

# NPF USER MANUAL



EMPLOYEES / MANAGERS  
LOCAL OHS COMMITTEE MEMBERS,  
CO-CHAIRS/SECRETARY  
LOCAL OHS REP  
SENIOR LOCAL EMPLOYER REP (SLER)  
LOCAL HR OFFICE



# TABLE OF CONTENTS

**NOTICE TO READER..... 5**

**INTRODUCTION ..... 6**

**WHO CAN COMPLETE A REPORT ..... 6**

**OVERVIEW OF THE MODULES ..... 6**

**ACCESS AND ACCESS RIGHTS ..... 7**

**DUTIES ..... 8**

**SUPPORT ..... 9**

**PROCESSES - EMPLOYEES AND MANAGERS ..... 10**

    SMAAT – PROCESS TO RECORD AN INCIDENT / ACCIDENT, OR NEAR MISS.....10

**SMAAT ADMIN ACCOUNT – THE BASICS ..... 20**

    REQUEST AN ADMIN ACCOUNT.....20

    LOG IN / LOG OUT.....21

    NOTIFICATION EMAILS.....23

    QUICKFIND - FILTER A LIST .....24

    EDIT - MODIFY AN EVENT TICKET .....25

    ADD A FILE SUCH AS A PHOTO OR A DOCUMENT TO A TICKET .....26

    PRINT - PRINT A TICKET .....28

    PRINT - PRINT A LIST OF TICKETS.....31

**PROCESSES - LOHSC MEMBERS OR LOHSR ..... 34**

    SMAAT – PROCESS TO RECORD AN INSPECTION FOR INSPECTORS SUCH AS LOHSC-LOHSR .....34

*Record an issue identified during an inspection* .....35

**PROCESSES - LOHSC CO-CHAIRS/SECRETARY OR LOHSR..... 40**

    SMAAT ADMIN ACCOUNT – THE BASICS .....40

    SMAAT – EVENT FOR LOHSC CO-CHAIRS/SECRETARY OR LOHSR .....40

    SMAAT – PROCESS TO FOLLOW PROGRESS ON INSPECTION TICKETS FOR LOHSC CO-CHAIRS / SECRETARY AND LOHSR .....40

*Filter inspection tickets pertaining to your responsibilities* .....42

*Modify an inspection ticket reported by the LOHSC/LOHSR during monthly inspection* .....43

*Add a recommendation to an inspection ticket reported by the LOHSC/LOHSR during monthly inspection*.....44

*Close an inspection ticket* .....45

*Extract a list of the “open” inspection tickets*.....47

    SMAAT – PROCESS TO FOLLOW PROGRESS ON COMMITTEE TICKETS FOR LOHSC CO-CHAIRS / SECRETARY .....50

*Save committee meeting minutes as an attached document*.....51

*Filter committee tickets pertaining to your responsibilities*.....56

*Modify a committee ticket*.....57

*Extract a list of meetings held during a year* .....58

    SMAAT – GRAPHICS AND ANNUAL REPORT.....60

*Extract the data to complete the annual workplace committee report (ESDC LAB-1058)* .....60

*Retrieve a blank copy of the annual workplace committee report (ESDC LAB-1058)*.....63

*Retrieve the email address to submit the annual workplace committee report (ESDC LAB-1058)*.....64

*View data in graphics* .....64

**PROCESSES – SLERS..... 66**

    SMAAT ADMIN ACCOUNT – THE BASICS .....66

|  |            |
|--|------------|
| SMAAT – BASICS FOR THE SLER .....  | 66         |
| <i>Notify NSER of a serious injury.....</i>  | 67         |
| <i>When and how to change an event from occupational to Non-Occupational .....</i>                           | 67         |
| <i>Add first aid act to an event ticket.....</i>   | 71         |
| <i>Complete an ESDC-LAB1070 hazardous occurrence investigation report .....</i>                              | 72         |
| SMAAT – PROCESS TO FOLLOW PROGRESS ON COMMITTEE TICKETS FOR SLER .....                                       | 76         |
| <i>Filter committee tickets pertaining to your responsibilities.....</i>                                     | 77         |
| <i>Consult committee meeting minutes.....</i>  | 78         |
| <i>Modify a committee ticket.....</i>  | 79         |
| <i>Close a committee ticket.....</i>   | 81         |
| <i>Extract a list of meetings held during a year .....</i>   | 83         |
| SMAAT – PROCESS TO TRACK ACTION TAKEN ON INSPECTION REPORT FOR SLER.....                                     | 85         |
| <i>Filter inspection tickets pertaining to your responsibilities .....</i>                                   | 85         |
| <i>Record actions taken on issues reported by LOHSC/LOHSR during monthly inspection.....</i>                 | 86         |
| <i>Close an inspection ticket .....</i>  | 89         |
| SMAAT – PROCESS TO RECORD INVESTIGATION FOR THE SLER.....  | 91         |
| <i>Review information provided by the person who submitted the event.....</i>                                | 91         |
| <i>Add investigation information.....</i>  | 93         |
| <i>Add the name of a person involved in the investigation to an event ticket.....</i>                        | 94         |
| <i>Add contributing factors to an investigation .....</i>  | 95         |
| <i>Add equipment in cause .....</i>  | 96         |
| <i>Complete a matrix .....</i>   | 98         |
| <i>Recommendations.....</i>  | 99         |
| <i>Add files such as a photo or a document.....</i>  | 100        |
| SMAAT – GRAPHICS AND ANNUAL REPORT.....  | 101        |
| <i>Extract the data to complete the annual workplace committee report (ESDC LAB-1058) .....</i>              | 101        |
| <i>Retrieve a blank copy of the annual workplace committee report (ESDC LAB-1058).....</i>                   | 105        |
| <i>Retrieve the email address to submit the annual workplace committee report (ESDC LAB-1058).....</i>       | 105        |
| <i>View data in graphics .....</i>   | 105        |
| <b>PROCESSES – LOCAL HR OFFICE.....</b>  | <b>107</b> |
| SMAAT ADMIN ACCOUNT – THE BASICS .....   | 107        |
| SMAAT – PROCESS WHEN LOCAL HR OFFICE RECEIVES A NOTIFICATION EMAIL.....                                      | 107        |
| SMAAT – PROCESS WHEN LOCAL HR OFFICE RECEIVES A COMPLETED FORM.....  | 110        |
| SMAAT – PROCESS TO PRODUCE PROVINCIAL WCB EMPLOYEE’S REPORT (E.G. FORM 6) .....                              | 113        |
| <i>Complete provincial WCB employee’s report.....</i>  | 113        |
| <i>Print provincial WCB employee’s report (E.g. Form 6) for completion .....</i>                             | 115        |
| <i>Email a provincial WCB employee’s report (E.g. Form 6) for completion .....</i>                           | 117        |
| SMAAT – PROCESS TO PRODUCE PROVINCIAL WCB EMPLOYER’S REPORT (E.G. FORM 7) .....                              | 118        |
| <i>Complete provincial WCB employer’s report .....</i>   | 119        |
| <i>Print provincial WCB employer’s report.....</i>   | 123        |
| SMAAT – PROCESS TO MARK A SENSITIVE EVENT AS PRIVATE.....  | 125        |
| <i>Make a ticket private.....</i>  | 125        |
| SMAAT – PROCESS TO TRACK LOST TIME RELATED TO AN EVENT. ....   | 126        |
| <i>Track lost time the day of the event .....</i>  | 126        |
| <i>Track lost time the day(s) after the event.....</i>   | 128        |
| <i>Track lost time for medical appointments supported by worker compensation during working hours .....</i>  | 131        |
| <i>Track a gradual return to work.....</i>   | 133        |
| SMAAT – PROCESS TO TRACK COSTS RELATED TO AN EVENT. ....   | 137        |
| <i>Add the invoice for an ambulance to an event .....</i>  | 137        |
| <i>Add the cost for a modification to fix the workplace.....</i>   | 139        |
| <i>Ensure costs associated with the time taken by the first aider to provide first aid are tracked .....</i> | 141        |
| <i>View the costs associated with an event .....</i>   | 144        |
| SMAAT – PROCESS TO TRACK ERGONOMIC DISCOMFORTS. ....   | 145        |

*Create a ticket to track ergonomic discomforts*.....145  
*Attach ergonomic assessment request form or ergo assessment report* .....151  
*Close a follow-up* .....152  
*Create corrective measures to purchase ergo equipment* .....153  
*Track costs associated with ergonomic assessments (Event)*.....155  
*Track costs associated with ergonomic equipment (Correctives)*.....157  
SMAAT – PROCESS TO REQUEST OR CHANGE A SMAAT ADMIN ACCESS .....159

**ANNEXES ..... 160**

ANNEX A – NATURE OF INJURY.....160  
ANNEX B – MECHANISM OF INJURY .....160  
ANNEX C – TREATMENT TYPE .....161  
ANNEX D – CONTRIBUTING FACTORS.....161



## NOTICE TO READER

1. The screen captures in this manual show the employee number in bracket beside the employee's name. The system was updated before the launch to replace the employee number with the location.
2. SMAAT is regularly improved. Therefore, the screen captures in this manual might not show an exact representation of the system.

| AMENDMENTS – 26 SEPTEMBER 2018                     |  |
|--|--|
| Reference  | Comment  |
| NOTES  | Improvement of SMAAT<br>Accuracy of the screen captures  |
| ACCESS AND ACCESS RIGHTS                           | LOHSC co-chair / Secretary, Local OHS Representative (LOHSR) are provided access to Events (non-confidential)  |
| DUTIES   | Act with discretion when it comes to the injured identity and injury details.  |
| SMAAT ADMIN ACCOUNT – THE BASICS                   | Request an admin account   |
| PROCESSES - LOHSC CO-CHAIRS/SECRETARY AND OR LOHSR | SMAAT ADMIN ACCOUNT – The Basics<br>SMAAT – Event for LOHSC co-chairs/Secretary or LOHSR   |
| PROCESSES – SLERS                                  | SMAAT ADMIN ACCOUNT – The Basics   |
| PROCESSES – LOCAL HR OFFICE                        | SMAAT ADMIN ACCOUNT – The Basics<br>SMAAT – Process when Local HR Office receives a notification email<br>SMAAT – Process when Local HR Office receives a completed form<br>SMAAT – Process to request or change a SMAAT Admin access<br><b>DELETED</b> - Create a ticket to track a workplace violence event as private |

| AMENDMENTS – 09 JANUARY 2019                       |                                    |
|--|------------------------------------|
| Reference  | Comment                            |
| PROCESSES – LOHSC CO-CHAIRS/SECRETARY AND OR LOHSR | SMAAT – Graphics and annual report |
| PROCESSES – SLERS                                  | SMAAT – Graphics and annual report |

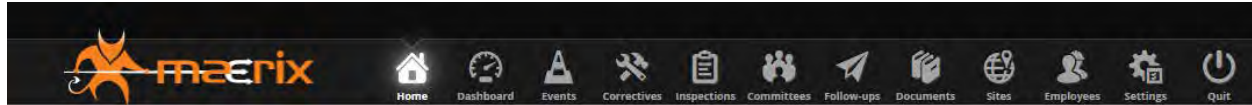
## INTRODUCTION

NPF Occupational Health and Safety (OHS) Management Solution, SMAAT, is a centralized and secure online application used to manage and track occupational injuries and illnesses, Worker Compensation Board (WCB) claims, leaves and other associated costs. This bilingual application is accessible thru Canadian Forces Morale and Welfare Services (CFMWS) and Defence Wide Area Network (DWAN) networks as well as from any computers or wireless devices connected to the internet.

## WHO CAN COMPLETE A REPORT

Any Staff of Non-Public Funds, Canadian Forces (NPF) employee with a profile in Accero can report an event, a corrective action or an inspection. You do not need to login to SMAAT Admin to report an event, a corrective action or an inspection.

## OVERVIEW OF THE MODULES



- **EVENTS:** Tickets that track information related to accident, incidents and near misses such as injured person, damage, lost time, and cost
- **CORRECTIVES:** Tickets to track corrective actions
- **INSPECTIONS:** Tickets to track issues identified during an inspection as well as proof of inspection.
- **COMMITTEES:** Tickets to track local OHS committee meeting minutes.
- **FOLLOW-UPS:** Tickets to track and delegate to do's
- **DOCUMENTS:** Library of documents such as checklist, and user manual.
- **SITES:** List of sites within the OHS representative role access.
- **EMPLOYEES:** List of employees within the OHS representative role access.
- **SETTINGS:** SMAAT settings such as drop down menus.

## ACCESS AND ACCESS RIGHTS

A link to SMAAT is available at <https://www.CFMWS.com/OHS>

There are two types of access: SMAAT Reporting and SMAAT Admin

| SMAAT Reporting |                      |
|-----------------|----------------------|
| ROLES           | Modules              |
| All Employees   | Reporting – Drop box |



| SMAAT Admin  |   |
|--|---|
| ROLES  | Modules   |
| Employee   | None - An Admin access is not required to record an incident  |
| Manager  | None - An Admin access is not required to record an incident  |
| Local OHS Committee (LOHSC) members  | None - An Admin access is not required to record an inspection  |
| LOHSC co-chair / Secretary, Local OHS Representative (LOHSR)                                   | Events (non-confidential), Inspections, Committees, Documents   |
| Senior Local Employer Representative (SLER) and National Senior Employer Representative (NSER) | Events (non-confidential), Inspections, Committees, Documents, Sites, Employees                                       |
| Local Human Resources (HR) Office  | Events (confidential, non-confidential and private), Inspections, Committees, Documents, Sites, Employees, Follow-ups |
| Human Resources Information System (HRIS) and OHS Team   | Administrator   |



## DUTIES

The duties below relate to SMAAT and complement the roles and responsibilities found in HRPOL13 - OHS Policy

|   |   |
|---|---|
| <p><b>Employee</b></p>                            | <ul style="list-style-type: none"> <li>• Report occupational injuries, illnesses, or near-misses using SMAAT-Event</li> <li>• Report known hazards using SMAAT-Correctives</li> <li>• Inform your manager when you report an event or a hazard using SMAAT</li> </ul>   |
| <p><b>Manager/ Supervisor</b></p>                 | <p>When an employee does not have an access to the internet:</p> <ul style="list-style-type: none"> <li>• Report occupational injuries, illnesses, or near-misses using SMAAT-Event.</li> <li>• Report known hazards with SMAAT-Correctives.</li> <li>• Provide SLER and Local HR Office the information requested regarding an event</li> </ul>  |
| <p><b>LOHSC member and LOHSR</b></p>              | <p>Using SMAAT- Inspection,</p> <ul style="list-style-type: none"> <li>• Track proof of LOHSC mandatory monthly inspection.</li> <li>• Report issues identified during LOHSC/LOHSR mandatory monthly inspection.</li> </ul>   |
| <p><b>LOHSC co-chair / Secretary or LOHSR</b></p> | <ul style="list-style-type: none"> <li>• Act with discretion when it comes to the injured identity and injury details.</li> <li>• Save mandatory local committee meeting minutes signed by the co-chairs in SMAAT-Committees</li> <li>• Provide a list of the “open” inspection tickets to the inspector prior to the inspection.</li> <li>• Ensure SMAAT tickets under your responsibilities are accurate and modify as required</li> </ul>                  |
| <p><b>SLER</b></p>                                | <ul style="list-style-type: none"> <li>• Act with discretion when it comes to the injured identity and injury details.</li> <li>• Ensure SMAAT tickets under your responsibilities are accurate and modify as required</li> <li>• Action SMAAT tickets within required timeframe</li> <li>• Forward the notification email of serious injuries you received from Info SMAAT to the National Senior Employer Representative (NSER) of your division</li> </ul> |

|                                     |  |
|-------------------------------------|--|
|                                     | <ul style="list-style-type: none"> <li>• Complete the Hazardous occurrence investigation report (ESDC-LAB1070) using SMAAT-Event</li> <li>• Use SMAAT data to complete the Workplace committee report (ESDC-LAB1058)</li> </ul>  |
| <b>Local HR Office</b>              | <ul style="list-style-type: none"> <li>• Act with discretion when it comes to the injured identity and injury details.</li> <li>• Ensure SMAAT tickets under your responsibilities are accurate and modify as required</li> <li>• Track lost time, costs, WCB claims and related documentation using SMAAT</li> <li>• Complete the provincial Worker Compensation Board forms using SMAAT-Event</li> <li>• Respond to local users inquiries</li> <li>• Report discrepancies to appropriate SLER</li> <li>• Action SMAAT tickets within required timeframe</li> <li>• Provide HRIS with the information when a client request an access to SMAAT Admin</li> </ul> |
| <b>OHS Team</b>                     | <ul style="list-style-type: none"> <li>• Act with discretion when it comes to the injured identity and injury details.</li> <li>• Respond to Local HR offices and NSERs OHS inquiries</li> <li>• Report discrepancies to appropriate Local HR office</li> <li>• Monitor the use of SMAAT</li> <li>• Use SMAAT data to complete Employer hazardous occurrence report (ESDC-LAB1009)</li> <li>• Communicate SMAAT upcoming changes to users</li> </ul>   |
| <b>HRIS</b>                         | <ul style="list-style-type: none"> <li>• Maintain user accounts</li> <li>• Perform minor configuration changes</li> <li>• Respond to Local HR office technical inquiries</li> <li>• Provide employee data to the vendor on a weekly basis</li> </ul>   |
| <b>OHS Team with HRIS and IM/IT</b> | <ul style="list-style-type: none"> <li>• Maintain vendor relationship</li> </ul>   |

## SUPPORT

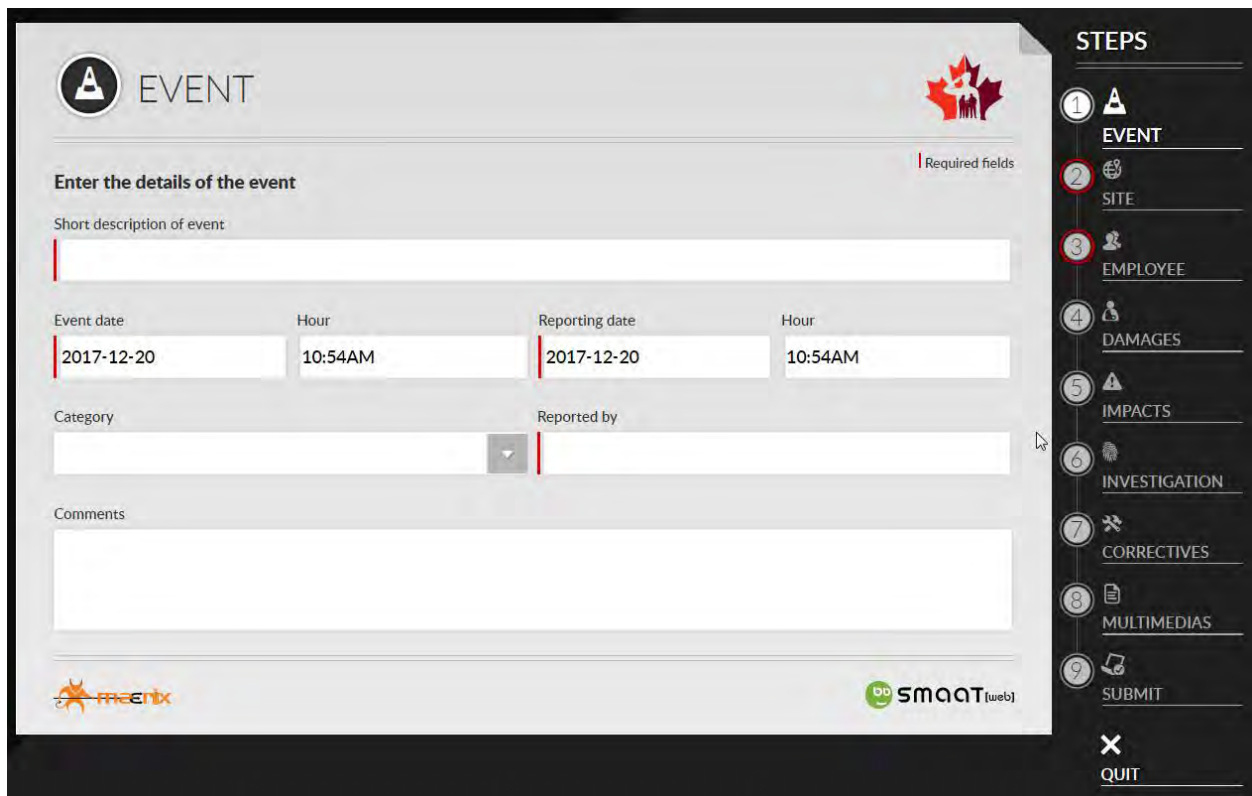
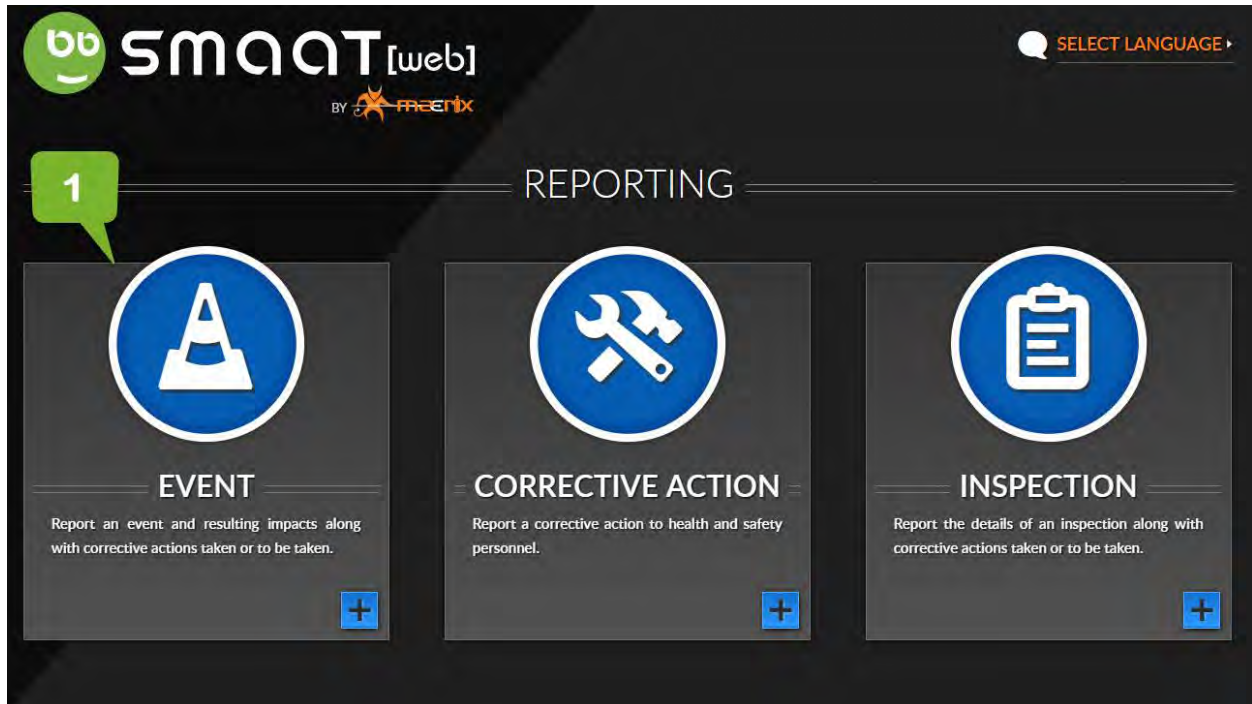
Whom do you contact if you run into an issue or have a question?

| User Support  |  |
|---|--|
| Description   | Contact  |
| You cannot login to SMAAT Admin                     | ITSS helpdesk                                    |
| You don't know what information to enter in a field | Local HR Office                                  |
| You have a questions on a process                   | Local HR Office                                  |
| You occupy an OHS role and you need an access       | Local HR Office                                  |
| You are a NSER and have a question                  | <a href="mailto:OHS@cfmws.com">OHS@cfmws.com</a> |

## PROCESSES - EMPLOYEES AND MANAGERS

### SMAAT – Process to record an incident / accident, or near miss

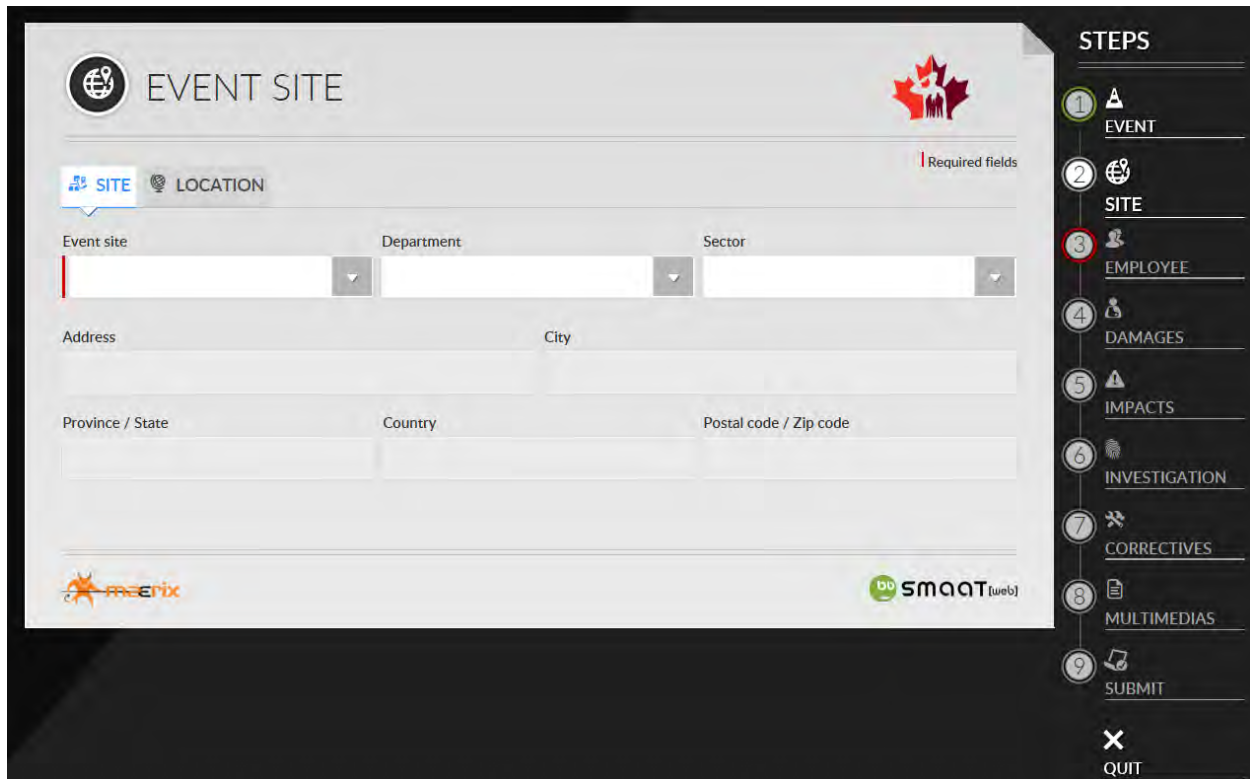
DO NOT report violence in the workplace incident using SMAAT.





STEP 1 – DETAILS OF THE EVENT (MANDATORY)

- Short description of the event:
- Event date:
- Reporting date:
- Category: Select between “The event occurred to a NPF employee while working” or “Other”
- Reported by: Select your name from the list
- Comments:



STEP 2 – EVENT SITE (MANDATORY)

- Event site / Department / Sector: Select from the NPF site list. The address will appear as per information recorded in the database. If the site is not listed (e.g. parking lot), click on the tab location and enter the address manually.

### STEP 3 – EMPLOYEE (MANDATORY)

- Employee: If the injured is not a NPF employee, click on the tab External and enter the injured information manually. If no one was injured, click on the tab No employee.
- Category: autofill
- Supervisor: autofill
- Employer: autofill
- Function at the time of the event: autofill
- Activity at the time of the event:
- Employee's version:
- Comments on employee:

NOTE: At this point, you can go to Step 9 - Submit or complete the other steps.

The screenshot shows the 'DAMAGES' step of a reporting process. The sidebar on the right lists steps: 1. EVENT, 2. SITE, 3. EMPLOYEE, 4. DAMAGES (highlighted), 5. IMPACTS, 6. INVESTIGATION, 7. CORRECTIVES, 8. MULTIMEDIAS, 9. SUBMIT, and a QUIT button. The main form area is titled 'DAMAGES' and contains the following fields:

- Date of death:** A text input field with the placeholder 'YYYY-MM-DD'.
- Illness diagnosed by a physician or other licensed health care professional:** A dropdown menu currently set to 'No'.
- OSHA Loss of Consciousness:** A dropdown menu set to 'No'.
- Skin Disorder:** A dropdown menu set to 'No'.
- Respiratory Condition:** A dropdown menu set to 'No'.
- Poisoning:** A dropdown menu set to 'No'.
- Hearing Loss:** A dropdown menu set to 'No'.
- Body Injuries:** A large blue circular button with a white icon of a person and a plus sign.
- Material Damage:** A large blue circular button with a white icon of a box and a plus sign.

Logos for 'merix' and 'SMAAT [web]' are visible at the bottom of the form area.

**STEP 4 – DAMAGES**

- Date of death:
- Illness diagnosed by a physician or other licensed health care professional: Select yes when the injured seek medical treatment from a health care professional at a hospital, medical clinic or physician's office. Not to be confused with first aid only.
- Loss of consciousness: Yes or No
- Skin Disorder: Yes or No
- Respiratory Condition: Yes or No
- Poisoning: Yes or No
- Hearing loss: Yes or No
- Body injuries:

|                                    |  |
|------------------------------------|--|
| a. Click on the front or the back. | b. Click on a specific location of the injury. |
|------------------------------------|--|

|  |  |
|--|--|
|  |  |
|  | <ul style="list-style-type: none"> <li>• Location of injury: autofill</li> <li>• Nature of injury: The list is included in Annex A</li> <li>• Mechanism of injury: The list is included in Annex B</li> <li>• Significant injury: the injury results in either time loss, or modified duties (e.g. disabling injury)</li> <li>• Comments:</li> </ul> |

- Material Damages

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Equipment:</li> <li>• Comments:</li> </ul> <p>Add a media</p> <ul style="list-style-type: none"> <li>• File name: Autofill</li> <li>• Size: Autofill</li> <li>• Category: Select from the list</li> <li>• Description:</li> </ul> |
|--|--|



STEP 5 – IMPACTS

**FIRST AID**

Treatment Date: 2018-01-05 | Begin: HH:MM | End: HH:MM | Required fields

Treated by: \_\_\_\_\_ | External reference: \_\_\_\_\_

Treatment type: \_\_\_\_\_

Treatment Beyond First Aid: \_\_\_\_\_

Description: \_\_\_\_\_

- Treatment date:
- Treated by:
- Treatment Type: The list is included in Annex C
- Treatment beyond first aid: Yes or No
- Description:

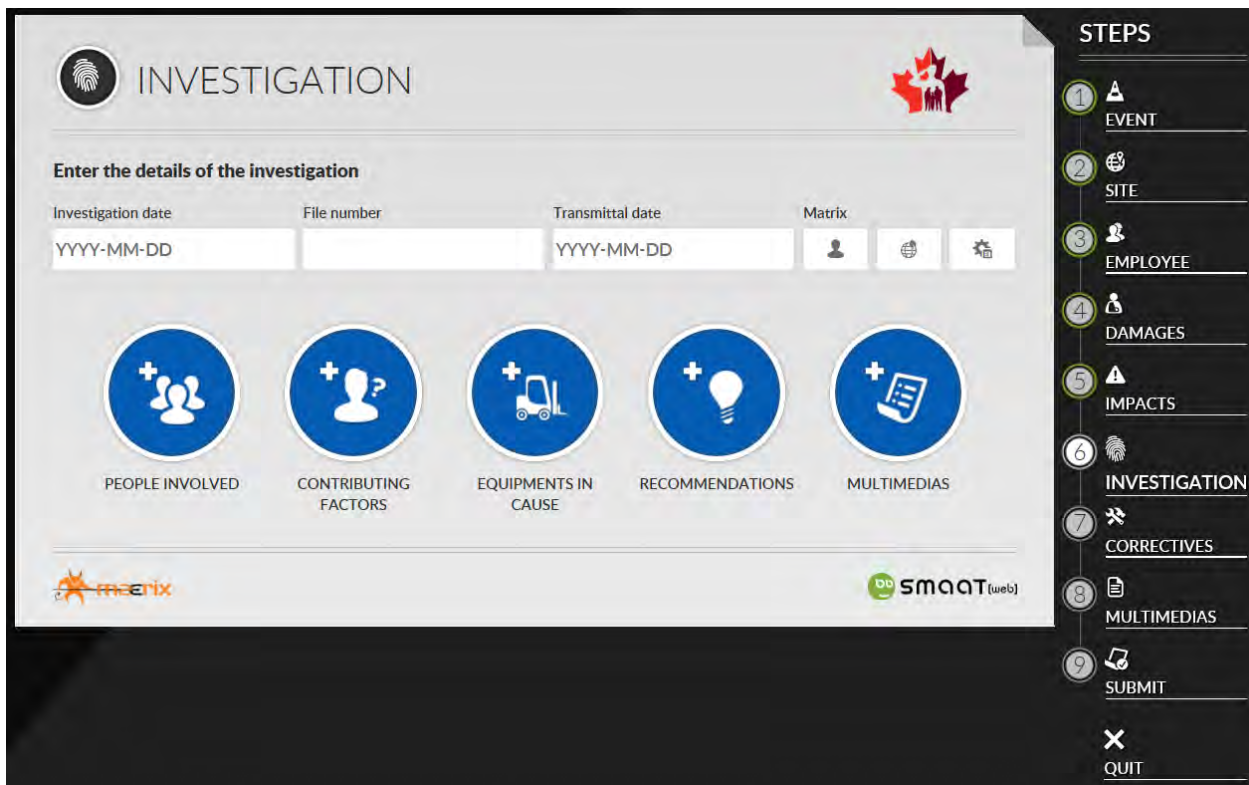
**ENVIRONMENT**

Occurring date: YYYY-MM-DD | Category: \_\_\_\_\_ | Required fields

Description: \_\_\_\_\_



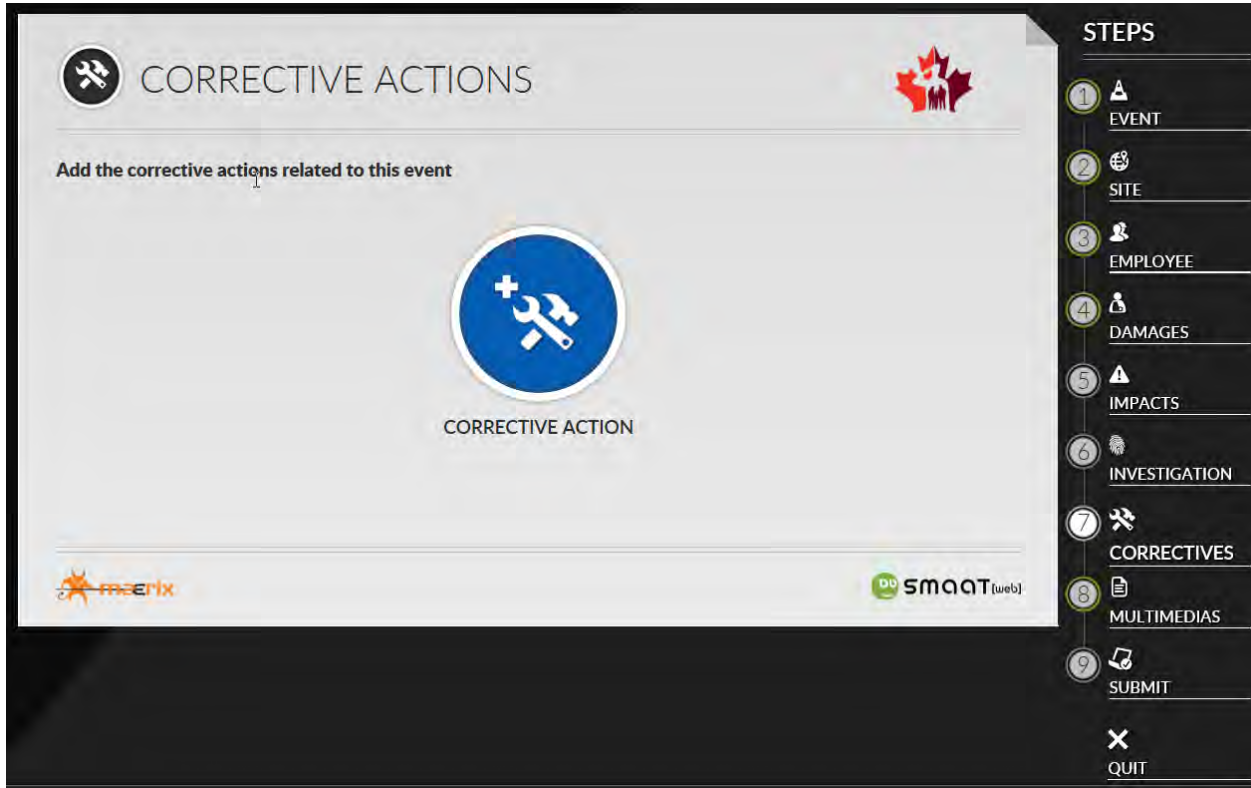
NOTE: The fields Incident and Miscellaneous are not setup to be used yet. Leave them blank.



**STEP 6 – INVESTIGATION**

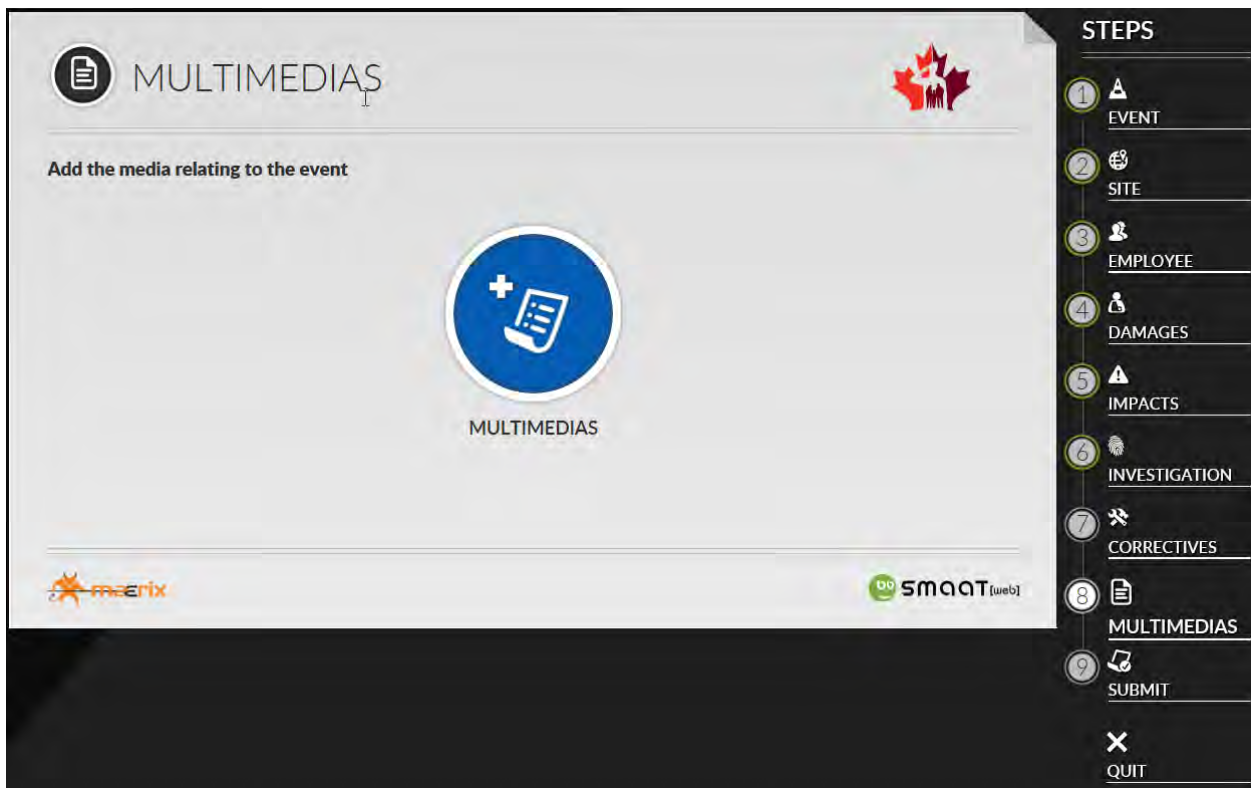
NOTE: Do not complete. The SLER completes this section using their admin account.



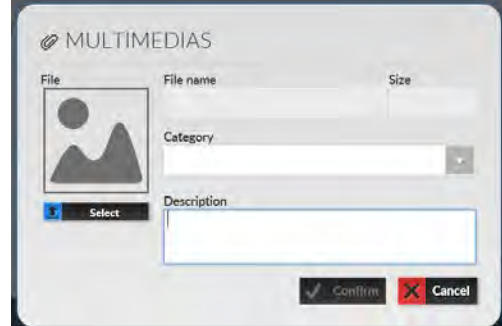


**STEP 7 – CORRECTIVES**

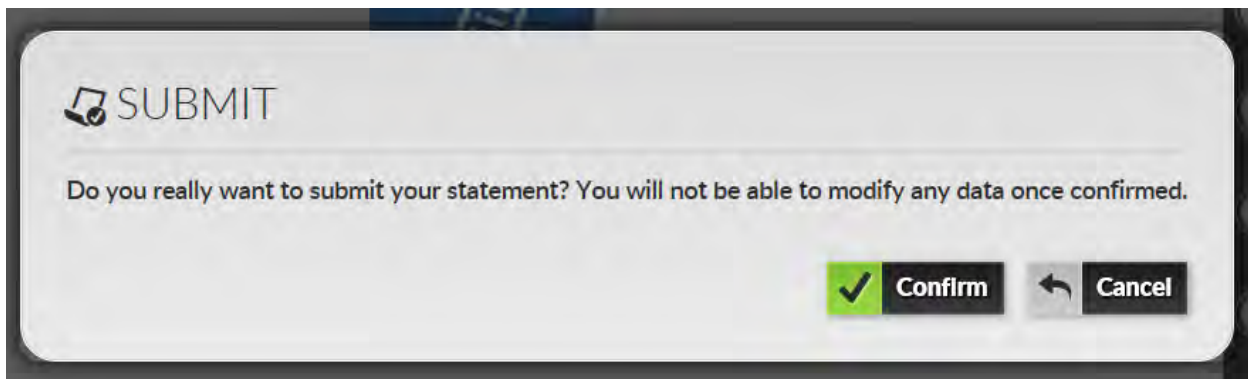
NOTE: Do not complete. The SLER completes this section using their admin account.



**STEP 8 – MULTIMEDIAS**

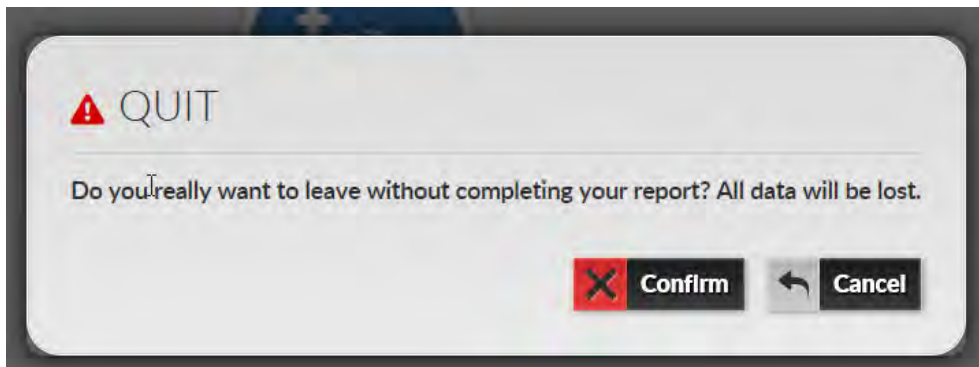
|   |   |
|---|---|
|  | <p>Click Select<br/>Category: select from the list<br/>Description:</p> |
|---|---|

STEP 9 – SUBMIT

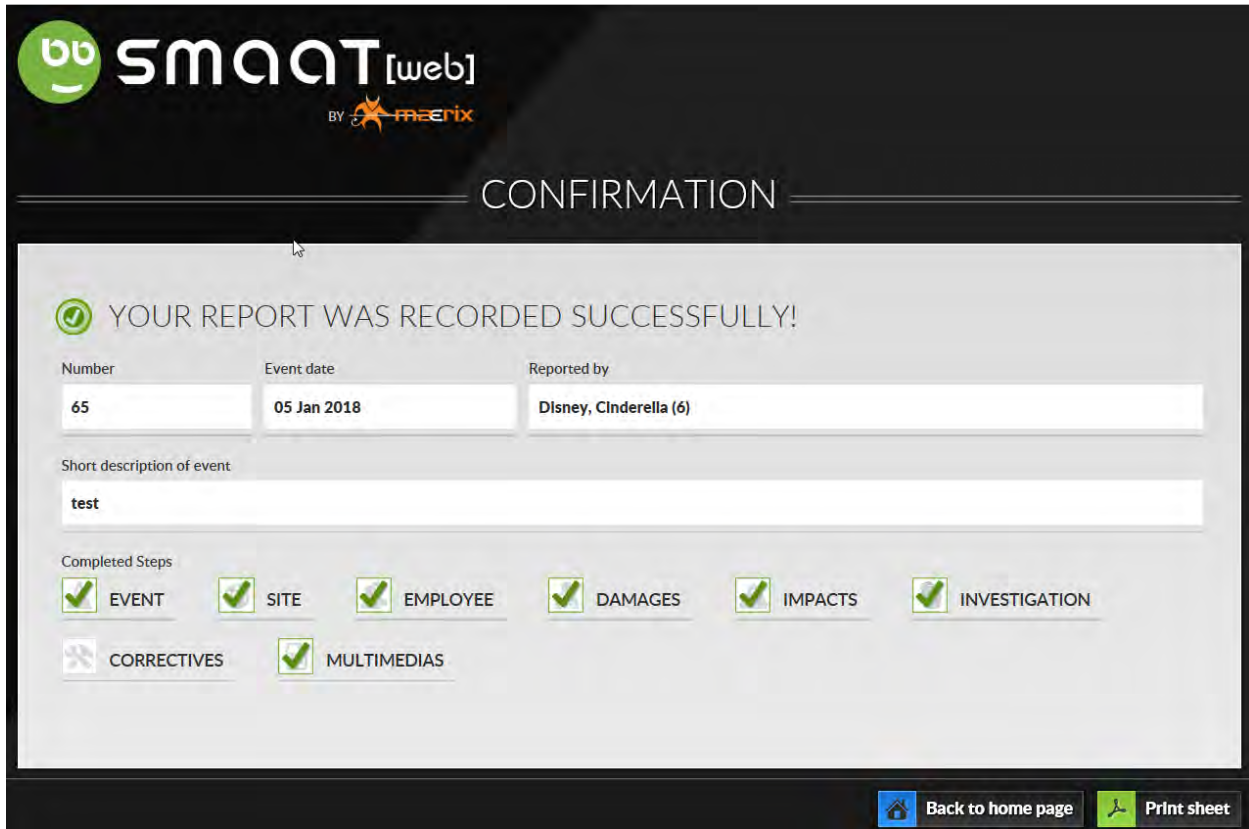



QUIT

NOTE: You can click Quit at any time. If you do so, the data entered will be lost.




## Results



**bb SMART [web]**  
BY 

### CONFIRMATION









 YOUR REPORT WAS RECORDED SUCCESSFULLY!



| Number | Event date  | Reported by           |
|--------|-------------|-----------------------|
| 65     | 05 Jan 2018 | Disney, Cnderella (6) |

Short description of event

test

Completed Steps

-  EVENT
-  SITE
-  EMPLOYEE
-  DAMAGES
-  IMPACTS
-  INVESTIGATION
-  CORRECTIVES
-  MULTIMEDIAS

 [Back to home page](#)  [Print sheet](#)

## SMAAT ADMIN ACCOUNT – THE BASICS

### Objectives:

- Request an Admin account
- Log in / Log out
- Notification email
- Quickfind - Find a specific ticket
- Quickfind - Filter a list of tickets
- Edit - Modify a ticket
- Add a file such as a photo or a report to a ticket
- PRINT - Print a ticket
- PRINT - Print a list of tickets

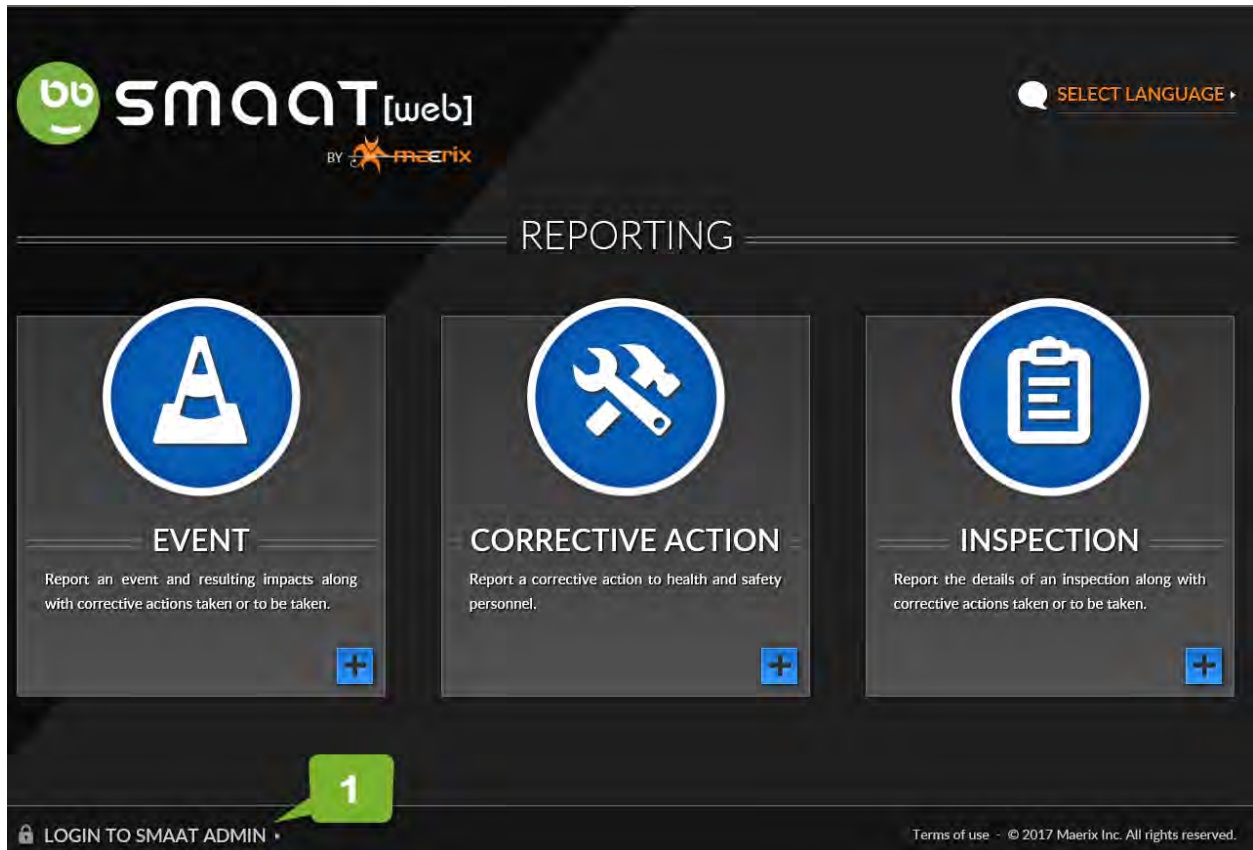
### Request an Admin account

You need a SMAAT admin account if you have been assigned OHS responsibilities as a SLER, LOHSC co-chair/secretary or LOHS representative. Please contact your Local HR Office and provide the following information:

- 1) Employee name that you replace.
- 2) Your name/id to be added
- 3) Your preferred user id (e.g. First initial, Last Name)
- 4) The role that you will play regarding OHS (e.g. HR, SLER, LOHSC Co-Chair/Secretary or LOHS Rep)
- 5) Sites to which you need access (e.g. SLER/ LOHSC Co-Chair, Secretary/LOHS Rep = generally – Base and Division, HR = base plus all divisions for their base).

**NOTE:** A SMAAT admin access is not required to record an inspection or an incident. Therefore, LOHSC members are not provided with an Admin account.

## Log in / Log out



1. Click Login to SMAAT ADMIN



2. Select your preferred language
3. Enter your username and password.



4. The modules you have access to appear at the bottom of the screen.

| ROLE                                | Modules   |
|-------------------------------------|---|
| Employee                            | None  |
| Manager                             | None  |
| LOHSC members                       | None  |
| LOHSC co-chair / Secretary or LOHSR | Events (non-confidential), Inspections, Committees, Documents   |
| SLER                                | Events (non-confidential), Inspections, Committees, Documents, Sites, Employees                                       |
| Local HR Office                     | Events (confidential, non-confidential and private), Inspections, Committees, Documents, Sites, Employees, Follow-ups |
| HRIS and OHS Team                   | Administrator   |

**Home:** Home button

**Dashboard:** Visual of OHS performance

**Events:** Tickets that track information related to accident, incidents and near misses such as injured person, damage, lost time, and cost within your OHS representative role. **DO NOT report violence in the workplace incident using SMAAT.**

**Correctives:** Tickets that track correctives measures

**Inspections:** Tickets that track issues identified during an inspection as well as proof of inspection.

**Committees:** Ticket that track local OHS committee meeting minutes.

**Documents:** Library of documents such as checklist, and user manual.

**Sites:** List of sites within your OHS representative role.

**Employees:** List of employees within your OHS representative role.

**Quit:** Exit button

At the top,

**News:** News posted by NPF OHS Team: national broadcast to OHS representatives

**Emergency directory:** Local phone numbers in case of an emergency



**Rescuers:** Contact info of your local first aid attendants  
**Emergency procedures:**

## Notification Emails

SMAAT sends a notification email to the SLER, the LOHSC co-chair / Secretary or LOHSR and the Local HR Office when an employee within your OHS representative role submits an event. The email contains a copy of some of the information submitted as well as a ticket number.

| Date        | Objet                      | Reçu                   | Taille |
|-------------|----------------------------|------------------------|--------|
| Aujourd'hui | Smaat: Rapport d'événement | Fri 12/15/2017 9:55 AM | 19 Ko  |
| Aujourd'hui | Smaat: Rapport d'événement | Fri 12/15/2017 9:55 AM | 19 Ko  |
| Aujourd'hui | Smaat: Event report        | Fri 12/15/2017 9:55 AM | 19 Ko  |

Info Smaat <noreply@maerix.com>  
 Smaat: Rapport d'événement  
 À : OHS-SST  
 Nous avons supprimé les sauts de ligne en nombre dans ce message.

