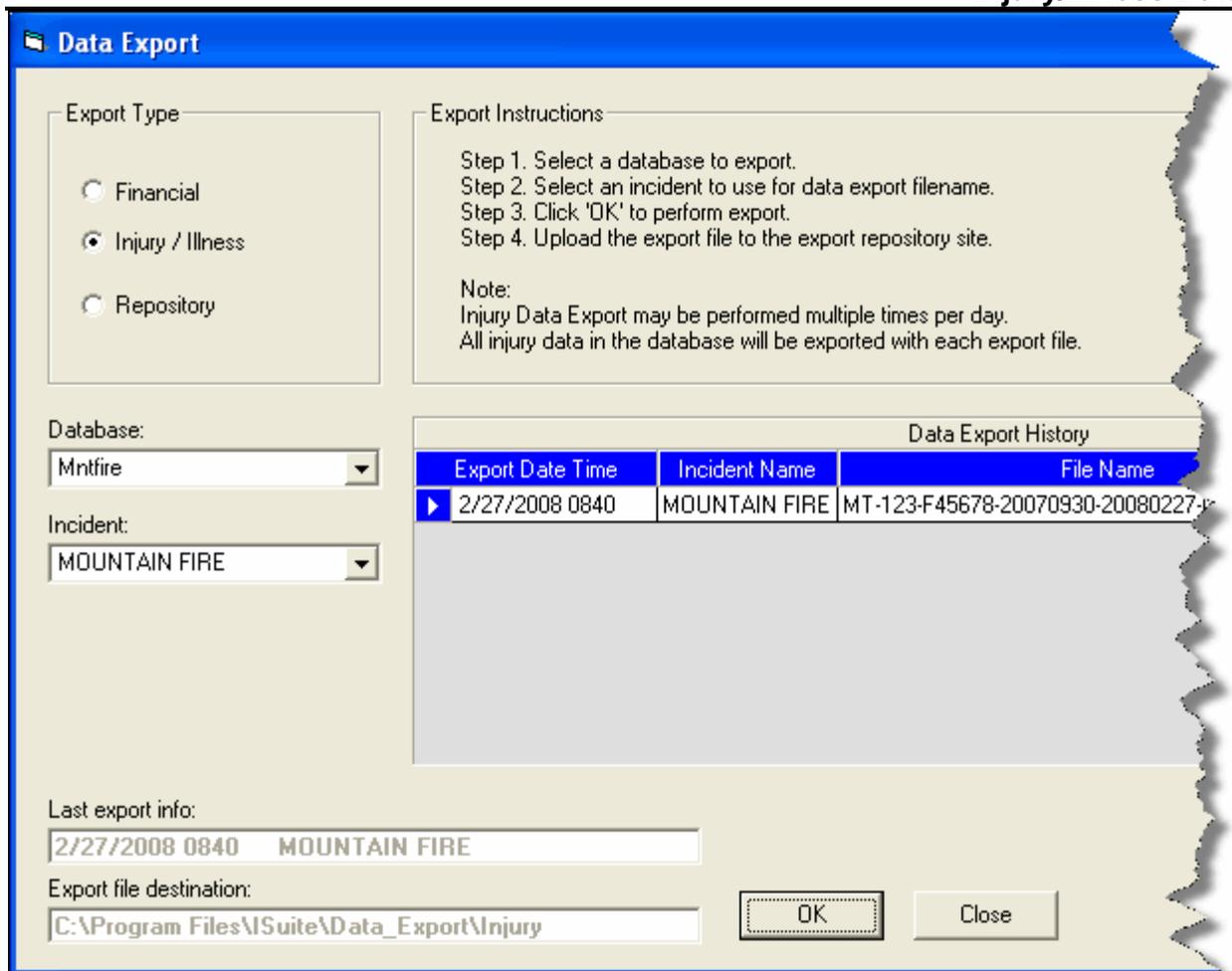
This section explains how to create and then export Injury/Illness data files to the Data Repository.

You must have a **DMS User Name** and **Password** to access the repository site. Contact your **Incident Commander** or the **I-Suite Help Desk** for more information.

#### Creating an Injury/Illness Export File

Follow the steps in this section to create an **Injury/Illness Export** file:

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Export Data** button to open the **Data Export** window:



3. Click the **Injury/Illness** option under **Export Type**.
4. From the **DataBase** drop-down list, select the database for which you are creating the export file.
5. From the **Incident** drop-down list, select the incident for which you are creating the export file.
6. Click the **OK** button to create the export file.
7. When the export is complete, the **Data Export** window redisplay with the exported file listed in the **Data Export History** frame. Click the **Close** button on the **Data Export** window to close the window.

The file is exported to **C:\Program Files\ISuite\Data\_Export\Injury**

## Uploading the Data Repository File

Follow the steps in this section to upload a data file after you create it:

1. Start your Internet browser.
2. In the **Address** box, type **isuite.nwcg.gov** to open the I-Suite Web page.

## Chapter 12:Export Injury/Illness Data

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3. On the **Welcome to I-Suite** web page, click the **Data Repository** option.
4. When the **Security Alert** window displays, click the **Yes** button to continue with the upload process. A **Connect to isuite.nwcg.gov** window displays.



5. Enter your **DMS User Name** and **DMS Password**. Then click the **OK** button. The **I-Suite Upload Form** page displays.

## Data Repository

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### I-Suite Upload Form

Please use the naming convention generated from I-Suite.

File:

6. Click the **Browse** button next to the **File** field. Use the window that displays to locate and select the appropriate data repository file.

The default folder location for saving repository files is **C:\Program Files\ISuite\Data\_Export\Repository**.

8. Click the **Upload** button. When the data repository files have finished uploading, the **ISUITE Upload Results** screen displays.

<sup>1</sup>  
**ISUITE Upload Results**

---

The following file was saved:

**MTBRF000001\_FROG\_2010 0417\_0023.mdf.gpg**

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9. Click the **Back** button on your Internet browser to upload additional data repository files, or close your browser, as appropriate.

## Appendix A

### Revision History

<u>Revision Date</u>	<u>Revision Summary</u>
2010-04-27	Revised instructions for the 10.01.00 version of I-Suite.
2009-05-01	Revised instructions for the 9.01.00 version of I-Suite.
2008-04-25	Revised instructions for the 8.01.00 version of I-Suite.
2007-07-25	Revised instructions for the 7.01.05 version of I-Suite.
2007-04-20	Added information for new Injury/Illness module.



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