Bonjour Madame Disney,

Ce message est pour vous informer à propos de l'événement #63

Description: Hurt back while lifting a beer keg  
 Date: 13 déc. 2017  
 Rapporté par: The puppy, Plutot (1764995)  
 Site: CFB TRAINING-PSP Mess - Mess  
 Département:  
 Secteur:  
 Catégorie: Professionnel  
 Sous-catégorie: Données non traduites

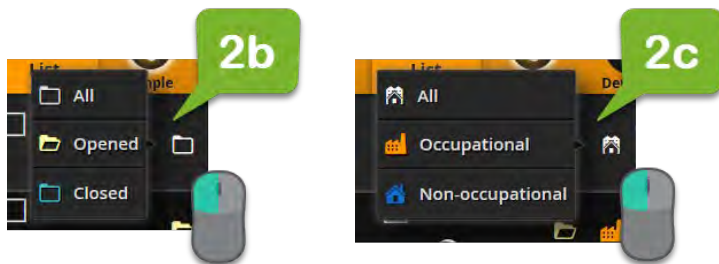
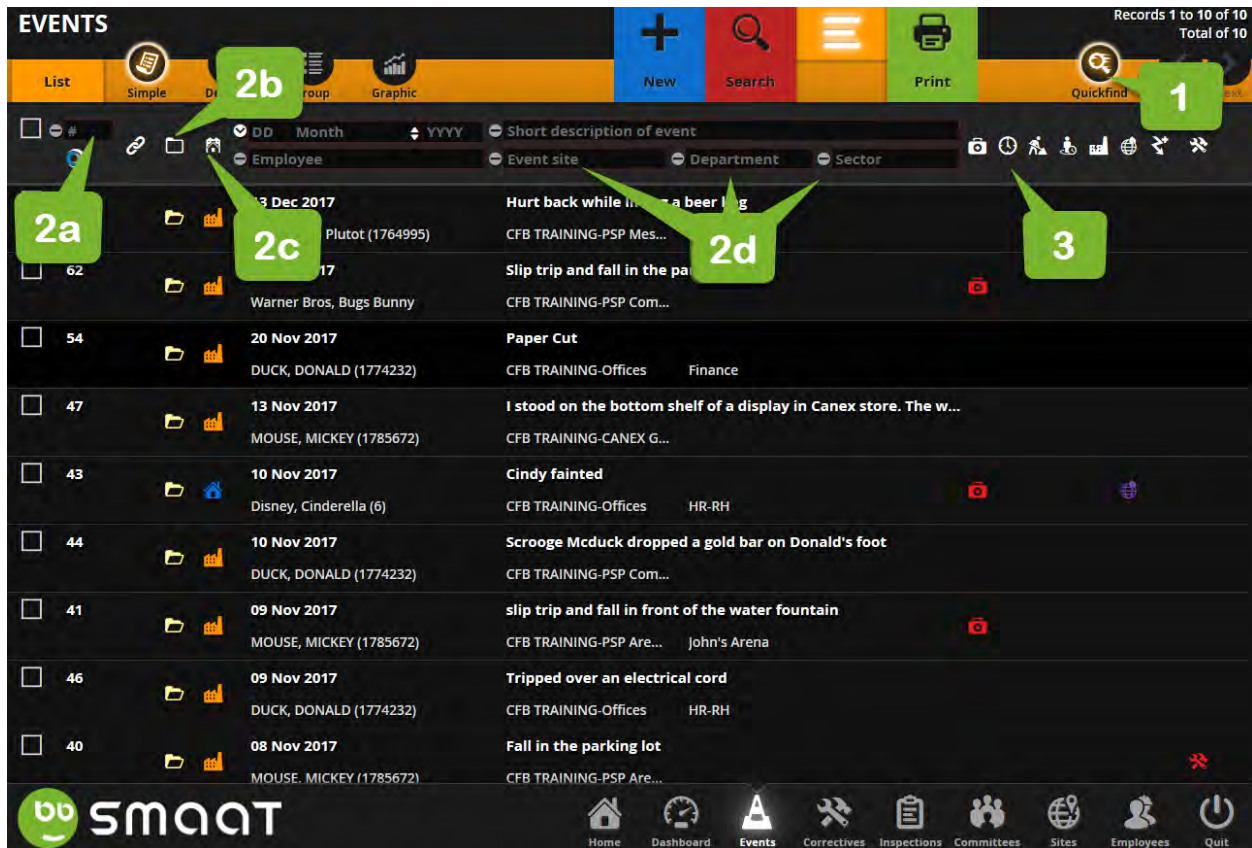
Employé: The puppy, Plutot (1764995)  
 Site de l'employé: CFB TRAINING-PSP  
 Département de l'employé:  
 Secteur de l'employé:  
 Catégorie de l'employé:

Blessure #1:  
 Endroit sur le corps: Colonne lombo-sacrée Nature de la lésion: Endroit douloureux Mécanisme de blessure: Soulevé, poussé, tiré

Merci,

Ce courriel a été envoyé à partir du logiciel Smaat, système de gestion de la santé, de la sécurité, de l'environnement et de l'absentéisme (SST) de Maerix ([www.maerix.com](http://www.maerix.com)), S.V.P. ne pas répondre à ce courriel.

## QUICKFIND - Filter a list



1. Click on “Quickfind”
2. You can filter by
  - a. ticket “#” (e.g. 63)
  - b. open/close tickets
  - c. occupational/non-occupational event
  - d. department, by sector, by date
3. You can filter using the icons on the right
  - First aid provided
  - Lost time
  - Temporary assignment
  - Gradual return to work
  - Incident: NA
  - Environment: NA
  - Miscellaneous: NA
  - Corrective action: (valid, today, past due, completed)

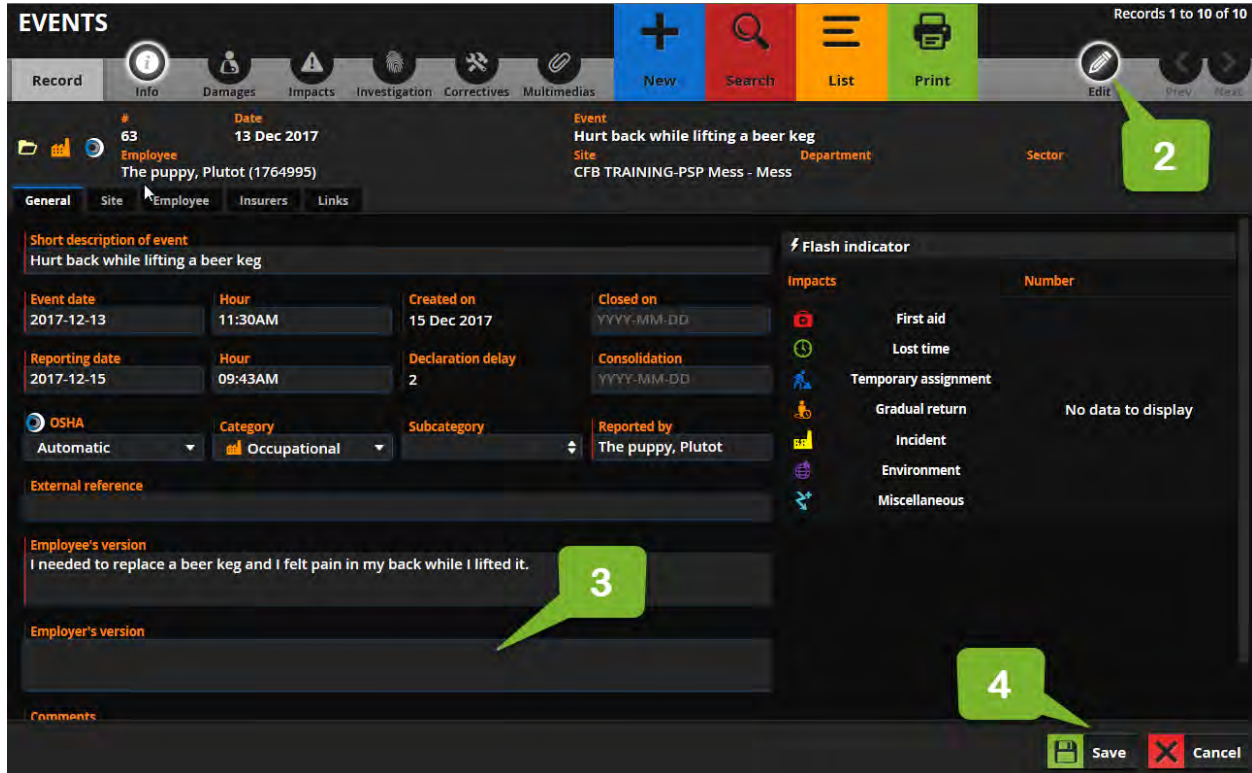
## Results

| #  | DD          | Month                   | YYYY                    | Short description of event                        | Event site   | Department | Sector |
|----|-------------|-------------------------|-------------------------|---|--------------|------------|--------|
| 62 | 07 Dec 2017 | Warner Bros, Bugs Bunny | CFB TRAINING-PSP Com... | Slip trip and fall in the parking lot             |              |            |        |
| 43 | 10 Nov 2017 | Disney, Cinderella (6)  | CFB TRAINING-Offices    | Cindy fainted                                     | HR-RH        |            |        |
| 41 | 09 Nov 2017 | MOUSE, MICKEY (1785672) | CFB TRAINING-PSP Are... | slip trip and fall in front of the water fountain | John's Arena |            |        |

## EDIT - Modify an event ticket

| #  | DD          | Month                       | YYYY                    | Short description of event  | Event site | Department | Sector |
|----|-------------|-----------------------------|-------------------------|---|------------|------------|--------|
| 63 | 13 Dec 2017 | The puppy, Plutot (1764995) | CFB TRAINING-PSP Mes... | Hurt back while lifting a beer keg                                |            |            |        |
| 62 | 07 Dec 2017 | Warner Bros, Bugs Bunny     | CFB TRAINING-PSP Com... | Slip trip and fall in the parking lot                             |            |            |        |
| 54 | 20 Nov 2017 | DUCK, DONALD (1774232)      | CFB TRAINING-Offices    | Paper Cut   | Finance    |            |        |
| 47 | 13 Nov 2017 | MOUSE, MICKEY (1785672)     | CFB TRAINING-CANEX G... | I stood on the bottom shelf of a display in Canex store. The w... |            |            |        |

1. Click on the ticket you wish to modify



2. Click on “Edit”
3. Modify the field you wish to update.
4. Then, click save

## Add a file such as a photo or a document to a ticket

### Important!

The photos or documents shall not comprise confidential information such as medical note, provincial worker compensation correspondence and forms, social insurance number, and image of injury.

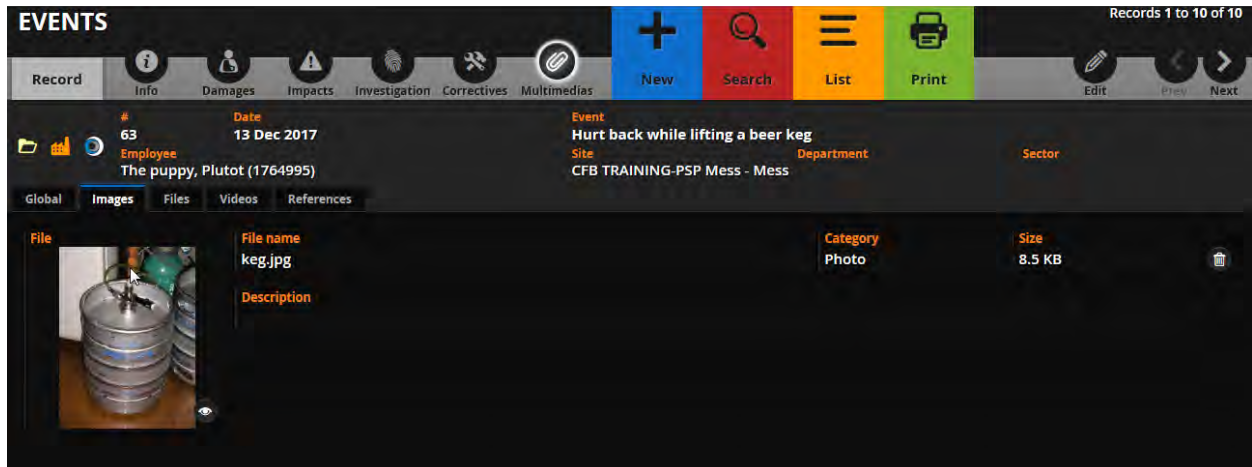
1. Click on the ticket you wish to modify





2. Click on Media
3. Click on the type of file you wish to includes (e.g. images, files, videos, documents, references)  
NOTE: The documents that are already saved with the ticket appear within the Global tab.
4. Click on image. Then, "Add an image"
5. Complete the fields click "Select", open the image you wish to include.
6. Then ,"save"

## Results



## Results

The screenshot shows the 'EVENTS' interface. At the top, there are navigation tabs: Record, Info, Damages, Impacts, Investigation, Correctives, and Multimedias. To the right are buttons for New, Search, List, and Print. The main content area displays details for event #63, dated 13 Dec 2017. The event title is 'Hurt back while lifting a beer keg'. Below this, there are tabs for Global, Images, Files, Videos, and References. A table lists associated files:

| Name               | Category    | Type   |
|--------------------|-------------|--------|
| keg.jpg            | Photo       | Images |
| Lifting poster.pdf | User manual | Files  |

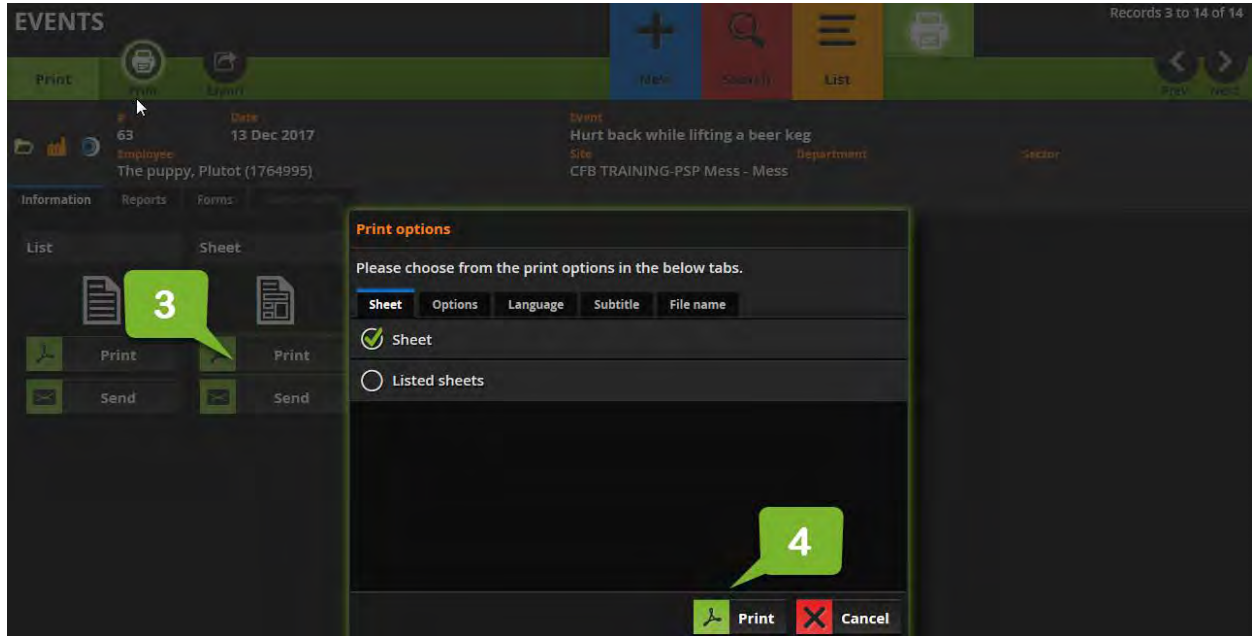
## PRINT - Print a ticket

The screenshot shows the 'EVENTS' list view. The top navigation bar includes buttons for List, Simple, Detailed, Group, and Graphic. To the right are buttons for New, Search, and Print. A list of events is displayed with columns for #, Date, Short description of event, and Impacts. Two green callout boxes with numbers 1 and 2 provide instructions:

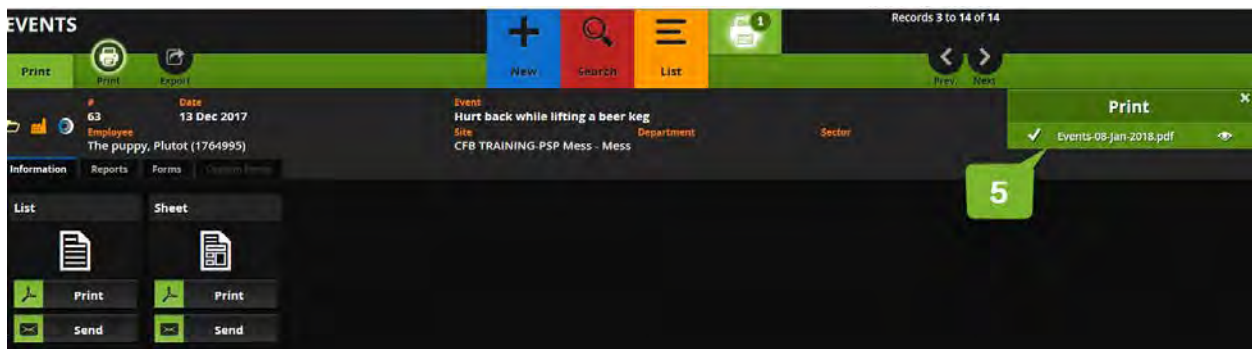
- 1. Click on the ticket you wish to print (pointing to the event with ID 63).
- 2. Click on "Print" (pointing to the Print button in the top navigation bar).

1. Click on the ticket you wish to print
2. Click on "Print"

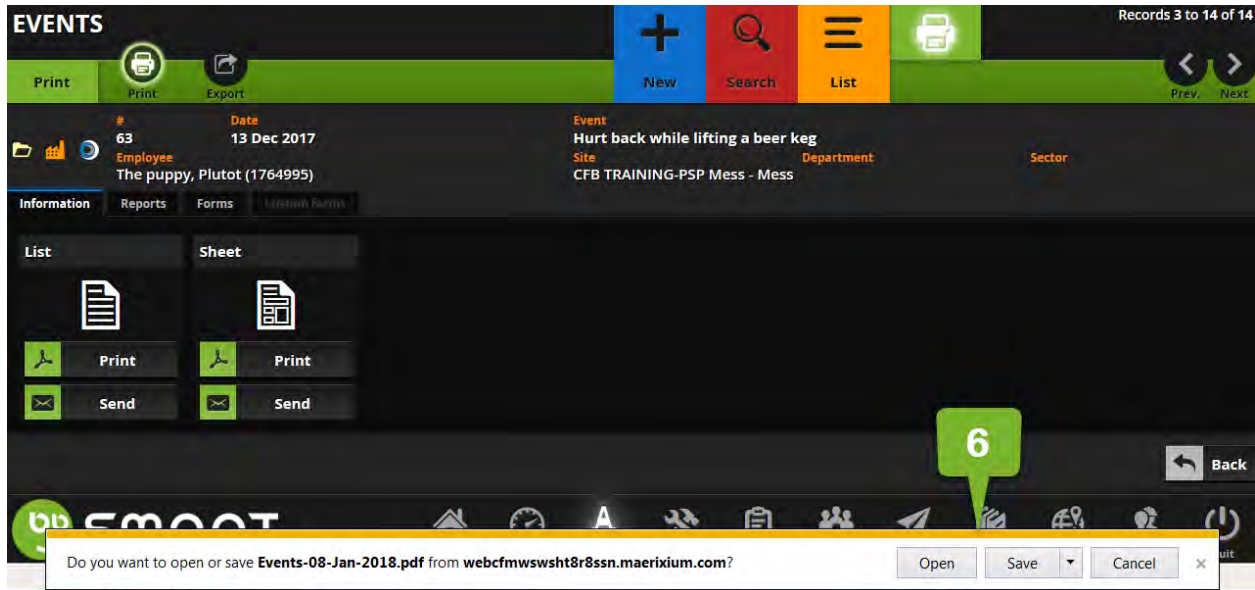




3. Click on “Sheet / Print”
4. Select “Sheets”. Then, click “Print” or “Send”. When you select “Send”, you must enter a recipient.

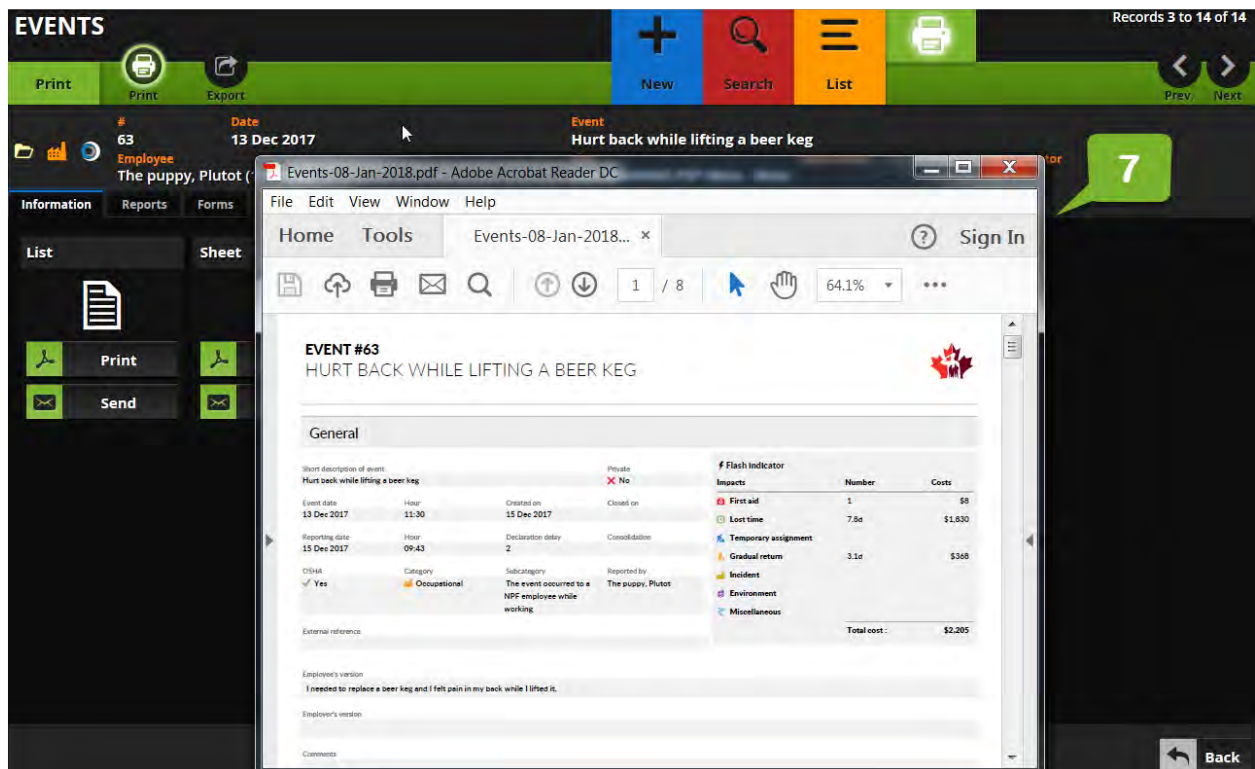


5. Wait for the system to complete the creation of a pdf file. Then, click on download



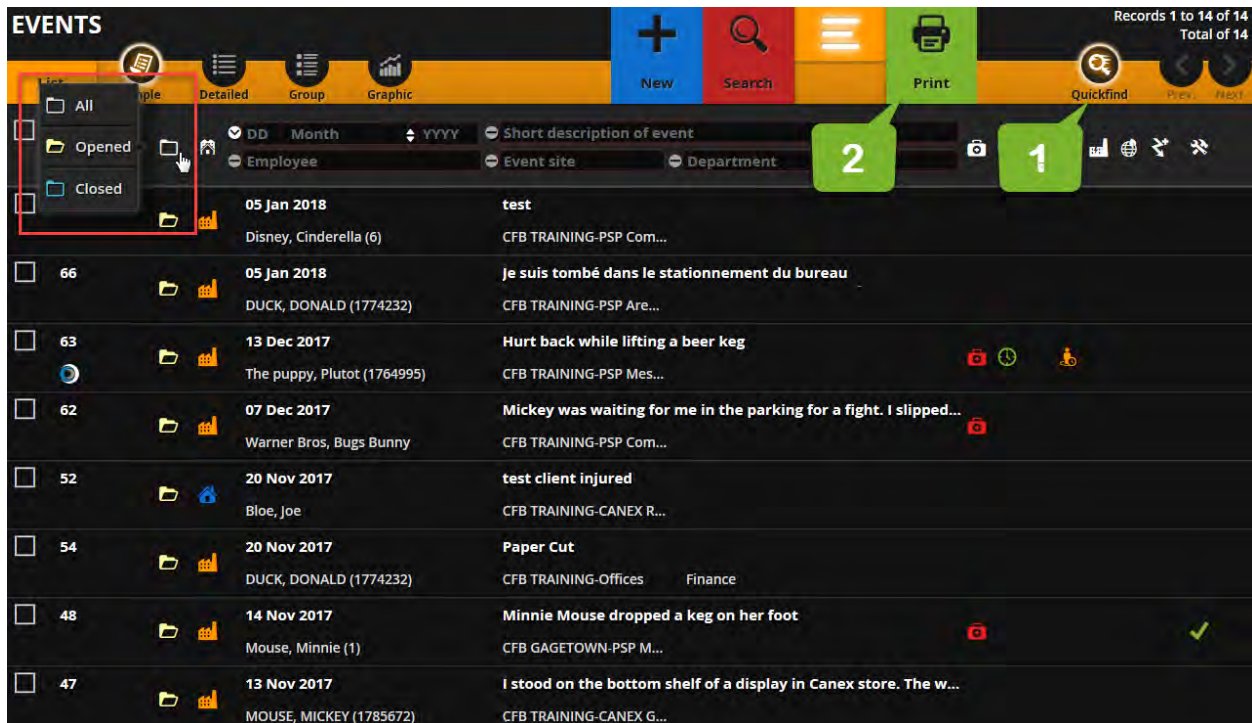
6. Select “open” or “Save” as appropriate

## Results

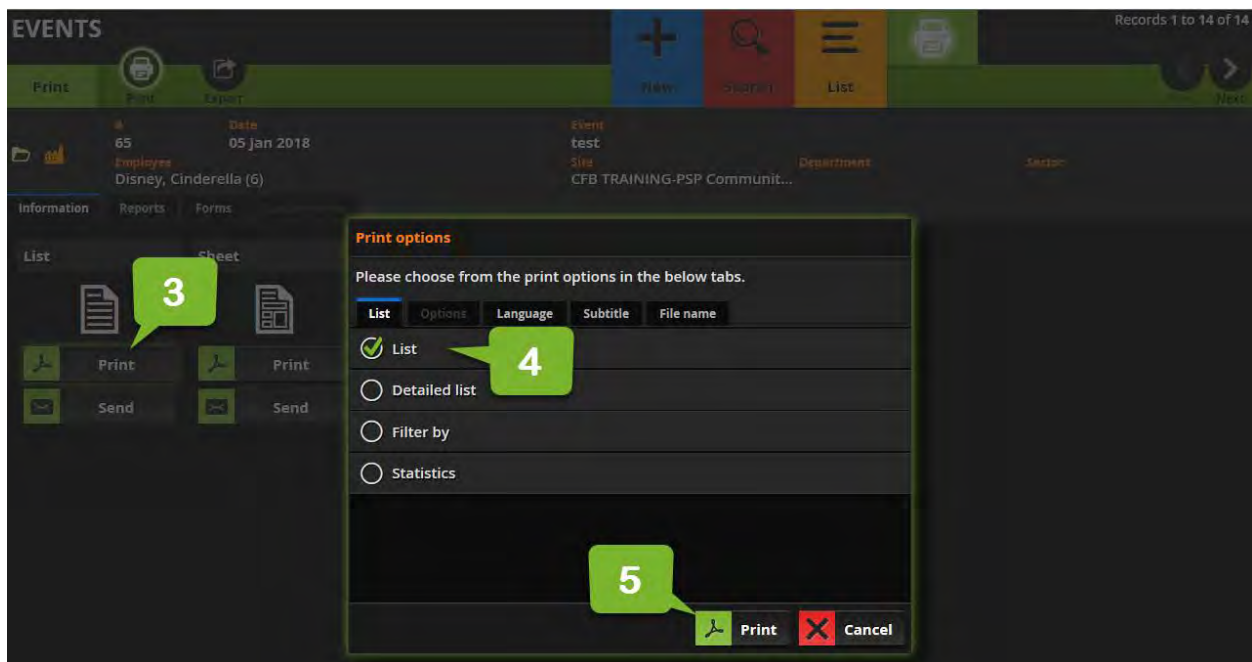


7. A pdf document has been created

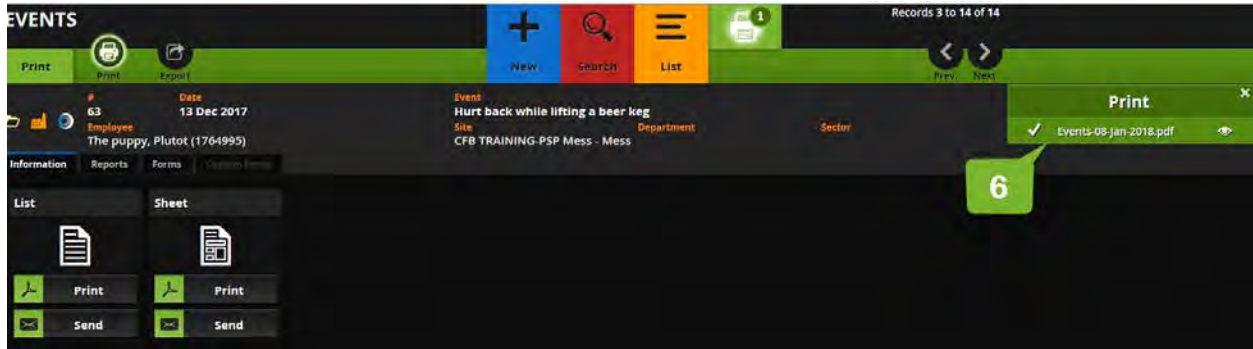
## PRINT - Print a list of tickets



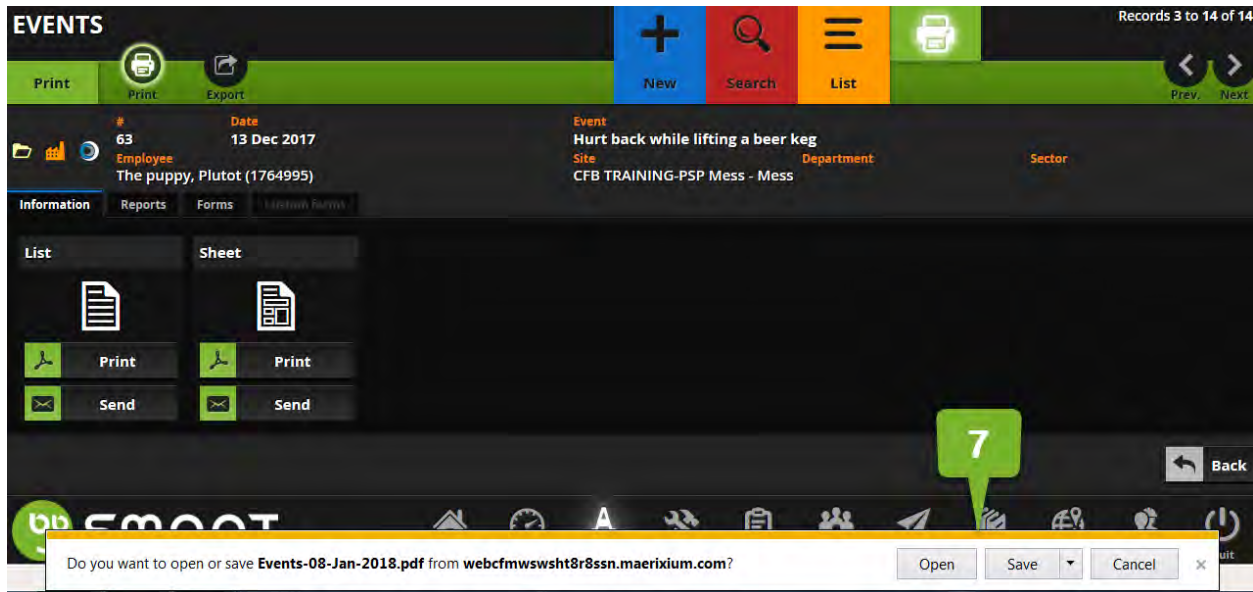
1. Filter the list of tickets you wish to print
2. Click Print



3. Click on “List / Print”. When you select “Send”, you must enter a recipient.
4. Select “list”.
5. Then, click “Print”.



6. Wait for the system to complete the creation of a pdf file. Then, click on download



7. Select “open” or “Save” as appropriate



## Results

The screenshot displays a web application interface for 'EVENTS'. At the top, there are navigation buttons: Print, Export, New, Search, List, and a printer icon. The main content area shows a PDF document titled 'Events-08-Jan-2018.pdf' in Adobe Acrobat Reader DC. The PDF content is an 'EVENTS EVENT LIST' table with the following data:

| #  | Date        | Employee                       | Short description of event  | Department | Sector | Impects |
|----|-------------|--------------------------------|---|------------|--------|---------|
| 65 | 05 Jan 2018 | Disney, Cinderella (6)         | test<br>CFB TRAINING-PSP<br>Community Center - Centre<br>communautaire  |            |        |         |
| 66 | 05 Jan 2018 | DUCK, DONALD<br>(1774232)      | Je suis tombé dans le stationnement du bureau<br>CFB TRAINING-PSP Arena -<br>Arena  |            |        |         |
| 63 | 13 Dec 2017 | The puppy, Plutot<br>(1764995) | Hurt back while lifting a beer keg<br>CFB TRAINING-PSP Mess -<br>Mess   |            |        |         |
| 62 | 07 Dec 2017 | Warner Bros, Bugs<br>Bunny     | Mickey was waiting for me in the parking for a fight. I slipped and felt on the ice<br>CFB TRAINING-PSP<br>Community Center - Centre<br>communautaire |            |        |         |
| 52 | 20 Nov 2017 | Bioe, Joe                      | test client injured<br>CFB TRAINING-CANEX<br>Retail Store - Comm de détail  |            |        |         |
| 54 | 20 Nov 2017 | DUCK, DONALD                   | Paper Cut<br>CFB TRAINING-Offices   | Finance    |        |         |

- A pdf document has been created (e.g. all the cases are listed along with their details in a document)

## PROCESSES - LOHSC MEMBERS OR LOHSR

### SMAAT – Process to record an inspection for inspectors such as LOHSC-LOHSR

Objectives:

- Keep proof of mandatory monthly inspection in SMAAT
- Record an issue encountered during the inspection

#### **Important!**

#### **Keep proof of mandatory monthly inspection in SMAAT**

In order to track that the Local OHS committee / representative, performed the mandatory monthly inspection, the inspector shall enter the following information into SMAAT – INSPECTION

##### STEP 1 – INSPECTION

- Date: Date of inspection
- Notice of Violation: “no”
- Requested by: enter the name of the SLER
- Type of inspection: select Local OHS committee
- Type of risk: “1-proof of inspection”
- Site / Department / Sector: select as location
- Description: enter “mandatory monthly inspection”

##### STEP 2 – EXPLORATION

- Matrix: no action required
- Person involved
  - a. Employee: Type last name of employee performing the inspection
  - b. Involvement: Select “inspector”
  - c. Click “Confirm”
  - d. Repeat if a second inspector in participating
- Recommendations: no action required

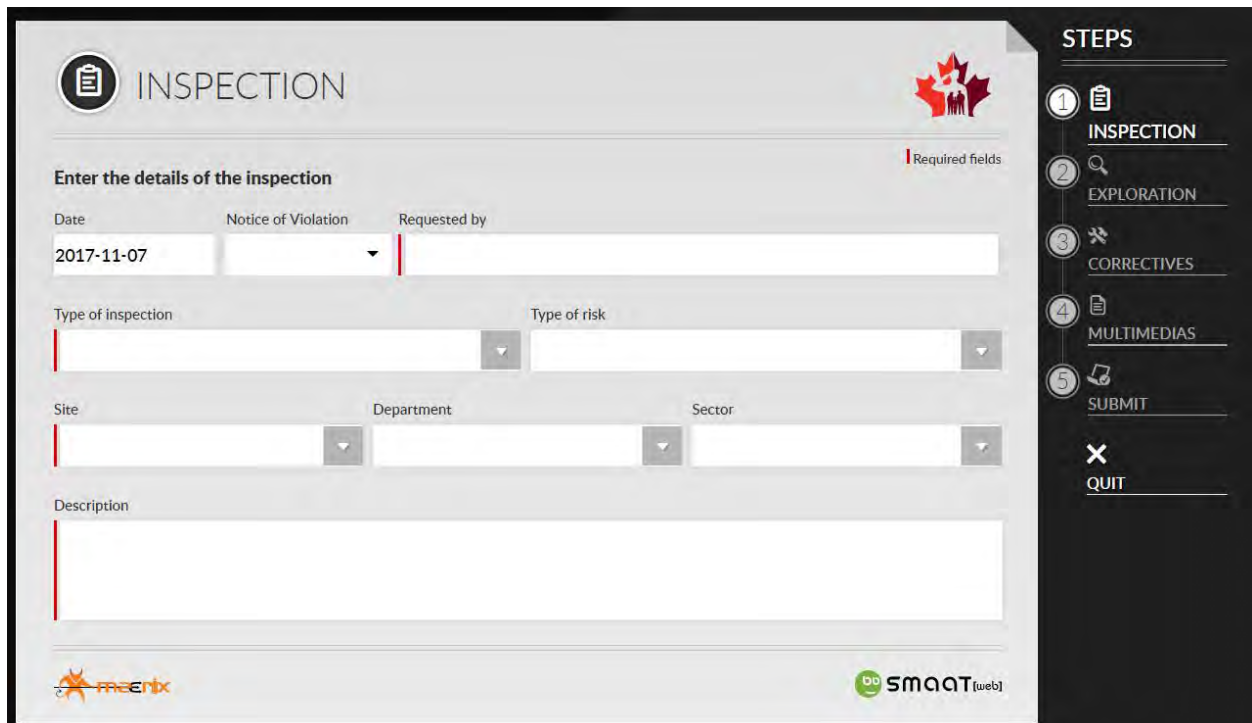
STEP 3 – CORRECTIVES: no action required

STEP 4 – MULTIMEDIAS: no action required

STEP 5 – SUBMIT



Record an issue identified during an inspection

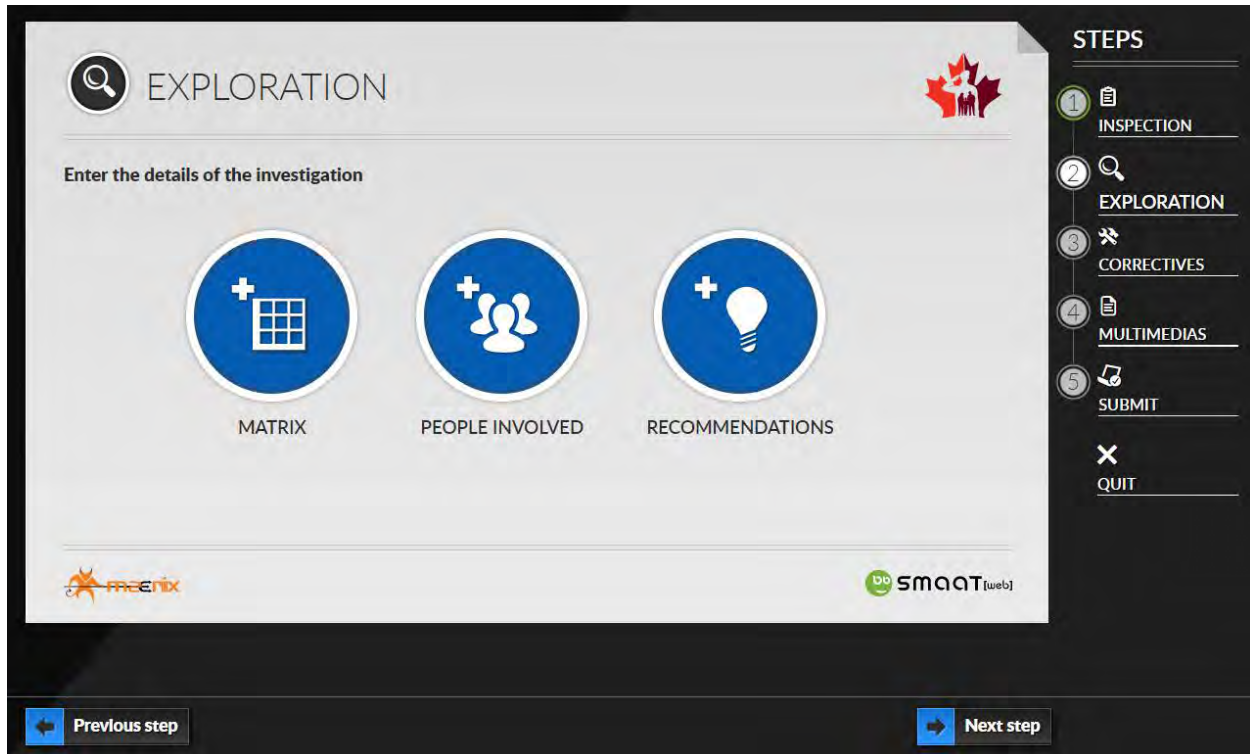


STEP 1 – INSPECTION

- Date: Date of inspection
- Notice of Violation: “no” is selected unless an Employment and Social Development Canada OHS Officer is involved.
- Requested by: enter the name of the SLER
- Type of inspection: select Local OHS committee
- Type of risk: Biological hazard, Chemical hazard, Ergonomics hazard, Physical hazard, Psychosocial hazard, Safety hazard. For more info, table below
- Site / Department / Sector: Select as appropriate
- Description: Be specific when providing a description of the observation, finding or recommendation. Include the hazard and safety issue. (e.g. torn carpet in the middle of high traffic hallway represents a risk of slips, trips and same-level falls)

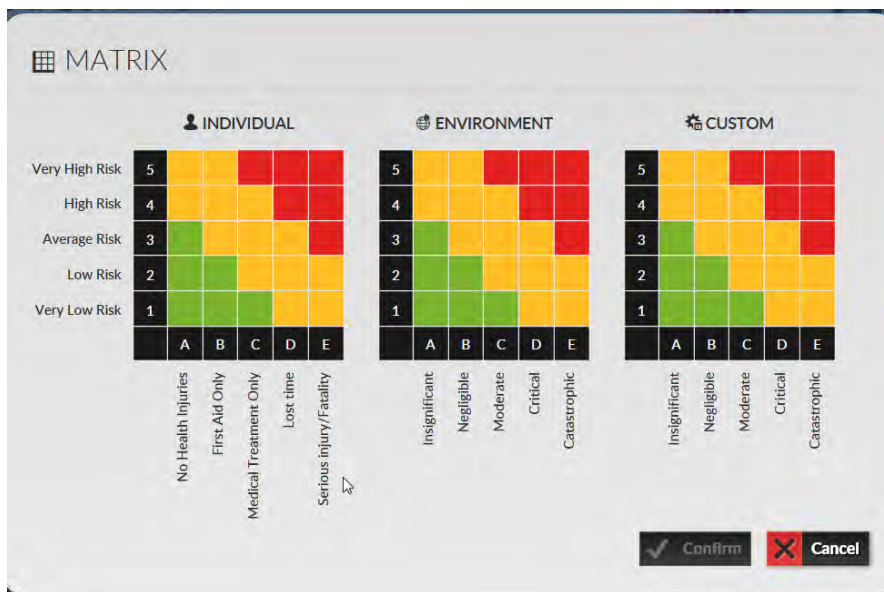
Hazard means any condition of a job that can result in illness or injury.

| Type of risks                        | Description  |
|--------------------------------------|--|
| Biological hazard                    | Microscopic organisms such as bacteria, viruses, or fungi transmitted by insects, plants, birds, animals, or humans. |
| Chemical hazard                      | Liquid, gases, or solids substance that can be inhaled, swallowed, injected or absorbed through the skin             |
| Ergonomics hazard                    | Lifting, pushing, pulling<br>Sitting / Standing<br>Lighting  |
| Physical hazard<br>(molecular level) | Extreme temperature<br>Radiation<br>Vibration  |
| Psychosocial hazard                  | Stress, bullying, violence<br>Working alone<br>Shift work  |
| Safety hazard                        | Slips, trips and falls<br>Ladders / Platforms<br>Tools<br>Confine Spaces<br>Machinery<br>Traffic                     |



STEP 2 – EXPLORATION

- Matrix: Click on the box that best represent the case. Roll over the titles to view the definitions.



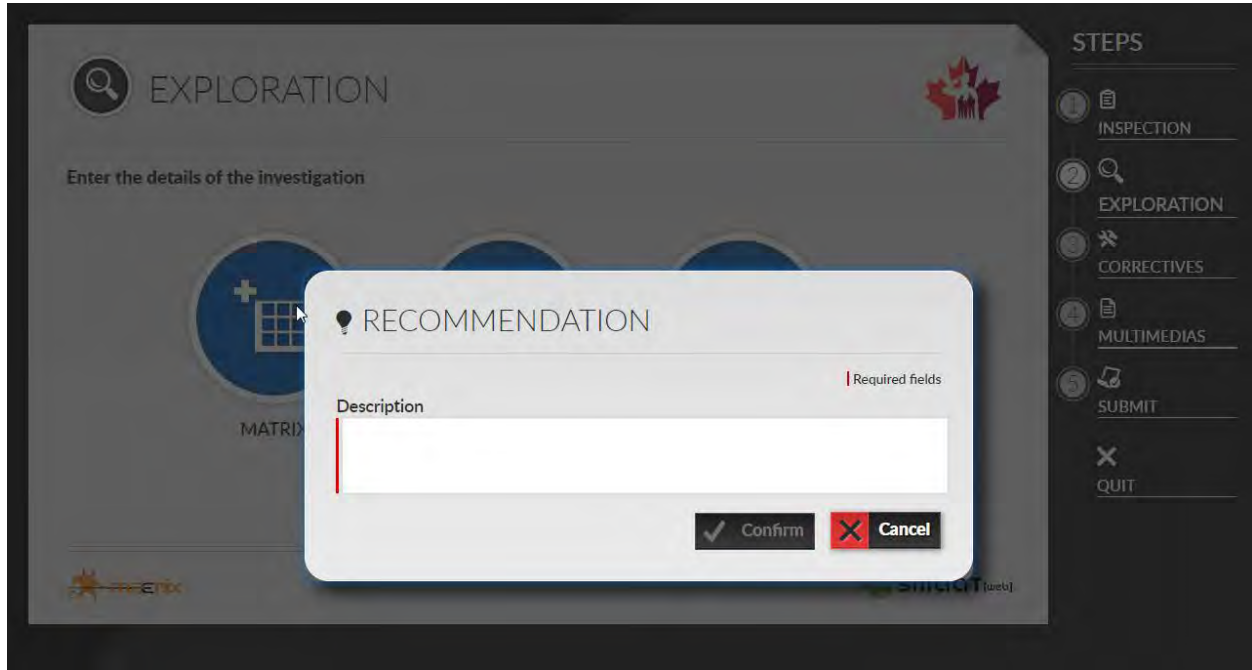
Definitions:

- No health injuries:
- First aid: First aid is the assistance we give an injured person on site to help protect their life and prevent further injury.
- Medical Treatment Only: Medical treatment is provided by a health care professional at a hospital, medical clinic or physician’s office and is not to be confused with first aid.

- Lost time: Lost time occurs when an employee sustains a work-related injury, which results in lost time from work after the day of the incident.
  - Serious injury/Fatality: Permanent disabling injury e.g. amputations, multiple injuries, fatal injuries, occupational cancer
  - Very low risk:
  - Low risk:
  - Average risk:
  - High risk:
  - Super high risk:
- People involved screen: enter the name of the inspector

The screenshot shows a web application interface for 'EXPLORATION'. A modal window titled 'PERSON INVOLVED' is open. It features two tabs: 'INTERNAL' (selected) and 'EXTERNAL'. Below the tabs are two input fields: a text field labeled 'Employee' and a dropdown menu labeled 'Involvement'. At the bottom of the modal are 'Confirm' and 'Cancel' buttons. The background shows a sidebar with 'STEPS' including 'INSPECTION', 'EXPLORATION', 'CORRECTIVES', 'MULTIMEDIAS', 'SUBMIT', and 'QUIT'. The main header says 'EXPLORATION' and 'Enter the details of the investigation'.

- Recommendations: text field to enter your recommendations

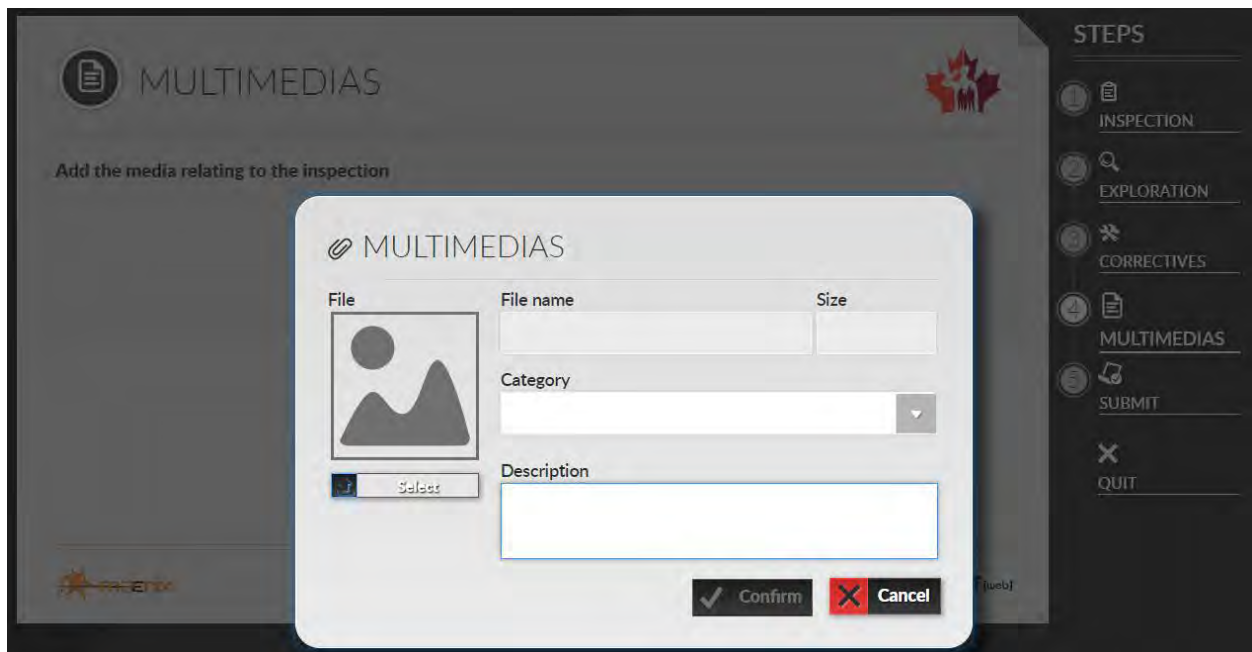


STEP 3 – CORRECTIVES

- Usually the inspector will not be the action taker. The SLER will complete this field with his access behind the scene.

STEP 4 – MULTIMEDIAS

- Attach photos of the issue, as necessary.



STEP 5 – SUBMIT

## PROCESSES - LOHSC CO-CHAIRS/SECRETARY OR LOHSR

### SMAAT ADMIN ACCOUNT - THE BASICS

- LOG IN / LOG OUT ..... p.18
- NOTIFICATION EMAILS ..... p.20
- QUICKFIND - FILTER A LIST ..... p.22
- EDIT - MODIFY AN EVENT TICKET ..... p.23
- ADD A FILE SUCH AS A PHOTO OR A DOCUMENT TO A TICKET ..... p.24
- PRINT - PRINT A TICKET ..... p.26
- PRINT - PRINT A LIST OF TICKETS..... p.29

### SMAAT – Event for LOHSC co-chairs/Secretary or LOHSR

#### **Important!**

**Act with discretion when it comes to the injured identity and injury details.**

The LOHSC co-chairs/Secretary or LOHSR receives a notification email from “Info SMAAT” for each event an employee of their site is injured in order to be informed on time of all hazardous occurrences. This information is provided to foster collaboration between the employer and the employees in preventing similar events to occur. It supports the LOHSC or LOHSR duty to participate in the investigation and review of reports.

Establish with their SLER how best to collaborate using SMAAT when an event is reported

**DO NOT record violence in the workplace incident in SMAAT**

### SMAAT – Process to follow progress on inspection tickets for LOHSC co-chairs / Secretary and LOHSR

Objectives:

- Filter inspections pertaining to your responsibilities
- Modify an inspection ticket reported by LOHSC/LOHSR during monthly inspection
- Add a recommendation to an inspection ticket reported by the LOHSC/LOHSR during monthly inspection
- Close an inspection ticket
- Extract a list of the “open” inspection tickets

#### **Important!**

Ensure the inspection tickets recorded during LOHSC/LOHSR monthly inspections include at least:

- Type of inspections : Local OHS Committee
- People involved: The inspector’s name
- Site/Department/Sector: Accurate



- Description: clear and precise

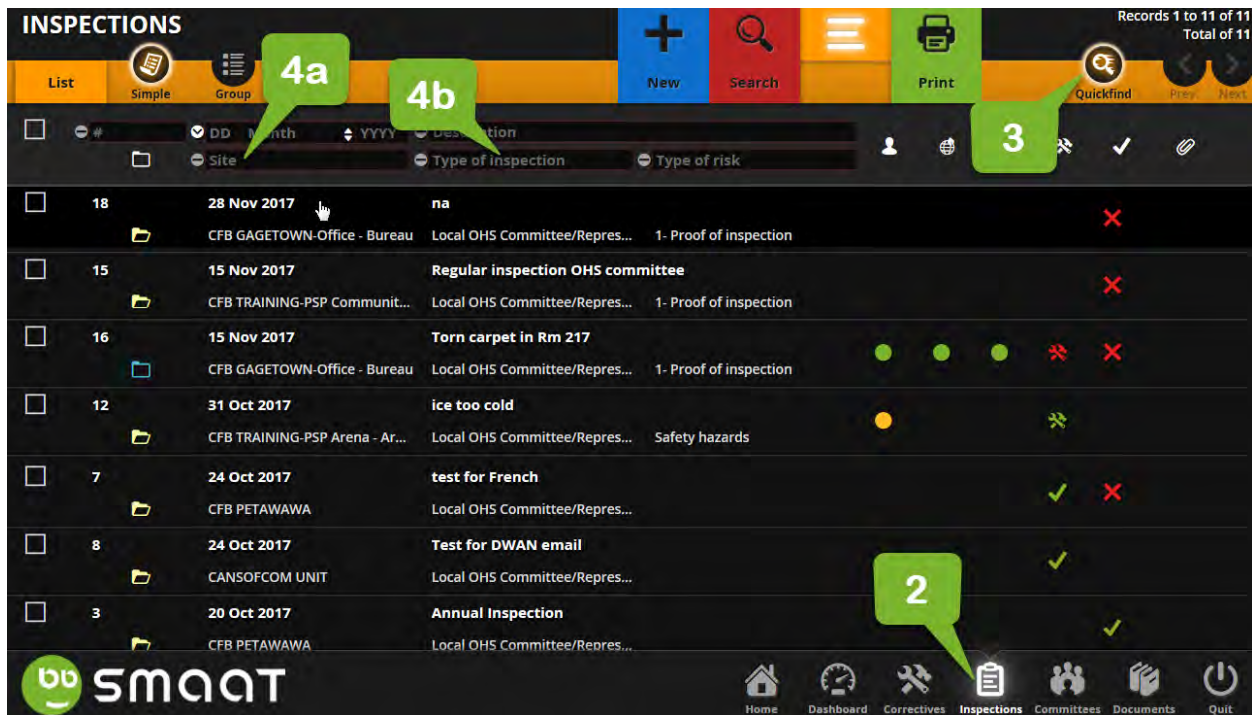
Provide a list of the “open” inspection tickets to the inspector prior to the inspection. You could share the list via email or at the LOHSC meeting.

Discuss any overdue inspection tickets with the SLERs.

Ensure the inspector creates a proof of inspection for each mandatory monthly inspection.

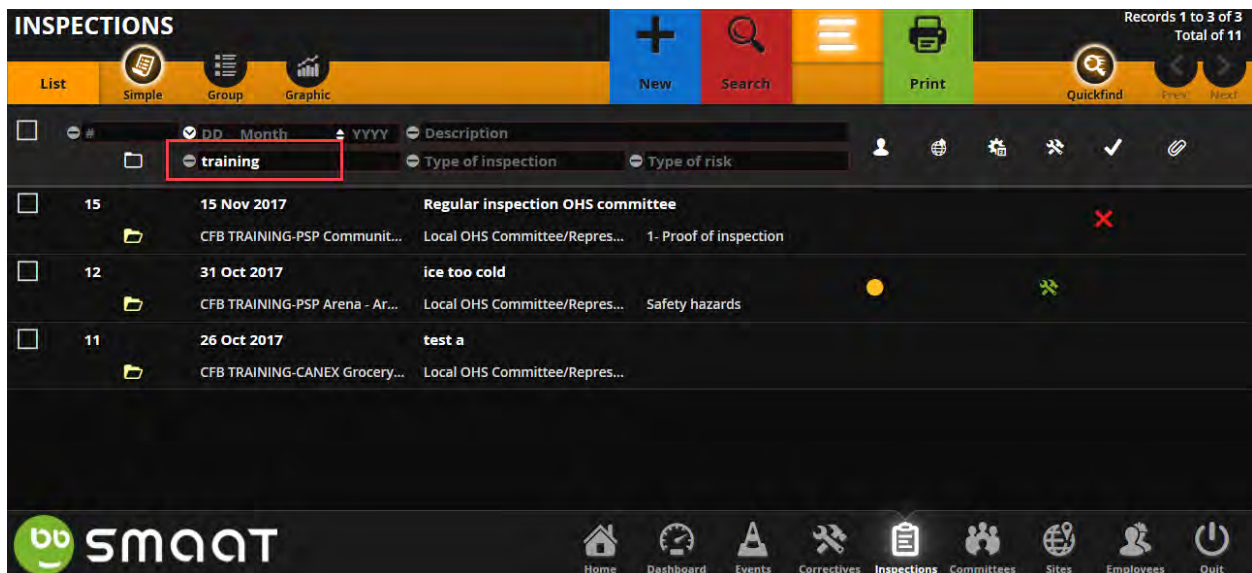
Filter inspection tickets pertaining to your responsibilities

1. Log to your account

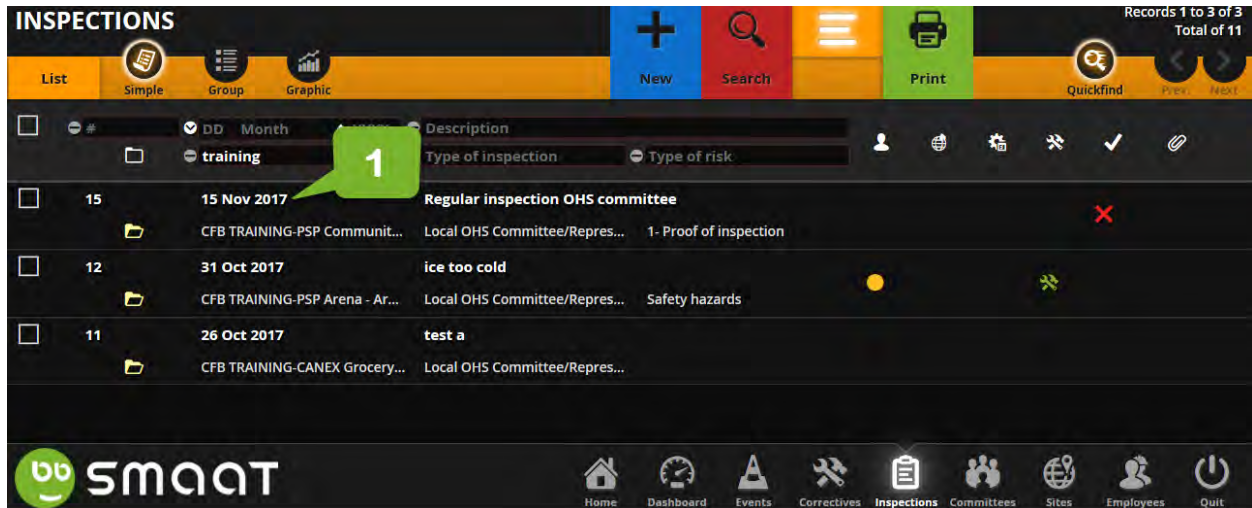


2. Click on inspection module
3. Click “Quickfind”
4. Type in field
  - a. site (e.g. CFB Training ),
  - b. Type of inspection (e.g. committee)

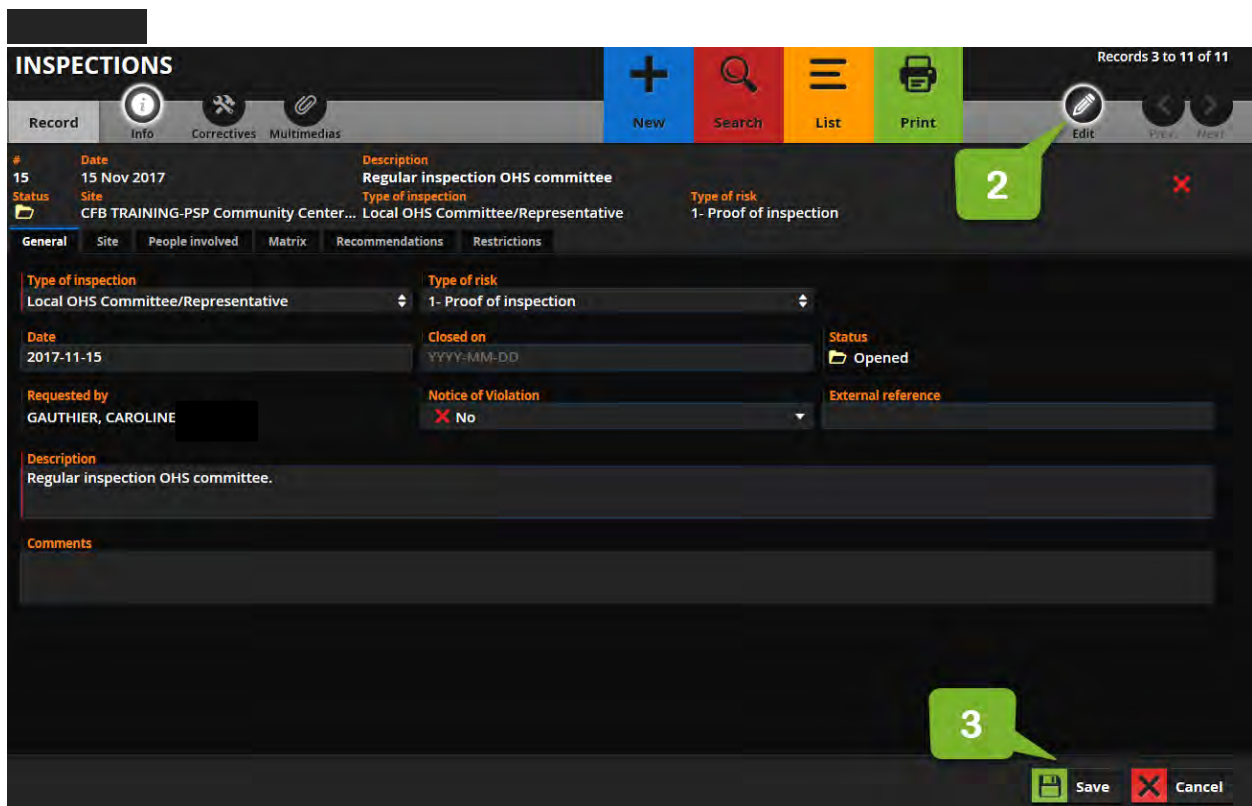
Results



Modify an inspection ticket reported by the LOHSC/LOHSR during monthly inspection



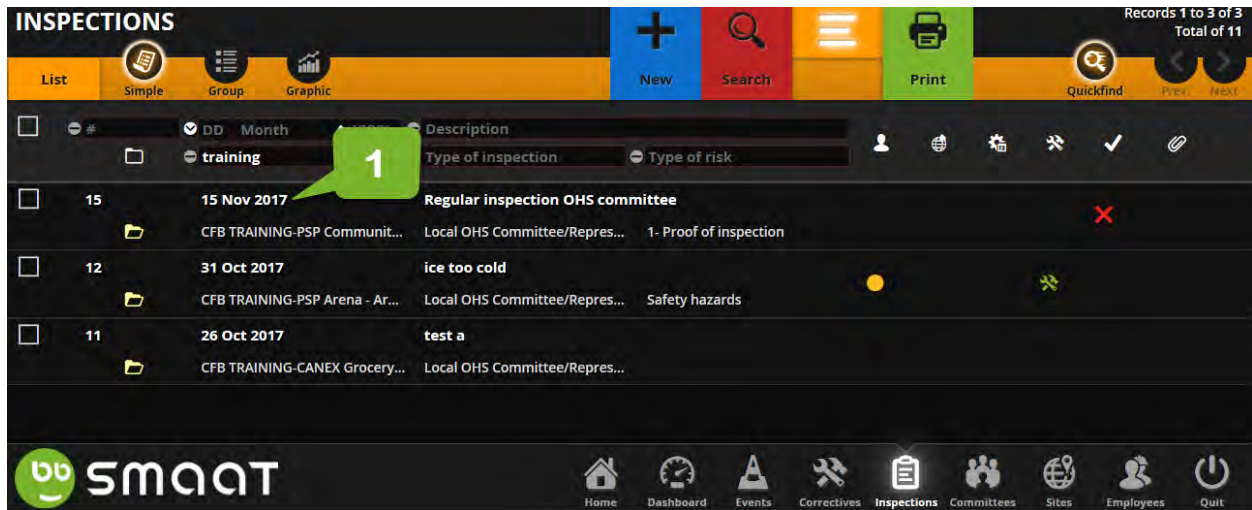
1. Click on the ticket you wish to modify



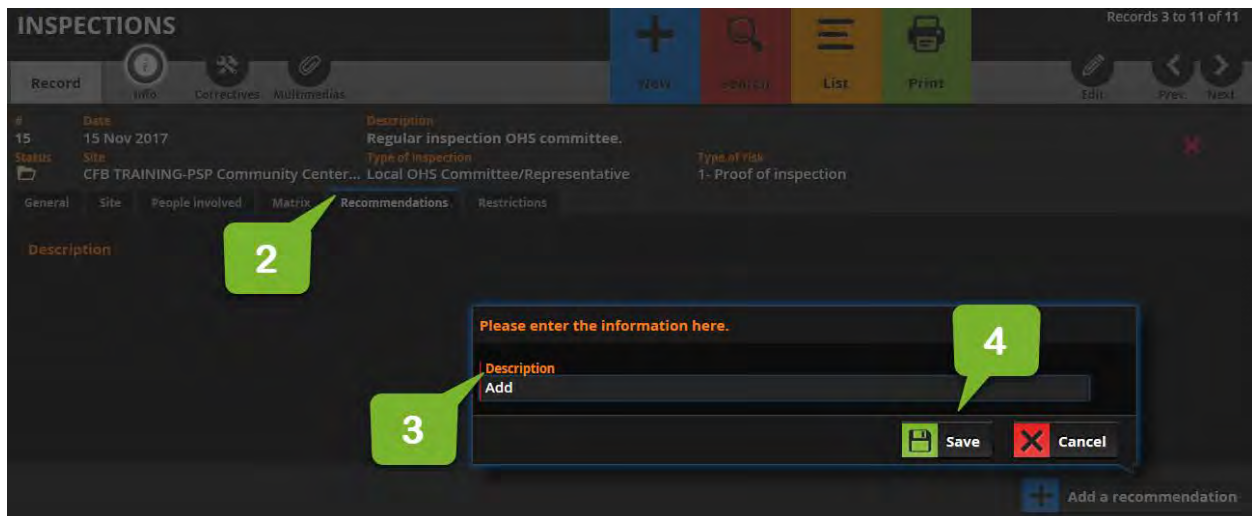
2. Click on “Edit”, modify the field you wish to update.

3. Then, click save

Add a recommendation to an inspection ticket reported by the LOHSC/LOHSR during monthly inspection

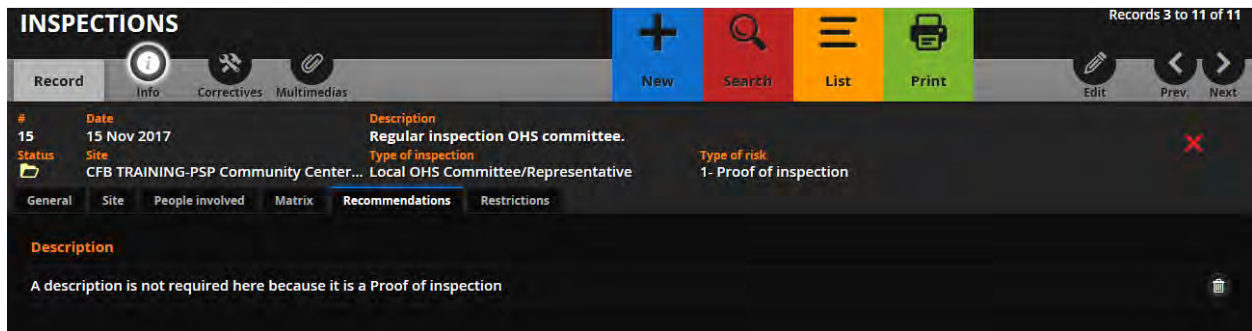


1. Click on the ticket you wish to modify



2. Click on “Recommendations”
3. Click on “Add a recommendation”
4. Complete the field and click “save”

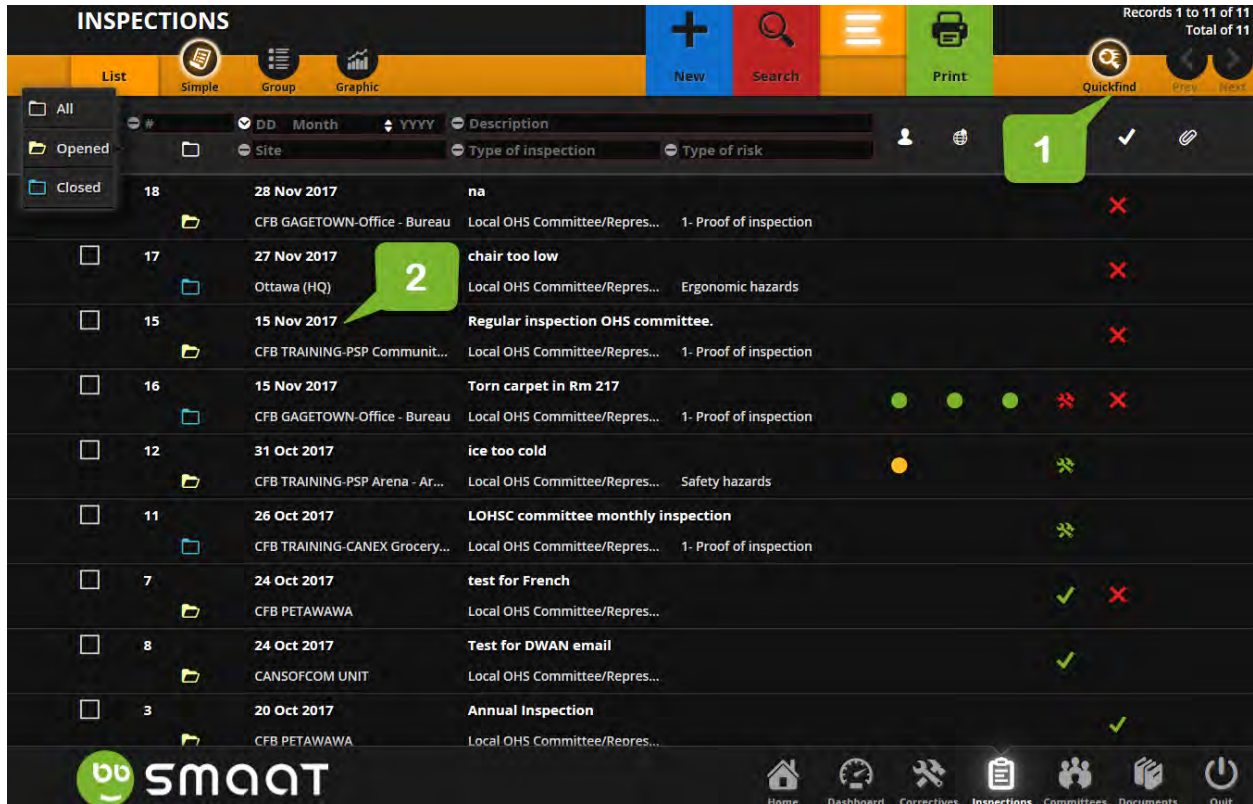
## Results





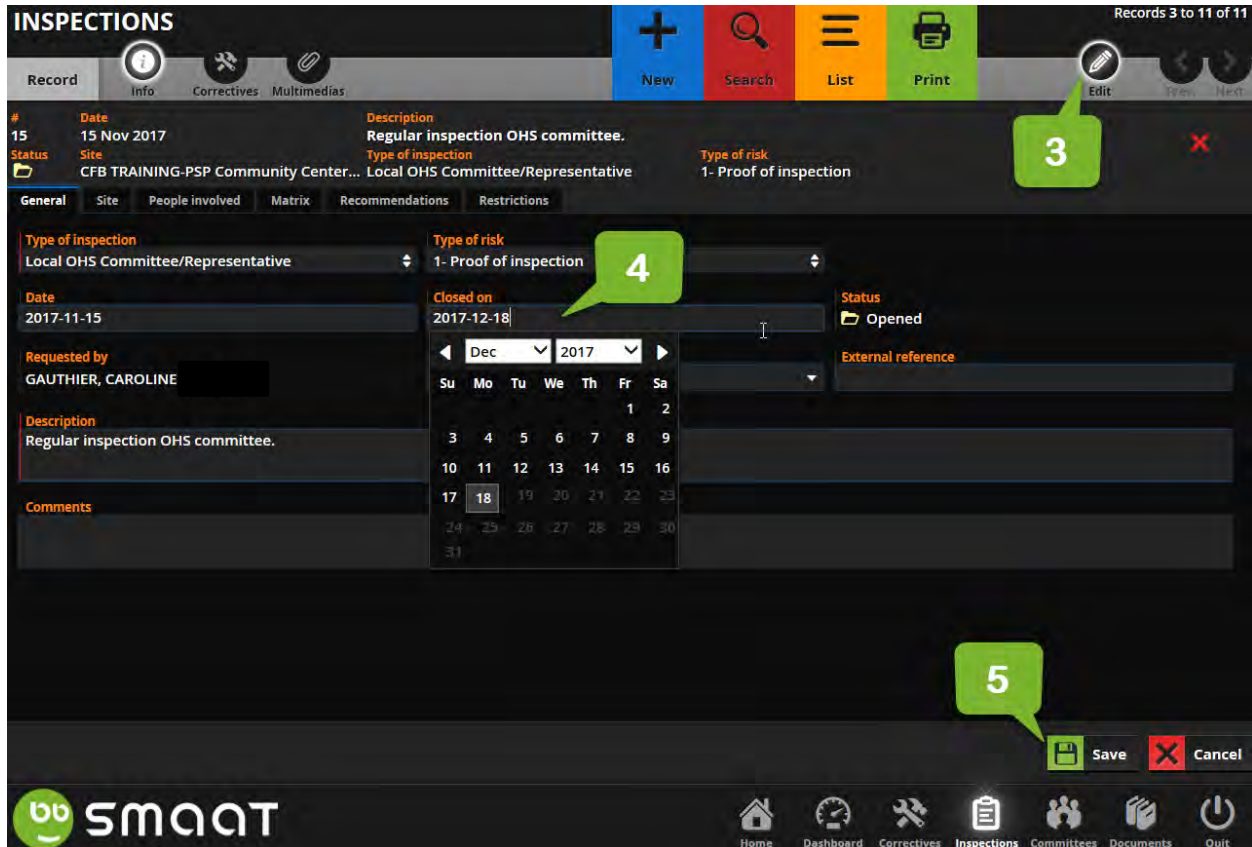
### Close an inspection ticket

The LOHSC co-chairs / LOHSR and SLER can close a ticket that has been resolved.



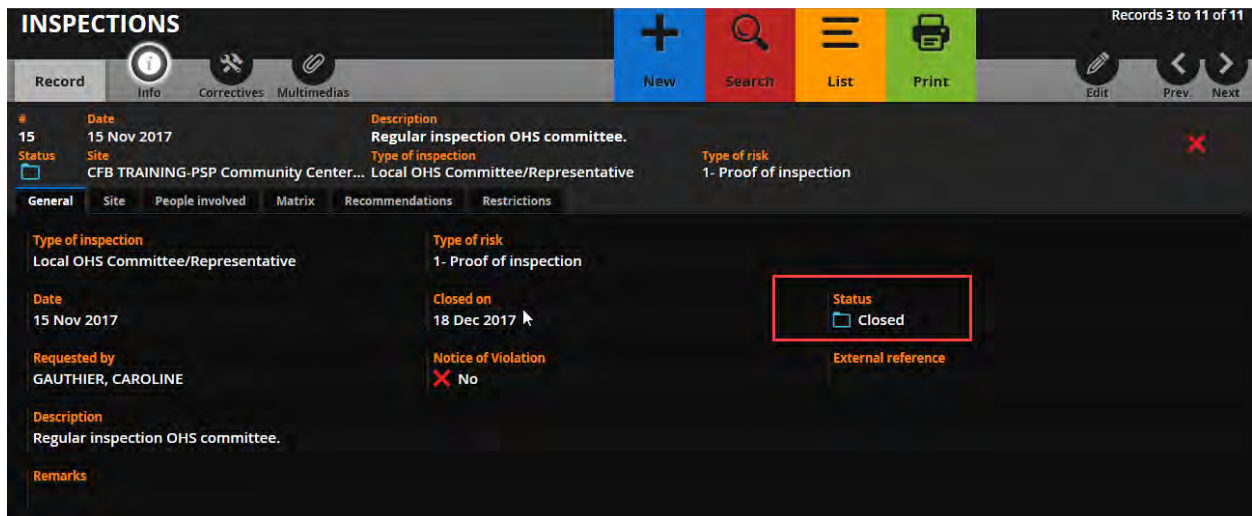
1. Using Quickfind, filter tickets under your responsibilities (e.g. site, type of inspection, type of risk, opened/closed)
2. Click on the ticket you wish to close. Note that this process applies when you want to close a “1-proof of inspection”.





3. Click on edit
4. Select a date from “Closed on”,
5. then “save”

## Results



## Results

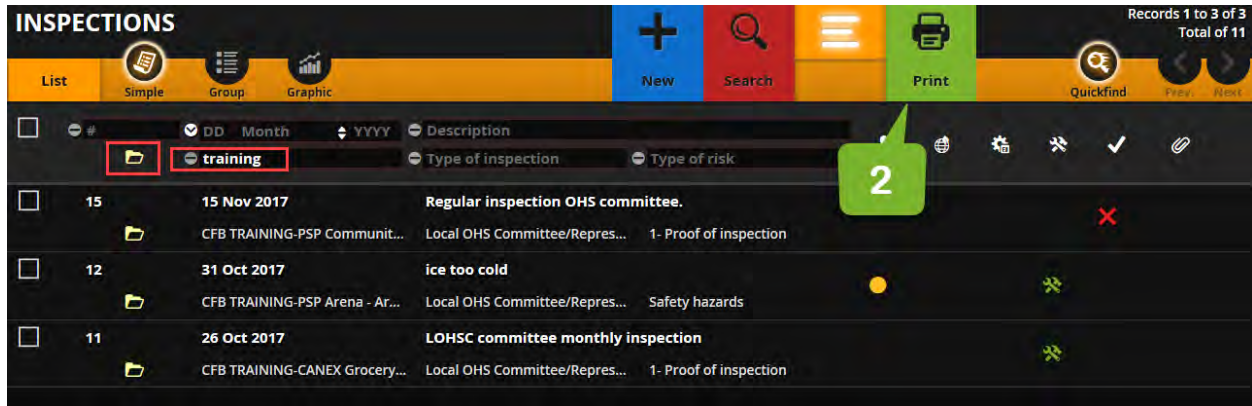
| INSPECTIONS |             |       |         |                                   |                                |                               | Records 1 to 11 of 11<br>Total of 11 |      |      |
|-------------|-------------|-------|---------|-----------------------------------|--------------------------------|-------------------------------|--------------------------------------|------|------|
| List        | Simple      | Group | Graphic | New                               | Search                         | Print                         | Quickfind                            | Prev | Next |
| #           | DD          | Month | YYYY    | Description                       | Site                           | Type of inspection            | Type of risk                         |      |      |
| 18          | 28 Nov 2017 |       |         | na                                | CFB GAGETOWN-Office - Bureau   | Local OHS Committee/Repres... | 1- Proof of inspection               |      |      |
| 17          | 27 Nov 2017 |       |         | chair too low                     | Ottawa (HQ)                    | Local OHS Committee/Repres... | Ergonomic hazards                    |      |      |
| 15          | 15 Nov 2017 |       |         | Regular inspection OHS committee. | CFB TRAINING-PSP Communit...   | Local OHS Committee/Repres... | 1- Proof of inspection               |      |      |
| 16          | 15 Nov 2017 |       |         | Torn carpet in Rm 217             | CFB GAGETOWN-Office - Bureau   | Local OHS Committee/Repres... | 1- Proof of inspection               |      |      |
| 12          | 31 Oct 2017 |       |         | ice too cold                      | CFB TRAINING-PSP Arena - Ar... | Local OHS Committee/Repres... | Safety hazards                       |      |      |

### Extract a list of the “open” inspection tickets

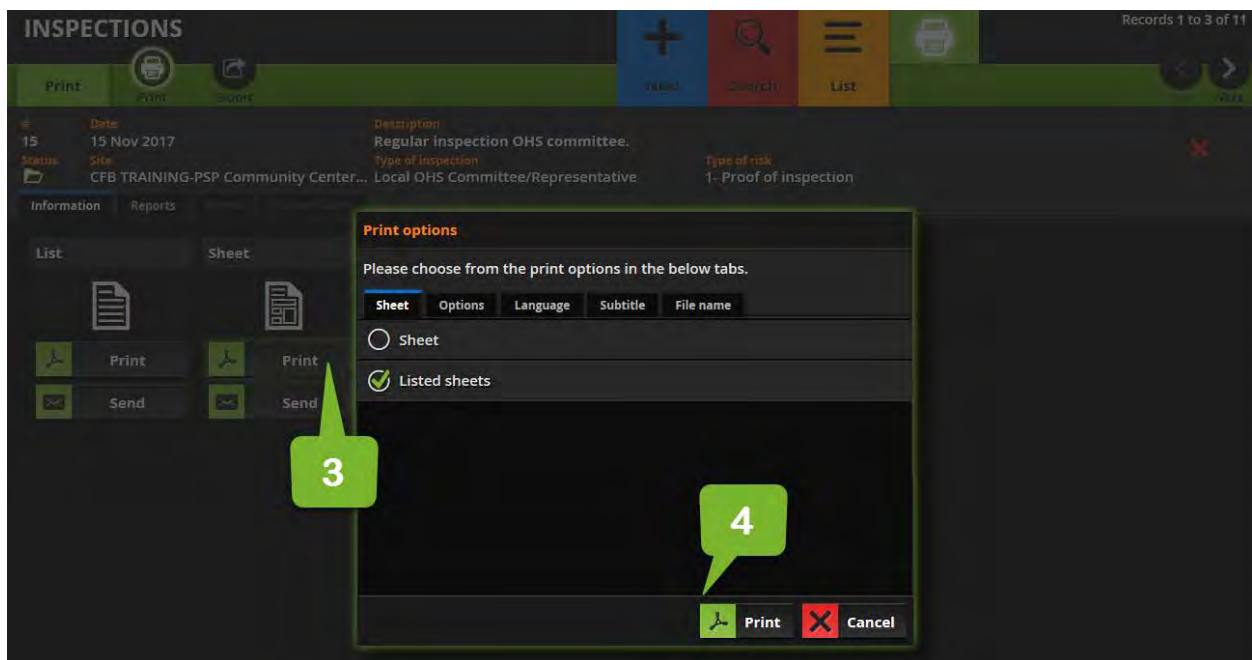
| INSPECTIONS |             |       |         |                                  |                                |                               | Records 1 to 11 of 11<br>Total of 11 |      |      |
|-------------|-------------|-------|---------|----------------------------------|--------------------------------|-------------------------------|--------------------------------------|------|------|
| List        | Simple      | Group | Graphic | New                              | Search                         | Print                         | Quickfind                            | Prev | Next |
| #           | DD          | Month | YYYY    | Description                      | Site                           | Type of inspection            | Type of risk                         |      |      |
| 18          | 28 Nov 2017 |       |         | na                               | CFB GAGETOWN-Office - Bureau   | Local OHS Committee/Repres... | 1- Proof of inspection               |      |      |
| 15          | 15 Nov 2017 |       |         | Regular inspection OHS committee | CFB TRAINING-PSP Communit...   | Local OHS Committee/Repres... | 1- Proof of inspection               |      |      |
| 16          | 15 Nov 2017 |       |         | Torn carpet in Rm 217            | CFB GAGETOWN-Office - Bureau   | Local OHS Committee/Repres... | 1- Proof of inspection               |      |      |
| 12          | 31 Oct 2017 |       |         | ice too cold                     | CFB TRAINING-PSP Arena - Ar... | Local OHS Committee/Repres... | Safety hazards                       |      |      |
| 7           | 24 Oct 2017 |       |         | test for French                  | CFB PETAWAWA                   | Local OHS Committee/Repres... |                                      |      |      |
| 8           | 24 Oct 2017 |       |         | Test for DWAN email              | CANSOFCOM UNIT                 | Local OHS Committee/Repres... |                                      |      |      |
| 3           | 20 Oct 2017 |       |         | Annual Inspection                | CFB PETAWAWA                   | Local OHS Committee/Repres... |                                      |      |      |

1. Using Quickfind, filter tickets under your responsibilities
  - a. Right click on the folder opened/closed
  - b. Site
  - c. Type of inspection
  - d. Type of risk



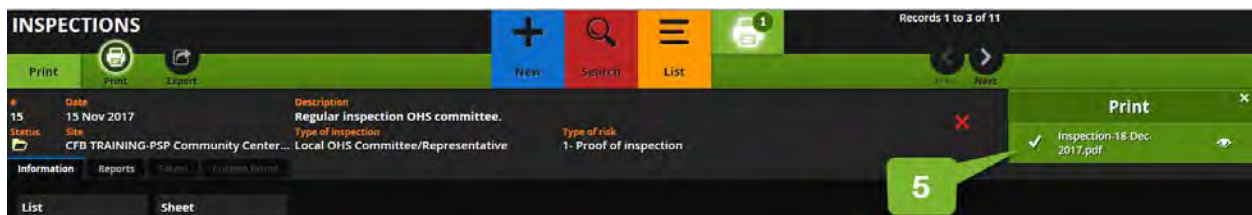


2. When you have the list of open tickets, Click on “Print”



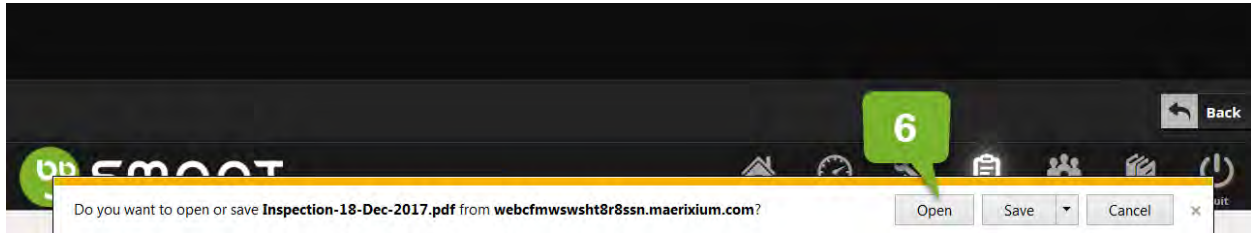
3. Click on “Sheet / Print”

4. Select “Listed Sheets”. Then, click “Print” or “Send”. When you select “Send”, you must enter a recipient.



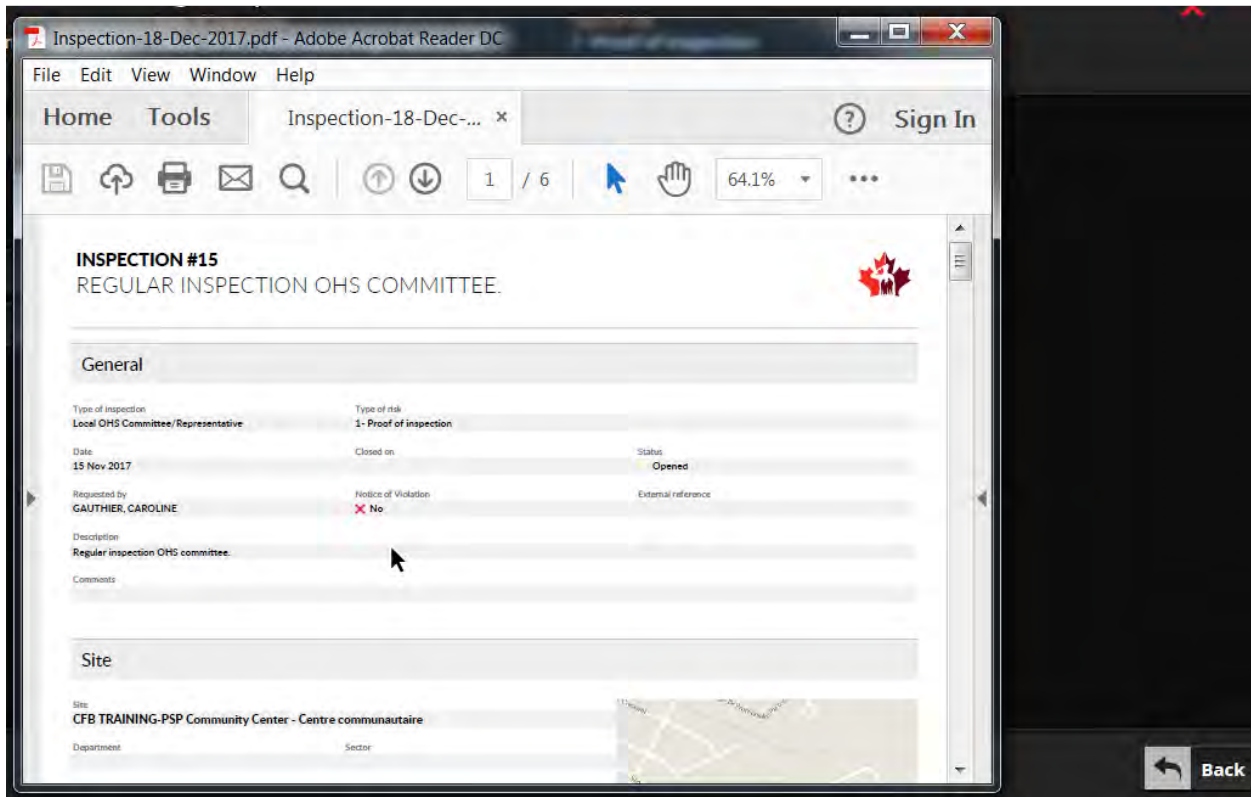
5. Wait for the system to complete the creation of a pdf file. Then, click on download





6. Select “Open” or “Save” as appropriate

## Results



NOTE: A pdf document has been created (e.g. all the cases are listed along with their details in a 6 page document)

## **SMAAT – Process to follow progress on committee tickets for LOHSC co-chairs / Secretary**

### Objectives:

- Save committee meeting minutes as an attached document
- Track recommendations from the meeting
- Filter committee tickets pertaining to your responsibilities
- Modify a committee ticket
- Extract a list of meetings held during a year

### **Important!**

Save all mandatory local committee meeting minutes in SMAAT : at least nine (9) regular meetings per year and any special meetings (e.g. refusal to work, complaint)

Ensure the committee tickets recorded include at least:

- Scheduled : Date of the meeting
- People involved: The name of the co-chair opening the ticket
- Site: Accurate
- Subject: “Regular meeting”, or “Special meeting”

Ensure the meeting minutes are signed by the co-chairs

The Local OHS committee makes recommendations; the SLER makes decision and informs the LOHSC.

The SLER closes committee tickets when they have reviewed the meeting minutes

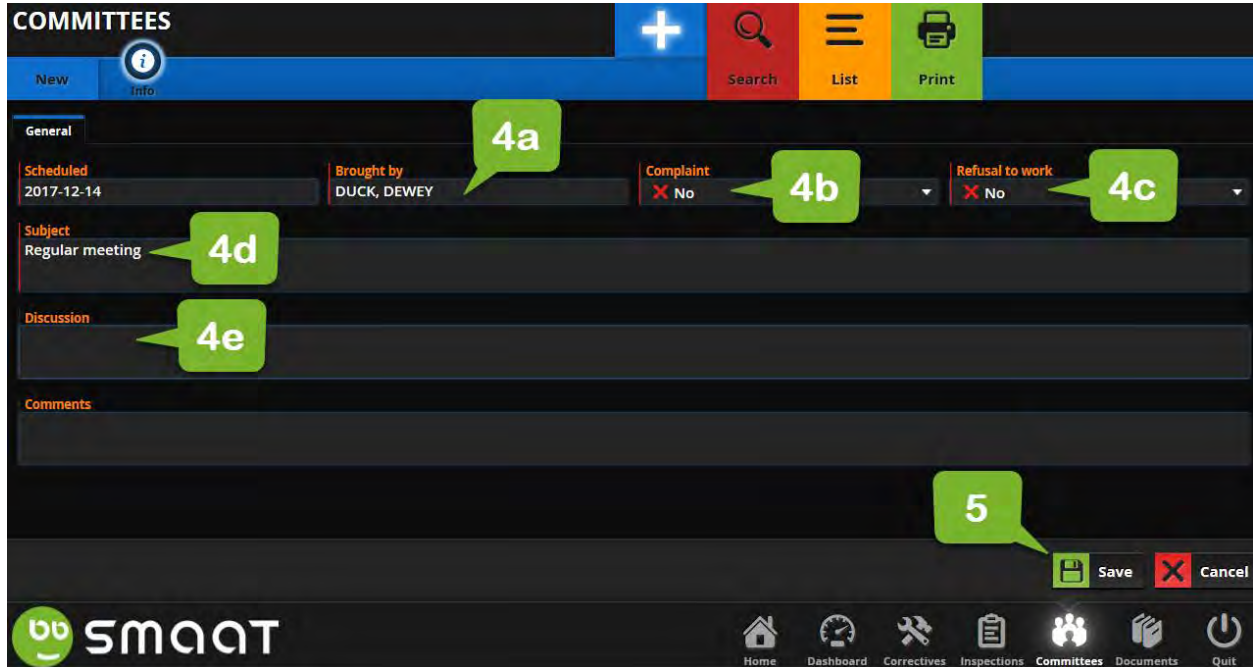


Save committee meeting minutes as an attached document



1. Log to your account
2. Click on “Committees” module.
3. Click on “New”

NOTE: Ensure there is no record of the meeting minutes you wish to add.

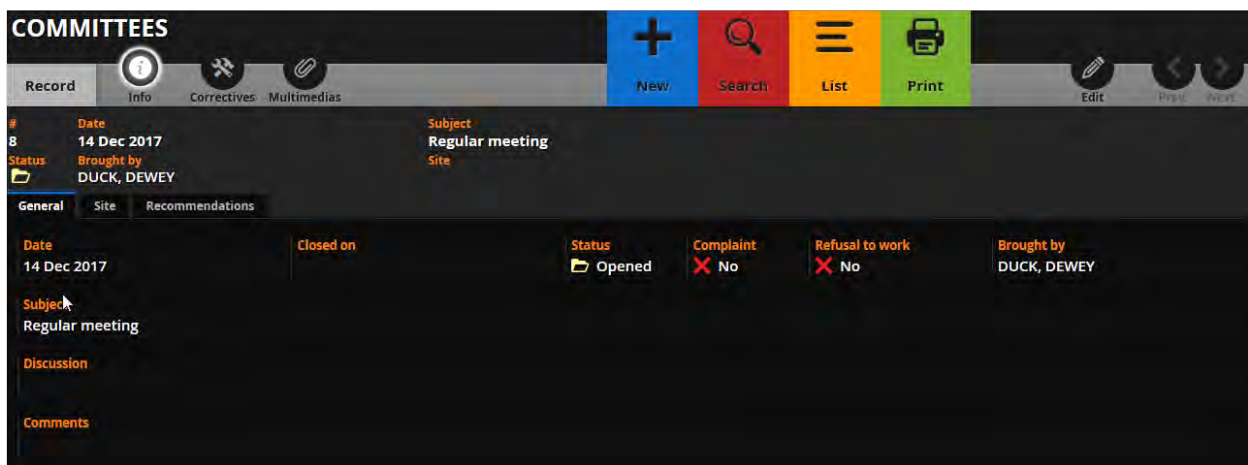


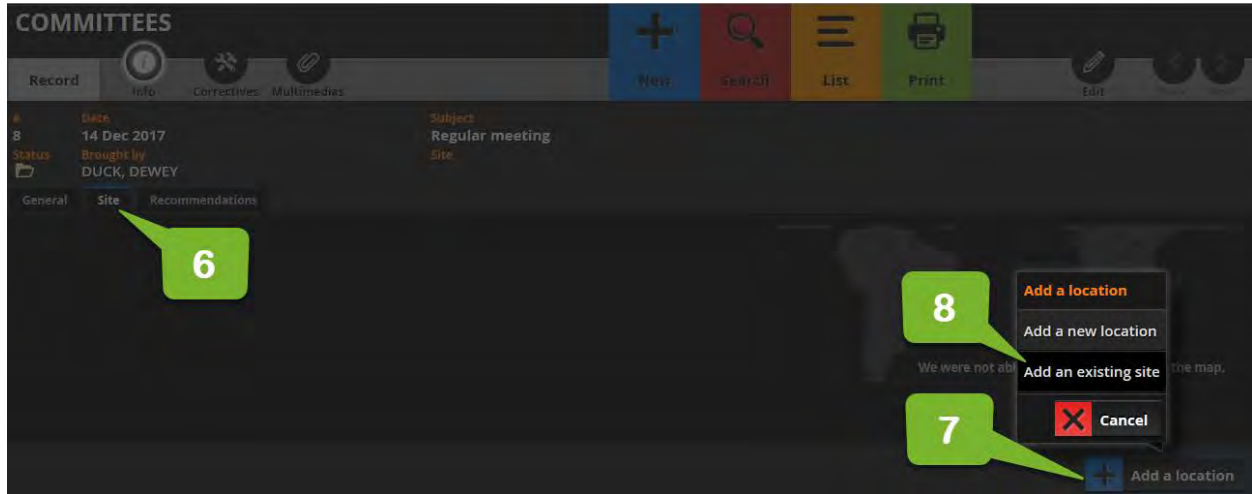
4. Complete the field

- a. Brought by: name of the co-chair saving the minutes in SMAAT
- b. Complaint: “No” unless special meeting
- c. Refusal to work: “No” unless special meeting regarding refusal to work
- d. Subject: “Regular meeting”, or “Special meeting”
- e. Discussion: We suggest typing the main topics discussed in bullet form for reference later.

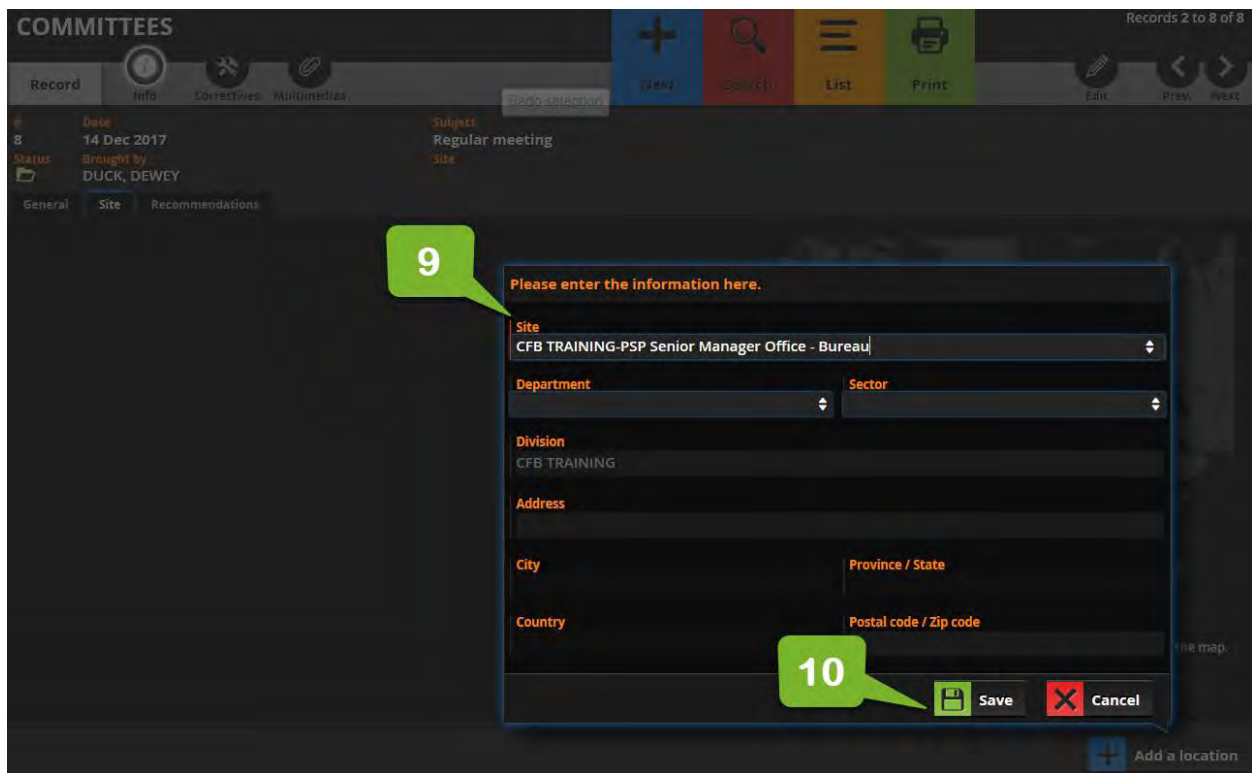
5. Click on “save”

## Results





6. Click on “site” tab.
7. Click on “Add a location”
8. Select “add an existing site”



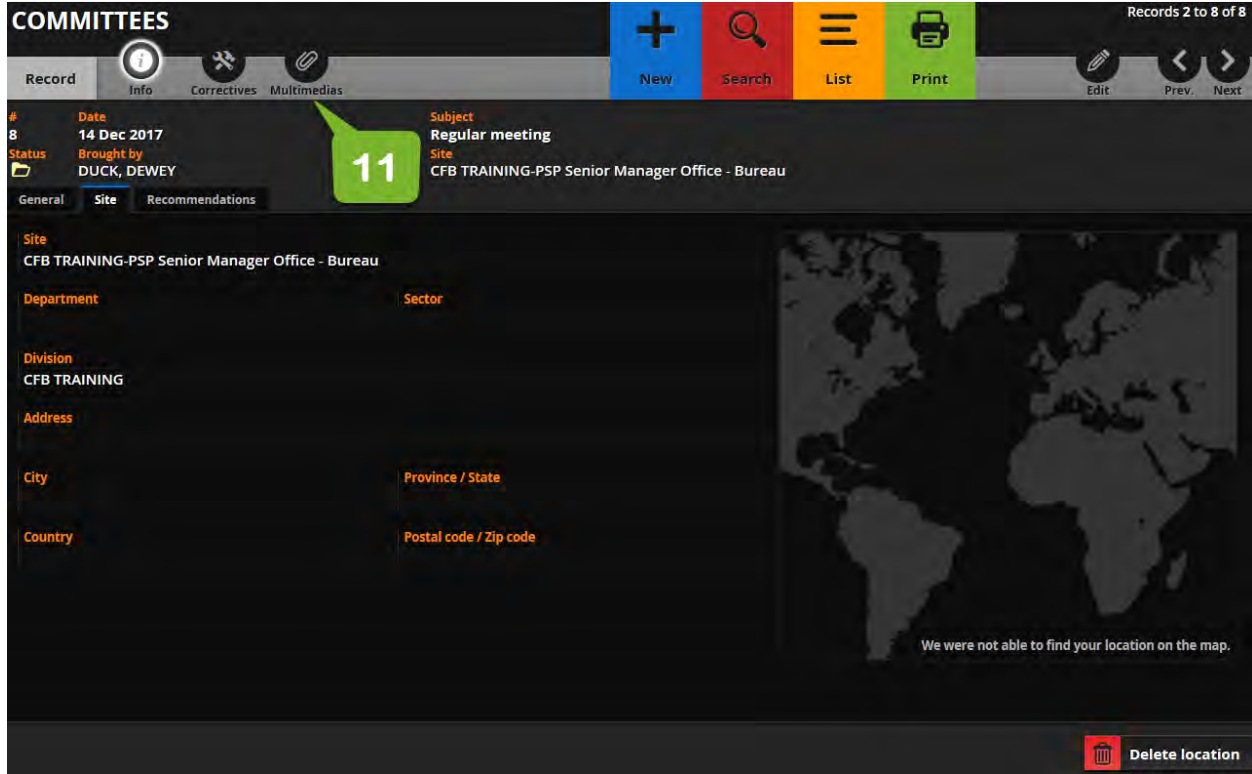
9. Complete the fields.

NOTE: Local OHS Committee represents a number of workplaces on a Base. We recommend the following:

- When one PSP local OHS committee, select the PSP Senior Manager office (e.g. “CFB TRAINING-PSP Senior Manager Office - Bureau”)

- When two PSP local OHS committee, one as above and the other one selects their site (e.g. CFB TRENTON-accommodations)

10. Click on “Save”

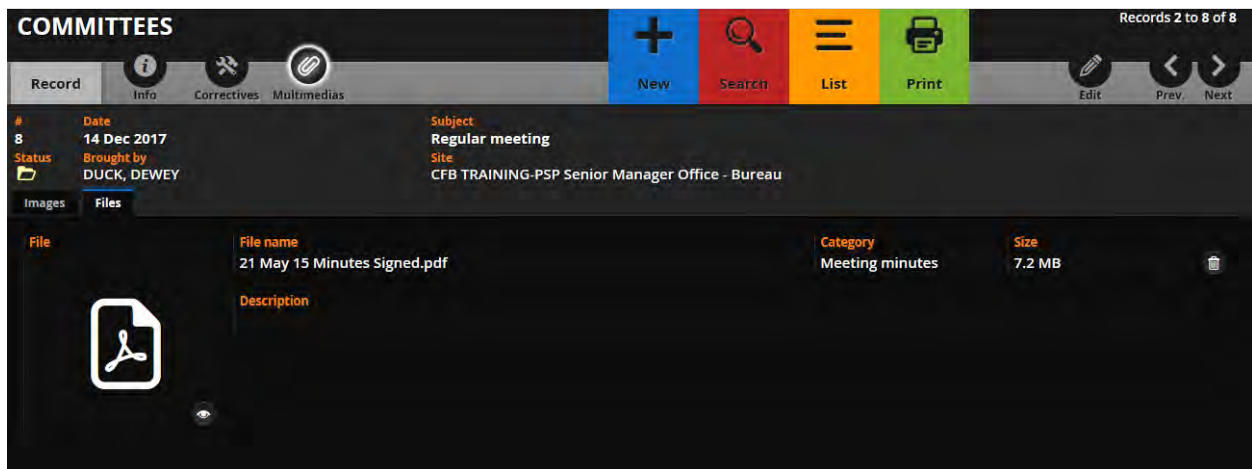


11. Click on “Multimedia”



12. Click on "Files" tab.
13. Click on "add a file"
14. Complete the fields.
  - Category: "Meeting minutes"
  - Select the file
15. Click on "Save"

## Results



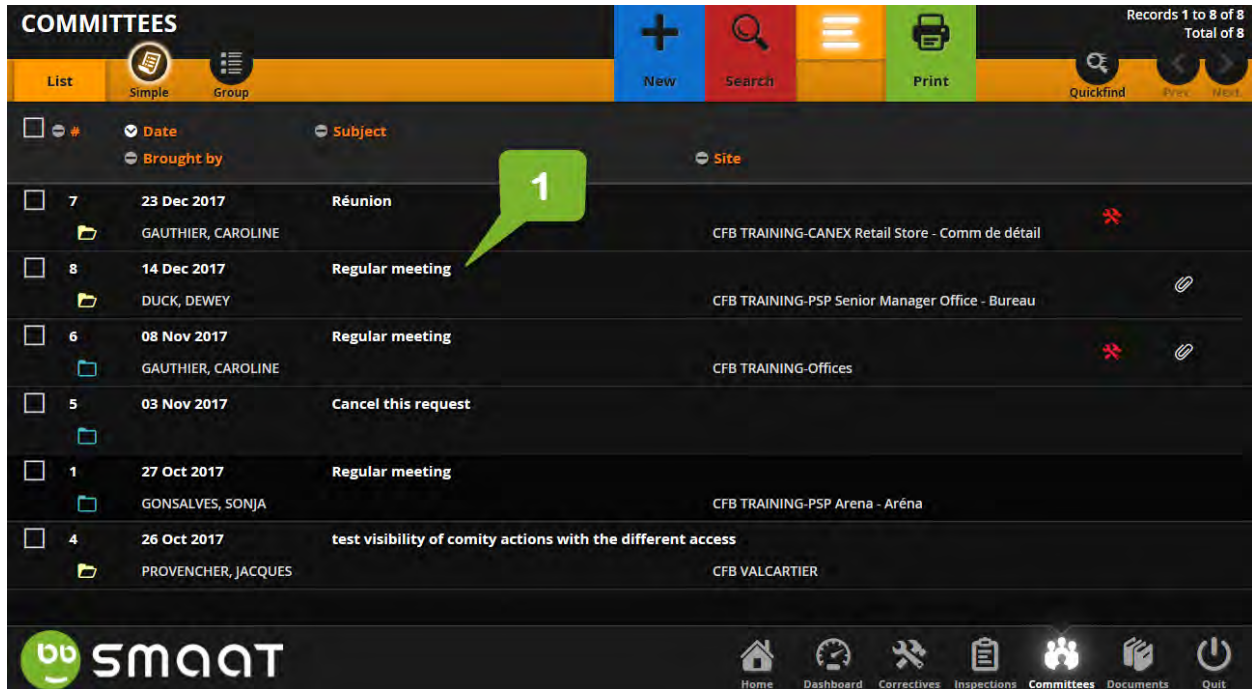


Filter committee tickets pertaining to your responsibilities

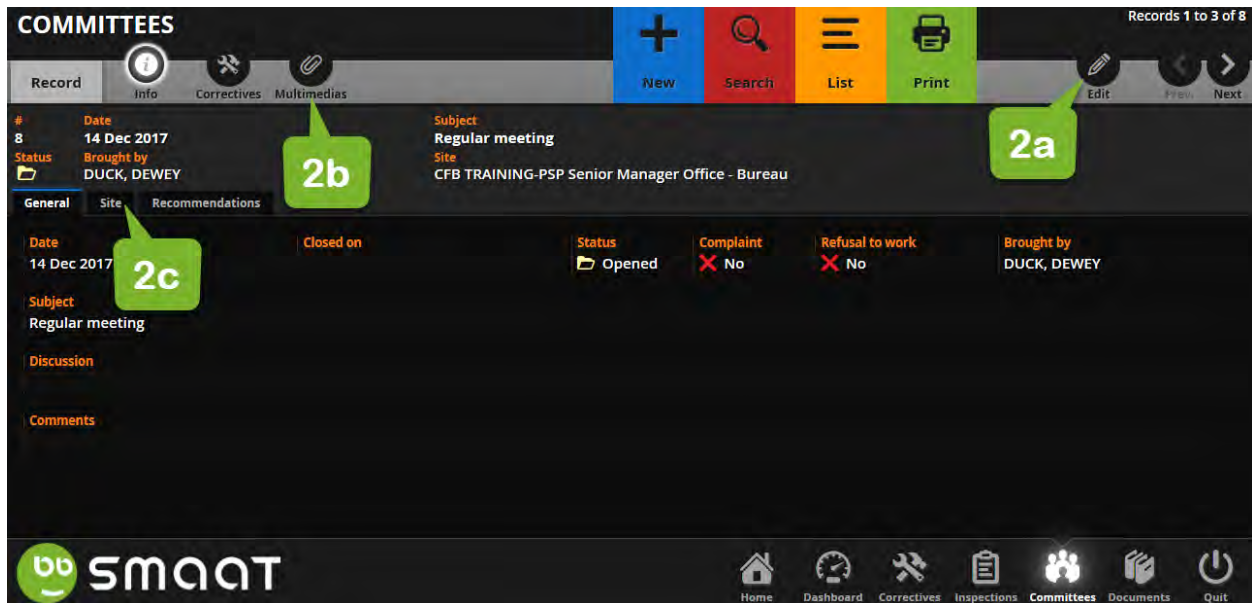
1. Click on “Committees” module
2. Click “Quickfind”
3. Type in keywords
  - a. Site (e.g. CFB Training-PSP)
  - b. Subject (e.g. Regular meeting)

Results

Modify a committee ticket

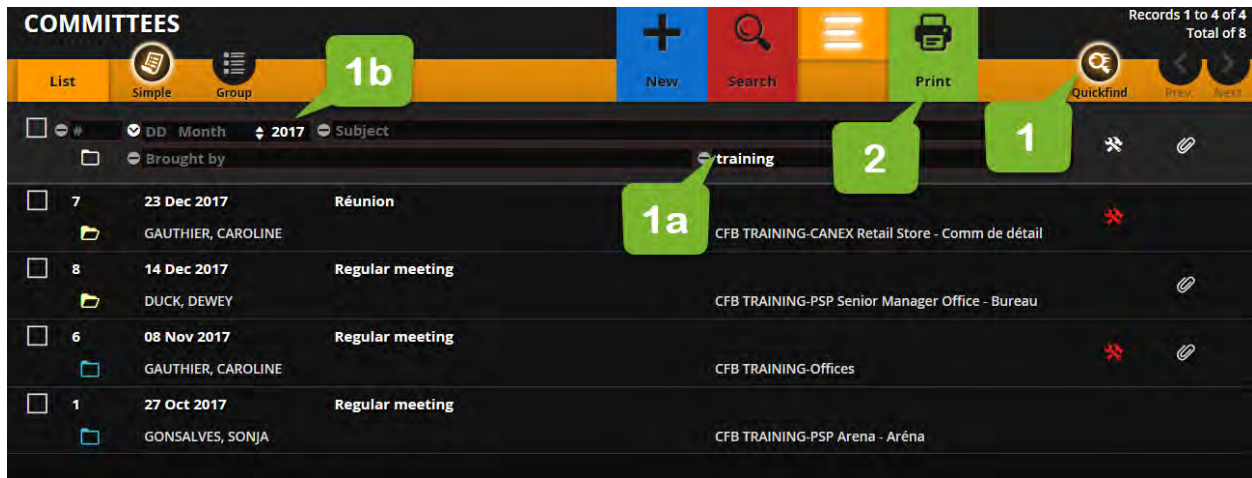


1. Click on the ticket you wish to modify



2. Click on
  - a. “Edit” to modify the field you wish to update. Then, click save
  - b. “Multimedia” to attach the meeting minutes. Then, click save
  - c. “Site” to select your location. Then, click save

Extract a list of meetings held during a year

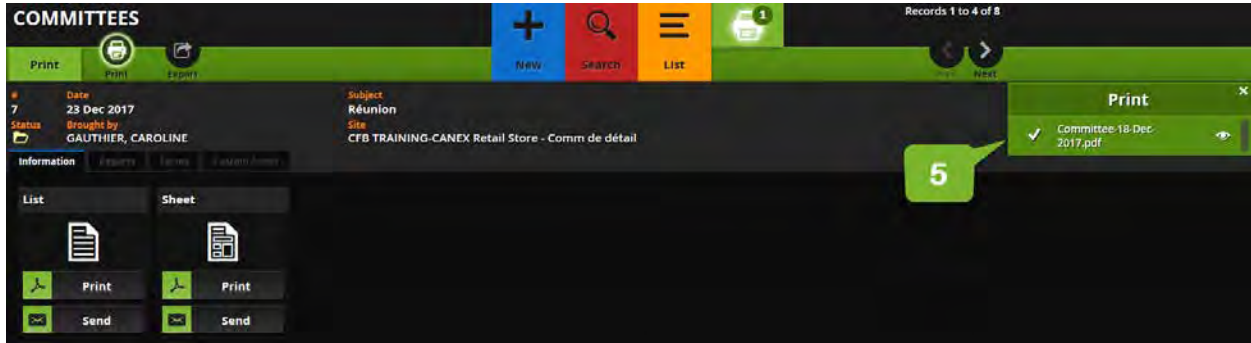


1. Using Quickfind, filter tickets under your responsibilities
  - a. Site (e.g. CFB TRAINING)
  - b. Date YYYY (e.g. 2017)
2. When you have the list of tickets, Click on “Print”

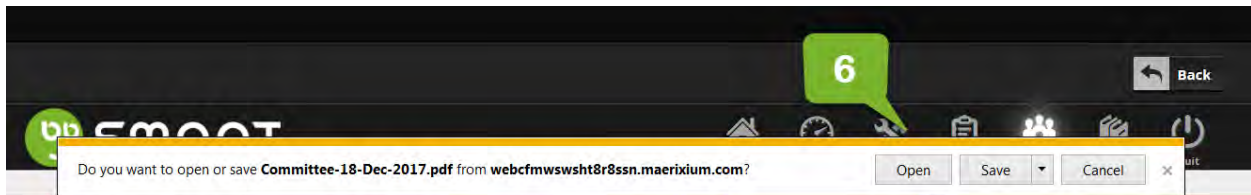


3. Click on “List / Print” or “List/Send”. When you select “Send”, you must enter a recipient.
4. Click on Print



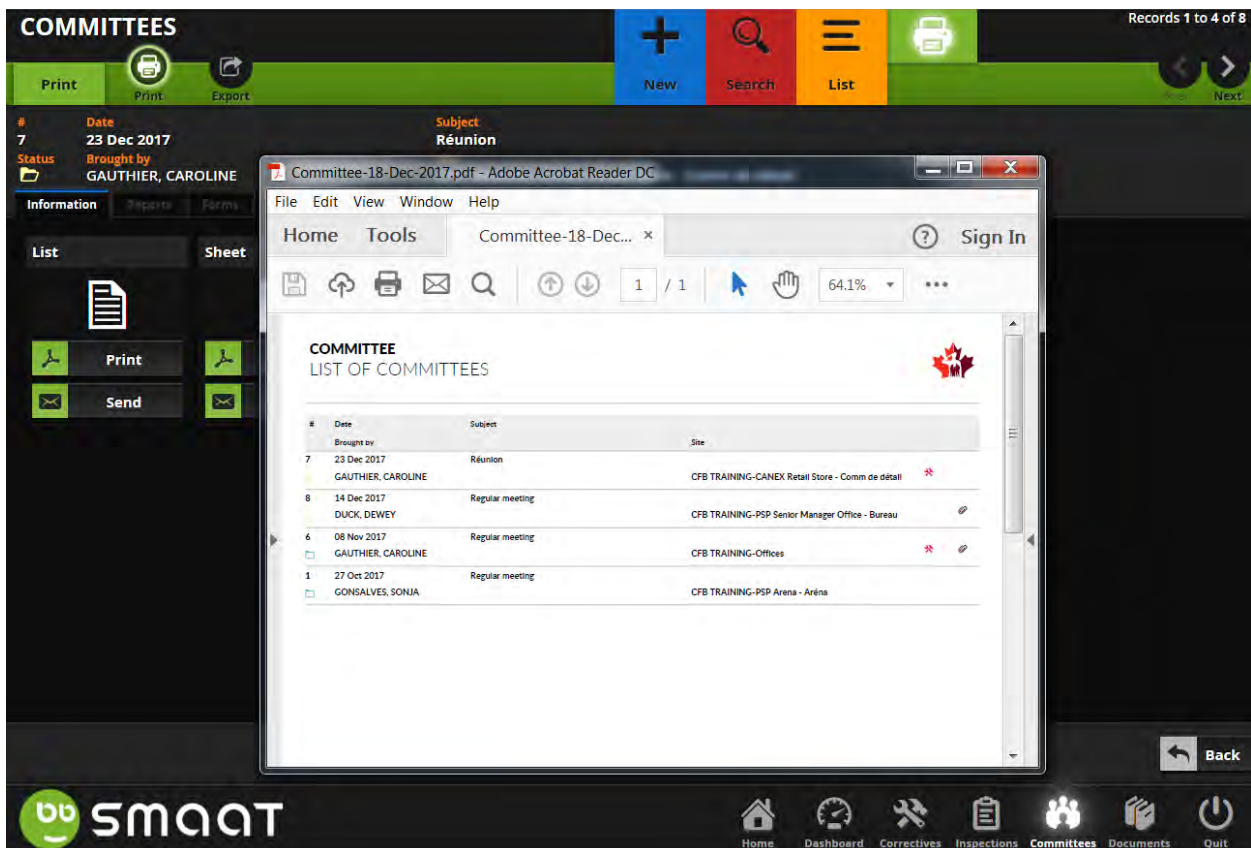


5. Wait for the system to complete the creation of a pdf file. Then, click on download



6. Select “open” or “Save” as appropriate

## Results



7. A pdf document has been created (e.g. all the cases are listed with some details)

## SMAAT – Graphics and annual report

### Objectives:

- Extract the data to complete the annual workplace committee report (ESDC LAB-1058)
- Retrieve a blank copy of the annual workplace committee report (ESDC LAB-1058)
- Retrieve the email address to submit the annual workplace committee report (ESDC LAB-1058)
- View data in graphics

### Extract the data to complete the annual workplace committee report (ESDC LAB-1058)

#### Important!

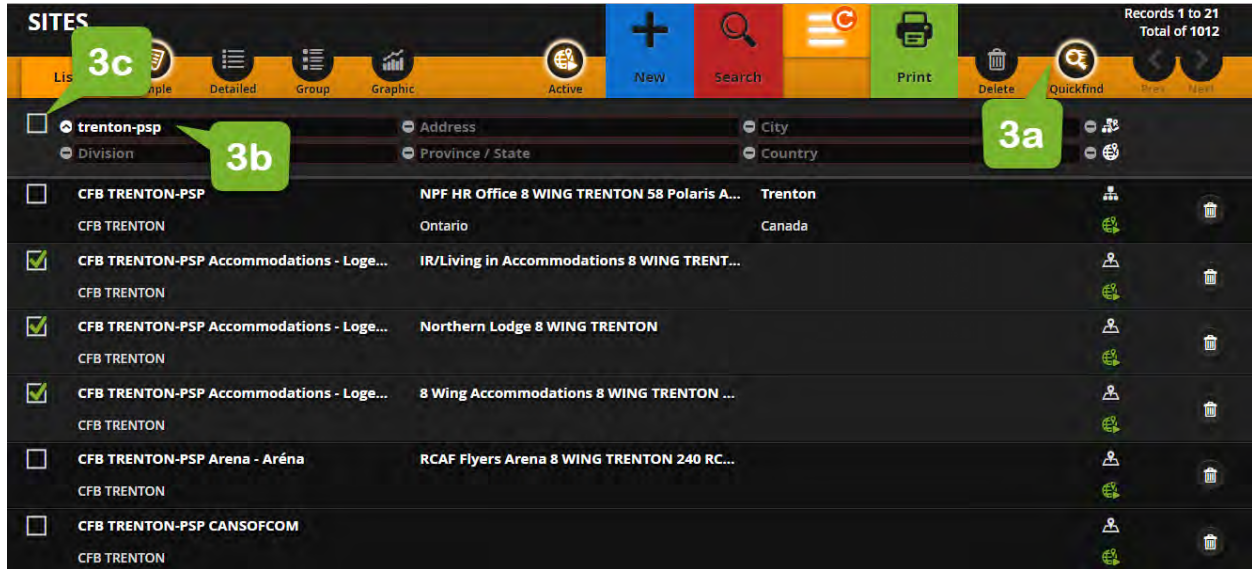
The annual workplace committee report (ESDC LAB-1058) must be submitted no later than March 1<sup>st</sup> each year to the ESDC Health and Safety Officer of your region.

Post the completed report on the local OHS bulletin board

Attach an electronic copy of the completed report within the “Committees” module

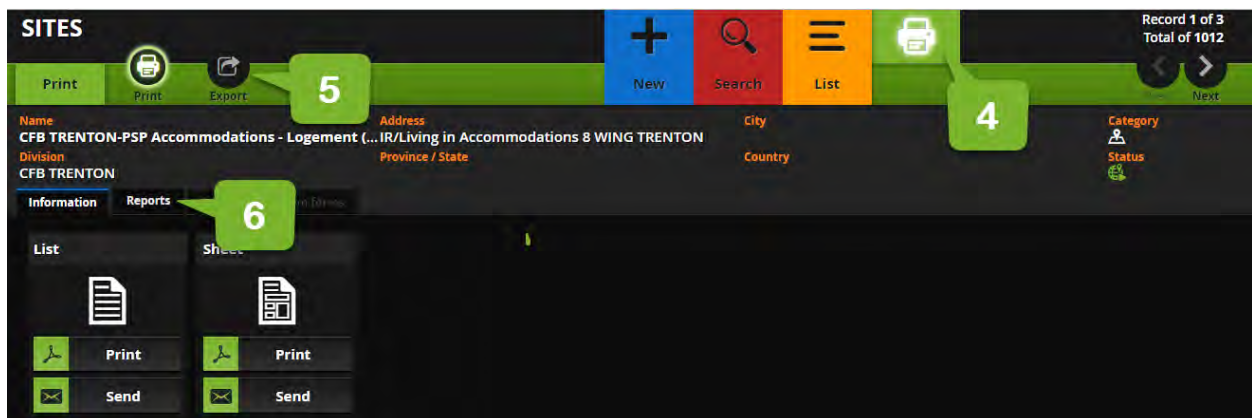
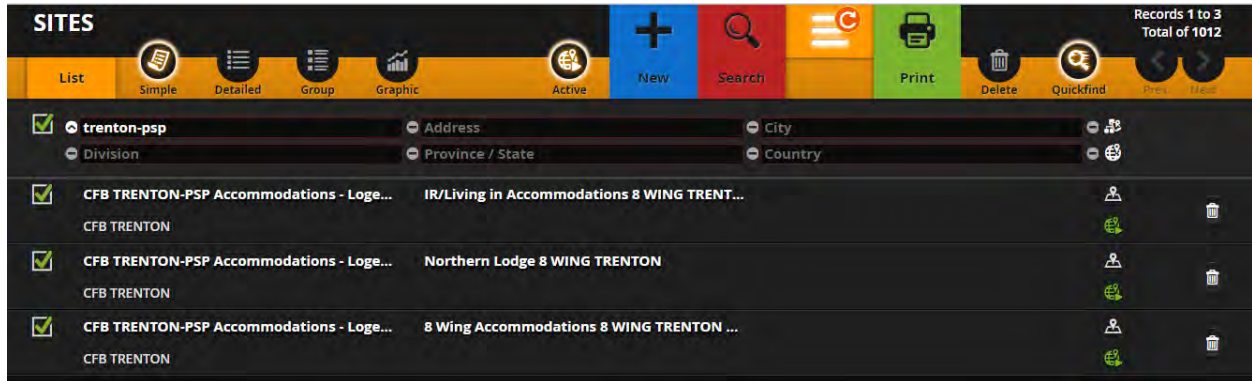
1. Log to your account
2. Click on “Sites” module.



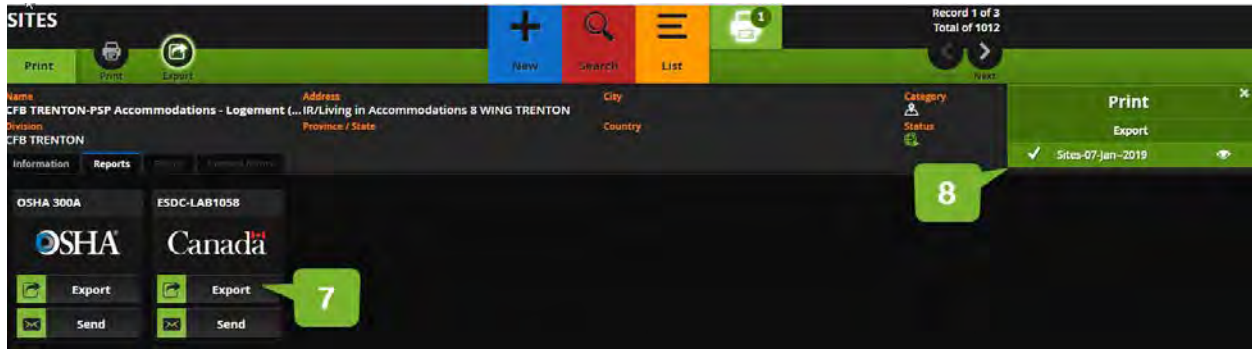


3. Using Quickfind, filter the sites that relates to your Local OHS Committee

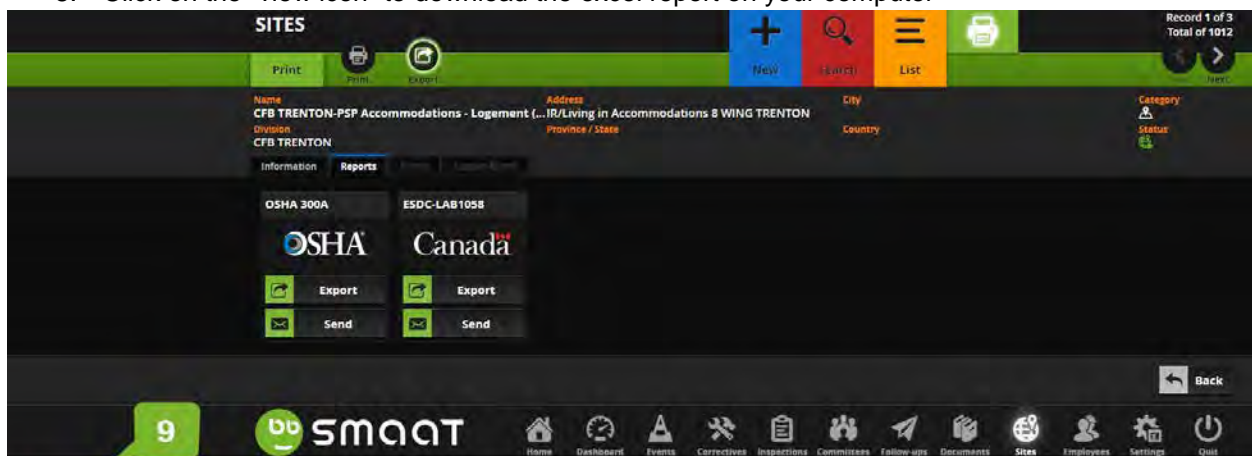
## Results



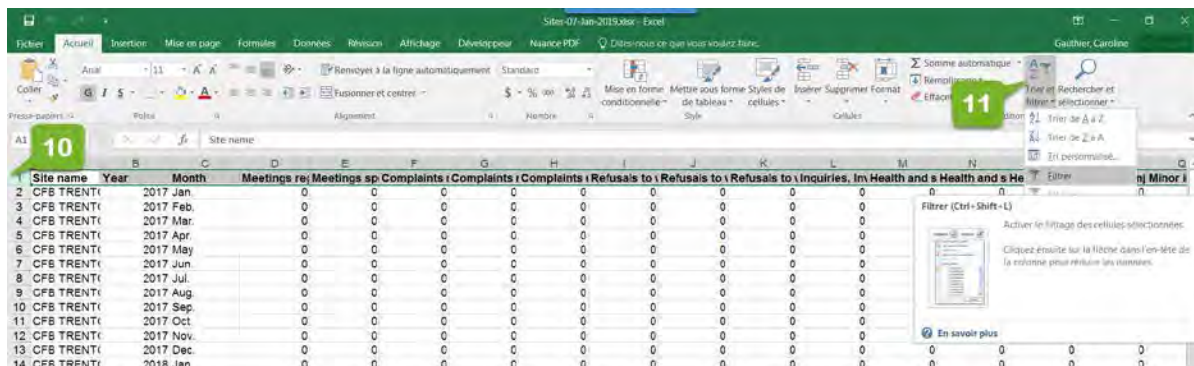
4. When you have the desired list of sites, click "Print"
5. Then, click "Export"
6. Then, click "Report"



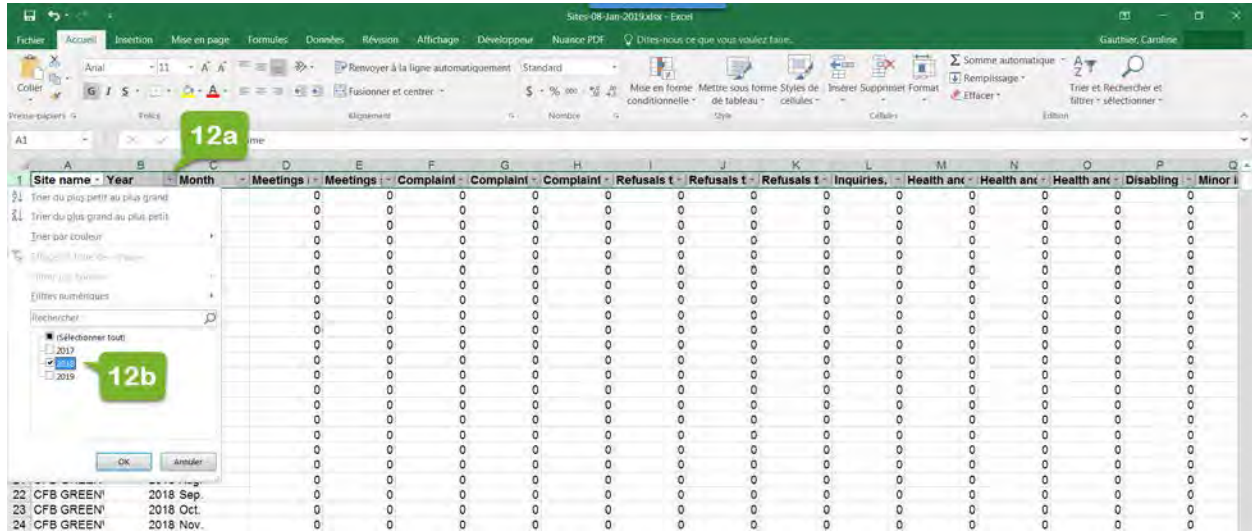
7. Click “Export” located under ESDC-LAB1058
8. Click on the “view icon” to download the excel report on your computer



9. Click on the file downloaded to open the excel report. The location of the file varies depending on the browser used

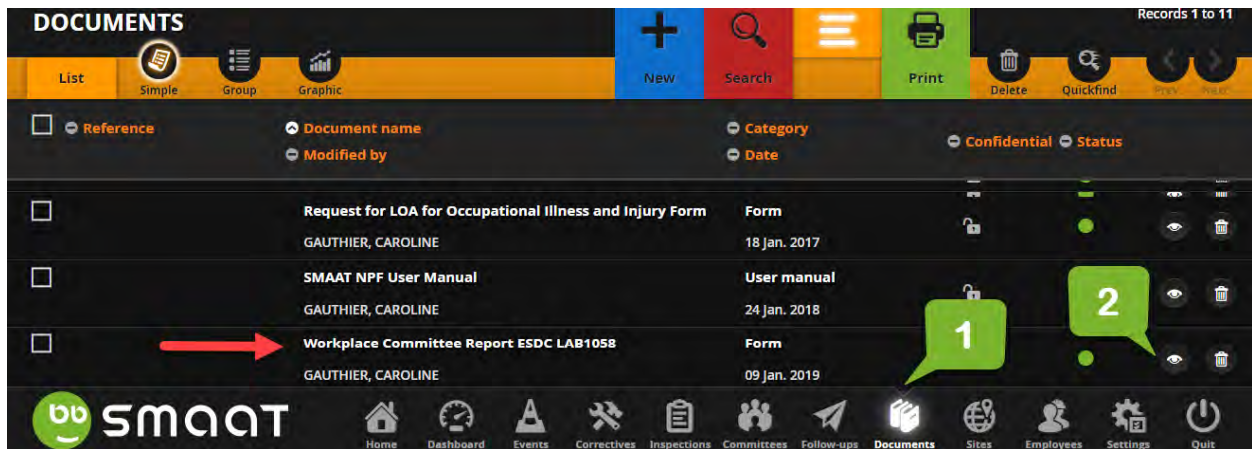


10. Select the top row that contains the titles
11. Select “Filter”



- Apply a filter to the Year column in order to show only the year required in the report
- You now have the info to transcript to the annual workplace committee report (ESDC LAB-1058)

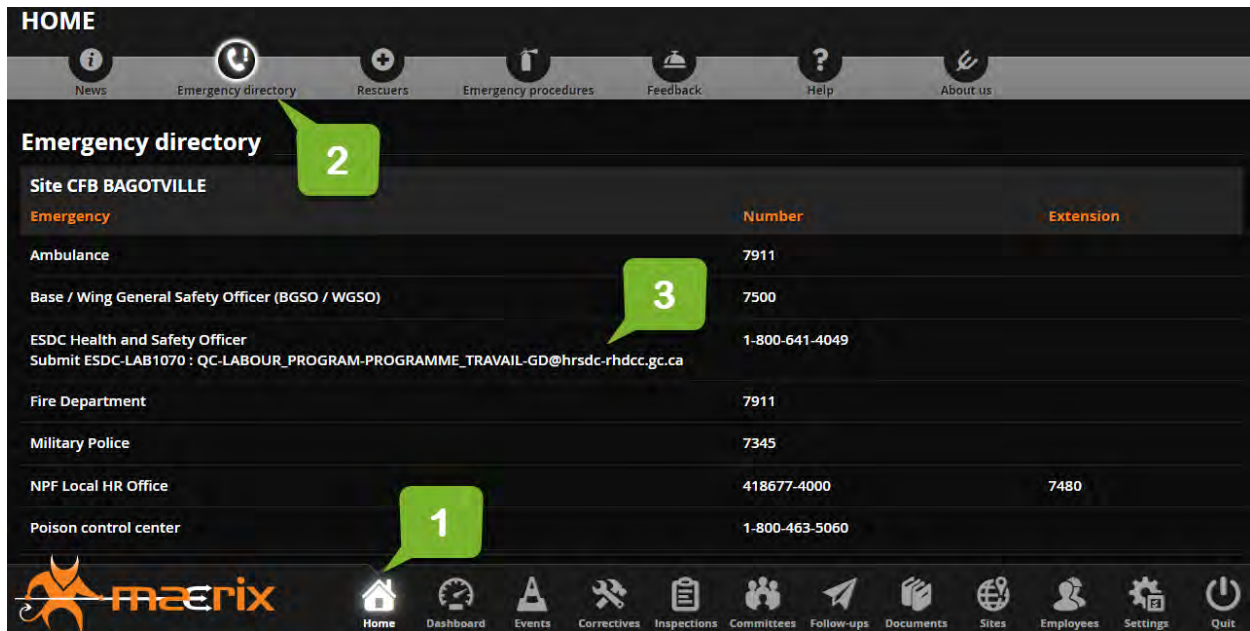
**Retrieve a blank copy of the annual workplace committee report (ESDC LAB-1058)**



- Log to your account and click on the “Documents” module
- Retrieve the report from the list and click on the view icon. The form is also available at [www.CFMWS.com/OHS](http://www.CFMWS.com/OHS)



Retrieve the email address to submit the annual workplace committee report (ESDC LAB-1058)



3. Log to your account and click on the “Home” module
4. Click on “Emergency directory”
5. The email address of your regional ESDC office appears below ESDC Health and Safety Officer

### View data in graphics



1. Log to your account and click on the “Events” module
2. Click on “Quickfind” and filter the info you wish to view
3. Click on “Graphic”



4. Navigate the tabs and menus to find the desired graphic



# PROCESSES – SLERS

## SMAAT ADMIN ACCOUNT – THE BASICS

- LOG IN / LOG OUT ..... p.18
- NOTIFICATION EMAILS ..... p.20
- QUICKFIND - FILTER A LIST ..... p.22
- EDIT - MODIFY AN EVENT TICKET ..... p.23
- ADD A FILE SUCH AS A PHOTO OR A DOCUMENT TO A TICKET ..... p.24
- PRINT - PRINT A TICKET ..... p.26
- PRINT - PRINT A LIST OF TICKETS..... p.29

## SMAAT – Basics for the SLER

Objectives:

- Notify NSER of a serious injury (Death/Permanent disability/Injury to more than one person etc)
- When and how to change an event from Occupational to Non-occupational
- Add a first aid act to an event ticket
- Complete an ESDC-LAB1070 hazardous occurrence investigation report

### **Important!**

**Act with discretion when it comes to the injured identity and injury details.**

Establish with their LOHSC co-chair or LOHSR how best to collaborate using SMAAT when an event is reported

The SLER receives a notification email from “Info SMAAT” for each event an employee of their site is injured

Ensure all event tickets under your responsibilities include at least:

- Site/Department/Sector: Accurate
- Person injured: Accurate
- Employer’s version: clear and precise

Occupational injury: NPF employee injured while performing work related activities

Non-occupational injury: 1. NPF employee experiencing discomfort in the workplace due to personal medical condition  
 2. Injury to a third party (e.g. client, contractor, CAF member)

**DO NOT record violence in the workplace incident in SMAAT**

### Notify NSER of a serious injury

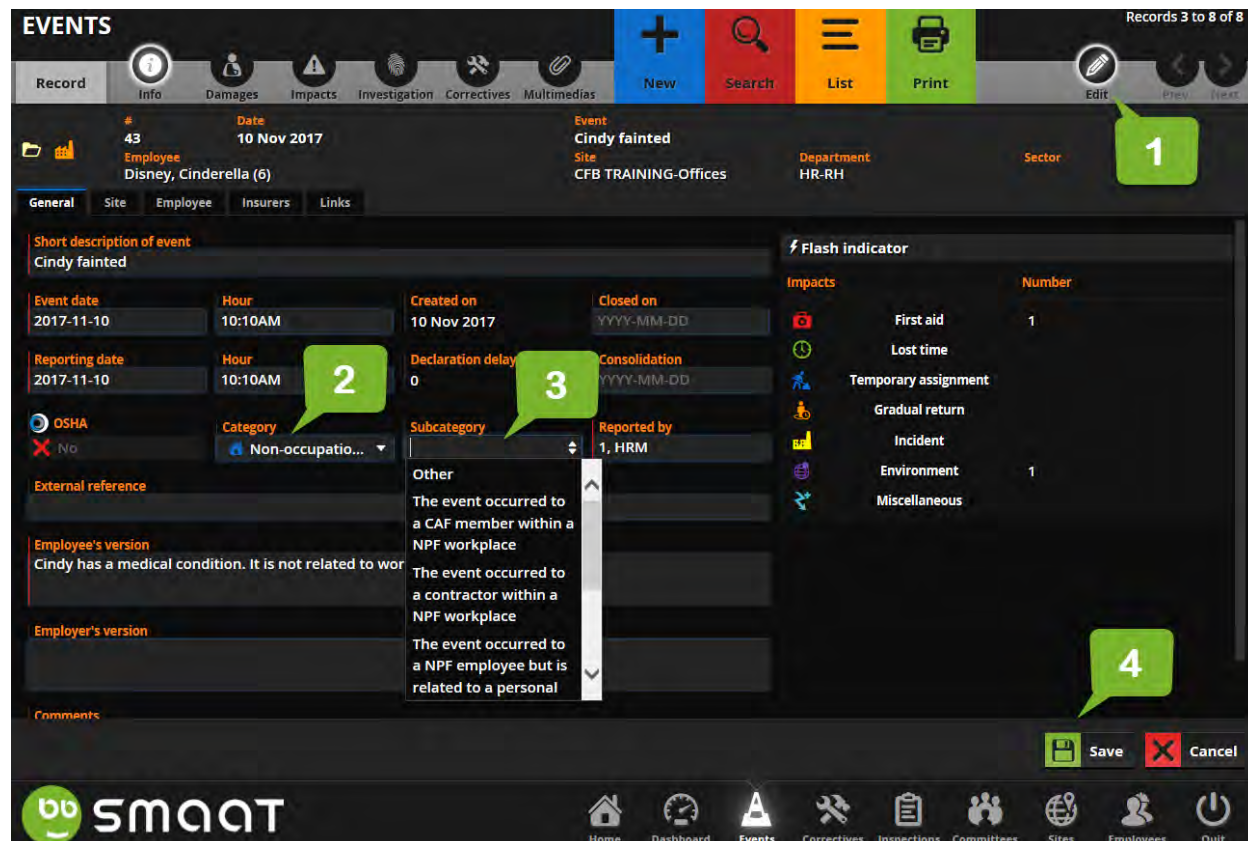
You may receive a notification email for a serious injury

1. Forward the notification email you received from Info Smaat to the National Senior Employer Representative (NSER) of your division. You may give him/her a call as well.

### When and how to change an event from occupational to Non-Occupational

We shall have a record in SMAAT of all events in NPF workplace that involve at least first aid

#### A. Discomfort in the workplace due to a personal medical condition experienced by a NPF employee



1. When the description is non-occupational (e.g. Blood sugar drop, epilepsy), click edit.
2. Change category to non-occupational
3. Change subcategory as appropriate
4. Then, save

# Results

Records 3 to 8 of 8

EVENTS

+
🔍
☰
🖨️

Record
Info
Damages
Impacts
Investigation
Correctives
Multimedias
New
Search
List
Print
Edit
Prev.
Next

# 43

Employee  
Disney, Cinderella (6)

Date  
10 Nov 2017

Event  
Cindy fainted

Site  
CFB TRAINING-Offices

Department  
HR-RH

Sector

General
Site
Employee
Insurers
Links

**Short description of event**  
Cindy fainted

|                |       |                   |               |
|----------------|-------|-------------------|---------------|
| Event date     | Hour  | Created on        | Closed on     |
| 10 Nov 2017    | 10:10 | 10 Nov 2017       |               |
| Reporting date | Hour  | Declaration delay | Consolidation |
| 10 Nov 2017    | 10:10 | 0                 |               |

OSHA

No

Category

🏠 Non-occupational

Subcategory  
The event occurred to a NPF employee but is related to a personal illness, injury or medical condition

Reported by  
1, HRM

**Flash indicator**

| Impacts   | Number |
|---|--------|
| <span style="color: #dc3545;">🚑</span> First aid            | 1      |
| <span style="color: #dc3545;">🕒</span> Lost time            |        |
| <span style="color: #dc3545;">👤</span> Temporary assignment |        |
| <span style="color: #dc3545;">🏠</span> Gradual return       |        |
| <span style="color: #dc3545;">🏢</span> Incident             |        |
| <span style="color: #dc3545;">🌍</span> Environment          | 1      |
| <span style="color: #dc3545;">🔧</span> Miscellaneous        |        |

**External reference**

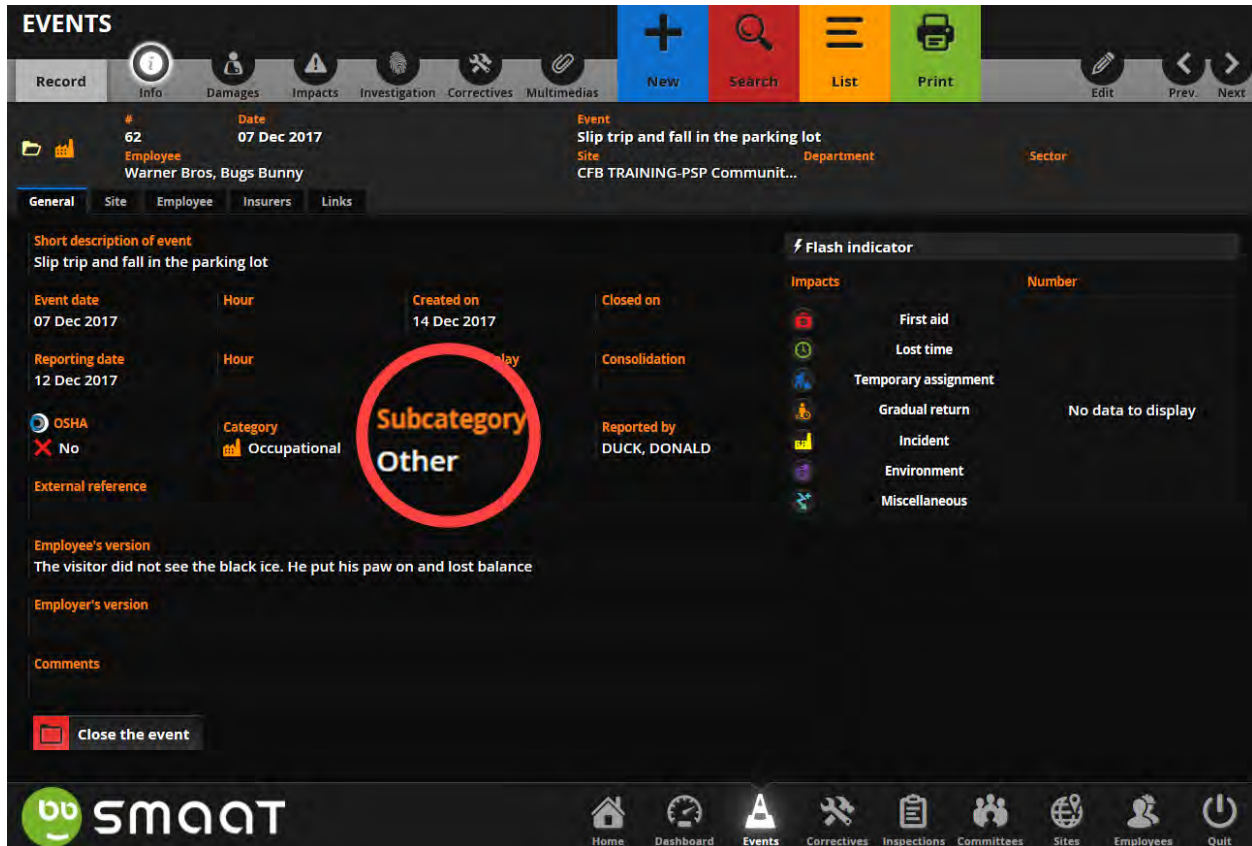
**Employee's version**  
Cindy has a medical condition. It is not related to workplace environment

**Employer's version**

**Comments**

🏠 Home
📊 Dashboard
⚠️ Events
🔧 Correctives
📄 Inspections
👥 Committees
🌍 Sites
👤 Employees
🔌 Quit

**B. The injured person is not a NPF employee**

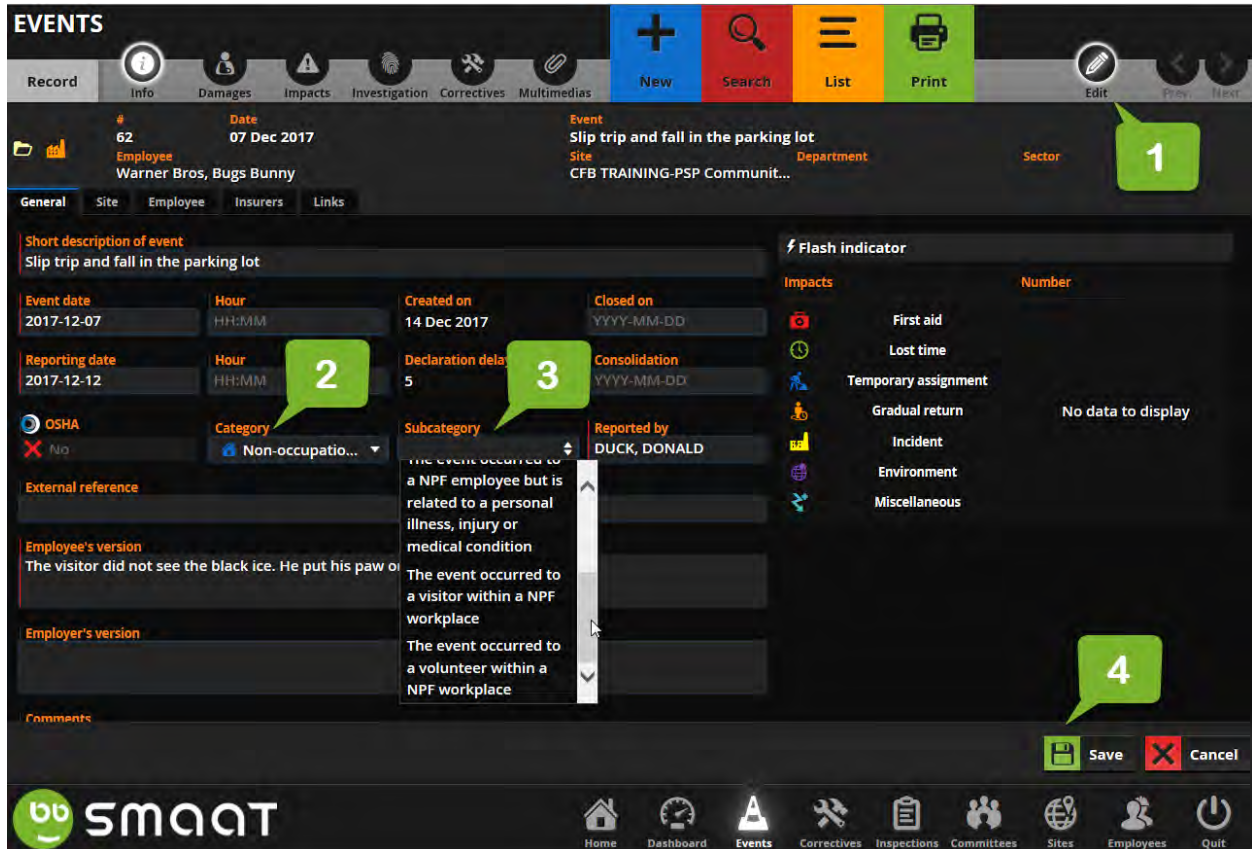


When “Other” appears in the subcategory, confirm that the injured person is not a NPF employee.

**Important!**

We track injuries to a third party in SMAAT for different reasons:

1. NPF could need to fix or replace equipment and material in the workplace to prevent recurrence;
2. The event could have injured a NPF employee;
3. The parties could sue NPF for negligence.

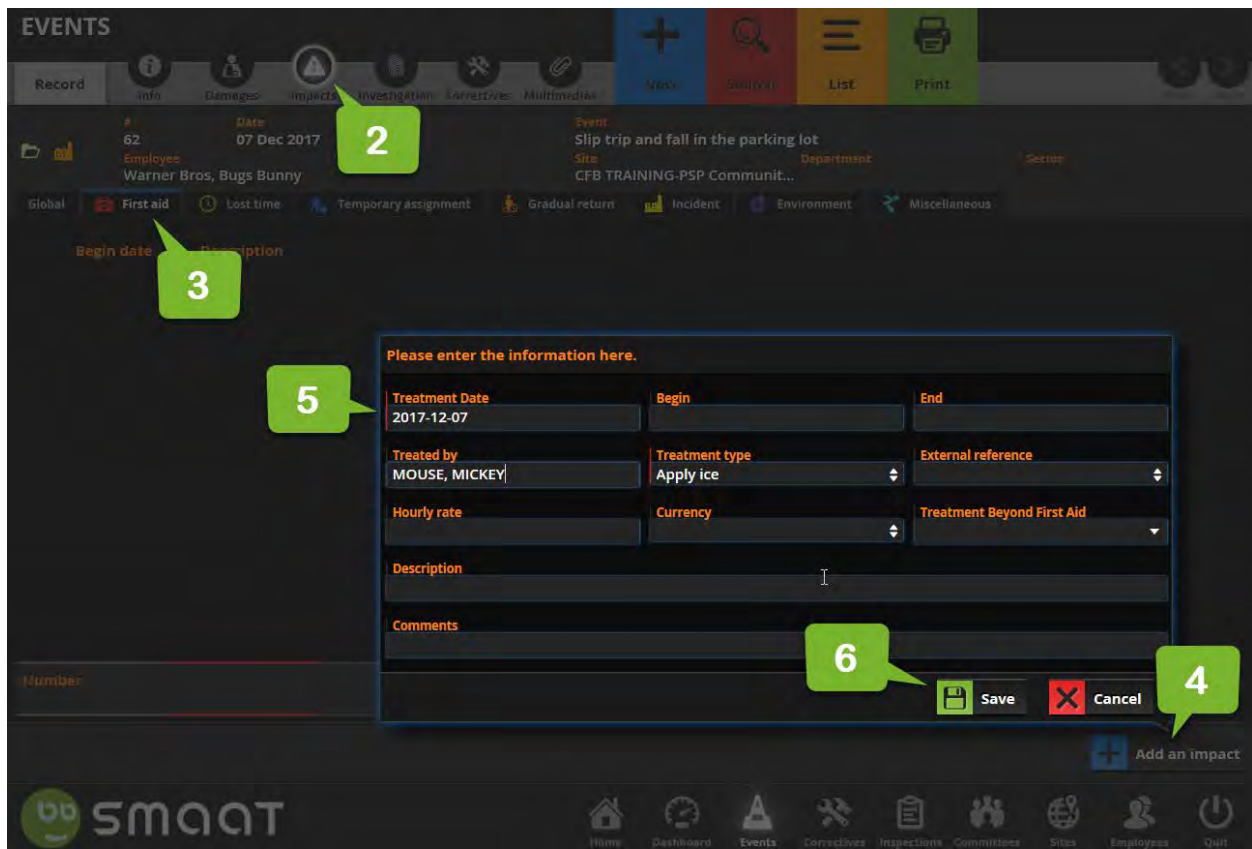


1. Click edit.
2. Change category to non-occupational
3. Change subcategory as appropriate
4. Click Save



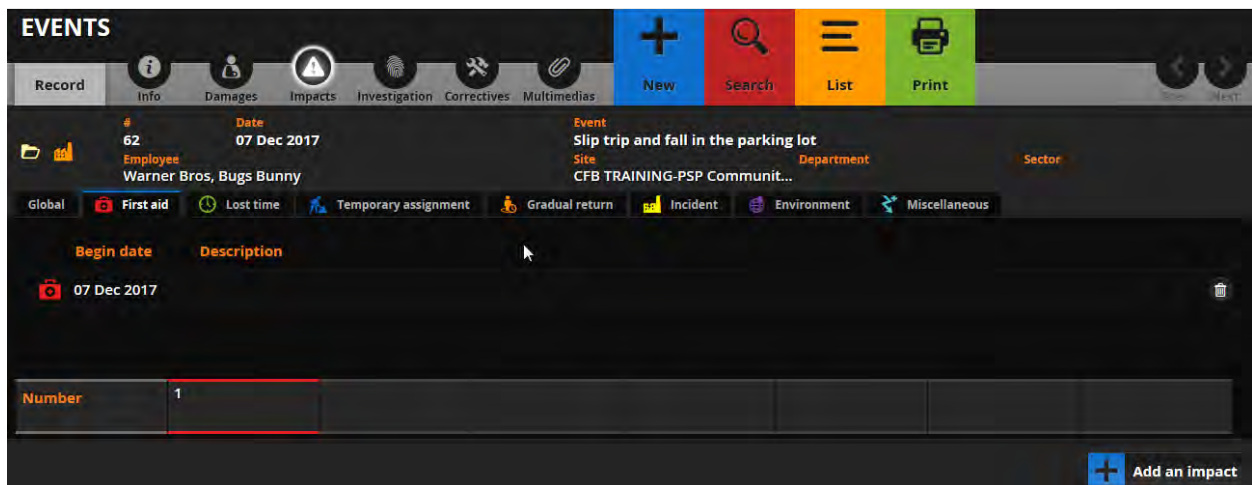
**Add first aid act to an event ticket**

1. Click on the ticket you wish to modify



2. Click on “Impacts”
  3. Click on “First Aid” tab
  4. Click on “add an impact”
  5. Complete the fields.
- NOTE: The field “Treated by” can include the name of a third party who is not in the database.
6. Then “save”

**Results**



**Complete an ESDC-LAB1070 hazardous occurrence investigation report**

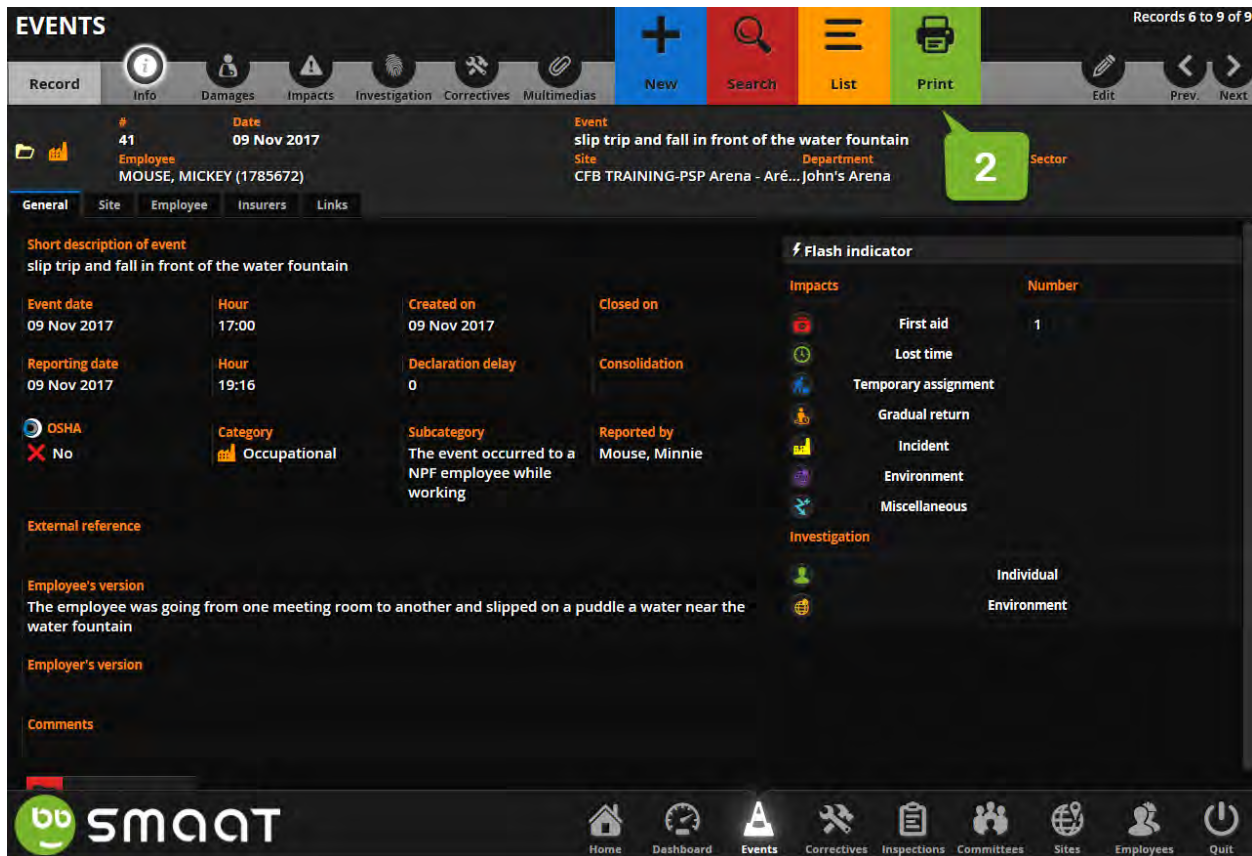
**Important!**

The investigation information tracked by SMAAT is used to complete the mandatory ESDC-LAB1070 form, Hazardous Occurrence Investigation Report for lost time events.

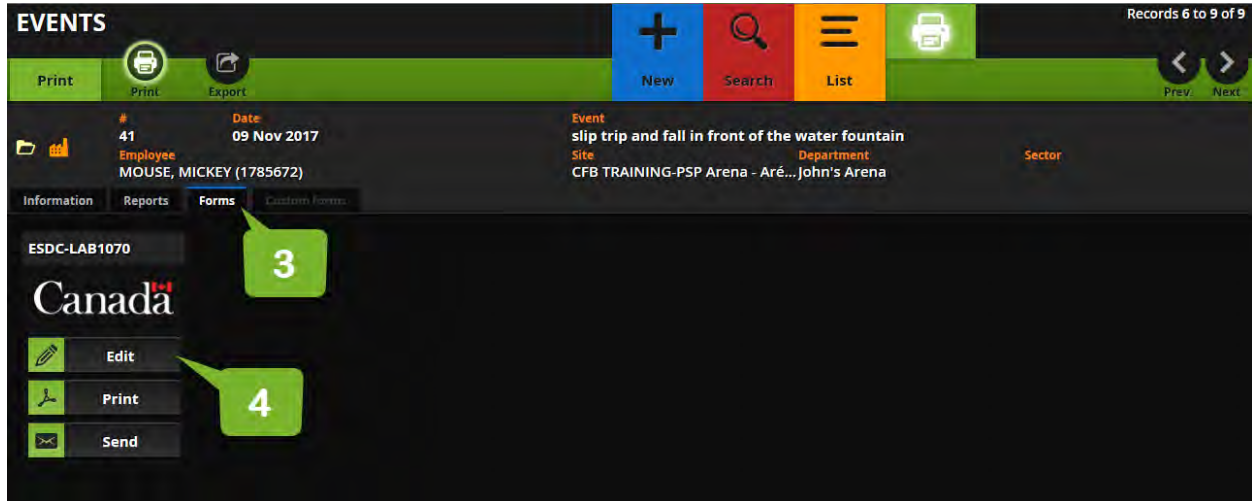
The form record the information you type in as long as you click “save” before closing it.

You can print the form as many times as you want.

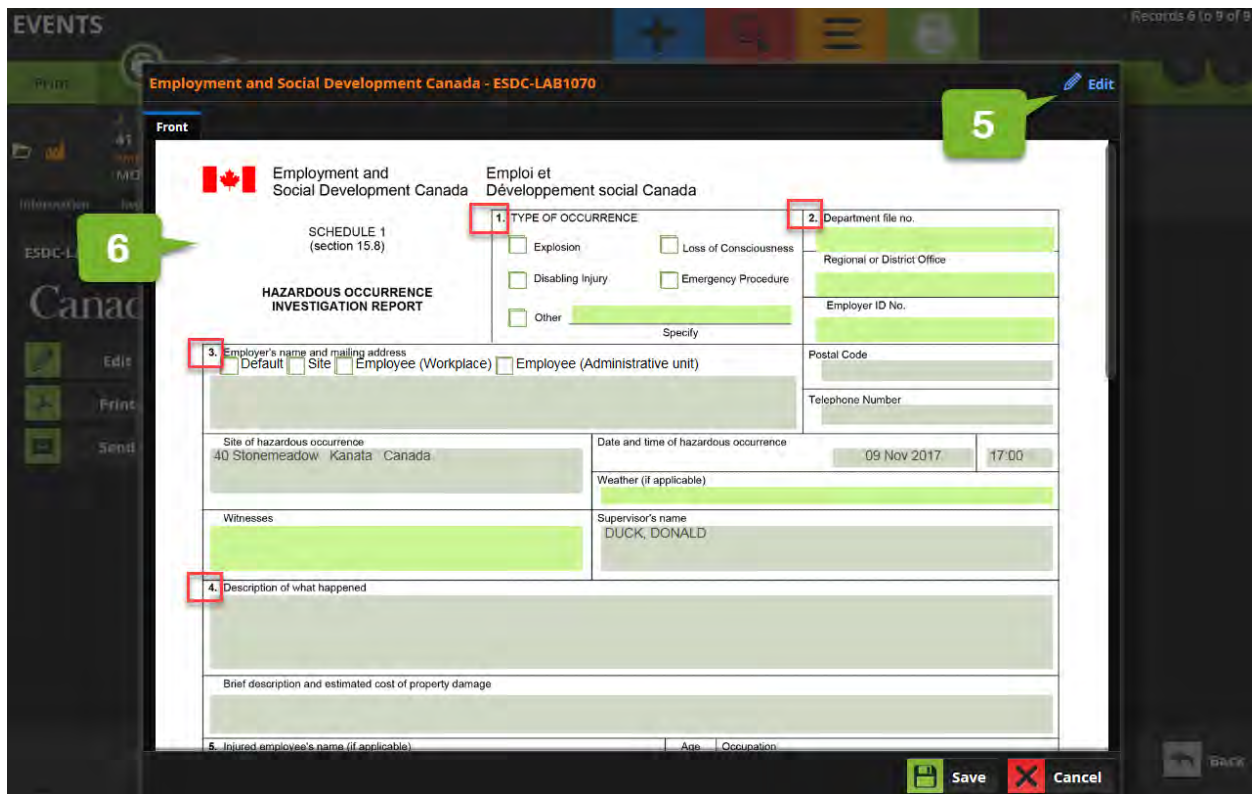
1. Open the ticket you wish to print ESDC-LAB1070



2. Click on Print



3. Click “Forms”
4. Click Edit under ESDC-LAB1070



5. Click “edit”

NOTE: Editable and non-editable fields

Dark green fields: SMAAT completes darker green from the data in the system. You shall return into SMAAT to change the content of any of these fields.

Light green fields: The SLER shall complete light green fields prior to print as SMAAT keeps the latest version saved.

6. Overview of the sections

Section 1 – Type of occurrence: Click on the appropriate box. NOTE: Select “Disabling injury” for all incident involving lost time.

Section 2 – N/A

Section 3 – Employer’s name and mailing address: Select “Default”

- Default: Staff of Non-Public Funds, CF 4210 Labelle Ottawa, ON K1A 0K2
- Site: The event site address
- Employee: The employee workplace address.

Section 4 – Complete by SMAAT. If empty, return to SMAAT to enter the information.

The screenshot shows a web-based form for incident reporting. The form is titled "Employment and Social Development Canada - ESDC-LAB1070". It is divided into several sections. A green callout box with the number "6" points to the "Injured employee's name (if applicable)" field, which contains "MOUSE, MICKEY". Other fields are highlighted with red boxes and numbered 6, 7, and 8. The form includes fields for employee name, age, occupation, description of injury, sex, direct cause of injury, training prevention, direct causes of hazardous occurrence, corrective measures, reasons for not taking corrective measures, supplementary preventive measures, and contact information of the person investigating. The form is set against a dark background with a sidebar on the left containing navigation icons and a "Send" button.

Section 5 –

Section 6 – Complete by SMAAT. If empty, return to SMAAT to enter the information.

Section 7 –

Section 8 – Complete by SMAAT. If empty, return to SMAAT to enter the information.



The screenshot shows a web-based form interface. At the top, it says 'EVENTS' and 'Records 6 to 8 of 9'. The main title is 'Employment and Social Development Canada - ESDC-LAB1070'. The form is titled 'Front' and contains several sections:

- Supplementary preventive measures:** A large empty text area.
- 8. Contact Information of person investigating:** A table with fields for Surname (Mouse), Given Name (Baby), Telephone Number, Title (AQUATICS COORD CR FT PET1), E-Mail, and Date of the investigation (14 Dec 2017). There is also a field for Signature.
- 9. Work place committee's or health and safety representative's comments:** A large empty text area.
- Work place committee member's or health and safety representative's information:** A table with fields for Surname, Given Name, Telephone Number, Title, E-Mail, and Date (YYYY-MM-DD). There is also a field for Signature.

At the bottom of the form, it says '10. COPY 1 to the Minister of Labour, COPY 2 to the Work place Committee or Health and Safety Representative COPY 3 to the Employer'. The footer includes 'ESDC LAB1070 (2016-09-007) E', 'See reverse for INSTRUCTIONS', and the 'Canada' logo. A 'Save' button and a 'Cancel' button are visible at the bottom right.

Section 9 – LOHSC section: There a few ways to get this part completed

- 1) You meet with the LOHSC member assigned to comment and sign the form. You type their comments, print the form and the parties sign.
- 2) Email the form to the LOHSC member assigned to comment and sign the form. They provide their comments by replying to your email. You can copy-paste their response into the e-form in SMAAT.
- 3) Print the form and provide a copy to the LOHSC member assigned to comment and sign the form. They can write on the form, sign and return it to you.

7. Save. Then, close.

NOTES: The form records the information you enter as long as you click “save” before closing it.

Scan the signed form and send it to ESDC Regional office within 14 days of being aware of the event.

**Attach a copy of the scan within the section Multimedias of the event ticket**



## SMAAT – Process to follow progress on committee tickets for SLER

### Objectives:

- Filter committee tickets pertaining to your responsibilities
- Consult committee meeting minutes
- Modify a committee ticket
- Close a committee ticket
- Extract a list of meetings held during a year

### **Important!**

Ensure all mandatory local committee meeting minutes are saved in SMAAT : at least nine (9) regular meetings per year and any special meetings (e.g. refusal to work, complaint)

Ensure the meeting minutes are signed by the co-chairs

Ensure the committee tickets includes at least:

- Scheduled : Date of the meeting
- People involved: The name of the co-chair opening the ticket
- Site: Accurate
- Subject: “Regular meeting”, or “Special meeting”

Post a hard copy of the regular meeting minutes on the OHS bulletin board

The Local OHS committee makes recommendations; the SLER makes decision and informs the LOHSC.

Filter committee tickets pertaining to your responsibilities

The screenshot displays the 'COMMITTEES' module interface. At the top, there are navigation buttons: List, Simple, Group, New, Search, Print, and Quickfind. The main area shows a table of committee tickets. The table has columns for ID, Date (DD Month YYYY), Subject, and Site. The tickets listed are:

| ID | Date        | Subject  | Site   |
|----|-------------|--|--|
| 7  | 23 Dec 2017 | Réunion  | CFB TRAINING-CANEX Retail Store - Comm de détail |
| 6  | 09 Nov 2017 | Regular meeting  | CFB TRAINING-Offices                             |
| 5  | 03 Nov 2017 | Cancel this request  |  |
| 1  | 27 Oct 2017 | Regular meeting  | CFB TRAINING-PSP Arena - Aréna                   |
| 4  | 26 Oct 2017 | test visibility of comity actions with the different access        | CFB VALCARTIER                                   |
| 2  | 24 Oct 2017 | Regular OHS Committee meeting                                      |  |
| 3  | 24 Oct 2017 | Construction refused to work because worksite awsa not safe enough |  |

At the bottom, there is a navigation bar with icons for Home, Dashboard, Events, Correctives, Inspections, Committees, Sites, Employees, and Quit. The 'COMMITTEES' icon is highlighted with a green callout '1'.

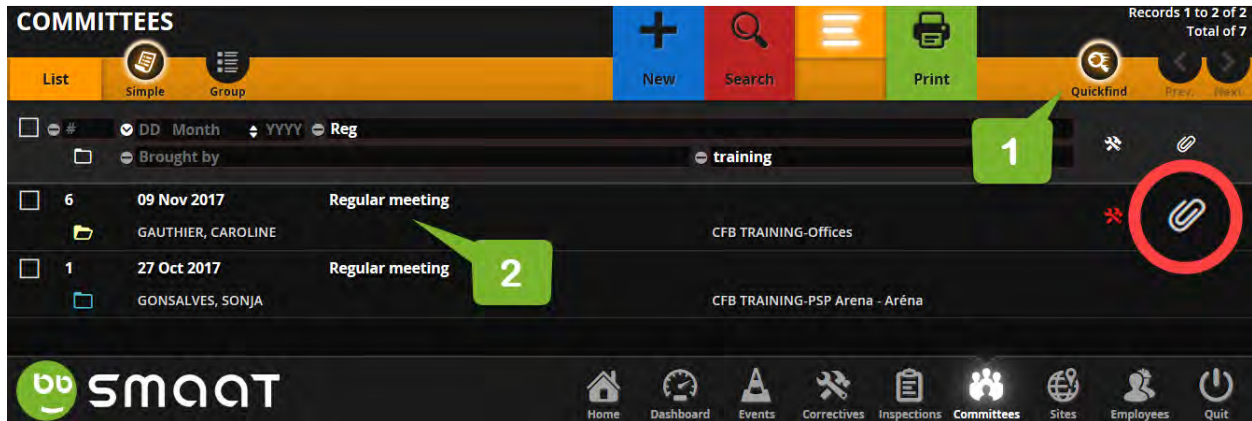
1. Click on “Committees” module
2. Click “Quickfind”
3. Type in site (e.g. CFB Training-PSP),
4. Type in subject (e.g. Regular meeting)

Results

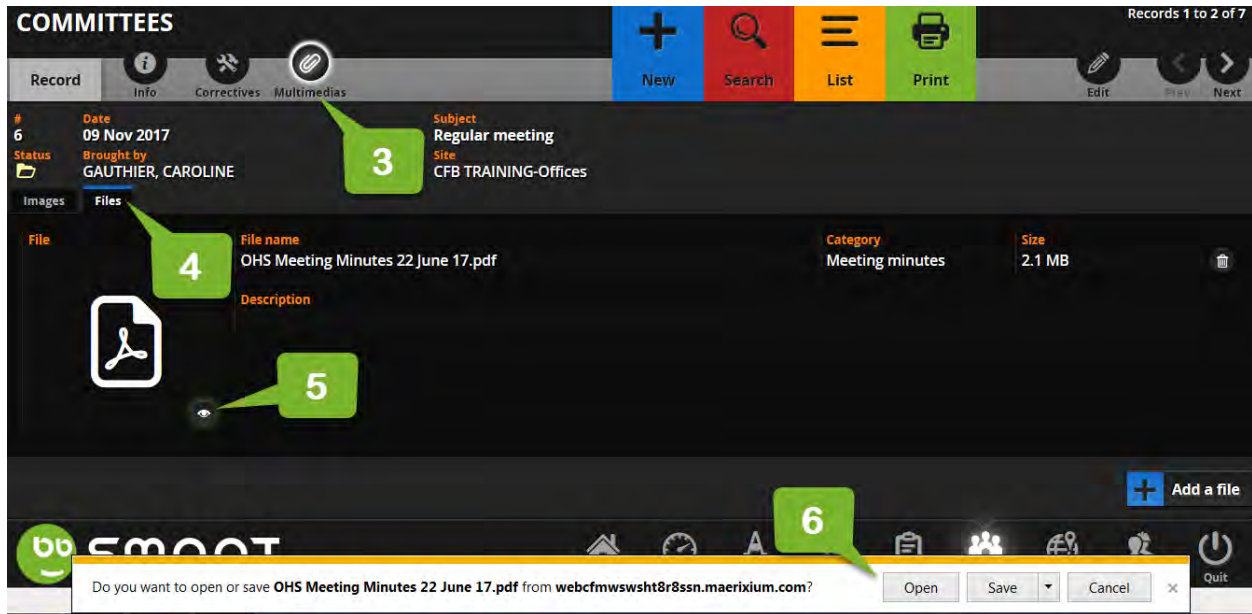
The screenshot shows the search results for the 'COMMITTEES' module. The search filters are set to 'Reg' for the subject and 'training' for the site. The results table shows three entries:

| ID | Date        | Subject         | Site                           |
|----|-------------|-----------------|--------------------------------|
| 6  | 09 Nov 2017 | Regular meeting | CFB TRAINING-Offices           |
| 1  | 27 Oct 2017 | Regular meeting | CFB TRAINING-PSP Arena - Aréna |

Consult committee meeting minutes



1. Using Quickfind, filter tickets under your responsibilities
2. Click on the ticket you wish to view  
NOTE: Tickets with a paper clip may have meeting minutes attached



3. Click on Multimedia
  4. Click on files
  5. Click on “view”
  6. Click on “open”
- NOTE: May be different depending on your browser

## Results

The screenshot shows the SMART interface with a PDF document open. The PDF content is as follows:

**MINUTES – HEALTH AND SAFETY COMMITTEE**

Employer: PSP  
 Address: 57 Festubert Blvd  
 PO Box 9999 Stn Main  
 Garrison Petawawa, ON, K8H 2X3

Labour Program Committee No:  
 No. of employees represented by Committee: 165  
**Date of Meeting: 22 June 2017**  
 Place of Meeting: Jubilee Lodge  
 Regular  Special   
 Date of last meeting 18 May 2017

| ATTENDANCE                         | Name             | Category |       | Representation |          | Place of work      | Absent |
|------------------------------------|------------------|----------|-------|----------------|----------|--------------------|--------|
|                                    |                  | CAT II   | CAT I | Employer       | Employee |                    |        |
| Chairperson representing employees | Stewart Adam     |          | X     |                | X        | DDH                |        |
| Chairperson representing employer  | Judy Goetz       | X        |       | X              |          | PSP Petawawa HO    |        |
| Secretary                          | Nicole Aulenbach |          | X     |                | X        | PSP Petawawa HQ    |        |
|                                    | Bruce Peever     | X        |       | X              |          | Petawawa Post      |        |
|                                    | Marc Tremblay    | X        |       | X              |          | SDA                |        |
|                                    | Jen Arseneau     |          | X     |                | X        | Jubilee Lodge      |        |
|                                    | Mike Augot       | X        |       | X              |          | Environment Office |        |

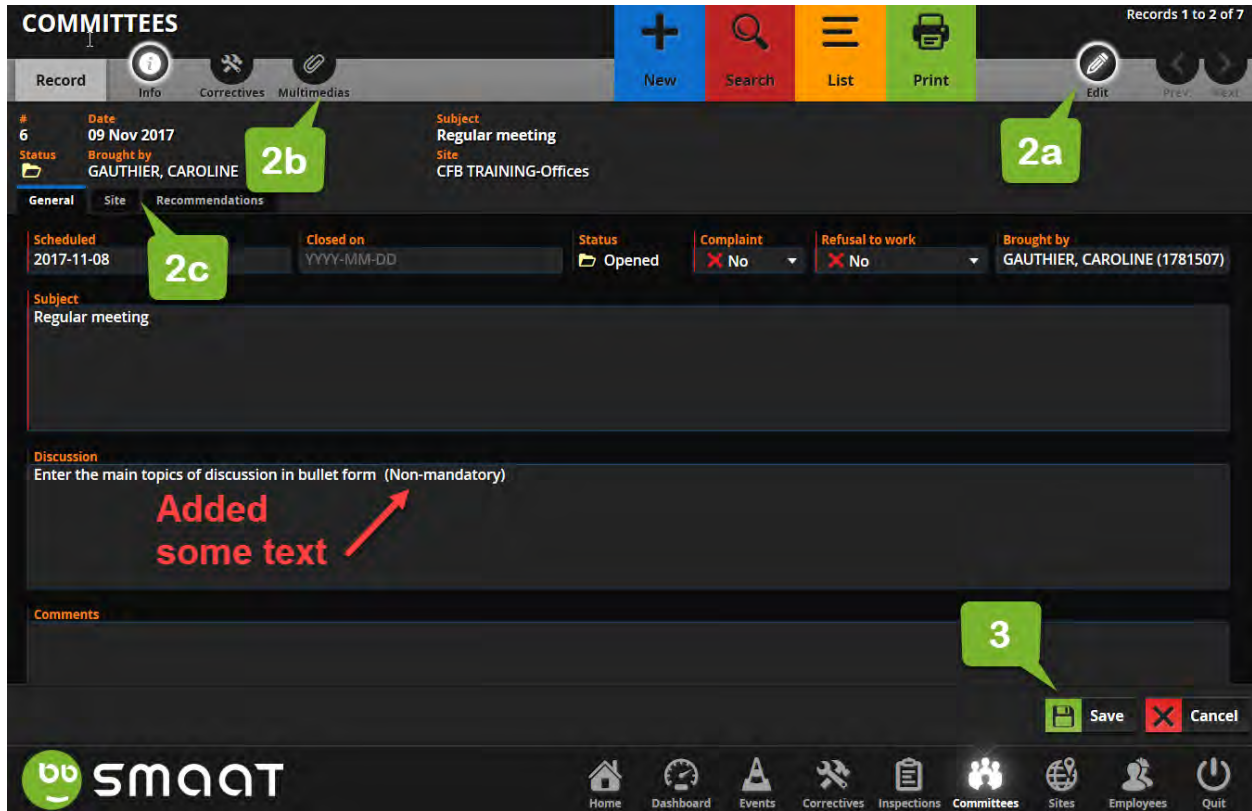
## Modify a committee ticket

The screenshot shows the SMART interface with a list of committee tickets. A red circle highlights the 'Quickfind' icon in the top right corner. A green callout bubble with the number '1' points to the second ticket in the list.

| # | DD | Month | YYYY | Reg | Brought by         | Site                           |
|---|----|-------|------|-----|--------------------|--------------------------------|
| 6 | 09 | Nov   | 2017 | Reg | GAUTHIER, CAROLINE | CFB TRAINING-Offices           |
| 1 | 27 | Oct   | 2017 | Reg | GONSALVES, SONJA   | CFB TRAINING-PSP Arena - Aréna |

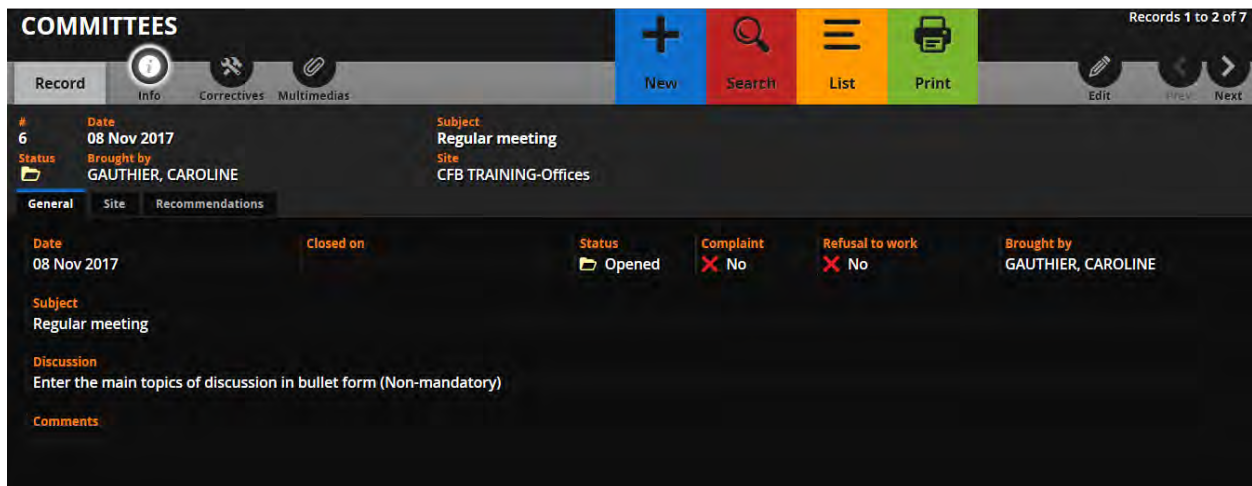
1. Click on the ticket you wish to modify





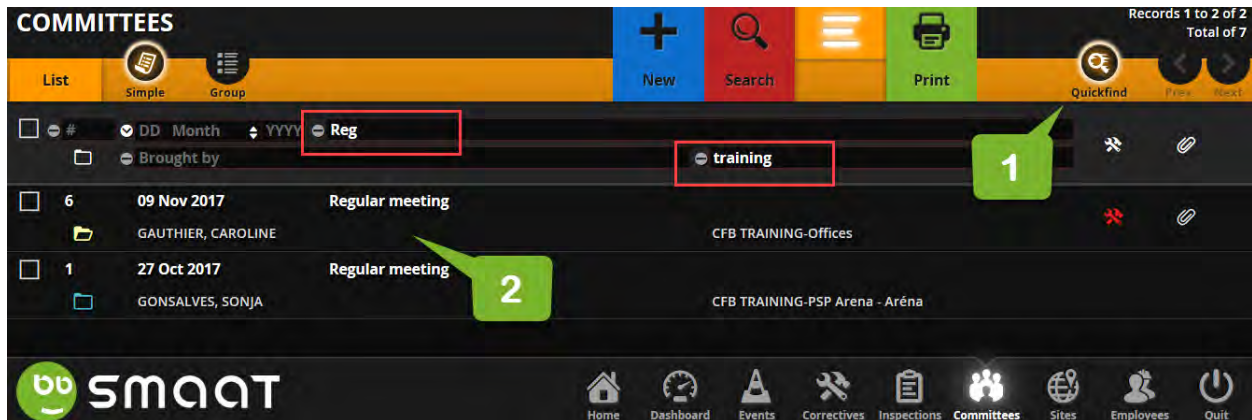
2. Click on
  - a. “Edit” to modify the field you wish to update. Then, click save
  - b. “Multimedia” to attach the meeting minutes. Then, click save
  - c. “Site” to select your location.
3. Then, click save

## Results

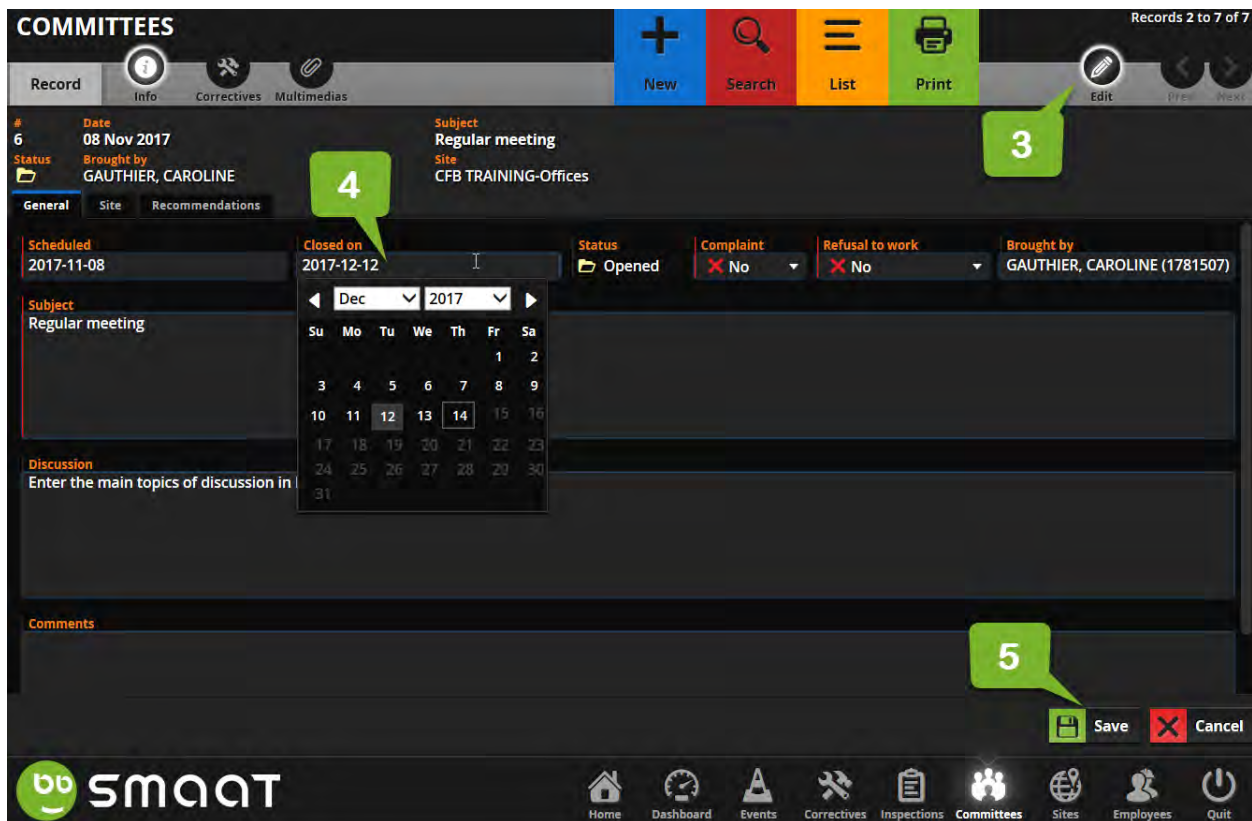




Close a committee ticket



1. Using Quickfind, filter tickets under your responsibilities
2. Click on the ticket you wish to close.



3. Click on edit
4. Select a date from “Closed on”,
5. Then “save”

## Results

Records 2 to 7 of 7
COMMITTEES

Record
New Search List Print

# 6

Date 08 Nov 2017

Status

Brought by GAUTHIER, CAROLINE

Subject Regular meeting

Site CFB TRAINING-Offices

General Site Recommendations

Date 08 Nov 2017

Closed on 12 Dec 2017

Status  Closed

Complaint  No

Refusal to work  No

Brought by GAUTHIER, CAROLINE

Subject Regular meeting

Discussion Enter the main topics of discussion in bullet form (Non-mandatory)

Comments

## Results

Records 1 to 7 of 7  
Total of 7
COMMITTEES

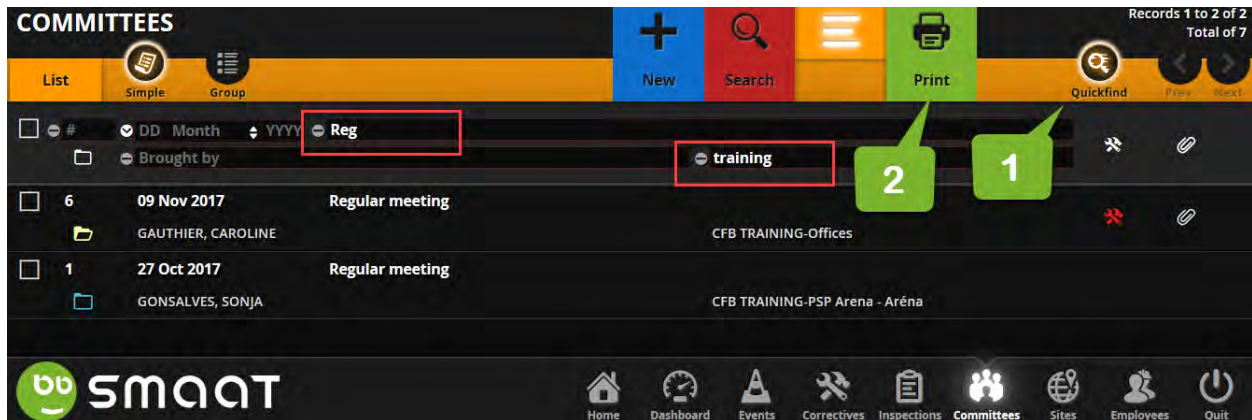
List
New Search List Print

Simple Group

Quickfind Prev Next

| #                        | Date             | Subject  | Site   |
|--------------------------|------------------|--|--|
| <input type="checkbox"/> | 7<br>23 Dec 2017 | Réunion  | CFB TRAINING-CANEX Retail Store - Comm de détail |
| <input type="checkbox"/> | 6<br>08 Nov 2017 | Regular meeting  | CFB TRAINING-Offices                             |
| <input type="checkbox"/> | 5<br>03 Nov 2017 | Cancel this request  |  |
| <input type="checkbox"/> | 1<br>27 Oct 2017 | Regular meeting  | CFB TRAINING-PSP Arena - Aréna                   |
| <input type="checkbox"/> | 4<br>26 Oct 2017 | test visibility of comity actions with the different access        | CFB VALCARTIER                                   |
| <input type="checkbox"/> | 2<br>24 Oct 2017 | Regular OHS Committee meeting                                      |  |
| <input type="checkbox"/> | 3<br>24 Oct 2017 | Construction refysed to work because worksite awsa not safe enough |  |

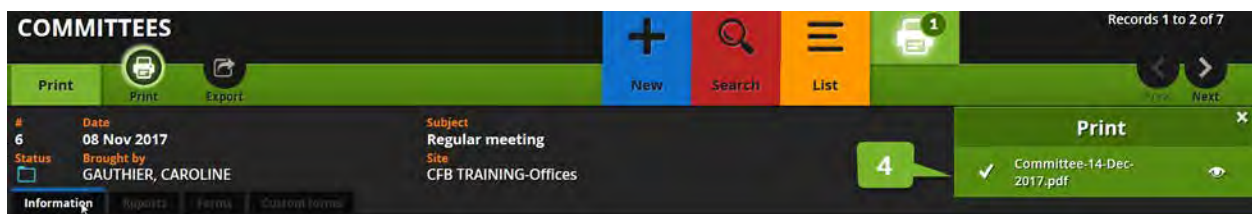
Extract a list of meetings held during a year



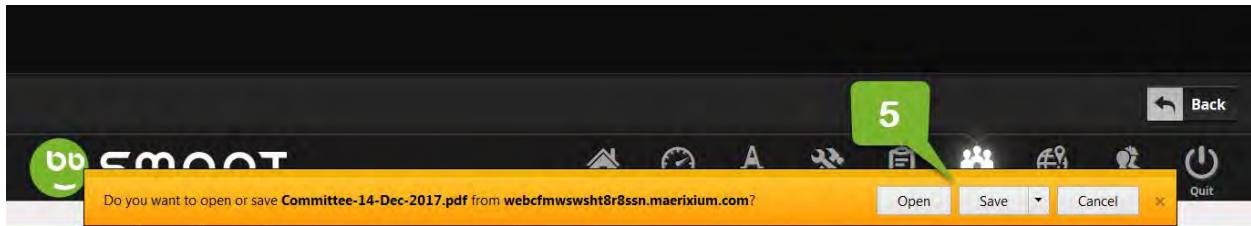
1. Using Quickfind, filter tickets under your responsibilities (e.g. site, date YYYY)
2. When you have the list of tickets, Click on “Print”



3. Click on “List / Print” or “List/Send”. When you select “Send”, you must enter a recipient.



4. Wait for the system to complete the creation of a pdf file. Then, click on download



5. Select “open” or “Save” as appropriate

## Results

**COMMITTEES** Records 1 to 2 of 7

Print Print Export New Search List Print

# **6** **Date** 08 Nov 2017 **Subject** Regular meeting  
**Status** □ **Brought by** GAUTHIER, CAROLINE

Information Regimes Forms

List Sheet

Print Send

Committee-14-Dec-2017.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Committee-14-Dec... x Sign In

1 / 1 64.1%

**COMMITTEE**  
LIST OF COMMITTEES

| # | Date        | Subject            | Site                           |
|---|-------------|--------------------|--------------------------------|
| 6 | 08 Nov 2017 | Regular meeting    |                                |
|   |             | Brought by         |                                |
|   |             | GAUTHIER, CAROLINE | CFB TRAINING-Offices           |
| 1 | 27 Oct 2017 | Regular meeting    |                                |
|   |             | Brought by         |                                |
|   |             | GONSALVES, SONIA   | CFB TRAINING-PSP Arena - Arena |

Home Dashboard Events Correctives Inspections **Committees** Sites Employees Quit



## SMAAT – Process to track action taken on inspection report for SLER

### Objectives:

- Filter inspections pertaining to your responsibilities
- Record actions taken on issues reported by LOHSC/LOHSR during monthly inspection
- Close an inspection ticket

### Important!

#### Proof of inspection

In order to track that the Local OHS committee / representative, performed the mandatory monthly inspection, the inspector creates a ticket that shows under type of risk: “1-proof of inspection”.

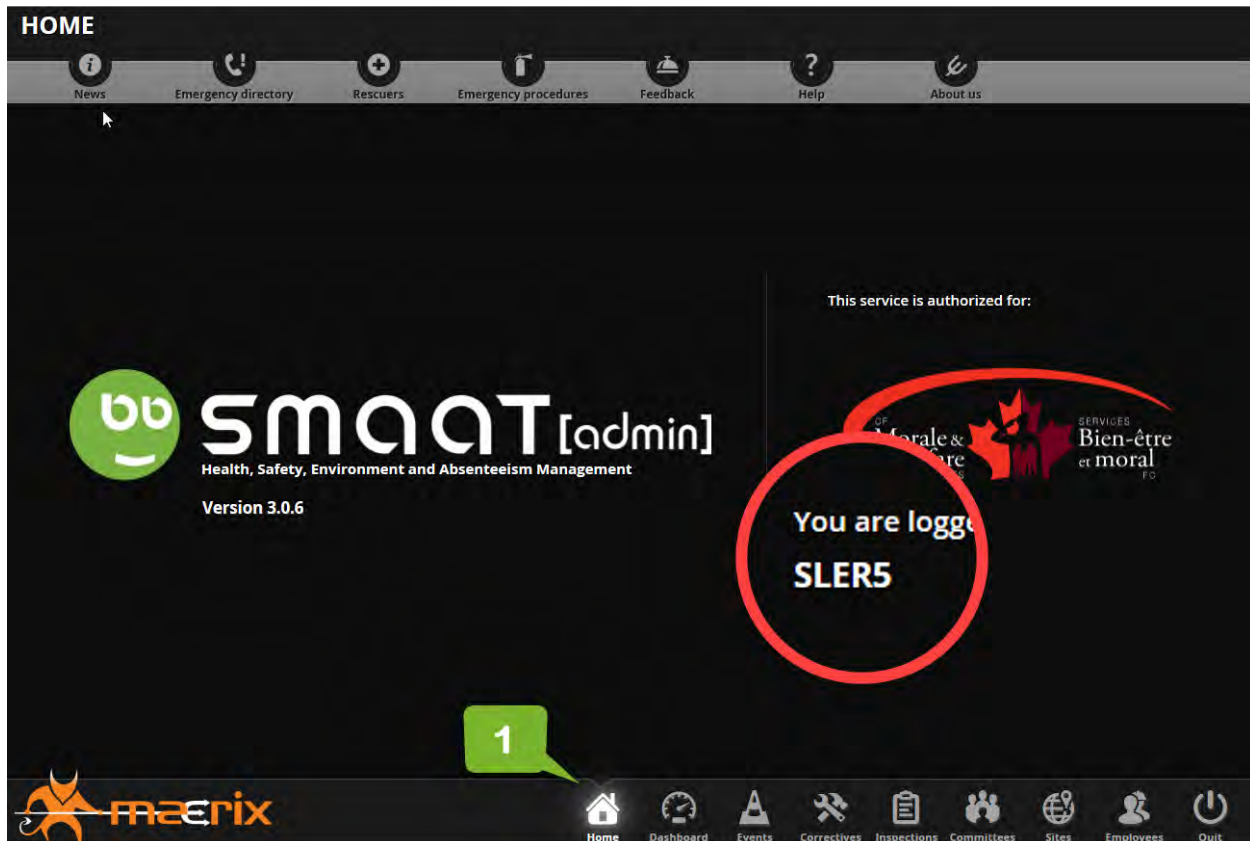
#### Close mandatory monthly inspection in SMAAT

The SLER or the LOHSC co-chairs / LOHSR can retrieve a ticket and close it.

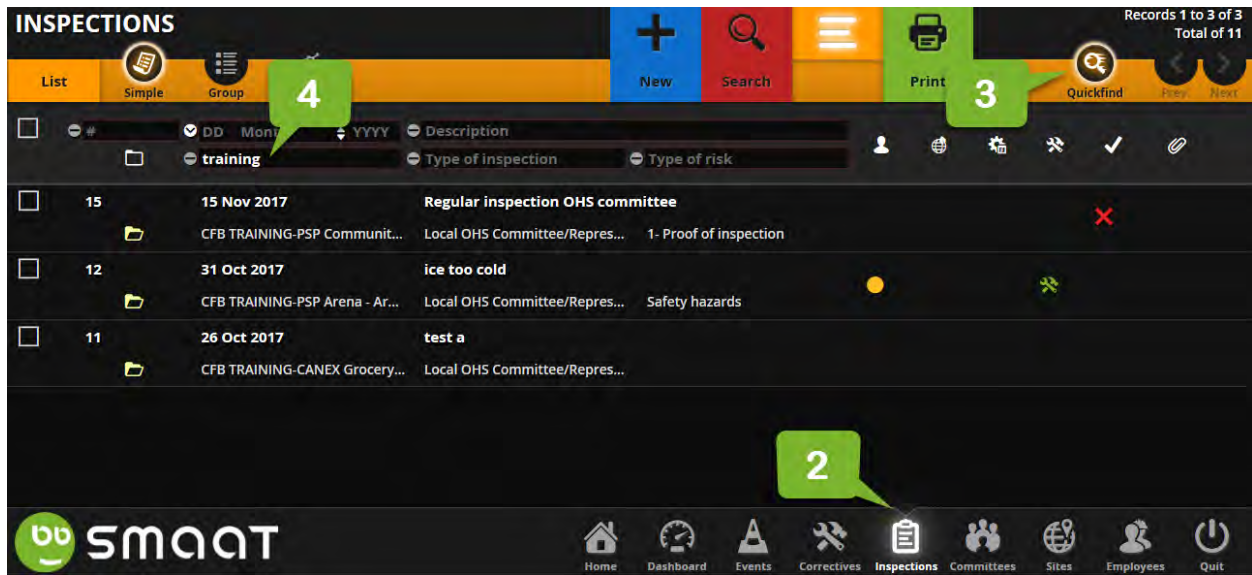
#### Respond to inspection tickets

The SLER shall respond to all inspection tickets under their responsibilities within 30 days of their creation.

### Filter inspection tickets pertaining to your responsibilities

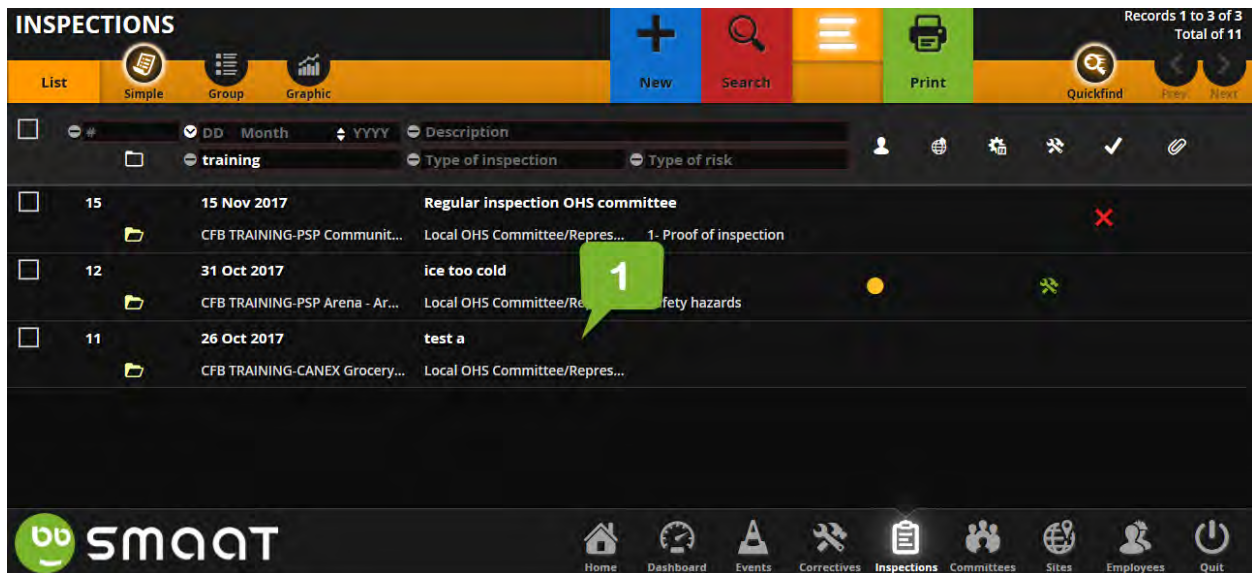


1. Log to your account

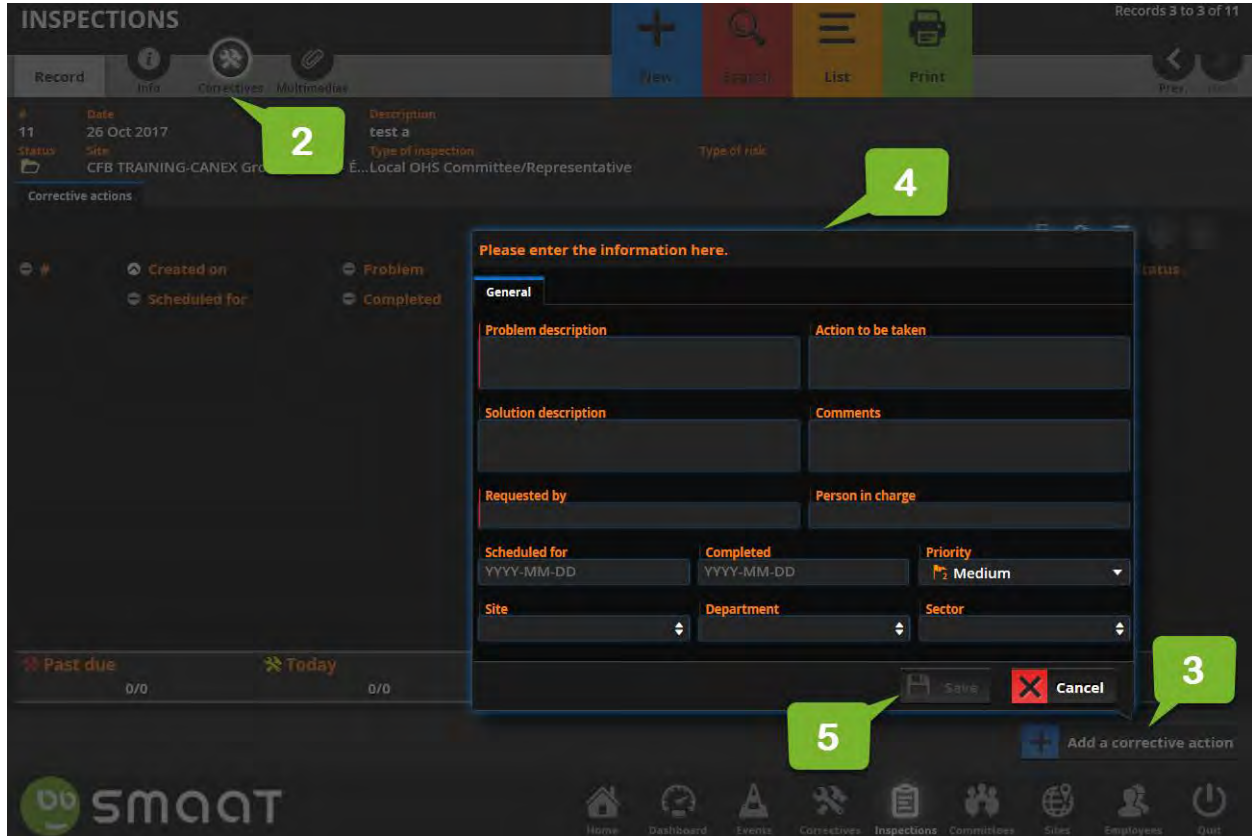


2. Click on inspection module
3. Click “Quickfind”
4. Type your site (e.g. HQ)

**Record actions taken on issues reported by LOHSC/LOHSR during monthly inspection**



1. Click on the ticket you wish to update



2. Click on “Correctives”
3. Click on “Add a corrective action”
4. Complete the fields
  - Problem description:
  - Action to be taken:
  - Requested by: Your name
  - Person in charge: the person you delegate the task to will receive an email notification. For example, see item 6 below
  - Scheduled for:
  - Completed: NA unless you are logging something already completed
  - Priority:
  - Site / Department / Sector
5. Then, click “save”

## Results

**INSPECTIONS** Records 3 to 3 of 11

| #                         | Date          | Description        | Type of risk      |
|---------------------------|---------------|--------------------|-------------------|
| 11                        | 26 Oct 2017   | test a             |                   |
| <b>Corrective actions</b> |               |                    |                   |
| #                         | Created on    | Problem            | Corrective action |
| 32                        | 14 Dec 2017   | The window is open | DUCK, LOUIE       |
|                           | Scheduled for | Completed          | Person in charge  |
|                           | 22 Dec 2017   |                    |                   |

Summary: Past due 0/0, Today 0/0, Valid 1/1, Completed 0/0, Total 1/1

Navigation: Home, Dashboard, Events, Correctives, Inspections, Committees, Sites, Employees, Quit

## Results - Example notification email received by the “Person in charge”

Info Smaart <noreply@smarteox.com>  
Smaart Mesure Corrective # 20 - priorité élevée

Bonjour Monsieur BOISVENO,

Ce message est pour vous informer de la création de la Mesure Corrective #20

Date de création: 08 nov. 2017  
Prévus le: 09 nov. 2017  
Priorité: Haute  
Responsable: BOISVENO, PIERRE  
Demandeur par: GAUTHIER, CAROLINE  
Problématique: The window is open  
Action à entreprendre: Replace the window with a three layers of plywood  
Mesure corrective effectuée:  
Site: CFMSD-HQ 2  
Département:  
Secteur:

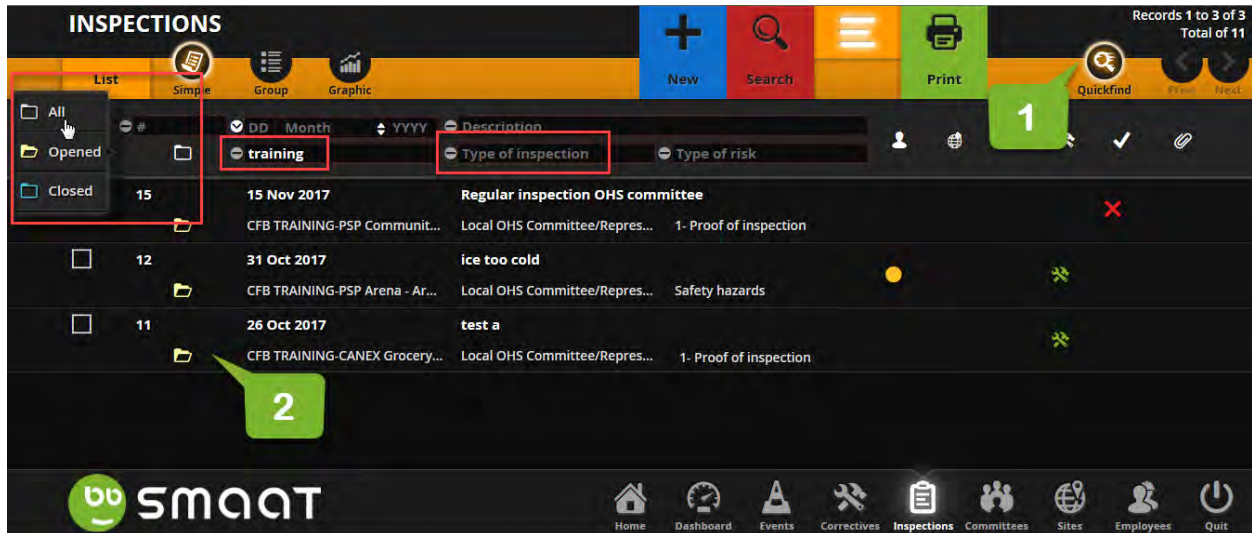
Merci.

Ce courriel a été envoyé à partir du logiciel Smaart, système de gestion de la santé, de la sécurité, de l'environnement et de l'absorbance (SST) de Maerle ([www.maerle.com](http://www.maerle.com)). S.V.P. ne pas répondre à ce courriel.

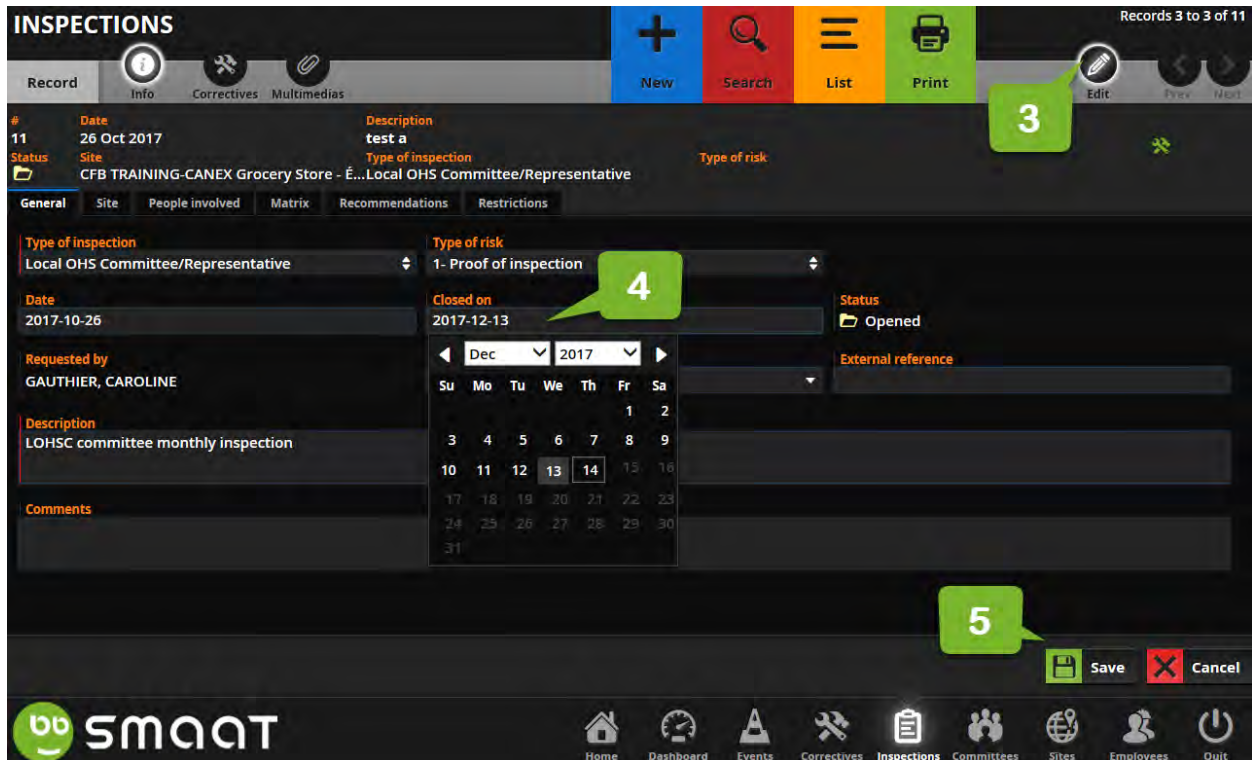
AVIS IMPORTANT : Ce courriel y compris les fichiers joints est destiné exclusivement au(x) destinataire(s) mentionné(s) ci-dessus et peut contenir de l'information privilégiée, confidentielle et/ou dispensée de divulgation aux termes des lois applicables. Si vous avez reçu ce message par erreur, ou s'il ne vous est pas destiné, veuillez le mentionner immédiatement à l'expéditeur et effacer ce courriel.



Close an inspection ticket



1. Using Quickfind, filter tickets under your responsibilities (e.g. site, type of inspection, type of risk, opened/closed)
2. Click on the ticket you wish to close. Note that this process applies when you want to close a “1-proof of inspection”.



3. Click on edit
4. Select a date from “Closed on”,
5. Then “save”

## Results

**INSPECTIONS** Records 3 to 3 of 11

Record Info Correctives Multimedias New Search List Print Edit Prev. Next

|                          |   |                                    |                        |
|--------------------------|---|------------------------------------|------------------------|
| #                        | Date                                    | Description                        | Type of risk           |
| 11                       | 26 Oct 2017                             | LOHSC committee monthly inspection | 1- Proof of inspection |
| Status                   | Site                                    | Type of inspection                 | Type of risk           |
| <input type="checkbox"/> | CFB TRAINING-CANEX Grocery Store - É... | Local OHS Committee/Representative | 1- Proof of inspection |

General **Site** People involved Matrix Recommendations Restrictions

|                                    |                        |                                 |
|------------------------------------|------------------------|---------------------------------|
| Type of inspection                 | Type of risk           | Status                          |
| Local OHS Committee/Representative | 1- Proof of inspection | <input type="checkbox"/> Closed |
| Date                               | Closed on              | External reference              |
| 26 Oct 2017                        | 13 Dec 2017            |                                 |
| Requested by                       | Notice of Violation    |                                 |
| GAUTHIER, CAROLINE                 |                        |                                 |
| Description                        |                        |                                 |
| LOHSC committee monthly inspection |                        |                                 |
| Remarks                            |                        |                                 |

## Results

**INSPECTIONS** Records 1 to 3 of 3  
Total of 11

List **Simple** Group Graphic New Search Print Quickfind Print Next

| #                        | DD Month YYYY  | Description                        | Type of inspection            | Type of risk           |
|--------------------------|----------------|------------------------------------|-------------------------------|------------------------|
| <input type="checkbox"/> | training       |                                    |                               |                        |
| <input type="checkbox"/> | 15 Nov 2017    | Regular inspection OHS committee   | Local OHS Committee/Repres... | 1- Proof of inspection |
| <input type="checkbox"/> | 12 31 Oct 2017 | ice too cold                       | Local OHS Committee/Repres... | Safety hazards         |
| <input type="checkbox"/> | 11 26 Oct 2017 | LOHSC committee monthly inspection | Local OHS Committee/Repres... | 1- Proof of inspection |

## SMAAT – Process to record investigation for the SLER

Objectives:

- Add investigation information
- Add a name such as investigator, witness, participated to an investigation
- Add contributing factors to an investigation
- Add equipment in cause
- Select the rating on the Matrix
- Add a recommendation
- Add documentation such as image, and investigation report

### Important!

The investigation fields may already contain information entered by the person who submitted the event.

The investigation information tracked by SMAAT is used to complete the mandatory ESDC-LAB1070 form, Hazardous Occurrence Investigation Report for lost time events.

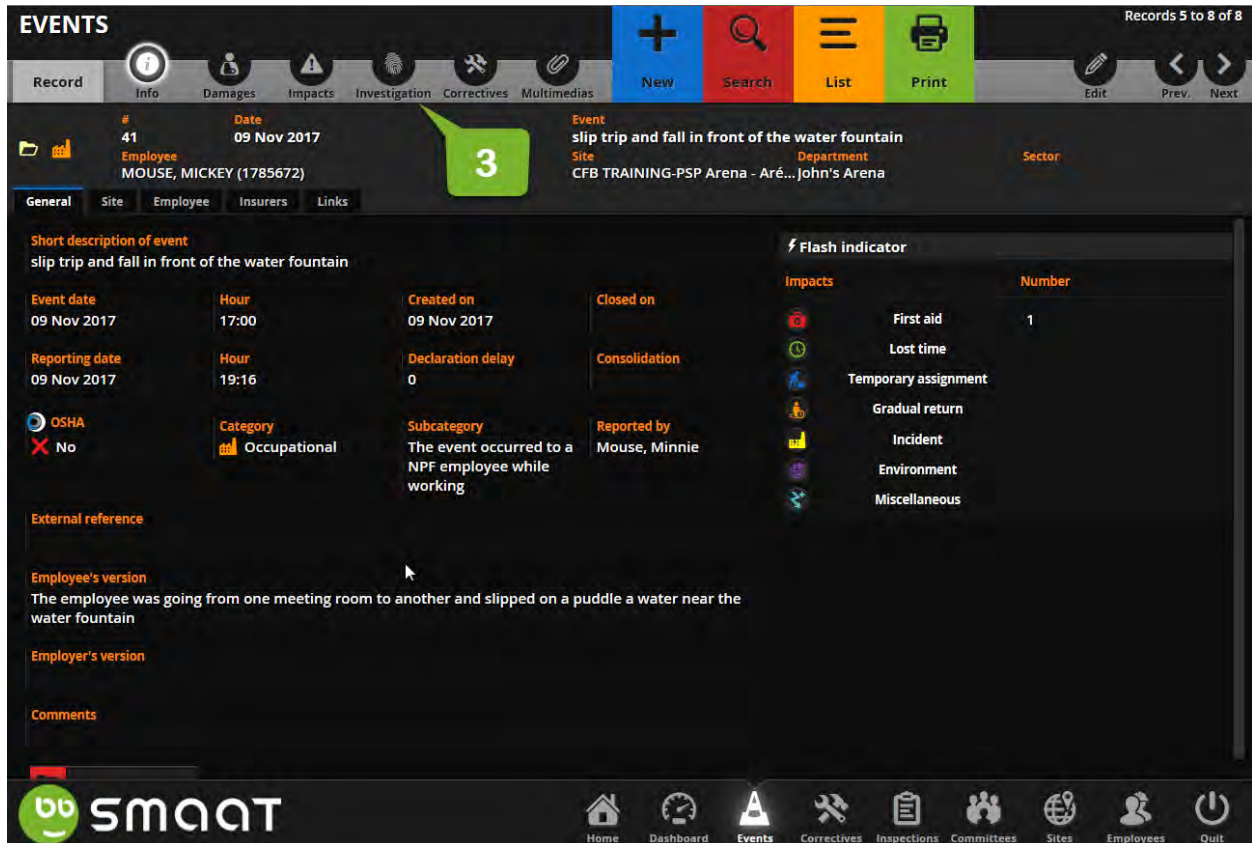
### Review information provided by the person who submitted the event

The screenshot shows the SMAAT interface with the 'EVENTS' section active. The top navigation bar includes 'List', 'Simple', 'Detailed', 'Group', and 'Graphic' views, along with 'New', 'Search', and 'Print' buttons. A status bar at the top right indicates 'Records 1 to 8 of 8 Total of 8'. The main content area is a table of events with columns for checkboxes, OSHA numbers, dates, employee names, short descriptions, event sites, departments, sectors, and impacts. Two callouts are present: a green speech bubble with the number '1' pointing to the 'Events' icon in the bottom navigation bar, and another green speech bubble with the number '2' pointing to the first event record in the table.

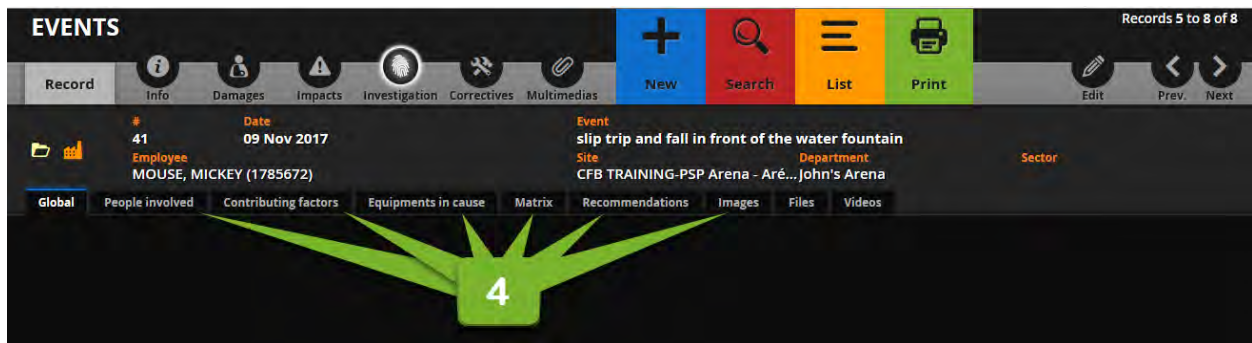
| OSHA # | Date        | Employee                | Short description of event  | Event site              | Department   | Sector | Impacts |
|--------|-------------|-------------------------|---|-------------------------|--------------|--------|---------|
| 54     | 20 Nov 2017 | DUCK, DONALD (1774232)  | Paper Cut   | CFB TRAINING-Offices    | Finance      |        |         |
| 47     | 13 Nov 2017 | MOUSE, MICKEY (1785672) | I stood on the bottom shelf of a display in Canex store. The w... | CFB TRAINING-CANEX G... |              |        |         |
| 43     | 10 Nov 2017 | Disney, Cinderella (6)  | Cindy slipped after losing her slipper                            | CFB TRAINING-Offices    | HR-RH        |        |         |
| 44     | 10 Nov 2017 | DUCK, DONALD (1774232)  | Scrooge Mcduck dropped a gold bar on Donald's foot                | CFB TRAINING-PSP Com... |              |        |         |
| 41     | 09 Nov 2017 | MOUSE, MICKEY (1785672) | slip trip and fall in front of the water fountain                 | CFB TRAINING-PSP Are... | John's Arena |        |         |
| 46     | 09 Nov 2017 | DUCK, DONALD (1774232)  | Tripped over an electrical cord                                   | CFB TRAINING-Offices    | HR-RH        |        |         |
| 40     | 08 Nov 2017 | MOUSE, MICKEY (1785672) | Fall in the parking lot   | CFB TRAINING-PSP Are... |              |        |         |
| 51     | 26 Oct 2017 | Bell, Tinker (410302)   | ergo concern raised   | CFB TRAINING-Offices    | HR-RH        |        |         |

1. Click on Events
2. Open the ticket you wish to review or modify





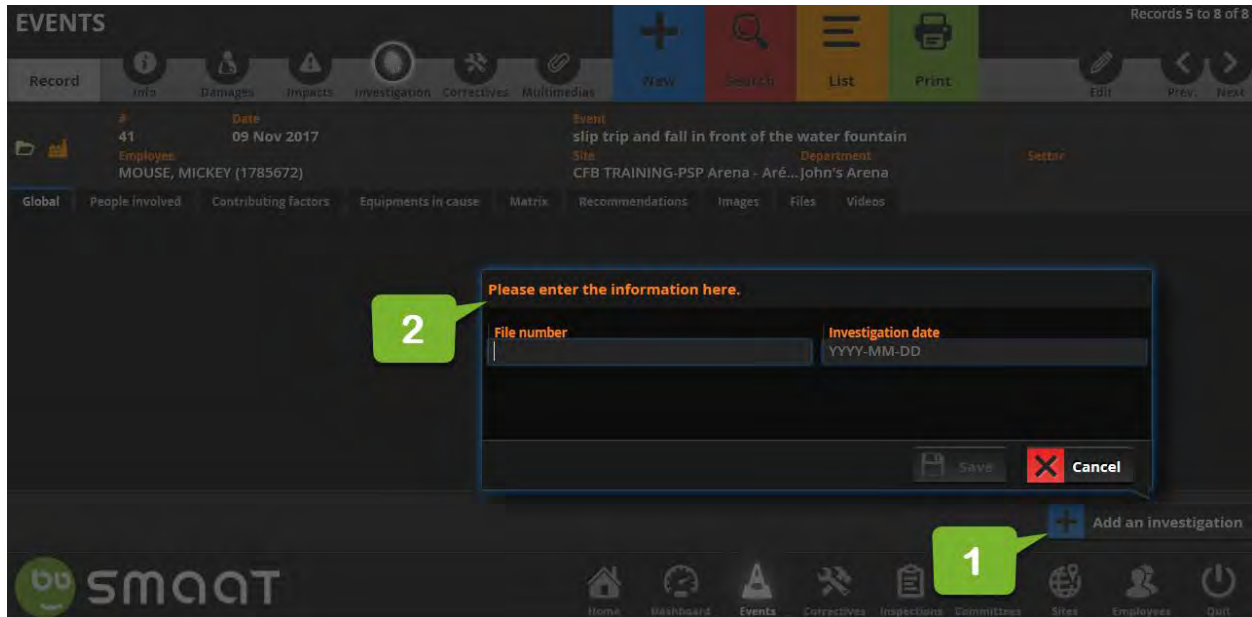
3. Click on “Investigation”



4. Click on the different tabs to review the info already collected



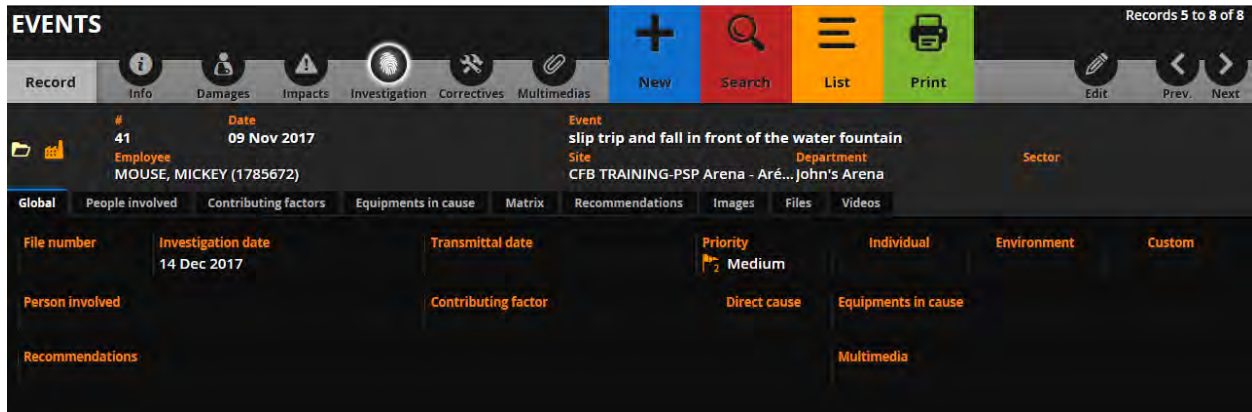
### Add investigation information



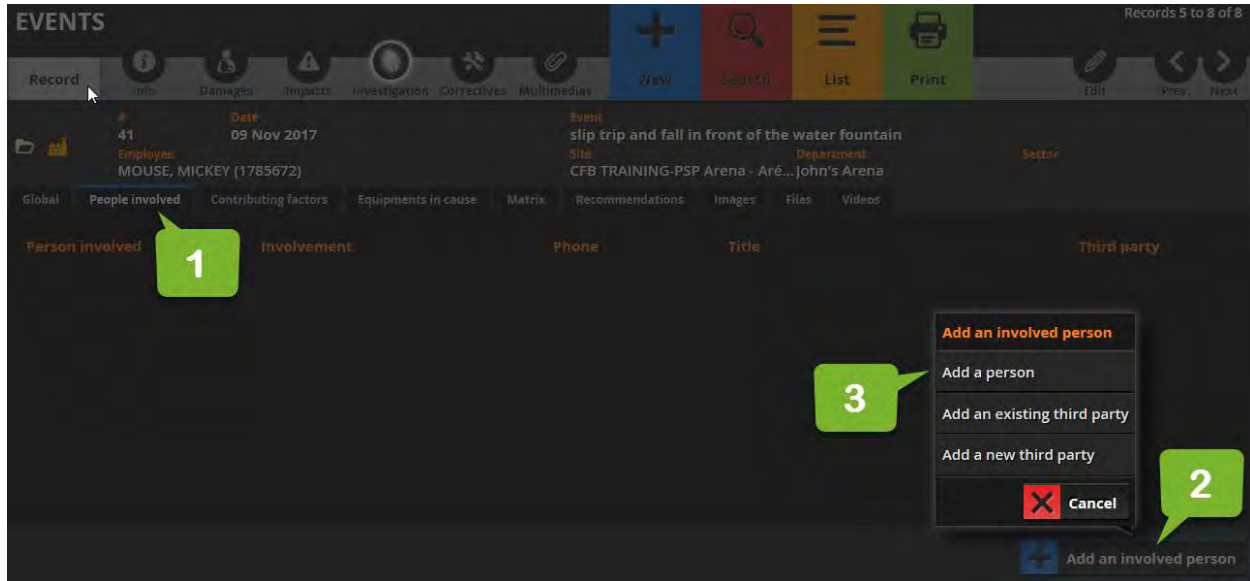
1. Click on “add an investigation”
2. Complete the fields.

Note: We do not have a file numbering system in place. You may leave it blank.

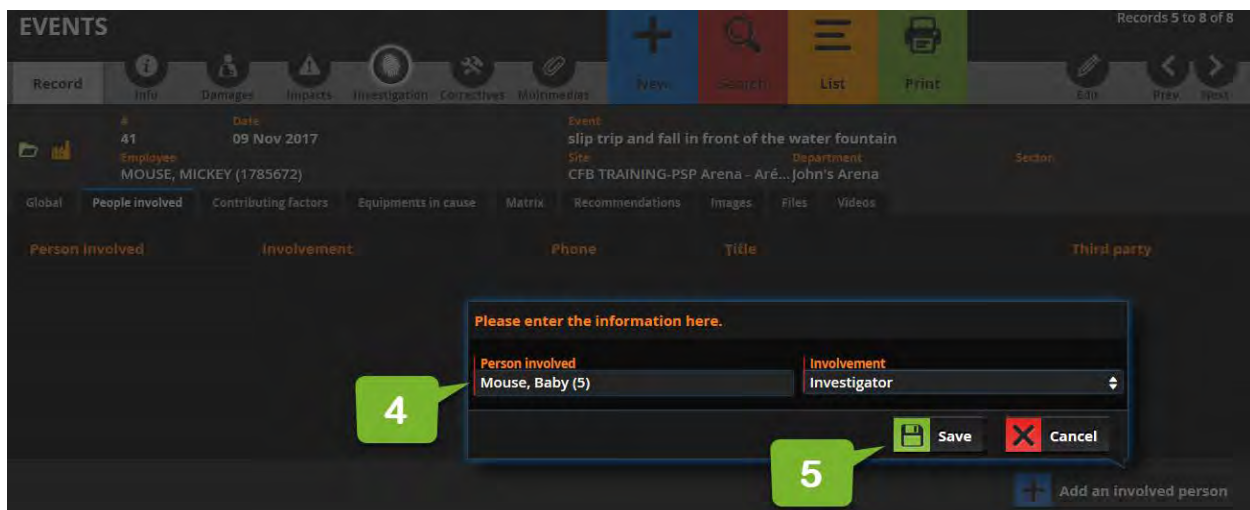
### Results



Add the name of a person involved in the investigation to an event ticket

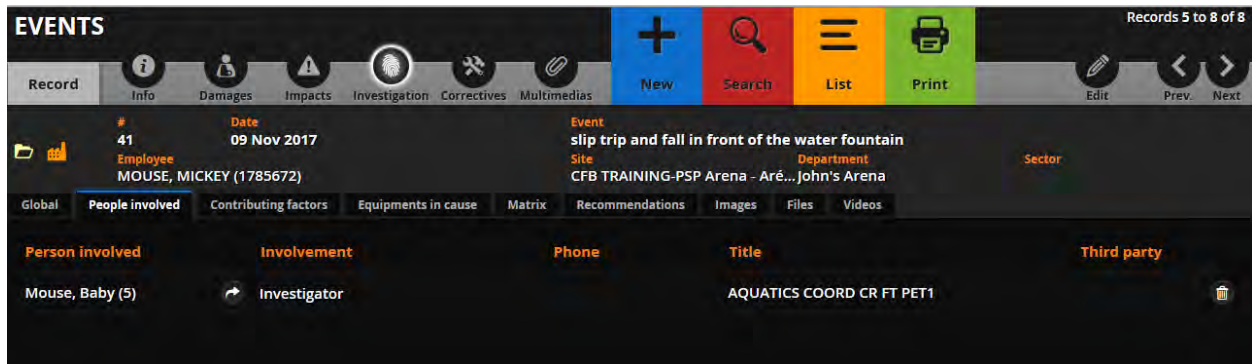


1. Click on “People involved” tab
2. Click on “Add an involved person”
3. Select one of the following options
  - Add a person: this is an NPF employee from the list of employees that the SLER has access
  - Add an existing third party: Person that has been involved in a previous case as a third party
  - Add a new third party: Person that doesn’t fall into the categories above

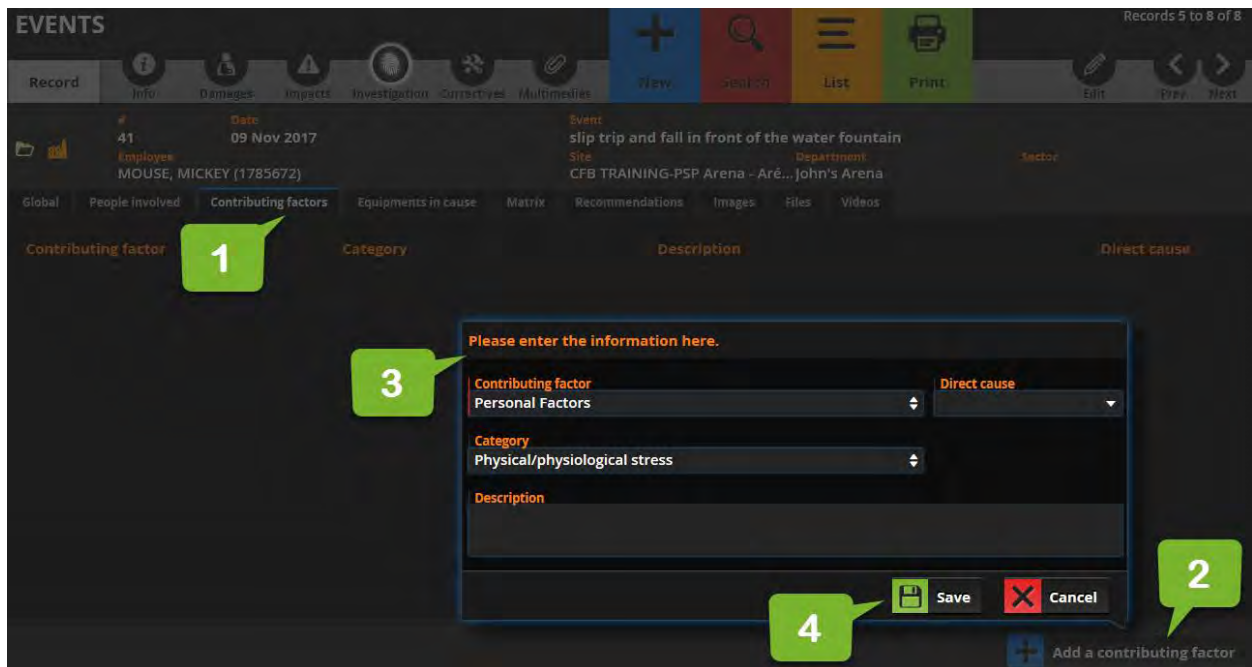


4. Enter information requested.
  - Involvement: Inspector, investigator, involved with the investigation, Reviewed by, Witness
5. Then, “save”

## Results



### Add contributing factors to an investigation



1. Click on “Contributing factors” tab.
2. Then “Add a contributing factor”
3. Complete the fields.
  - Contributing factors: The list is included in Annex D
  - Direct cause: yes or no
  - Category: depends on contributing factor selected. : The list is included in Annex D
4. Then “save”

## Results

**EVENTS** Records 5 to 8 of 8

Record Info Damages Impacts Investigation Correctives Multimedias New Search List Print Edit Prev Next

# 41 Date 09 Nov 2017 Event slip trip and fall in front of the water fountain  
Employee MOUSE, MICKEY (1785672) Site CFB TRAINING-PSP Arena - Aré... Department John's Arena Sector

Global People involved **Contributing factors** Equipments in cause Matrix Recommendations Images Files Videos

| Contributing factor | Category                      | Description | Direct cause |
|---------------------|-------------------------------|-------------|--------------|
| Personal Factors    | Physical/physiological stress |             | ✓ Yes        |
| Work Conditions     | Poor housekeeping / disorder  |             | ✓ Yes        |

+ Add a contributing factor

SMART Home Dashboard Events Correctives Inspections Committees Sites Employees Quit

### Add equipment in cause

**EVENTS** Records 5 to 8 of 8

Record Info Damages Impacts Investigation Correctives Multimedias New Search List Print Edit Prev Next

# 41 Date 09 Nov 2017 Event slip trip and fall in front of the water fountain  
Employee MOUSE, MICKEY (1785672) Site CFB TRAINING-PSP Arena - Aré... Department John's Arena Sector

Global People involved Contributing factors **Equipments in cause** Matrix Recommendations Images Files Videos

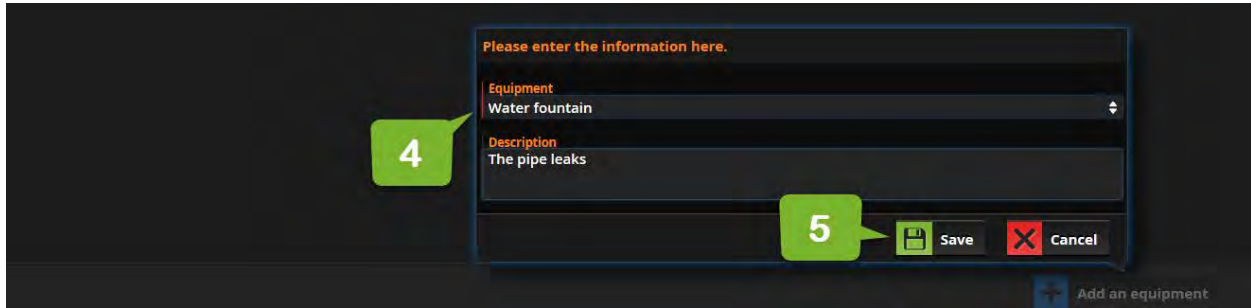
Equipment Description

Please choose one of the following options.  
Add an equipment  
Add a new equipment  
Cancel

+ Add an equipment

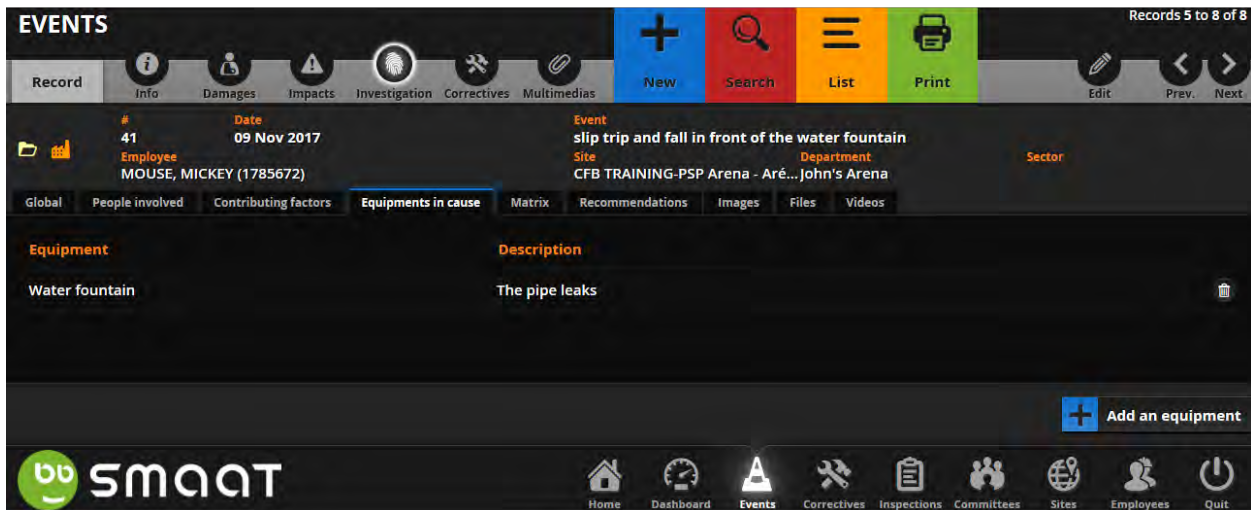
1. Click on “Equipment in cause”. Then “add an equipment”
2. Click on one of the options
3. Select the appropriate equipment. Otherwise, create a new one



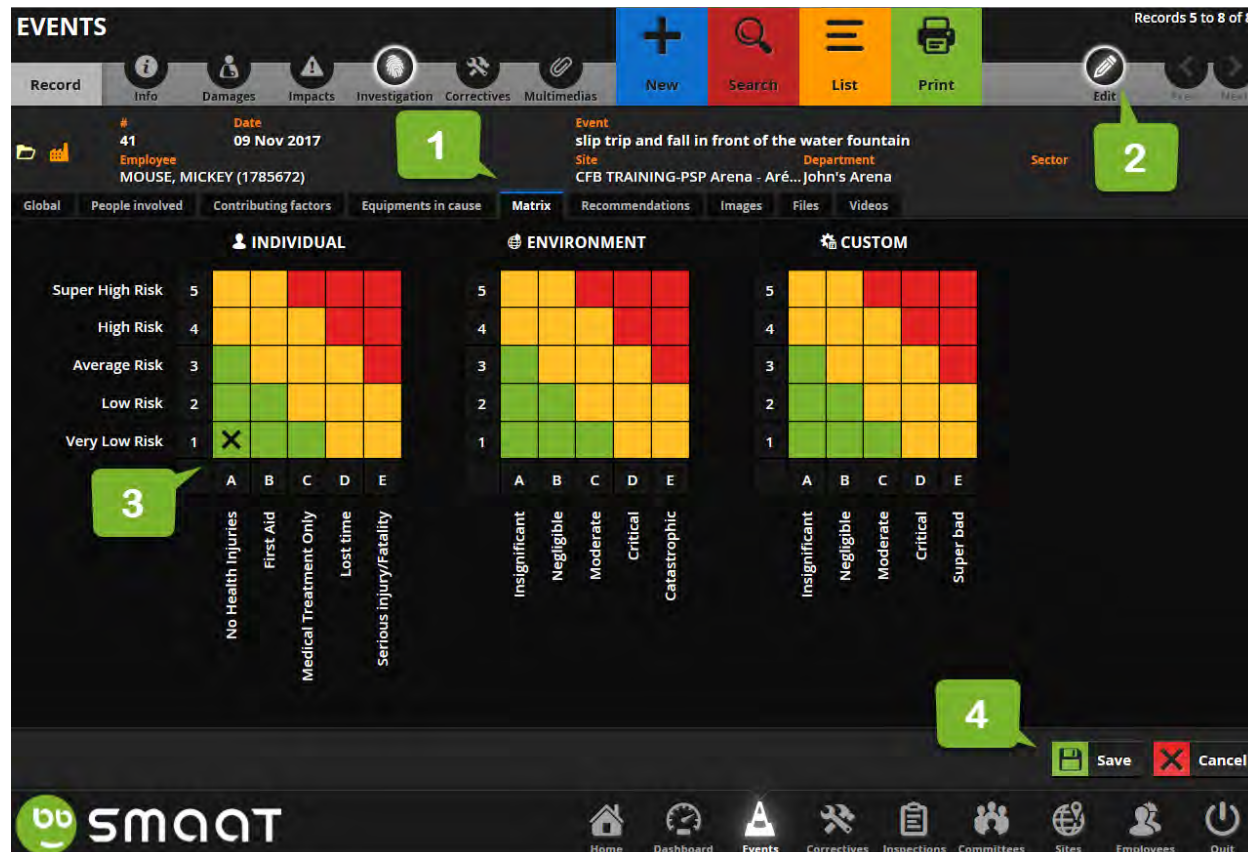


4. Complete the fields.
  - Contributing factors: The list is included in Annex D
  - Direct cause: yes or no
  - Category: depends on contributing factor selected. : The list is included in Annex D
  
5. Then “save”

## Results



Complete a matrix



1. Click on “Matrix” tab.
2. Click on “edit”
3. Select to the best of your knowledge the appropriate box for “Individual” and “Environment”. Roll over the axis to preview the definitions.
  - No health injuries:
  - First aid: First aid is the assistance we give an injured person on site to help protect their life and prevent further injury.
  - Medical Treatment Only: Medical treatment is provided by a health care professional at a hospital, medical clinic or physician's office and is not to be confused with first aid.
  - Lost time: Lost time occurs when an employee sustains a work-related injury, which results in lost time from work after the day of the incident.
  - Serious injury/Fatality: Permanent disabling injury e.g. amputations, multiple injuries, fatal injuries, occupational cancer
  - Very low risk:
  - Low risk:
  - Average risk:
  - High risk:
  - Super high risk:
4. Click “save”

## Results

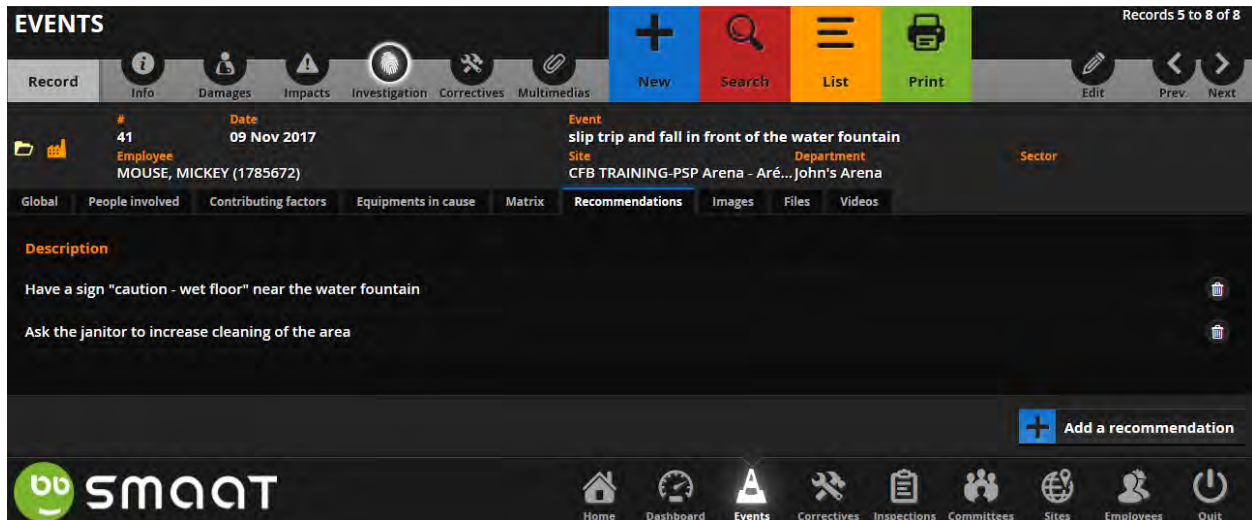
The screenshot displays the 'RESULTS' section of the software. At the top, there's a navigation bar with icons for Record, Info, Damages, Impacts, Investigation, Correctives, and Multimedias. Below this, a header bar shows 'EVENTS' and 'Records 5 to 8 of 8'. The main content area is divided into three columns: 'INDIVIDUAL', 'ENVIRONMENT', and 'CUSTOM'. Each column contains a risk matrix with risk levels (1-5) on the y-axis and categories (A-E) on the x-axis. The 'INDIVIDUAL' matrix has a red 'X' at risk level 3, category B. The 'ENVIRONMENT' matrix has a red 'X' at risk level 1, category A. The 'CUSTOM' matrix has a red 'X' at risk level 1, category D. Below the matrices, there are labels for each category: A (No Health Injuries), B (First Aid), C (Medical Treatment Only), D (Lost time), E (Serious Injury/Fatality) for Individual; A (Insignificant), B (Negligible), C (Moderate), D (Critical), E (Catastrophic) for Environment; and A (Insignificant), B (Negligible), C (Moderate), D (Critical), E (Super bad) for Custom.

## Recommendations

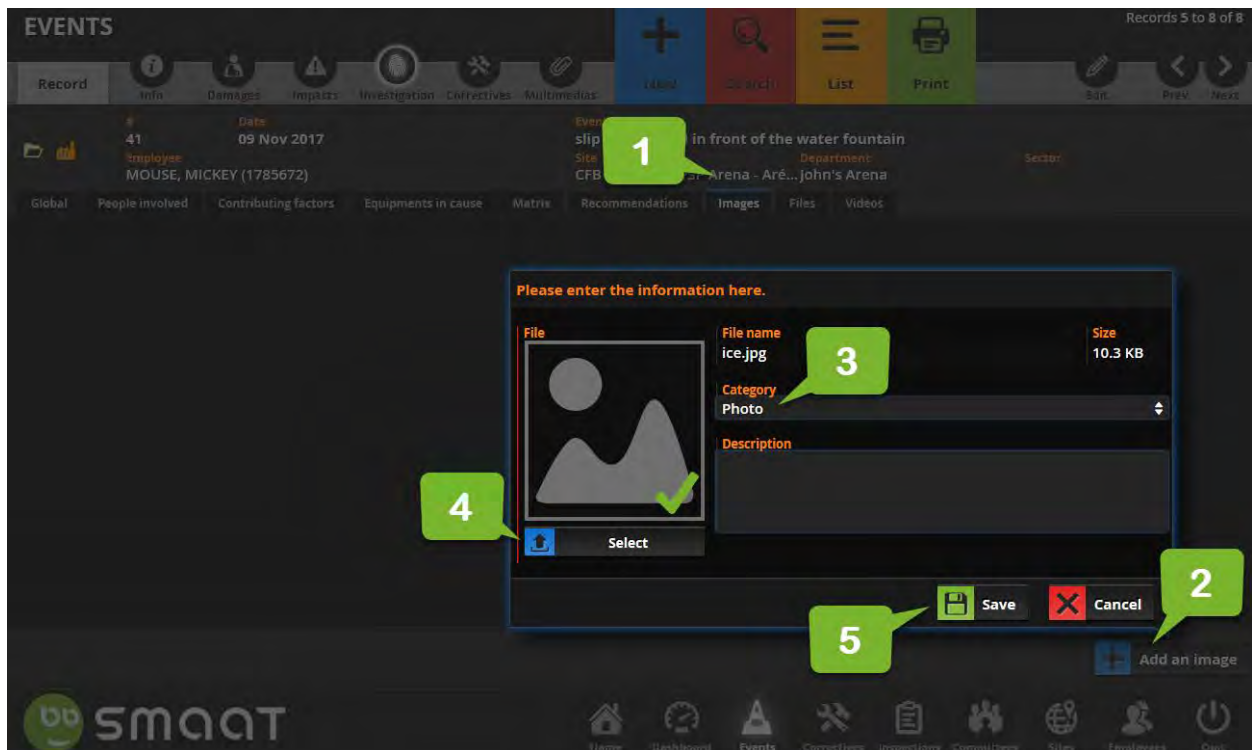
The screenshot displays the 'RECOMMENDATIONS' section of the software. At the top, there's a navigation bar with icons for Record, Info, Damages, Impacts, Investigation, Correctives, and Multimedias. Below this, a header bar shows 'EVENTS' and 'Records 5 to 8 of 8'. The main content area is divided into several tabs: Global, People involved, Contributing factors, Equipments in cause, Matrix, Recommendations, Images, Files, and Videos. The 'Recommendations' tab is active. A green callout box '1' points to the 'Recommendations' tab. Below the tabs, there's a 'Description' section with a text input field containing 'Have a sign "caution - wet floor" near the water fountain'. A green callout box '3' points to this text input field. Below the text input field, there are 'Save' and 'Cancel' buttons. A green callout box '2' points to the 'Add a recommendation' button. A green callout box '4' points to the 'Save' button.

1. Click "Recommendations".
2. Then, "Add a recommendation"
3. Complete the field.
4. Then, "save"

## Results



### Add files such as a photo or a document



1. Click on “Images”.
2. Then, “Add an image”
3. Complete the fields,
4. Click select, browse and open the file.
5. Then “save”



## Results

Records 5 to 8 of 8

Record

Info
Damages
Impacts
Investigation
Correctives
Multimedias

+
🔍
☰
🖨

Edit
Prev
Next

|                 |                         |             |                                 |                   |   |               |  |
|-----------------|-------------------------|-------------|---------------------------------|-------------------|---|---------------|--|
| <b>#</b>        | 41                      | <b>Date</b> | 09 Nov 2017                     | <b>Event</b>      | slip trip and fall in front of the water fountain | <b>Sector</b> |  |
| <b>Employee</b> | MOUSE, MICKEY (1785672) | <b>Site</b> | CFB TRAINING-PSP Arena - Aré... | <b>Department</b> | John's Arena                                      |               |  |

Global
People involved
Contributing factors
Equipments in cause
Matrix
Recommendations
Images
Files
Videos

| File | File name   | Category | Size    |   |
|------|-------------|----------|---------|---|
|      | ice.jpg     | Photo    | 10.3 KB | 🗑 |
|      | Description |          |         |   |

+ Add an image

## SMAAT – Graphics and annual report

Objectives:

- Extract the data to complete the annual workplace committee report (ESDC LAB-1058)
- Retrieve a blank copy of the annual workplace committee report (ESDC LAB-1058)
- Retrieve the email address to submit the annual workplace committee report (ESDC LAB-1058)
- View data in graphics

### Extract the data to complete the annual workplace committee report (ESDC LAB-1058)

#### Important!

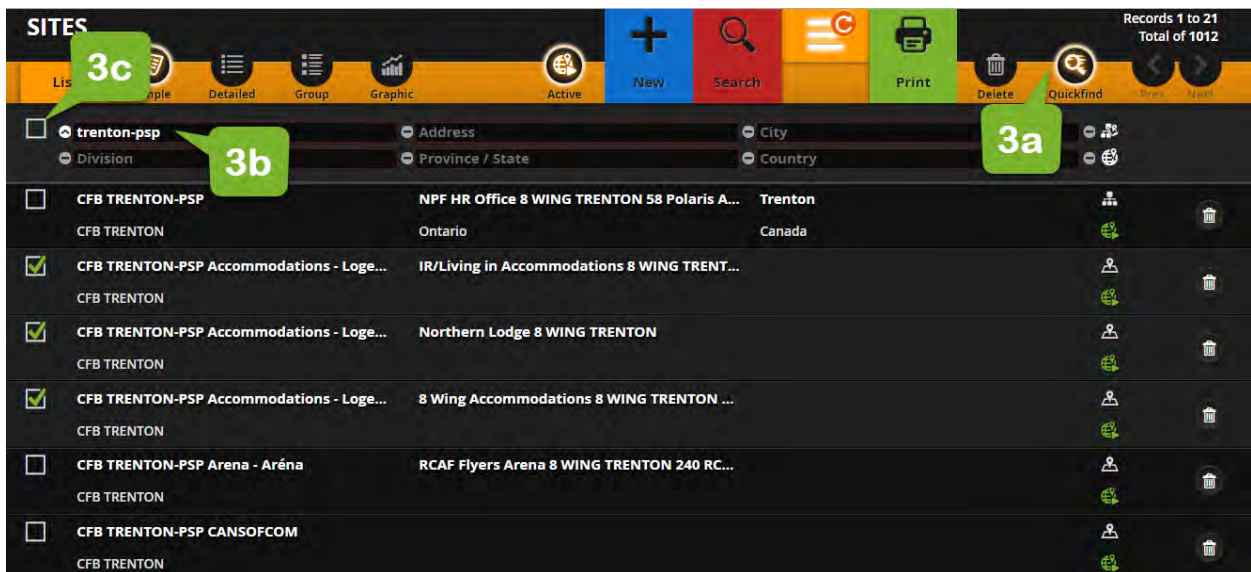
The annual workplace committee report (ESDC LAB-1058) must be submitted no later than March 1<sup>st</sup> each year to the ESDC Health and Safety Officer of your region.

Post the completed report on the local OHS bulletin board

Attach an electronic copy of the completed report within the “Committees” module

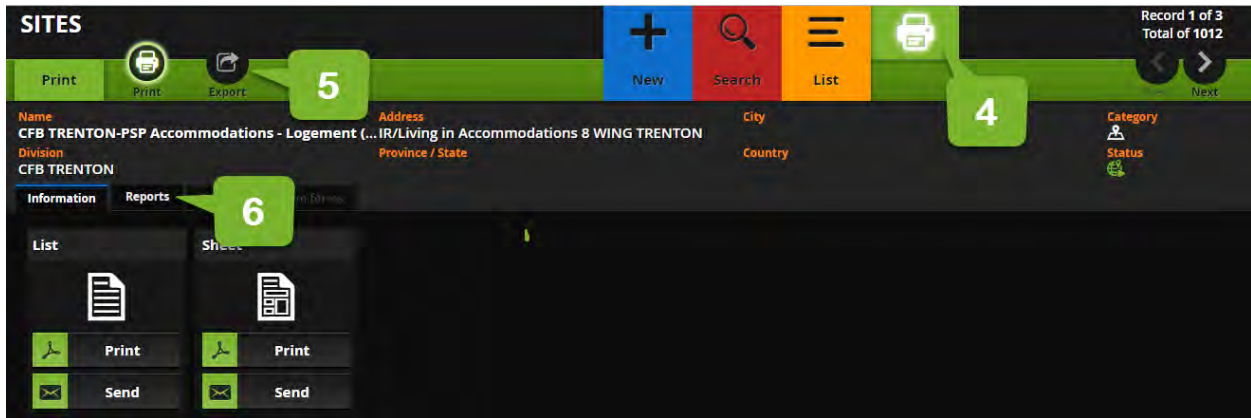
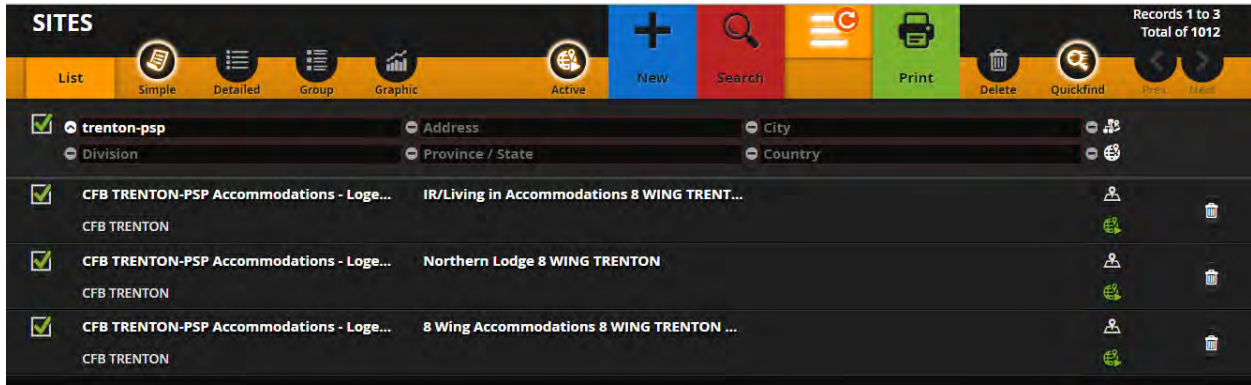


1. Log to your account
2. Click on “Sites” module.

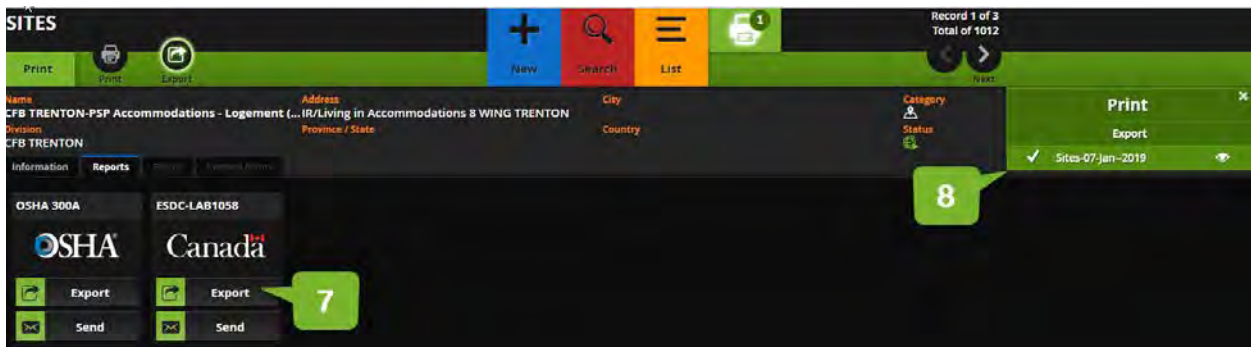


3. Using Quickfind, filter the sites that relates to your Local OHS Committee

## Results

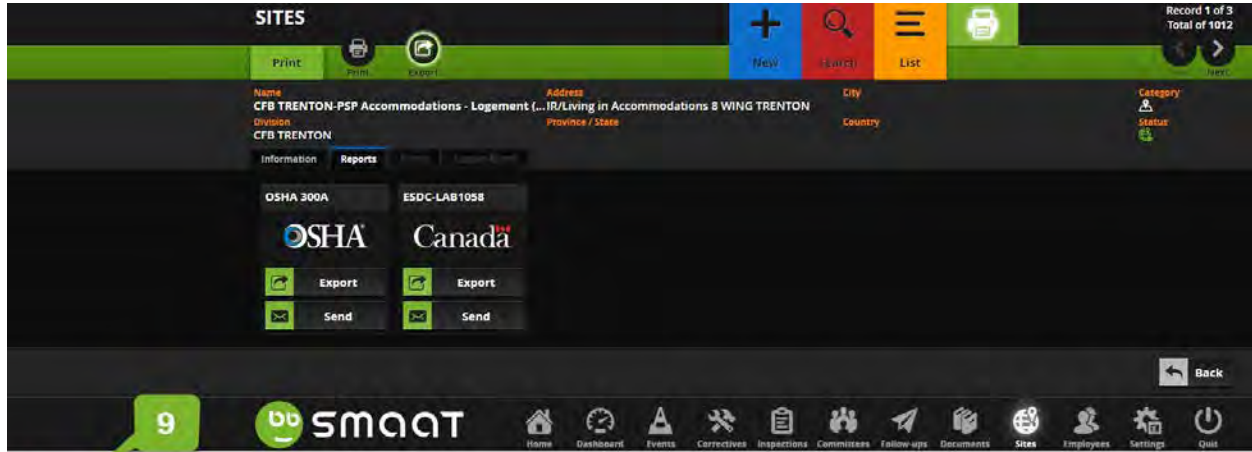


4. When you have the desired list of sites, click “Print”
5. Then, click “Export”
6. Then, click “Report”

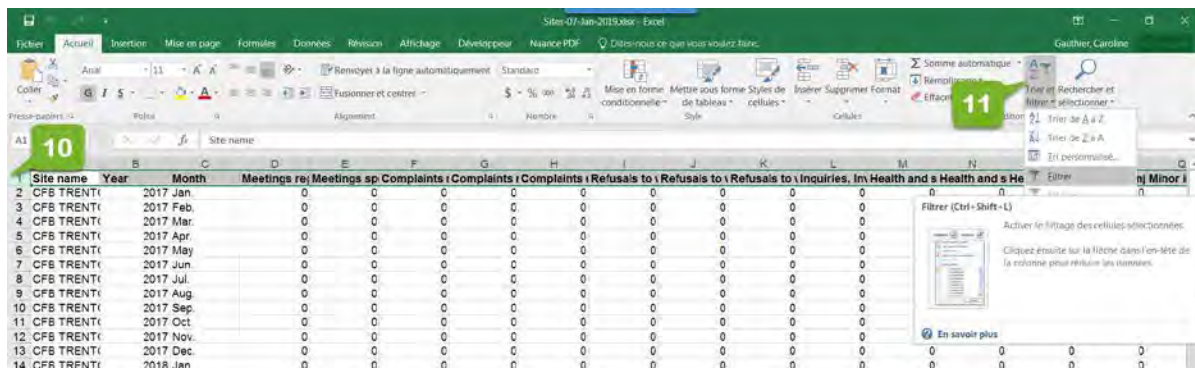


7. Click “Export” located under ESDC-LAB1058
8. Click on the “view icon” to download the excel report on your computer



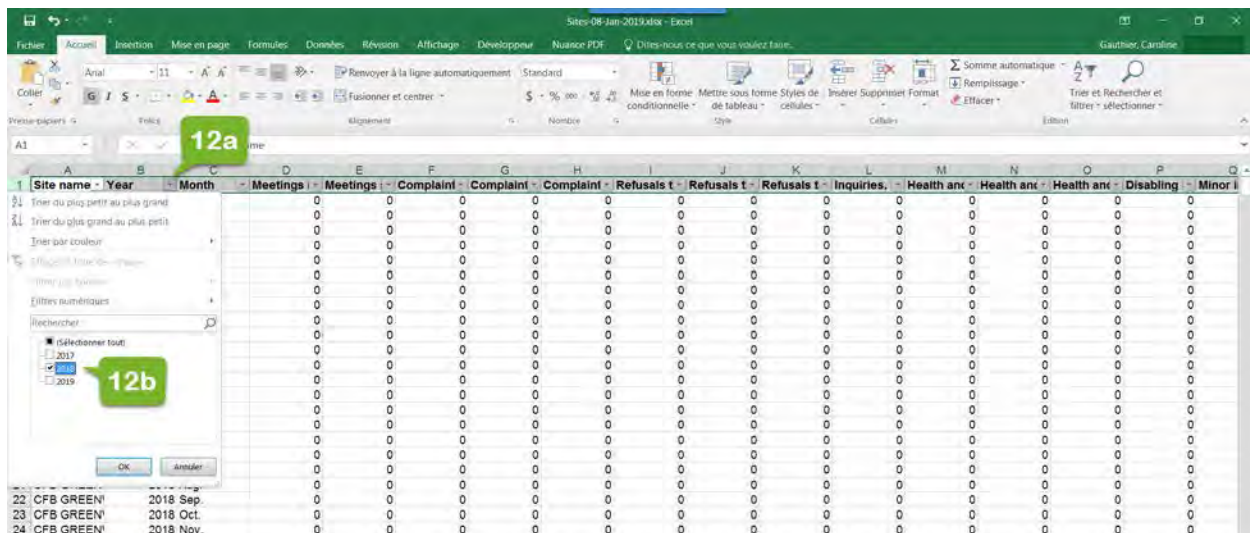


9. Click on the file downloaded to open the excel report. The location of the file varies depending on the browser used



10. Select the top row that contains the titles

11. Select “Filter”

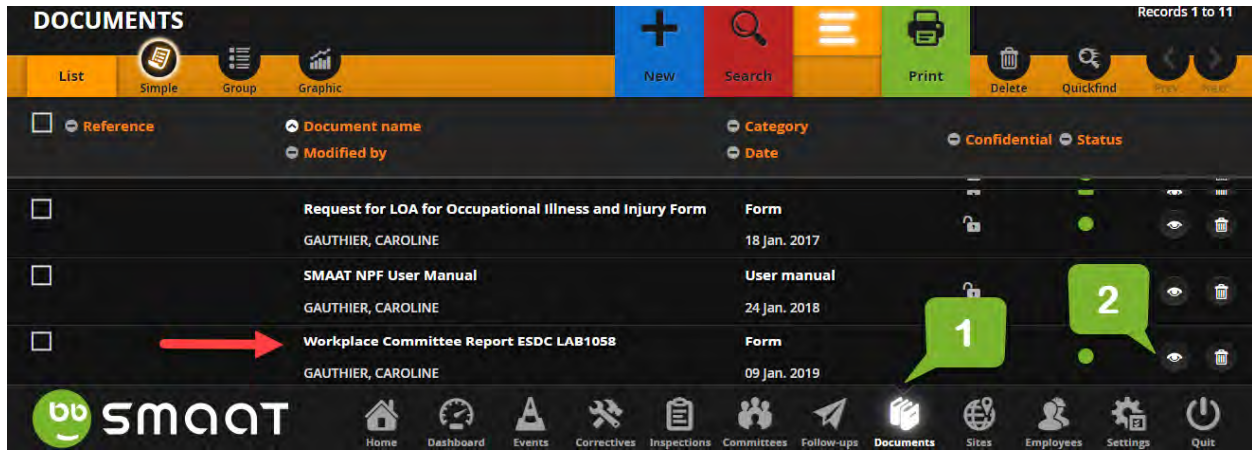


12. Apply a filter to the Year column in order to show only the year required in the report

13. You now have the info to transcribe to the annual workplace committee report (ESDC LAB-1058)

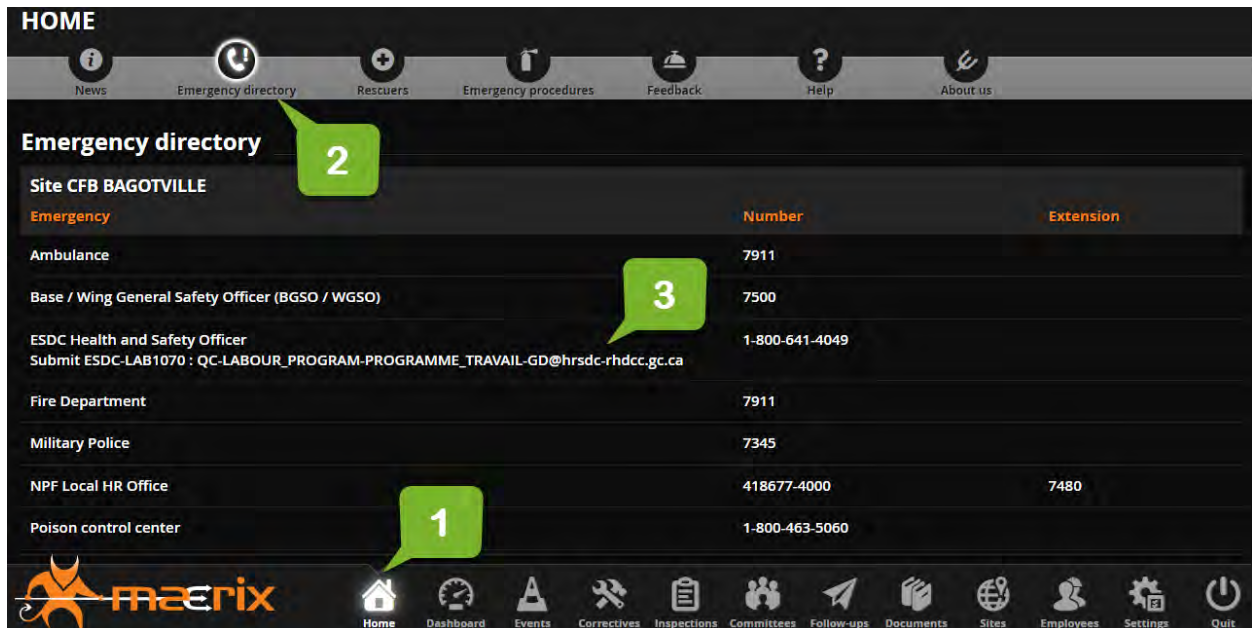


Retrieve a blank copy of the annual workplace committee report (ESDC LAB-1058)



1. Log to your account and click on the “Documents” module
2. Retrieve the report from the list and click on the view icon. The form is also available at [www.CFMWS.com/OHS](http://www.CFMWS.com/OHS)

Retrieve the email address to submit the annual workplace committee report (ESDC LAB-1058)



1. Log to your account and click on the “Home” module
2. Click on “Emergency directory”
3. The email address of your regional ESDC office appears below ESDC Health and Safety Officer

View data in graphics



1. Log to your account and click on the “Events” module
2. Click on “Quickfind” and filter the info you wish to view
3. Click on “Graphic”

## Results



4. Navigate the tabs and menus to find the desired graphic

## PROCESSES – LOCAL HR OFFICE

### SMAAT ADMIN ACCOUNT – THE BASICS

- LOG IN / LOG OUT ..... p.18
- NOTIFICATION EMAILS ..... p.20
- QUICKFIND - FILTER A LIST ..... p.22
- EDIT - MODIFY AN EVENT TICKET ..... p.23
- ADD A FILE SUCH AS A PHOTO OR A DOCUMENT TO A TICKET ..... p.24
- PRINT - PRINT A TICKET ..... p.26
- PRINT - PRINT A LIST OF TICKETS..... p.29

#### **Important!**

SLERs and LOHSC co-chairs/ secretary or LOHSR do not have access to Events marked private, Multimedia marked confidential, and all Follow-ups.

**DO NOT record violence in the workplace incident in SMAAT**

### SMAAT – Process when Local HR Office receives a notification email

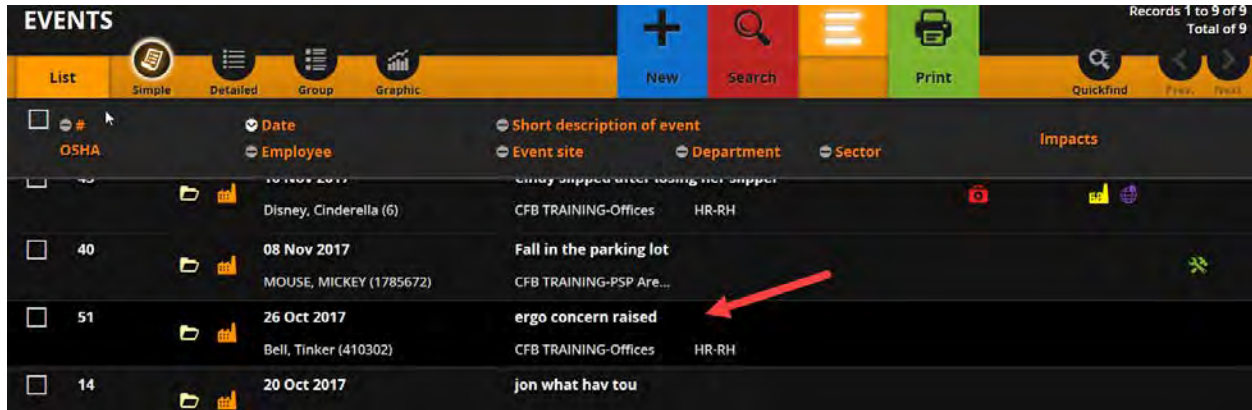
#### **Important!**

Local HR shall send a copy of SMAAT notification email to the manager of the injured employee as only Local HR Office, the SLER and the LOHSC co-chairs/secretary or LOHSR receive the notification email.

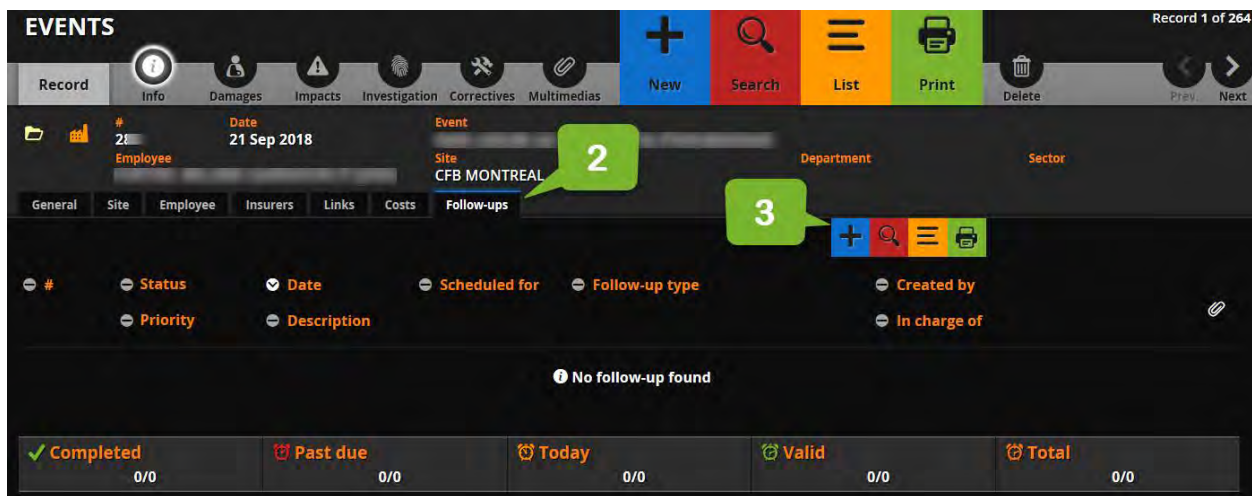
HR should include in the notification reminders for the manager such as:

- We would like to inform you that an employee reporting to you has been injured. Please find below the information submitted so far. Your collaboration is required to ensure the employer completes its duties and respect the employee’s rights.
- We need you to confirm as soon as possible if the employee consults a doctor, misses time off work the day after the event or has modified duties due to the injury, as we have only **three days** from being notified of an injury to complete WCB Employer’s Report.
- Please provide the employer’s version of what happened. HR will record this information in SMAAT and it will become the first version that will appear on any mandated WCB forms. This information can be modified if additional information comes to light at a later date.
- The workday of the incident is paid 100% in Workforce, even if the employee left before the end of his shift.
- If the employee is absent due to a work related injury, advise them that you will follow up with mandatory paper work to complete in order to open a WCB file.






1. Select a particular case from the list of events and review the information recorded.



2. Click on Info - “follow-ups” tab to create a follow ups for all forms, as required
  - a. Provincial WCB employer’s report (Form 7)
  - b. Provincial WCB employee’s report (Form 6)
  - c. Request for LOA for Occupational Illness and Injury Form
  - d. ESDC-LAB1070 hazardous occurrence investigation report
3. Click on the blue icon with a plus sign



Please enter the information here.

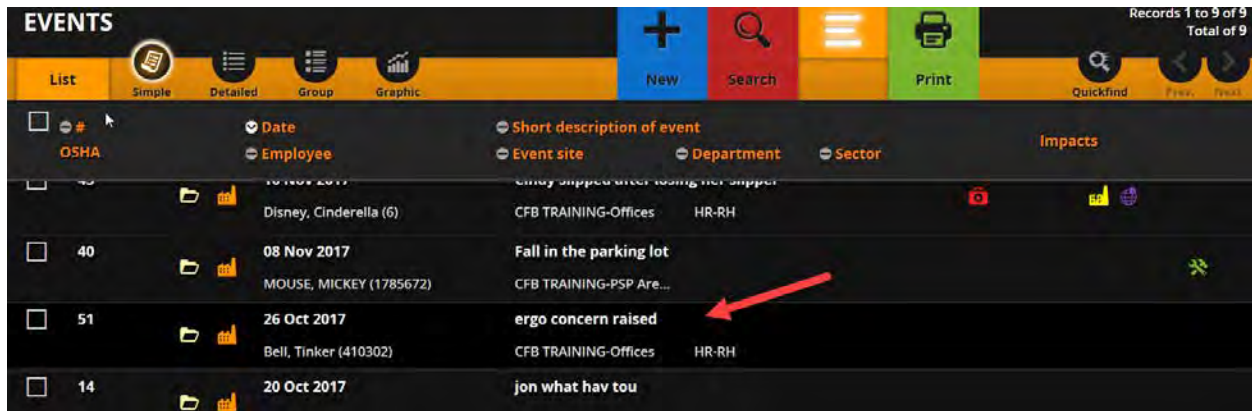
|   |                             |                            |
|---|-----------------------------|----------------------------|
| Date<br>YYYY-MM-DD  | Scheduled for<br>YYYY-MM-DD | Priority<br>Medium         |
| Follow-up type  | In charge of                | Completed on<br>YYYY-MM-DD |
| Description   |                             |                            |
| Result  |                             |                            |
| File<br>                       | File name<br>Category       | Size<br>Confidential       |
| Description   |                             |                            |
| <input type="button" value="Select"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> |                             |                            |

4. Complete the fields

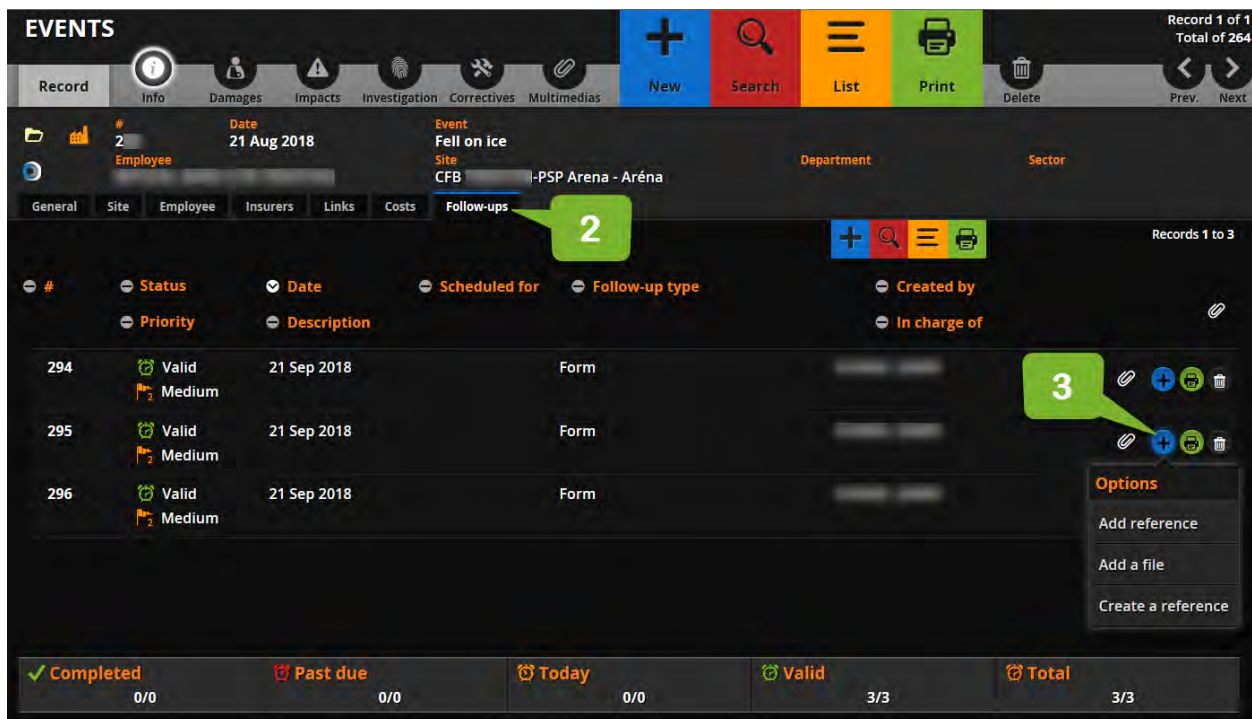
- Date:
- Scheduled date: put the date you are supposed to receive the info (e.g. 3 days)
- Follow-up type: how are you going to follow up with the person who provides the info required
- Priority: low, medium, high
- Description: e.g. WSIB employer's report (Form 7)
- File description: form
- In charge of: The person you select will receive an email with the task and due date. Then, they will receive daily reminders when the follow-up is overdue and completed on is empty

5. Repeat step 2,3 and 4 above to create a follow-up for each form required

## SMAAT – Process when Local HR Office receives a completed form



1. Select a particular case from the list of events



2. Click on Info - “follow-ups” tab and find the follow-up pertaining to the form received
3. Click on the blue icon with a plus sign and select add a file

The screenshot shows a form titled "Please enter the information here." with the following fields:

- File:** A placeholder image and a "Select" button with a callout '4' pointing to it.
- File name:** A text input field.
- Category:** A dropdown menu.
- Size:** A text input field.
- Confidential:** A dropdown menu with "Confidential" selected.
- Description:** A large text area.
- Buttons:** "Save" and "Cancel" buttons at the bottom right, with a callout '5' pointing to the "Save" button.

At the bottom of the form, it says "Form" and "KUMAR, SAMIR".

4. Complete the fields under file.
  - Category: Report or form
  - Select: select the file
  - Confidential: Yes
5. Then, Save

## Results

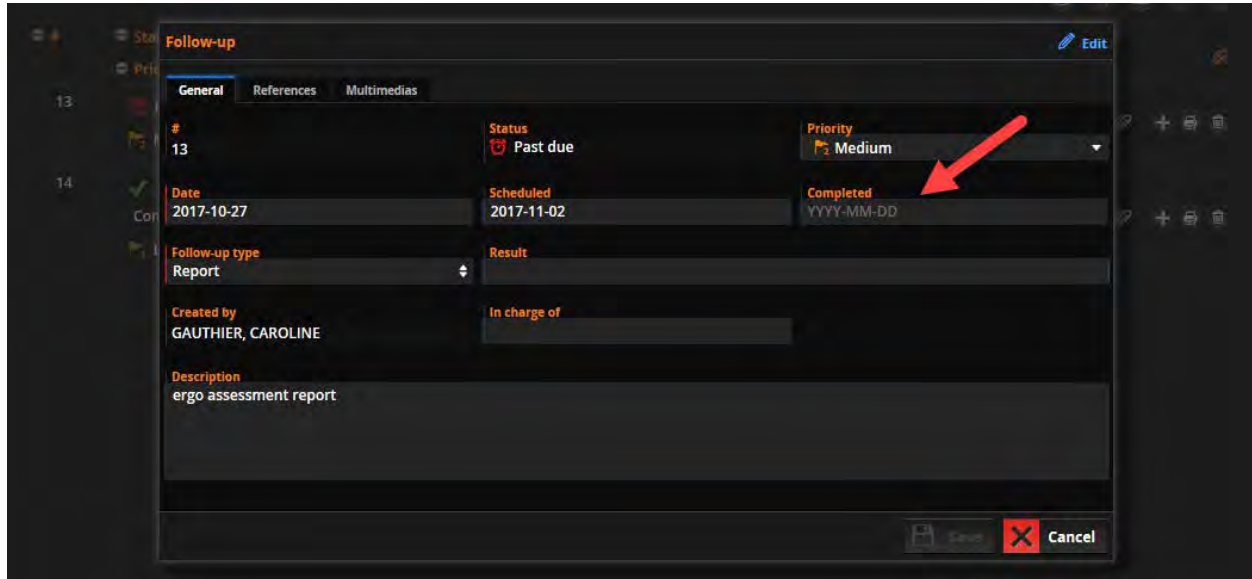
The screenshot shows an "EVENTS" table with the following data:

| #  | Status    | Date        | Scheduled   | Follow-up type | Created by         | In charge of       |
|----|-----------|-------------|-------------|----------------|--------------------|--------------------|
| 13 | Past due  | 27 Oct 2017 | 02 Nov 2017 | Report         | GAUTHIER, CAROLINE | GAUTHIER, CAROLINE |
| 14 | Completed | 26 Oct 2017 |             | Form           | GAUTHIER, CAROLINE | GAUTHIER, CAROLINE |

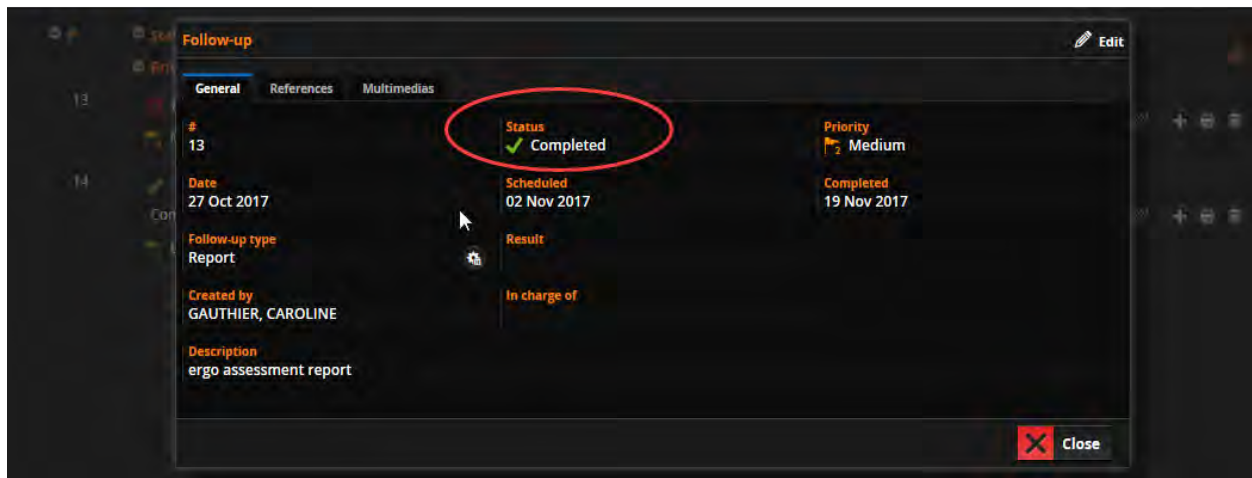
The table also includes columns for Priority, Description, and various icons for actions like edit, delete, and print. A red box highlights the link icon in the first row.

### Close a follow-up

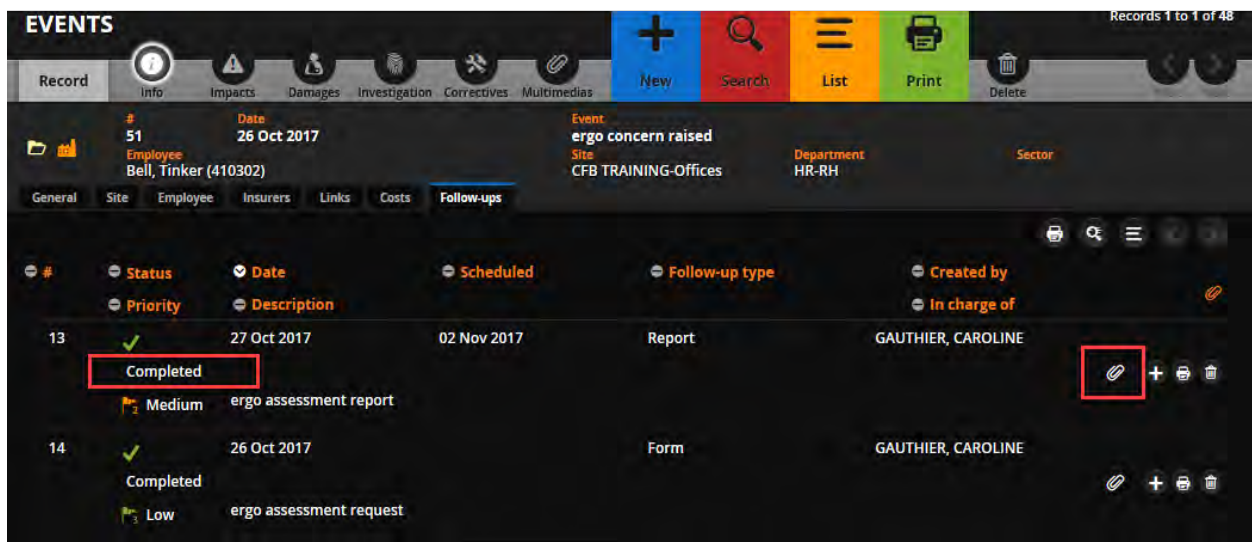
1. Click on the ticket. Then, Edit
  - a. Completed: Enter the date
2. Then, Save



## Results



## Results





## SMAAT – Process to produce provincial WCB employee’s report (e.g. Form 6)

Objectives:

- Complete a provincial WCB employee’s report
- Print provincial WCB employee’s report for completion
- Email a provincial WCB employee’s report for completion

### Important!

The information tracked by SMAAT is used to complete the mandatory provincial WCB employee’s report for lost time events and or events, which required professional medical care.

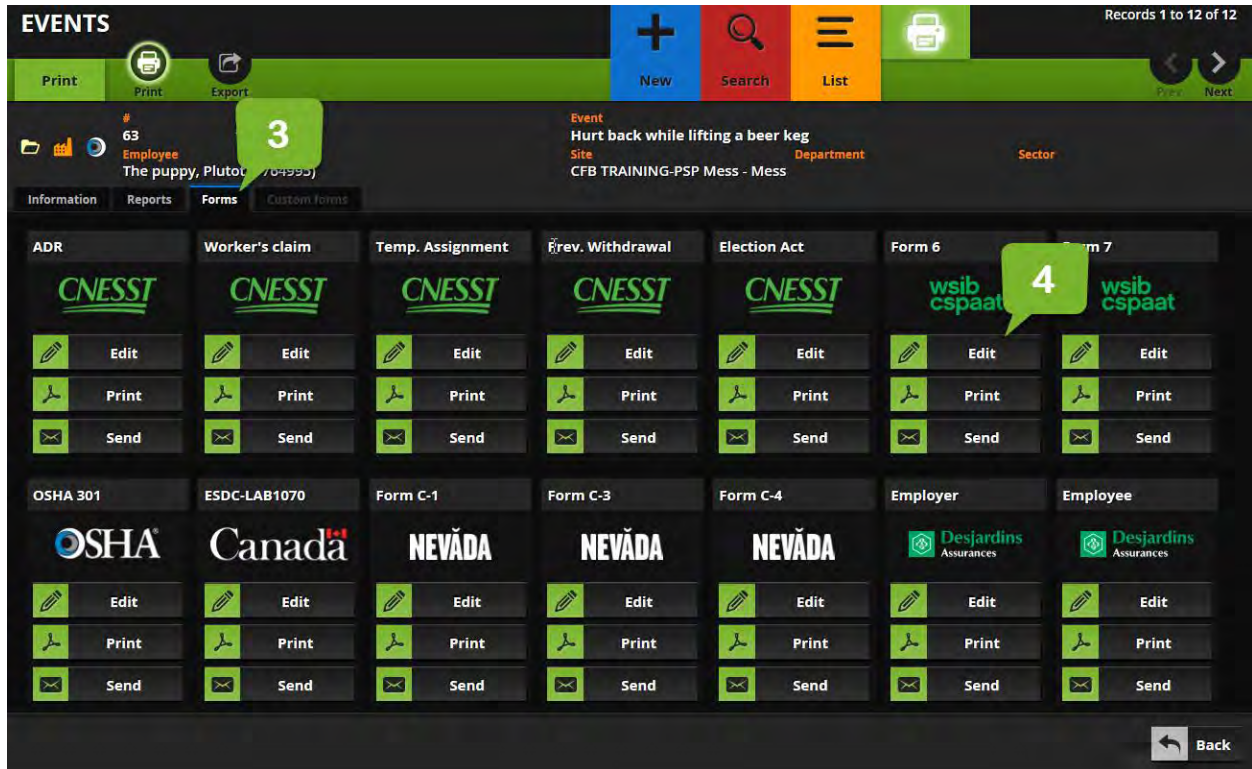
The form record the information you type in as long as you click “save” before closing it.

You can print the form as many times as you want.

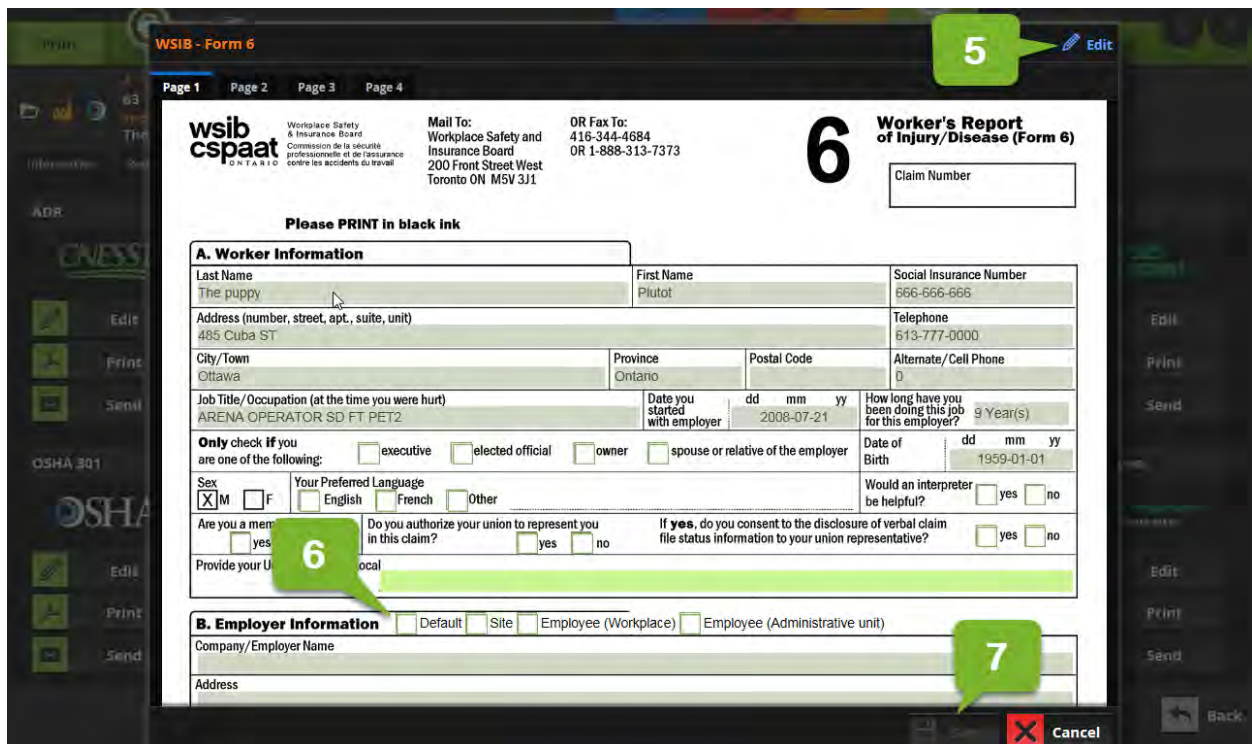
### Complete provincial WCB employee’s report

The screenshot shows the SMAAT EVENTS interface. At the top, there are navigation buttons: Record, Images, Impacts, Investigation, Correctives, and Multimedias. On the right, there are buttons for New, Search, List, and Print. A green callout box with the number '1' points to the 'Record' button, and another green callout box with the number '2' points to the 'Print' button. The main content area displays details for an event: # 63, Date 13 Dec 2017, Employee The puppy, Plutot (1764995), Event Hurt back while lifting a beer keg, Site CFB TRAINING-PSP Mess - Mess, Department, and Sector. Below this, there are tabs for General, Site, Employee, Insurers, Links, Costs, and Follow-ups. The 'General' tab is active, showing a short description of the event, event date, reporting date, OSHA status, category, subcategory, and reported by. A table of impacts is also visible, listing First aid, Lost time, and Gradual return with their respective numbers and costs. The total cost is \$2,205. At the bottom, there is a 'Close the event' button and a navigation bar with icons for Home, Dashboard, Events, Correctives, Inspections, Committees, Follow-ups, Documents, Sites, Employees, and Quit.

1. Open the ticket you wish to print provincial WCB employee’s report (e.g. Form 6)
2. Click on Print



3. Click “Forms”
4. Click “Form 6 – WSIB-CSPAAT” / Edit



5. Click “edit”
- NOTE: Editable and non-editable fields

Dark green fields: SMAAT completes darker green from the data in the system. You shall return into SMAAT to change the content of any of these fields.

Light green fields: The SLER shall complete light green fields prior to print as SMAAT keeps the latest version saved.

6. Overview of Section B - Employer Information

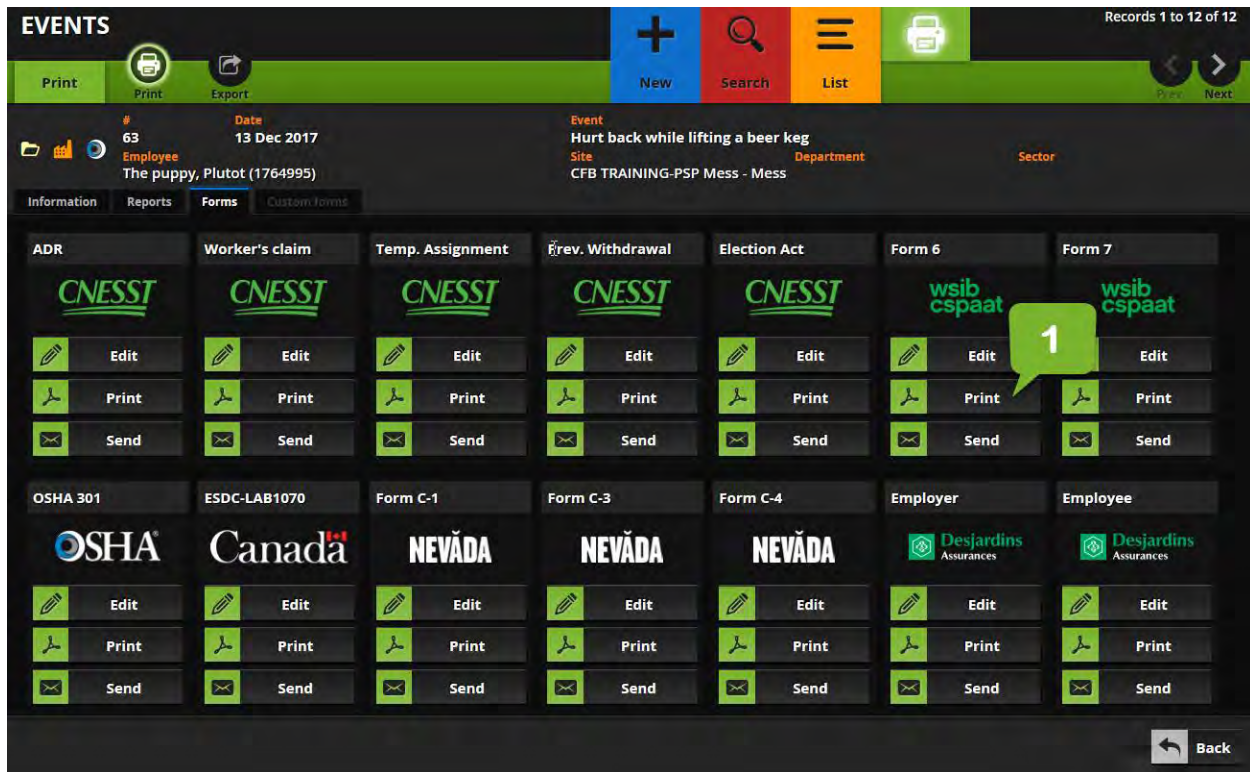
Section B – Employer’s name and mailing address: Select “Admin”

- Default: Staff of Non-Public Funds, CF 4210 Labelle Ottawa, ON K1A 0K2
- Site: The event site address
- Employee (Workplace)
- Employee (Administrative unit) : The local HR office address of the employee workplace

7. Ensure Employer Information is accurate. Then, click Save

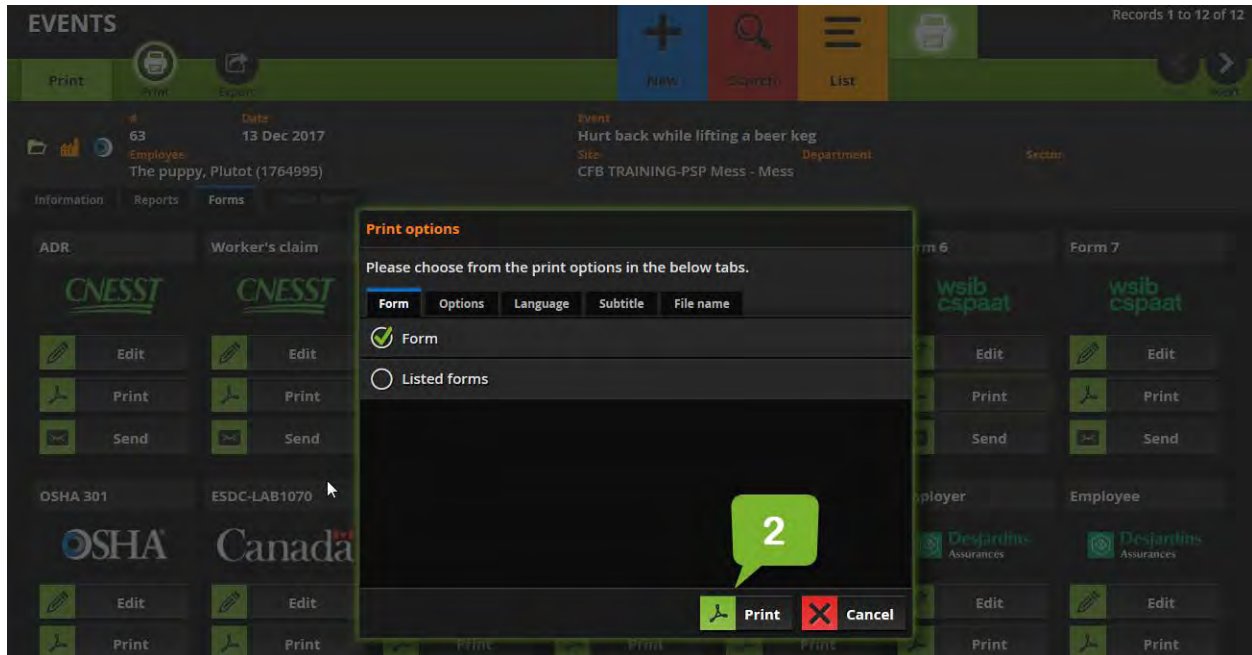
NOTE: The form record the information you type in as long as you click “save” before closing it.

**Print provincial WCB employee’s report (E.g. Form 6) for completion**

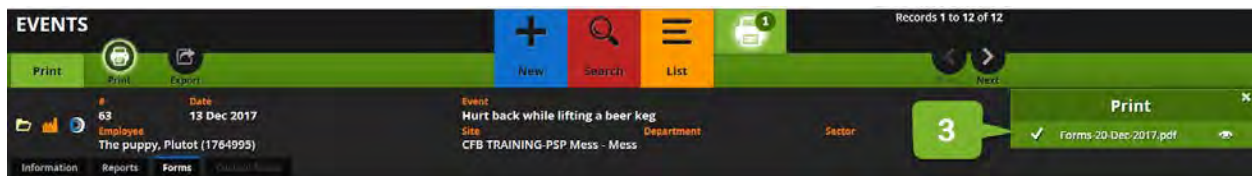


1. Click “Form 6 – WSIB-CSPAAT” / Print . All provincial forms will be available by January 2019. If the form you are looking for is not listed, please visit the module Documents to retrieve the pdf.

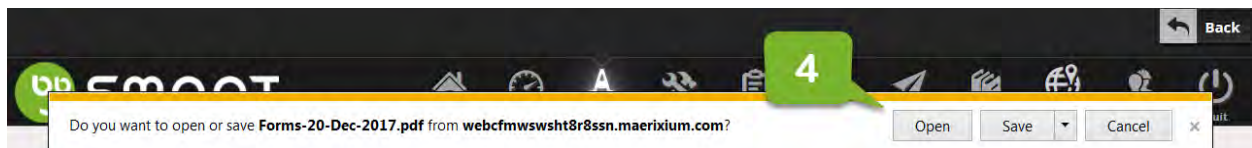




2. Click Print



3. Wait for the file to download. Then click on it



4. Click on open



## Results

The screenshot displays the NPF interface with an Adobe Acrobat Reader window open. The reader shows 'Forms-20-Dec-2017.pdf' which is a 'Worker's Report of Injury/Disease (Form 6)'. The form is partially filled with the following information:

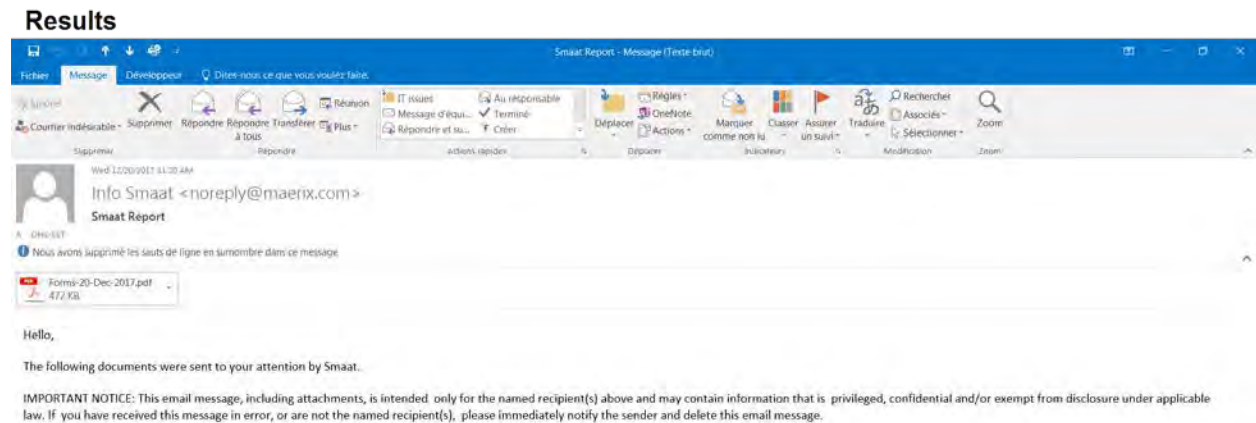
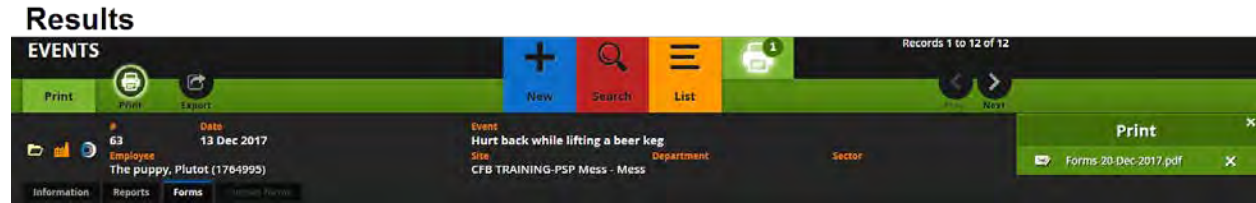
| A. Worker Information   |   | B. Employer Information  |  |
|---|---|--|--|
| Last Name<br>The puppy  | First Name<br>Plutot  | Company/Employer Name<br>Staff of non Public Funds CF - Personnel des fonds non publics FC |  |
| Address (number, street, apt., suite, unit)<br>485 Cuba ST  | Province<br>Ontario   |  |  |
| City/Town<br>Ottawa   | Postal Code   |  |  |
| Job Title/Occupation (at the time you were hurt)<br>ARENA OPERATOR SD FT PET2                       | Date you started with employer<br>21 07 08  |  |  |
| Sex<br><input checked="" type="checkbox"/> M <input type="checkbox"/> F                             | Your Preferred Language<br><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other |  |  |
| Are you a member of a union?<br><input checked="" type="checkbox"/> yes <input type="checkbox"/> no | Do you authorize your union to represent you in this claim?<br><input checked="" type="checkbox"/> yes <input type="checkbox"/> no    |  |  |

### Email a provincial WCB employee's report (E.g. Form 6) for completion

The screenshot shows the 'Print options' dialog box in the NPF system. The dialog has several tabs: 'Form', 'Options', 'Language', 'Subtitle', 'File name', and 'Recipient'. The 'Recipient' tab is selected, and the email address 'OHS@cfmws.com' is entered. Three callout boxes with numbers 1, 2, and 3 indicate the steps to follow:

1. Click Send
2. Click Recipient tab
  - a. Enter email address of the employee
3. Click Send

1. Click Send
2. Click Recipient tab
  - a. Enter email address of the employee
3. Click Send



## SMAAT – Process to produce provincial WCB employer’s report (e.g. Form 7)

### Objectives:

- Complete a provincial WCB employer's report
- Print provincial WCB employer's report

**Important!**  
 The information tracked by SMAAT is used to complete the mandatory provincial WCB employer's report for lost time events and or events, which required professional medical care.  
 The form record the information you type in as long as you click “save” before closing it.  
 You can print the form as many times as you want.

Complete provincial WCB employer's report

**EVENTS** Records 1 to 12 of 12

Record # 63 Date 13 Dec 2017

Employee The puppy, Plutot (1764995)

Event Hurt back while lifting a beer keg

Site CFB TRAINING-PSP Mess - Mess Department Sector

General Site Employee Insurers Links Costs Follow-ups

**Short description of event**  
Hurt back while lifting a beer keg

**Private**  
No

**Flash indicator**

| Impacts              | Number | Costs          |
|----------------------|--------|----------------|
| First aid            | 1      | \$8            |
| Lost time            | 7.8 d  | \$1,830        |
| Temporary assignment |        |                |
| Gradual return       | 3.1 d  | \$368          |
| Incident             |        |                |
| Environment          |        |                |
| Miscellaneous        |        |                |
| <b>Total cost :</b>  |        | <b>\$2,205</b> |

**Event date** 13 Dec 2017 **Hour** 11:30 **Created on** 15 Dec 2017

**Reporting date** 15 Dec 2017 **Hour** 09:43 **Declaration delay** 2

**OSHA** Yes **Category** Occupational **Subcategory** The event occurred to a NPF employee while working

**Reported by** The puppy, Plutot

**Employee's version**  
I needed to replace a beer keg and I felt pain in my back while I lifted it.

**Employer's version**

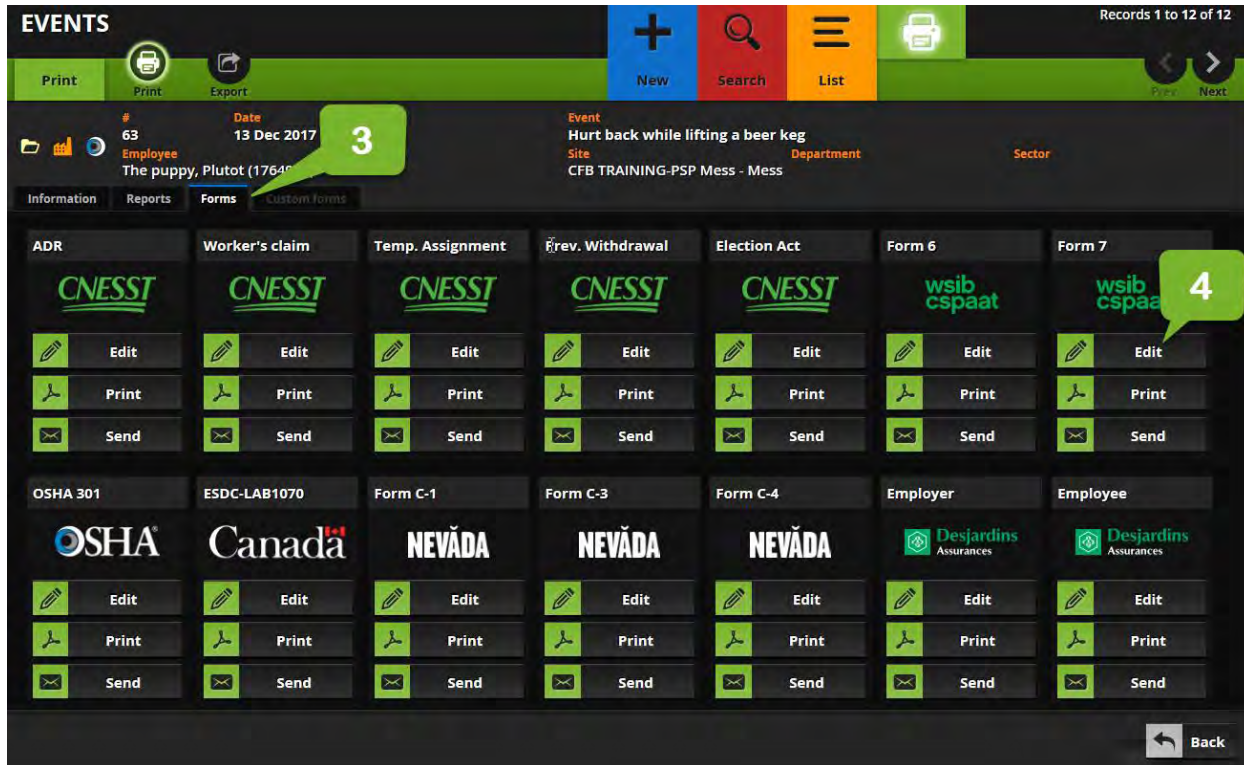
**Comments**

Close the event

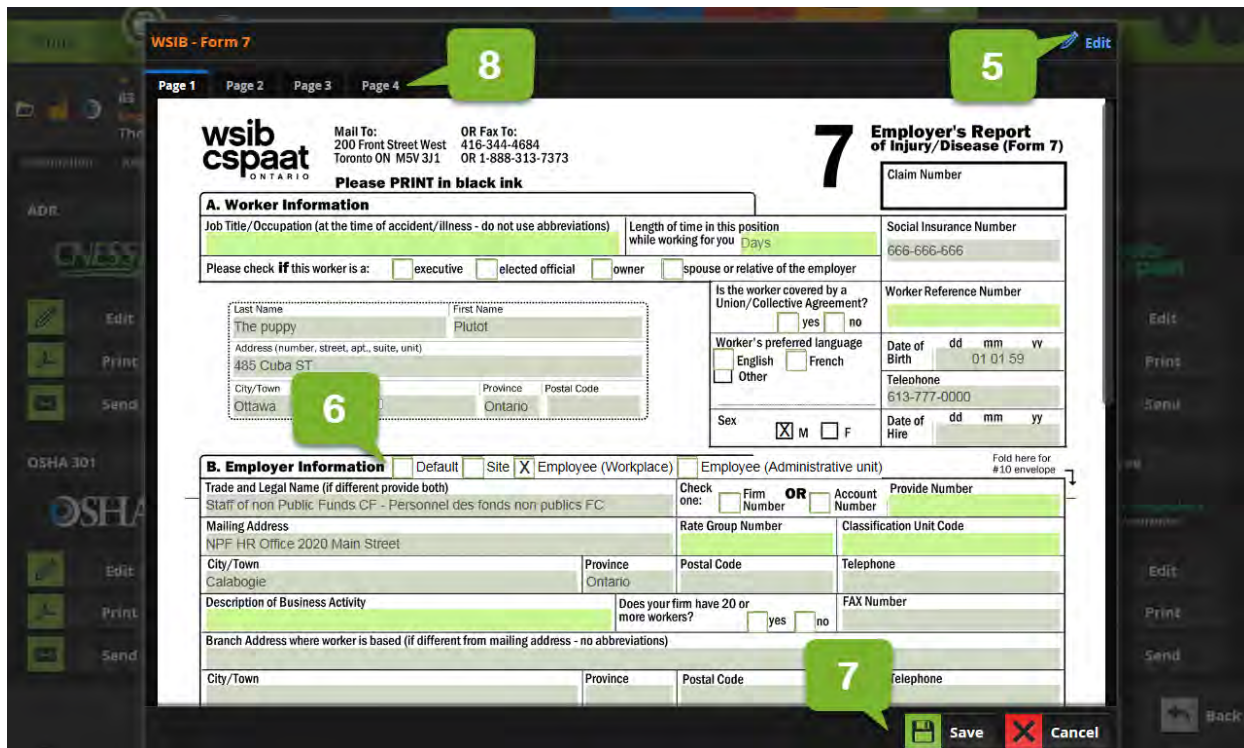
smART Home Dashboard Events Correctives Inspections Committees Follow-ups Documents Sites Employees Quit

1. Open the ticket you wish to print provincial WCB employer's report (e.g. Form 7)
2. Click on Print





3. Click “Forms”
4. Click “Form 7 – WSIB-CSPAAT” / Edit



5. Click “edit”
- NOTE: Editable and non-editable fields



Dark green fields: SMAAT completes darker green from the data in the system. You shall return into SMAAT to change the content of any of these fields.  
 Light green fields: The SLER shall complete light green fields prior to print as SMAAT keeps the latest version saved.

6. Overview of Section B - Employer Information

Section B – Employer’s name and mailing address: Select “Employee (Administrative unit)”

- Default: Staff of Non-Public Funds, CF 4210 Labelle Ottawa, ON K1A 0K2
- Site: The event site address
- Employee (Workplace): The employee workplace address.
- Employee (Administrative unit): The local HR office address of the employee workplace

| <b>B. Employer Information</b>  |  | <input type="checkbox"/> Default | <input type="checkbox"/> Site | <input type="checkbox"/> Employee (Workplace)   | <input checked="" type="checkbox"/> Employee (Administrative unit) | Fold here for #10 envelope |  |
|---|--|----------------------------------|-------------------------------|---|--|----------------------------|--|
| Trade and Legal Name (if different provide both)<br>Staff of Non-Public Funds CF - Personnel des fonds non publics FC |  |                                  |                               | Check one: <input type="checkbox"/> Firm Number <b>OR</b> <input type="checkbox"/> Account Number   |  | Provide Number             |  |
| Mailing Address<br>NPF HR Office CFB HALIFAX HQ Building S-90 Room 133 PO box 8836                                    |  |                                  |                               | Rate Group Number   |  | Classification Unit Code   |  |
| City/Town<br>Halifax  |  | Province<br>Nova Scotia          |                               | Postal Code<br>B3K 5M6  |  | Telephone<br>902-721-8840  |  |
| Description of Business Activity  |  |                                  |                               | Does your firm have 20 or more workers?<br><input type="checkbox"/> yes <input type="checkbox"/> no |  | FAX Number                 |  |
| Branch Address where worker is based (if different from mailing address - no abbreviations)                           |  |                                  |                               |   |  |                            |  |
| City/Town   |  | Province                         |                               | Postal Code   |  | Alternate Telephone        |  |

7. Click Save when you want to complete another page.
8. Click on the tab you wish to view

# Results

EVENTS

WSIB - Form 7

Page 1 Page 2 Page 3 Page 4

**wsib cspa** **7** **Employer's Report of Injury/Disease (Form 7)**

Please PRINT in black ink

Claim Number

Worker Name: The puppy, Plutot Social Insurance Number: 866-866-665

**G. Base Wage/Employment Information** - (Do not include overtime here)

1. Is this worker (Please check all that apply)

Permanent Full Time     Casual/Irregular     Student Unpaid/Trainee     Registered Apprentice Optional Insurance     Owner Operator or (Sub) Contractor  
 Permanent Part Time     Seasonal Contract     Other

2. Regular rate of pay \$ 15.00 per  hour  day  week  other

**H. Additional Wage Information**

1. Net Claim Code or Amount Federal Provincial

2. Vacation pay - on each cheque?  yes  no Provide percentage %

3. Date and hour last worked dd mm yy HH:MM AM PM

4. Normal working hours on last day worked From To HH:MM AM PM HH:MM AM PM

5. Actual earnings for last day worked \$

6. Normal earnings for last day worked \$

7. Advances on wages: Is the worker being paid while he/she recovers?  yes  no If yes, indicate:  Full/Regular  Other

8. Other Earnings (Not Regular Wages): Provide the total of additional earnings for each week for the 4 weeks before the accident/illness.

\* For Rotational Shift workers - If the shift cycle exceeds 4 weeks, please attach the earnings information for the last complete shift cycle prior to the date of accident/illness.

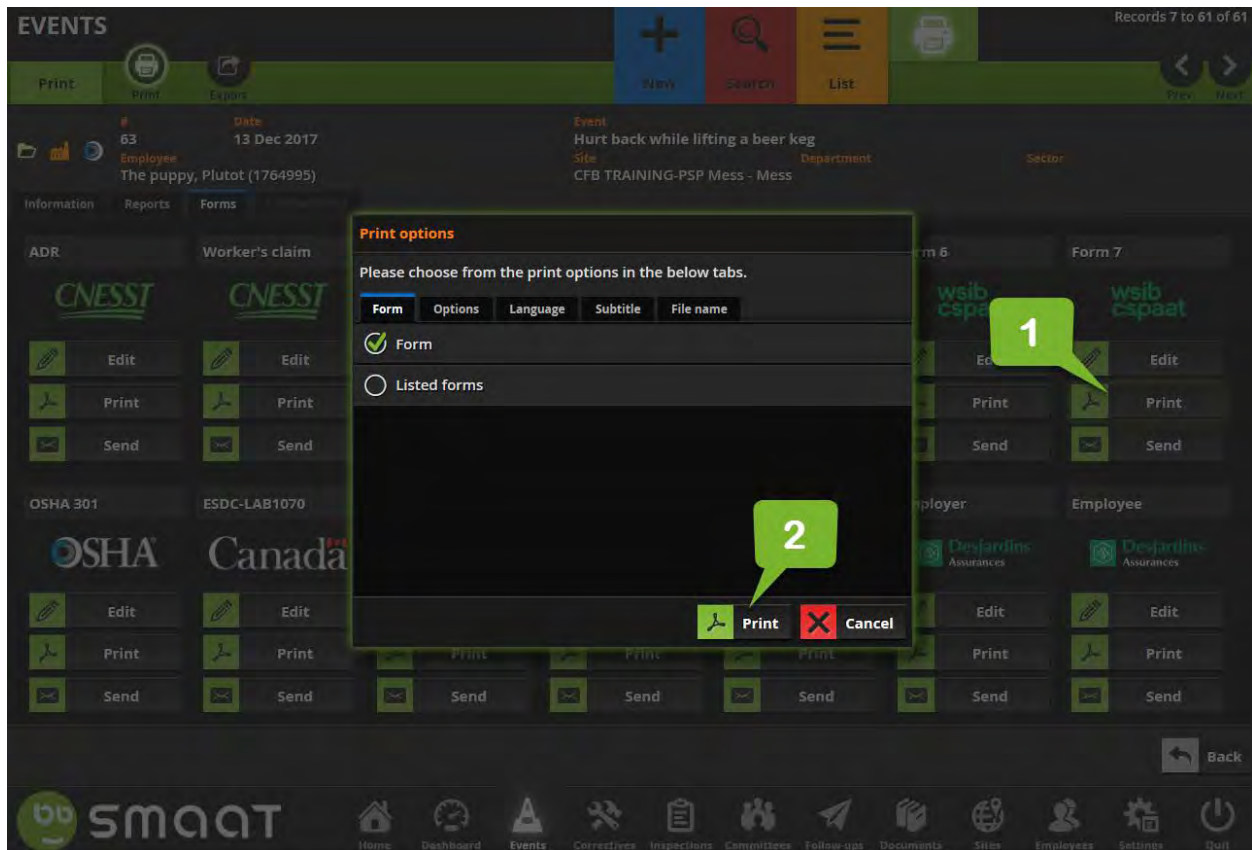
Use these spaces for any other earnings (indicate Commission, Differentials, Premiums, Bonus, Tips, In Lieu %, etc.).

| Period | From Date (dd/mm/yy) | To Date (dd/mm/yy) | Mandatory Overtime Pay | Voluntary Overtime Pay |
|--------|----------------------|--------------------|------------------------|------------------------|
|        |                      |                    |                        |                        |

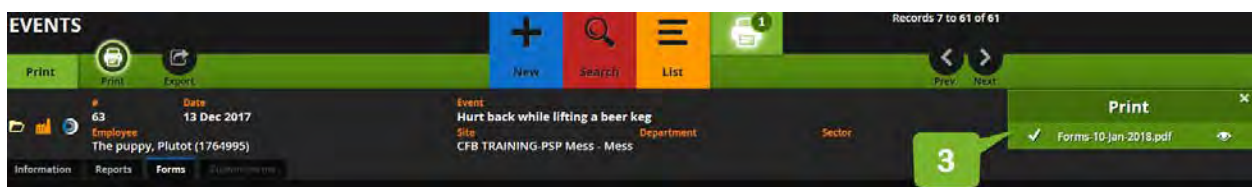
Cancel

NOTE: The form record the information you type in as long as you click “save” before closing it.

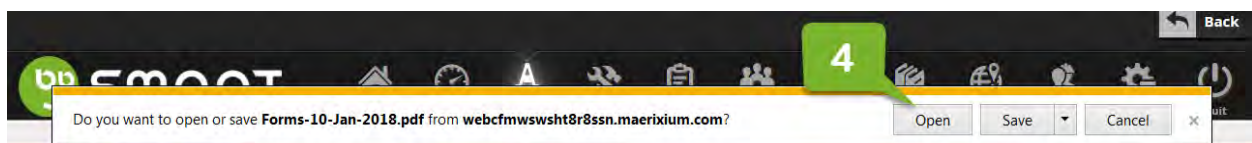
### Print provincial WCB employer's report



1. Click “Form 7 – WSIB-CSPAAT” / Print
2. Click Print



3. Wait for the file to download. Then click on it



4. Click Open

# Results

The screenshot displays the NPF software interface. At the top, there's a navigation bar with 'Print', 'Export', 'New', 'Search', and 'List' buttons. Below this, a sidebar on the left contains various tool icons and logos for 'Cnesst', 'OSHA 301', and 'ESDC-L'. The main area shows an event record for 'Hurt back while lifting a beer keg' on '13 Dec 2017'. A central window titled 'Forms-10-Jan-2018.pdf - Adobe Acrobat Reader DC' is open, displaying 'Form 7 Employer's Report of Injury/Disease (Form 7)'. The form includes sections for 'A. Worker Information' and 'B. Employer Information'. The worker information section is partially filled with details for 'The puppy, Plutot' in Ottawa, Ontario. The employer information section is mostly blank. The bottom of the interface features a 'SMART' logo and a navigation bar with icons for Home, Dashboard, Events, Correctives, Inspections, Committees, Follow-ups, Documents, Sites, Employees, Settings, and Quit.

**NOTES:**

Scan the signed form and send it to ESDC Compensation Office within 3 days of being aware of the event.

**Attach a copy of the scan within the section Follow-Ups of the event ticket and close the Follow up ticket.**



## SMAAT – Process to mark a sensitive event as private

Objectives:

- Make a ticket private

### Important!

- Until further notice, **DO NOT TRACK Workplace violence event with SMAAT**
- The SLERs do not see the private events.

### Make a ticket private

When you run into a ticket that is of a sensitive nature

The screenshot shows the SMAAT interface for editing an event. The event details include:

- Event:** Mickey was waiting for me in the parking for a fight. I slipped and felt on the ice
- Employee:** Warner Bros, Bugs Bunny
- Site:** CFB TRAINING-PSB
- Date:** 07 Dec 2017

The 'Private' dropdown menu is currently set to 'No'. The 'Flash indicator' section includes:

| Impacts              | Number | Costs    |
|----------------------|--------|----------|
| First aid            | 1      | \$0      |
| Lost time            |        |          |
| Temporary assignment |        |          |
| Gradual return       |        |          |
| Incident             |        |          |
| Environment          |        |          |
| Miscellaneous        |        |          |
| <b>Total cost:</b>   |        | <b>0</b> |

At the bottom right, there are 'Save' and 'Cancel' buttons.

1. Click edit
2. Change private to “Yes”.
3. Then, save

## Results

The screenshot shows the 'EVENTS' application interface. At the top, there are navigation buttons: Record, Info, Damages, Impacts, Investigation, Correctives, and Multimedias. To the right are buttons for New, Search, List, and Print. The main content area displays event details for record #62, dated 07 Dec 2017. The event description is 'Mickey was waiting for me in the parking for a fight. I slipped and felt on the ice'. The site is 'Warner Bros, Bugs Bunny' and the department is 'CFB TRAINING-PSP Communit...'. A 'Private' checkbox is checked and highlighted with a red box. Below the event details, there is a table for 'Impacts' with columns for Number and Costs. The table shows one impact with a number of 1.

## SMAAT – Process to track lost time related to an event.

### Objectives:

- Track lost time the day of the event
- Track lost time the day(s) after the event
- Track lost time for medical appointments related to the occupational injury
- Track a gradual return to work

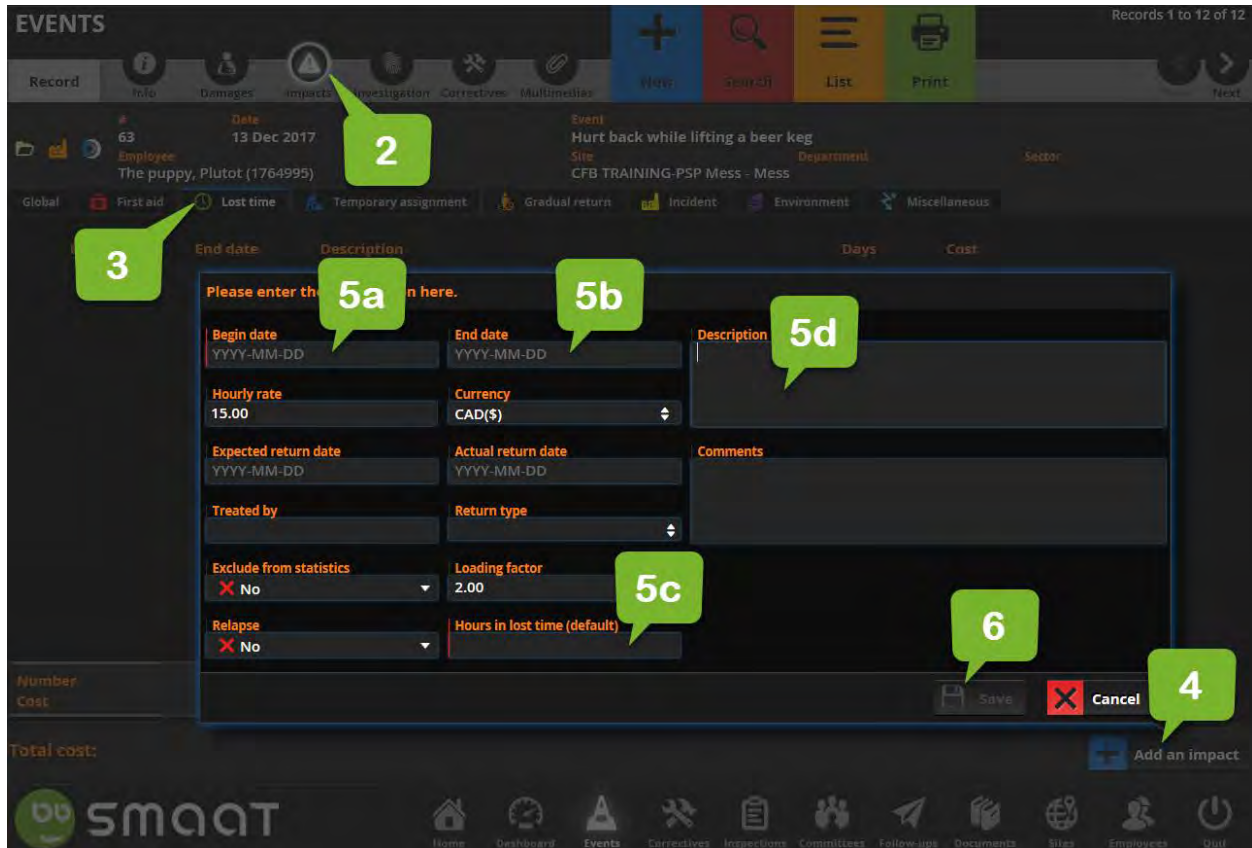
### Important!

- Lost time in Quebec is tracked as the other provinces
- The loading factor is a multiplier of the hourly rate. It estimates the impact cost. Keep it at 2.0
- The SLERs do not see the costs related to lost time.

## Track lost time the day of the event

The screenshot shows the 'EVENTS' application interface with a list of event records. The list has columns for #, Date, Short description of event, and Impacts. The first record, #63, is highlighted with a red box. The event description is 'Hurt back while lifting a beer keg'. The date is 13 Dec 2017. The employee is 'The puppy, Plutot (1764995)'. The event site is 'CFB TRAINING-PSP Mes...'. The list also includes records #62, #52, #54, #48, and #47.

1. Select a particular case from the list of events.



2. Click on the “impact”.
3. Then “lost time” tab
4. Click on Add an impact
5. Complete the fields
  - a. Begin date: date of the event
  - b. End date: date of the event
  - c. Hours in lost time (default): how much time the injured lost the day of the event
  - d. Description: “Lost time day of the event”
6. Click on Save

## Results

**EVENTS** Records 1 to 12 of 12

Record Info Damages Impacts Investigation Correctives Multimedias New Search List Print

# 63 Date 13 Dec 2017 Event Hurt back while lifting a beer keg  
 Employee The puppy, Plutot (1764995) Site CFB TRAINING-PSP Mess - Mess Department Sector

Global First aid Lost time Temporary assignment Gradual return Incident Environment Miscellaneous

| Begin date  | End date    | Description                | Days | Cost  |
|-------------|-------------|----------------------------|------|-------|
| 13 Dec 2017 | 13 Dec 2017 | Lost time day of the event | 0.6  | \$150 |

NOTE: The injured employee's hourly rate is \$15.

Day of the event:

- The injured employee lost 5 hours out of a 8 hour day which result in 0.6 lost day
- \$15 hours X 5 hours lost time x 2.0 = \$150 This amount is not actual amount of money the injured employee received.

### Track lost time the day(s) after the event

**EVENTS** Records 1 to 12 of 12 Total of 12

List Simple Detailed Group Graphic New Search List Print Quickfind Prev Next

| #  | Date        | Short description of event   | Employee                    | Event site              | Department | Sector | Impacts |
|----|-------------|--|-----------------------------|-------------------------|------------|--------|---------|
| 63 | 13 Dec 2017 | Hurt back while lifting a beer keg                                 | The puppy, Plutot (1764995) | CFB TRAINING-PSP Mes... |            |        | ⌚       |
| 62 | 07 Dec 2017 | Mickey was waiting for me in the parking for a fight. I slipped... | Warner Bros, Bugs Bunny     | CFB TRAINING-PSP Com... |            |        | 📷       |
| 52 | 20 Nov 2017 | test client injured  | Bloe, Joe                   | CFB TRAINING-CANEX R... |            |        |         |
| 54 | 20 Nov 2017 | Paper Cut  | DUCK, DONALD (1774232)      | CFB TRAINING-Offices    | Finance    |        |         |
| 48 | 14 Nov 2017 | Minnie Mouse dropped a keg on her foot                             | Mouse, Minnie (1)           | CFB GAGETOWN-PSP M...   |            |        | 📷 ✓     |

1. Select a particular case from the list of events.





2. Click on the “impact”.
3. Then “lost time” tab
4. Click on Add an impact
5. Complete the fields
  - a. Begin date: must be the day following the event or later
  - b. End date: only if known. This field stops the auto calculation
  - c. Hours in lost time (default): how much time the injured loses each day. You can adjust each day later as required.
6. Click Save

## Results

| Begin date  | End date    | Description                   | Days | Cost  |
|-------------|-------------|-------------------------------|------|-------|
| 13 Dec 2017 | 13 Dec 2017 | Lost time day of the event    | 0.6  | \$150 |
| 14 Dec 2017 | 18 Dec 2017 | Lost time day after the event | 3.0  | \$720 |

NOTE: The injured employee's hourly rate is \$15. He works 8 hour a day, Monday to Friday Day after the event:

- The injured employee lost 3 full days of work (December 14, 15 and 18)
- \$15 /hours X 8 hours lost time/day x 3 days X 2.0 = \$720 This amount is not actual amount of money the injured employee received.

**7**

**8** Edit

**9**

**Do not modify this section**

**Use a comma instead of a period**

| Date                   | Type of day | Hours lost / planned |
|------------------------|-------------|----------------------|
| 14 Dec 2017 (Thursday) | Workday     | 7.50                 |
| 15 Dec 2017 (Friday)   | Workday     | 7.50                 |
| 16 Dec 2017 (Saturday) | Day off     | 7.50                 |
| 17 Dec 2017 (Sunday)   | Workday     | 7.50                 |
| 18 Dec 2017 (Monday)   | Holiday     | 7.50                 |

7. To adjust lost time to the employee schedule, click on the desired line. Then click on adjustment tab
8. Click edit and adjust the fields.
9. Then, save

## Results

**EVENTS** Records 1 to 12 of 12

Record Info Damages Impacts Investigation Correctives Multimedias New Search List Print

# 63 Date 13 Dec 2017 Event Hurt back while lifting a beer keg  
Employee The puppy, Plutot (1764995) Site CFB TRAINING-PSP Mess - Mess Department Sector

| Begin date  | End date    | Description                   | Days | Cost  |
|-------------|-------------|-------------------------------|------|-------|
| 13 Dec 2017 | 13 Dec 2017 | Lost time day of the event    | 0.6  | \$150 |
| 14 Dec 2017 | 18 Dec 2017 | Lost time day after the event | 3.0  | \$675 |

**Track lost time for medical appointments supported by worker compensation during working hours**

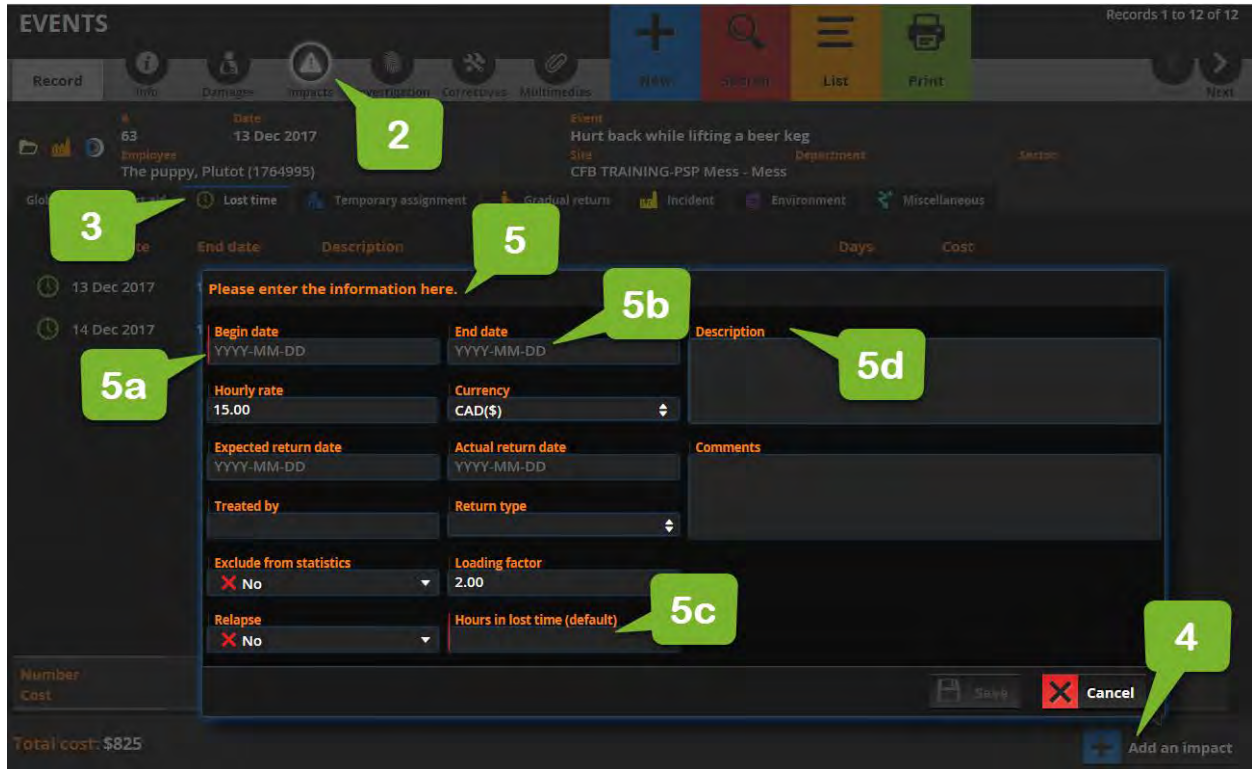
NOTE: Do not track in SMAAT when the employee choose to make up the time.

The screenshot displays the SMAAT 'EVENTS' module. At the top, there are navigation buttons for 'List', 'Simple', 'Detailed', 'Group', and 'Graphic'. To the right are buttons for 'New', 'Search', and 'Print'. A 'Quickfind' search bar is also present. The main area shows a table of 12 records. The table columns are: OSHA #, Date, Employee, Short description of event, Event site, Department, Sector, and Impacts. The records include incidents such as 'Hurt back while lifting a beer keg', 'Mickey was waiting for me in the parking for a fight. I slipped...', 'test client injured', 'Paper Cut', 'Minnie Mouse dropped a keg on her foot', 'I stood on the bottom shelf of a display in Canex store. The w...', 'Cindy fainted', 'Scrooge Mcduck dropped a gold bar on Donald's foot', and 'slip trip and fall in front of the water fountain'. The bottom of the interface features the SMAAT logo and a navigation bar with icons for Home, Dashboard, Events, Correctives, Inspections, Committees, Follow-ups, Documents, Sites, Employees, and Quit.

| OSHA # | Date        | Employee                    | Short description of event   | Event site                           | Department | Sector | Impacts |
|--------|-------------|-----------------------------|--|--------------------------------------|------------|--------|---------|
| 63     | 13 Dec 2017 | The puppy, Plutot (1764995) | Hurt back while lifting a beer keg                                 | CFB TRAINING-PSP Mes...              |            |        |         |
| 62     | 07 Dec 2017 | Warner Bros, Bugs Bunny     | Mickey was waiting for me in the parking for a fight. I slipped... | CFB TRAINING-PSP Com...              |            |        |         |
| 52     | 20 Nov 2017 | Bloe, Joe                   | test client injured  | CFB TRAINING-CANEX R...              |            |        |         |
| 54     | 20 Nov 2017 | DUCK, DONALD (1774232)      | Paper Cut  | CFB TRAINING-Offices                 | Finance    |        |         |
| 48     | 14 Nov 2017 | Mouse, Minnie (1)           | Minnie Mouse dropped a keg on her foot                             | CFB GAGETOWN-PSP M...                |            |        |         |
| 47     | 13 Nov 2017 | MOUSE, MICKEY (1785672)     | I stood on the bottom shelf of a display in Canex store. The w...  | CFB TRAINING-CANEX G...              |            |        |         |
| 43     | 10 Nov 2017 | Disney, Cinderella (6)      | Cindy fainted  | CFB TRAINING-Offices                 | HR-RH      |        |         |
| 44     | 10 Nov 2017 | DUCK, DONALD (1774232)      | Scrooge Mcduck dropped a gold bar on Donald's foot                 | CFB TRAINING-PSP Com...              |            |        |         |
| 41     | 09 Nov 2017 | MOUSE, MICKEY (1785672)     | slip trip and fall in front of the water fountain                  | CFB TRAINING-PSP Are... John's Arena |            |        |         |

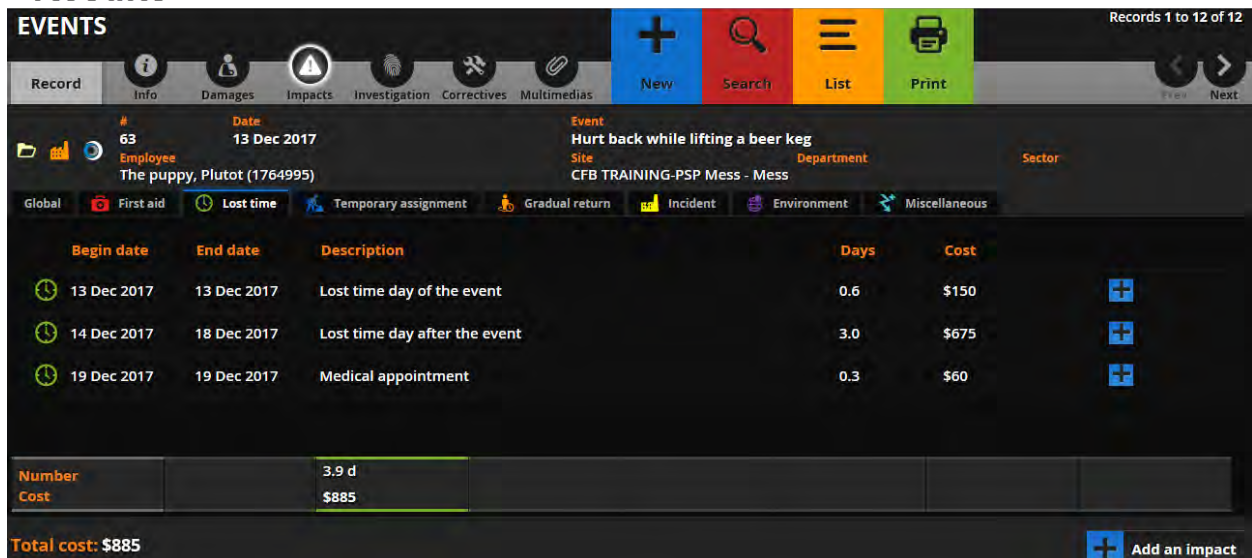
1. Select a particular case from the list of events.





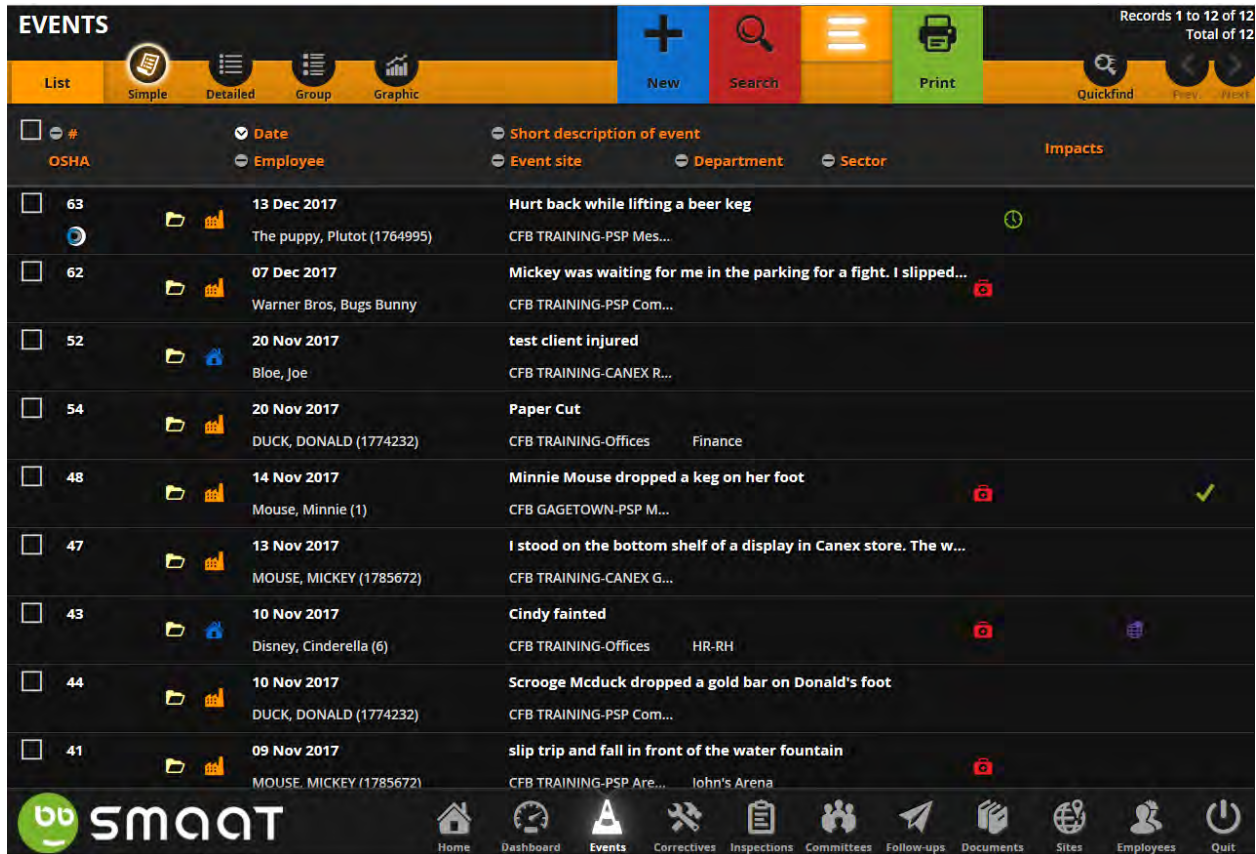
2. Click on the “impact”.
3. Then “lost time” tab
4. Click on Add an impact
5. Complete the fields
  - a. Begin date: must be a date other than the day of the event
  - b. End date: should be same as begin date above
  - c. Hours in lost time (default): how much time the injured employee lost for the appointment
  - d. Description: Medical appointment

## Results

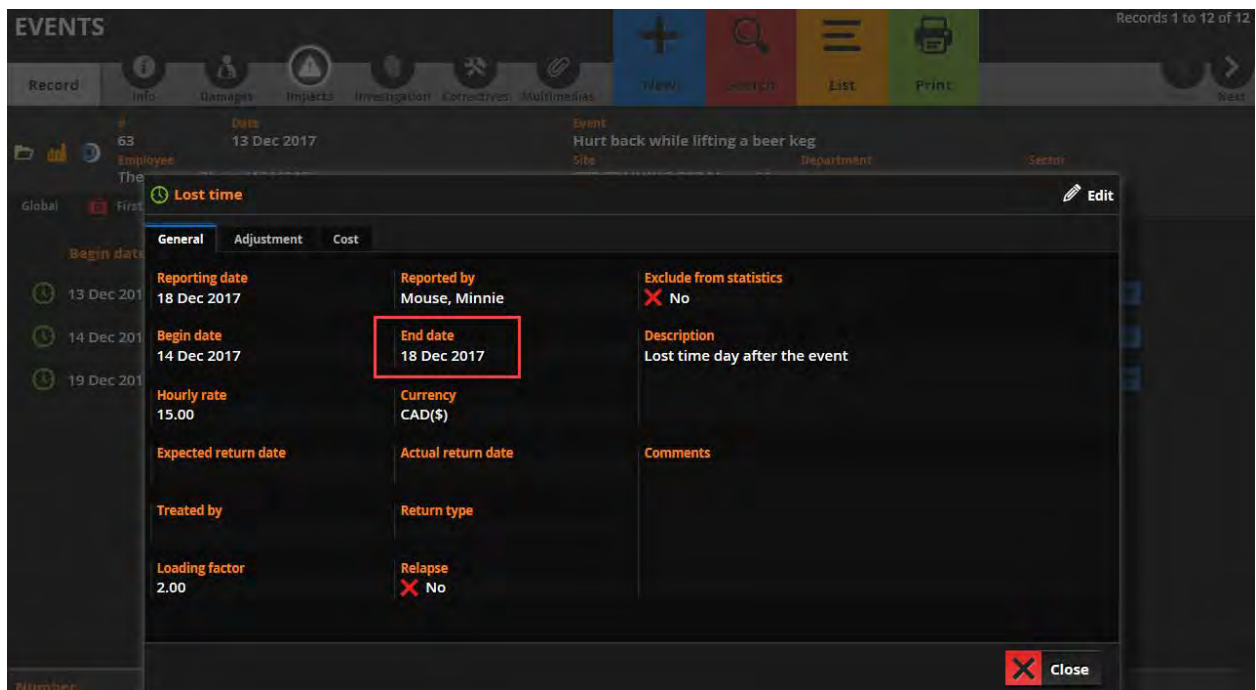




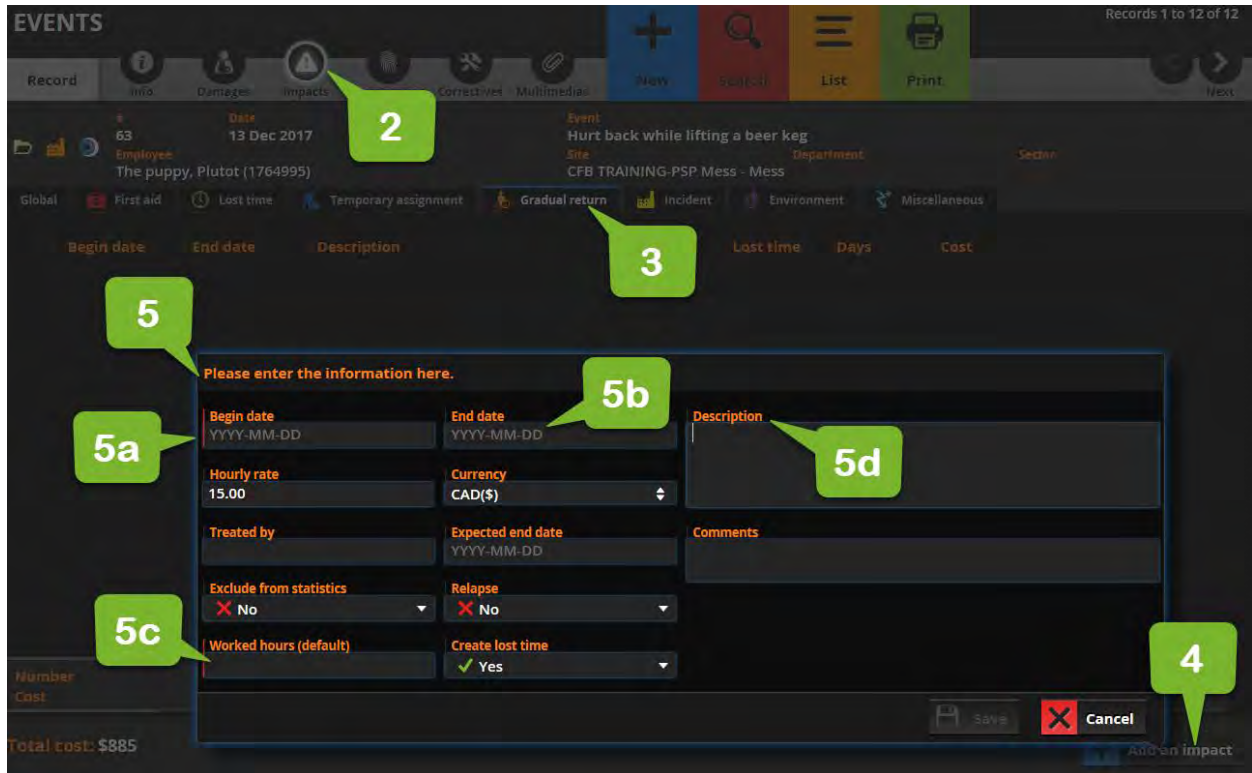
Track a gradual return to work



1. Select a particular case from the list of events.

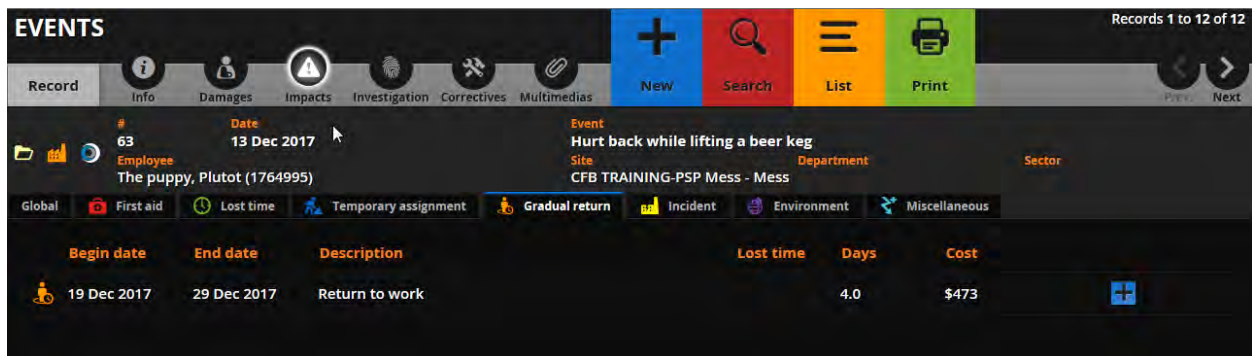


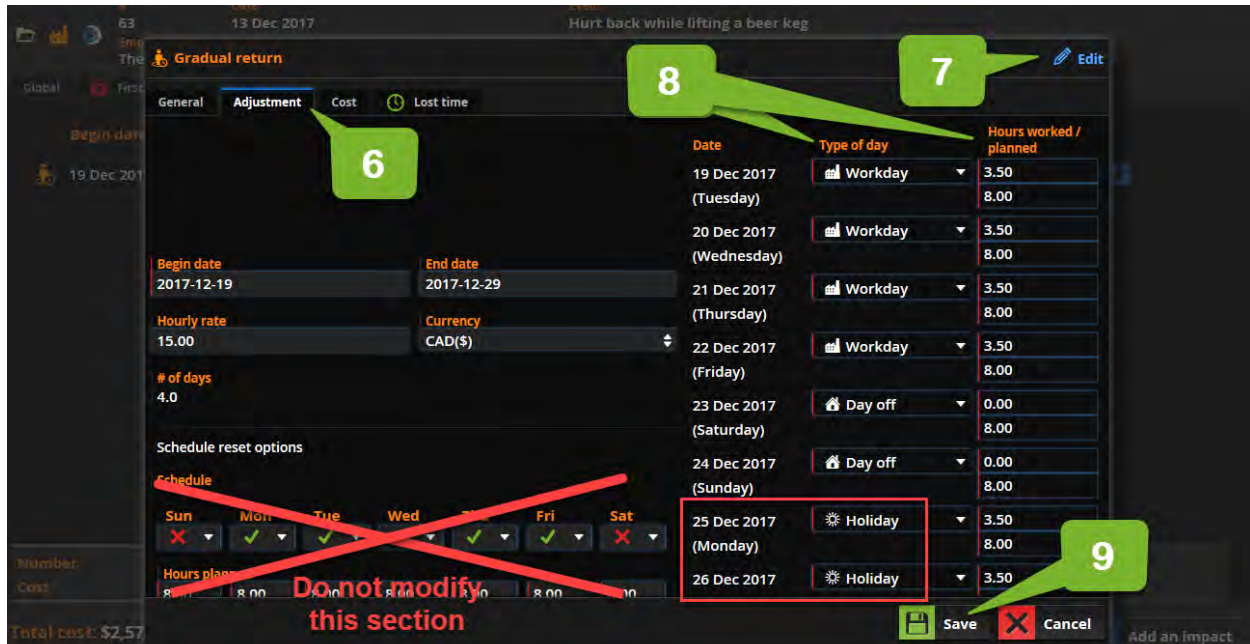
NOTE: Ensure the Lost time has an end date



2. Click on the “impact”.
3. Then “gradual return to work” tab
4. Click on Add an impact
5. Complete the fields
  - a. Begin date:
  - b. End date: if known
  - c. Worked hours (default): how much time the injured employee worked. You can adjust it for each day later
  - d. Description:

## Results





6. To adjust the schedule the injured worked, click on the adjustment tab.
7. Then, edit.
8. By default, the hours worked will be the same. Adjust the number of hours worked, days off, etc.
9. Save. Then, Close

NOTE: The function Save updates the calculation



10. To view lost time during to the return to work, click the lost time tab



## Results

EVENTS

Records 1 to 12 of 12

Record Info Damages Impacts Investigation Correctives Multimedias New Search List Print

# 63 Date 13 Dec 2017 Event Hurt back while lifting a beer keg  
Employee The puppy, Plutot (1764995) Site CFB TRAINING-PSP Mess - Mess Department Sector

Global First aid Lost time Temporary assignment Gradual return Incident Environment Miscellaneous

| Begin date  | End date    | Description                   | Days | Cost  |
|-------------|-------------|-------------------------------|------|-------|
| 13 Dec 2017 | 13 Dec 2017 | Lost time day of the event    | 0.6  | \$150 |
| 14 Dec 2017 | 18 Dec 2017 | Lost time day after the event | 3.0  | \$675 |
| 19 Dec 2017 | 19 Dec 2017 | Medical appointment           | 0.3  | \$60  |
| 19 Dec 2017 | 29 Dec 2017 | Return to work                | 3.9  | \$945 |

Number 7.8 d 3.1 d  
Cost \$1,830 \$368

Total cost: \$2,198 Add an impact

NOTE: Calculation Lost time cost during return to work  
 $Lost\ 4.5h\ per\ day \times \$15\ per\ hour \times 7\ days \times 2.0\ loading\ factor = \$945$

## Results

EVENTS

Records 1 to 12 of 12

Record Info Damages Impacts Investigation Correctives Multimedias New Search List Print

# 63 Date 13 Dec 2017 Event Hurt back while lifting a beer keg  
Employee The puppy, Plutot (1764995) Site CFB TRAINING-PSP Mess - Mess Department Sector

Global First aid Lost time Temporary assignment Gradual return Incident Environment Miscellaneous

| Begin date  | End date    | Description    | Lost time | Days | Cost  |
|-------------|-------------|----------------|-----------|------|-------|
| 19 Dec 2017 | 29 Dec 2017 | Return to work |           | 3.1  | \$368 |

Number 7.8 d 3.1 d  
Cost \$1,830 \$368

Total cost: \$2,198 Add an impact

NOTE: Calculation for wage costs during return to work  
 $Worked\ 3.5h\ per\ day \times \$15\ per\ hour \times 7\ days = \$367.50$



## SMAAT – Process to track costs related to an event.

Objectives:

- Add the cost for an ambulance to an event.
- Add the cost for an equipment, an assessment, or a modification to fix the workplace.
- Ensure costs associated with the time taken by the first aider to provide first aid are tracked
- View the costs associated with an event

### Important!

The SLERs do not see the costs. The “costs” tab is not visible with their access. They do not see the costs related to first aid nor the cost of loss time, which SMAAT calculates from the hourly salary of the injured employee. Finally, they cannot add a cost related to material damage.

Even though it is possible to track costs related to inspection and corrective measures, we will not inform the client of this feature. We will track cost related to an event only.

### Add the invoice for an ambulance to an event.

The screenshot shows the SMAAT interface with the following elements:

- 1**: A green callout pointing to the 'Info' tab in the top navigation bar.
- 2**: A green callout pointing to the 'Costs' tab in the event record navigation.
- 3**: A green callout pointing to the 'Add a cost' button at the bottom right of the modal.
- 4**: A green callout pointing to the 'Please enter the information here.' header in the modal form.

1. Select a particular case from the list of events.
2. Click on the “cost” tab
3. Click “add a cost”
4. Complete the fields and attach proof as appropriate

Cost type menu:

- Ambulance

- Assessment
- Clean up
- GECA-Compensation, GECA-Lump sum, GECA-Medical, GECA-Other, GECA-Pension, GECA-Rehabilitation: NPF HQ saves GECA costs from GECA invoice on a quarterly basis in SMAAT.
- Purchase of material, tools or equipment
- Repair
- Other
- Taxi

## Results

**EVENTS** Records 1 to 12 of 12

Record | Info | Damages | Impacts | Investigation | Correctives | Multimedias | **New** | Search | List | Print | Edit | Next

# 63 Date 13 Dec 2017  
 Employee The puppy, Plutot (1764995)  
 Event Hurt back while lifting a beer keg  
 Site CFB TRAINING-PSP Mess - Mess Department Sector

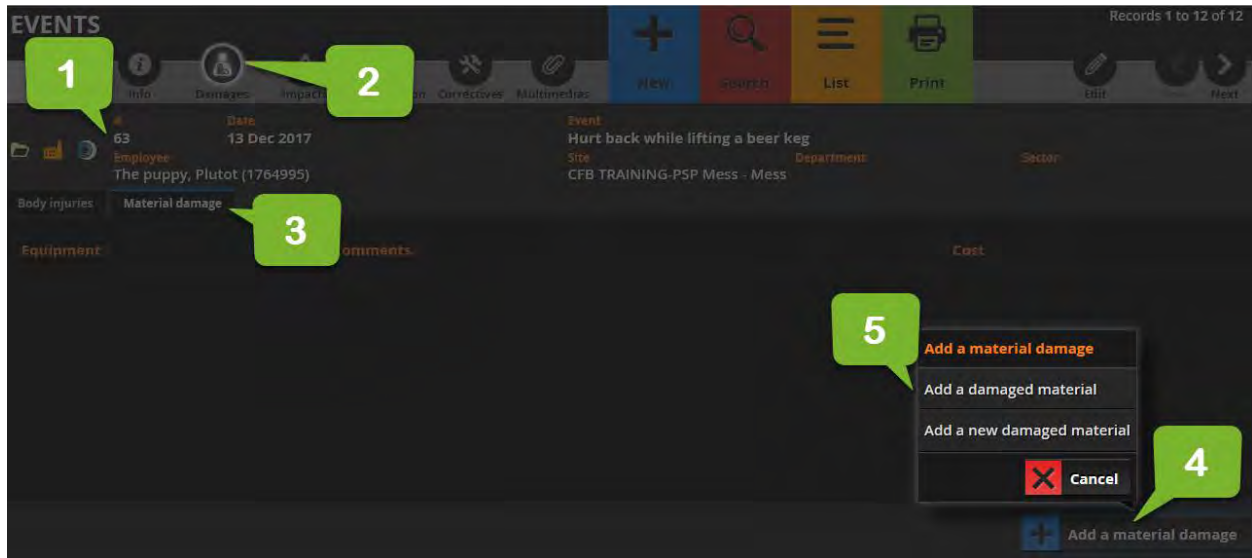
General | Site | Employee | Insurers | Links | **Costs** | Follow-ups

| Cost type  | Origin | Note | Cost     |
|------------|--------|------|----------|
| Wage costs |        |      | \$945.00 |
| Wage costs |        |      | \$367.50 |
| Ambulance  |        |      | \$280.00 |

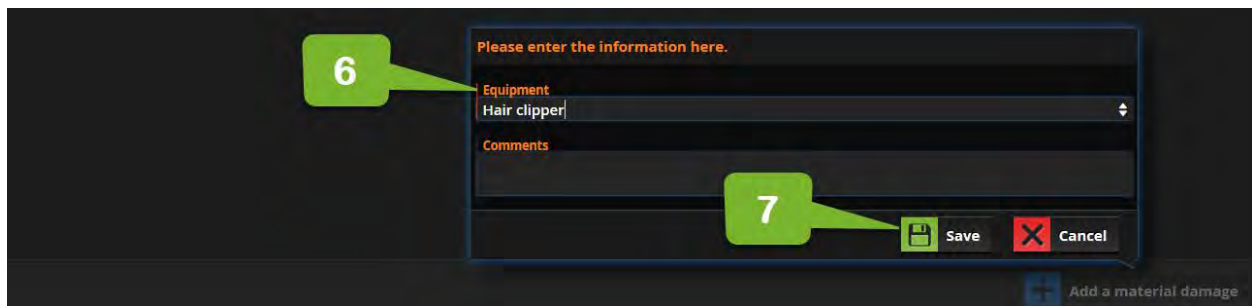
File: Invoice.pdf (212.5 KB)

|                         |                          |                          |                   |
|-------------------------|--------------------------|--------------------------|-------------------|
| <b>Total event cost</b> | <b>Total impact cost</b> | <b>Total damage cost</b> | <b>Total cost</b> |
| \$280.00                | \$2,197.50               |                          | \$2,477.50        |

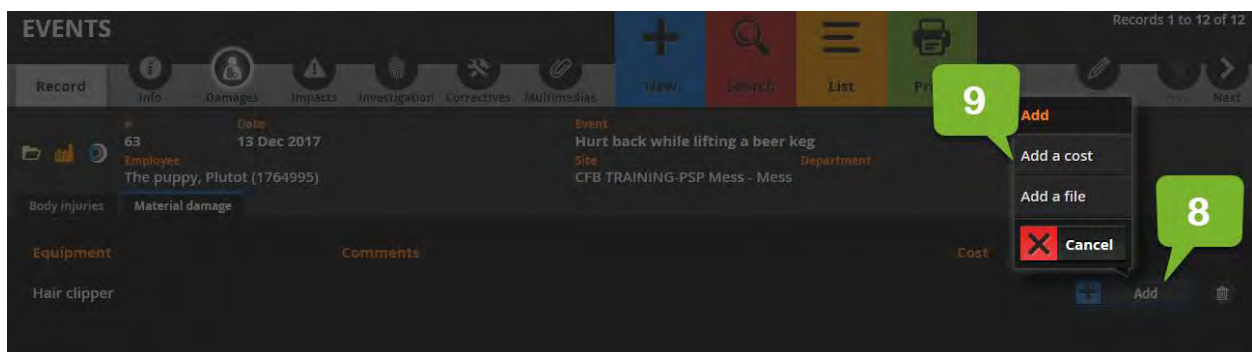
Add the cost for a modification to fix the workplace.



1. Select a particular case from the list of events.
2. Click on “Damages”
3. Click on “Material damage” tab
4. Click on “Add a material damage”
5. Select as appropriate



6. Complete as required
7. Then Save

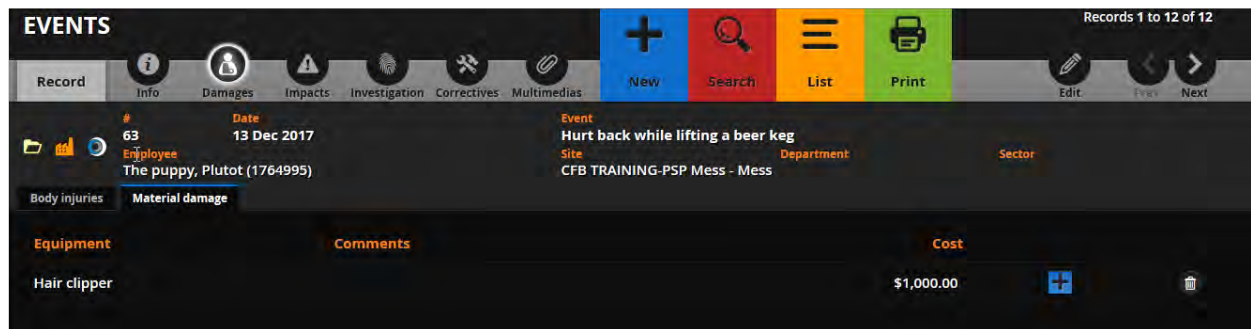


8. Click on the sign “+” to add the cost
9. Select “add a cost”



10. Complete the fields

## Results





## Results

**EVENTS** Records 1 to 12 of 12

Record Info Damages Impacts Investigation Correctives Multimedias New Search List Print Edit Prev Next

# 63 Date 13 Dec 2017  
 Employee The puppy, Plutot (1764995)  
 Event Hurt back while lifting a beer keg  
 Site CFB TRAINING-PSP Mess - Mess Department Sector

General Site Employee Insurers Links **Costs** Follow-ups

Ambulance \$280.00

| File        | File name   | Category | Size     |
|-------------|-------------|----------|----------|
|             | Invoice.pdf |          | 212.5 KB |
| Description |             |          |          |

| Cost type                             | Origin | Note | Cost       |
|---------------------------------------|--------|------|------------|
| Purchase material, tools or equipment |        |      | \$1,000.00 |

| File        | File name   | Category | Size     |
|-------------|-------------|----------|----------|
|             | Invoice.pdf | Invoice  | 212.5 KB |
| Description |             |          |          |

| Total event cost | Total impact cost | Total damage cost | Total cost |
|------------------|-------------------|-------------------|------------|
| \$280.00         | \$2,197.50        | \$1,000.00        | \$3,477.50 |

Ensure costs associated with the time taken by the first aider to provide first aid are tracked

**EVENTS** Records 1 to 12 of 12

Record Info Damages **Impacts** Investigation Correctives Multimedias New Search List Print Edit Prev Next

# 63 Date 13 Dec 2017  
 Employee The puppy, Plutot (1764995)  
 Event Hurt back while lifting a beer keg  
 Site CFB TRAINING-PSP Mess - Mess Department Sector

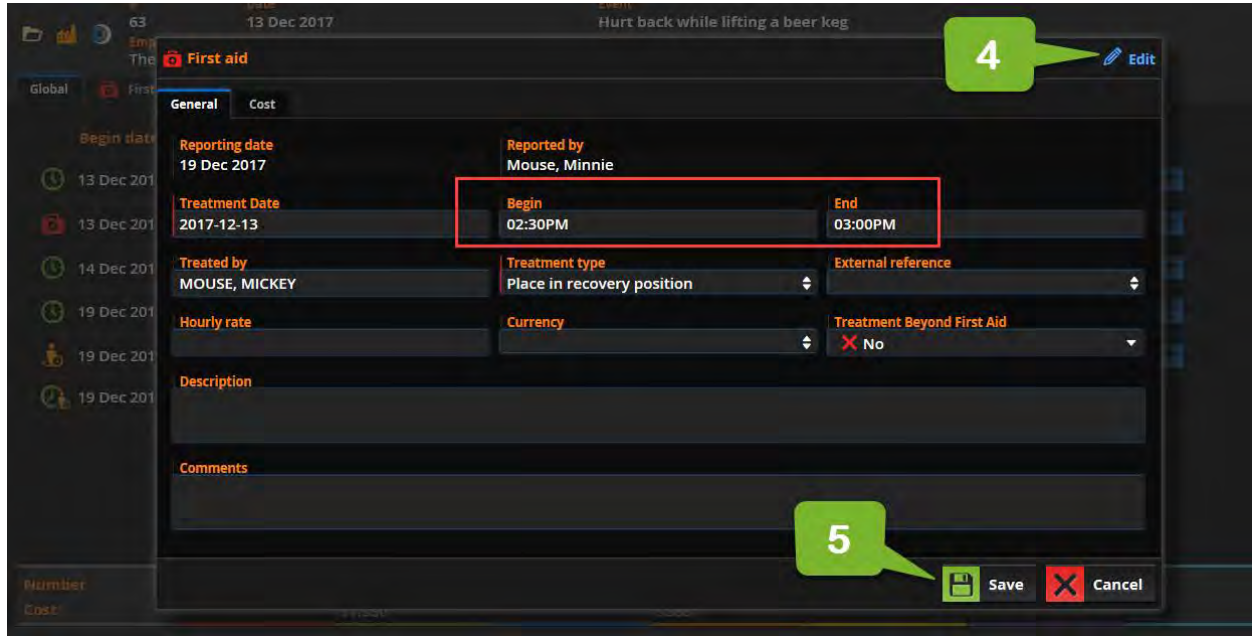
Global First aid Lost time Temporary assignment Gradual return Incident Environment Miscellaneous

| Begin date  | End date    | Description                   | Days | Cost  |
|-------------|-------------|-------------------------------|------|-------|
| 13 Dec 2017 | 13 Dec 2017 | Lost time day of the event    | 0.6  | \$150 |
| 13 Dec 2017 |             |                               |      |       |
| 14 Dec 2017 | 18 Dec 2017 | Lost time day after the event | 3.0  | \$675 |
| 19 Dec 2017 | 19 Dec 2017 | Medical appointment           | 0.3  | \$60  |
| 19 Dec 2017 | 29 Dec 2017 | Return to work                | 3.1  | \$368 |
| 19 Dec 2017 | 29 Dec 2017 | Return to work                | 3.9  | \$945 |

| Number | Days  | Cost    |
|--------|-------|---------|
| 1      | 7.8 d | \$1,830 |
|        | 3.1 d | \$368   |

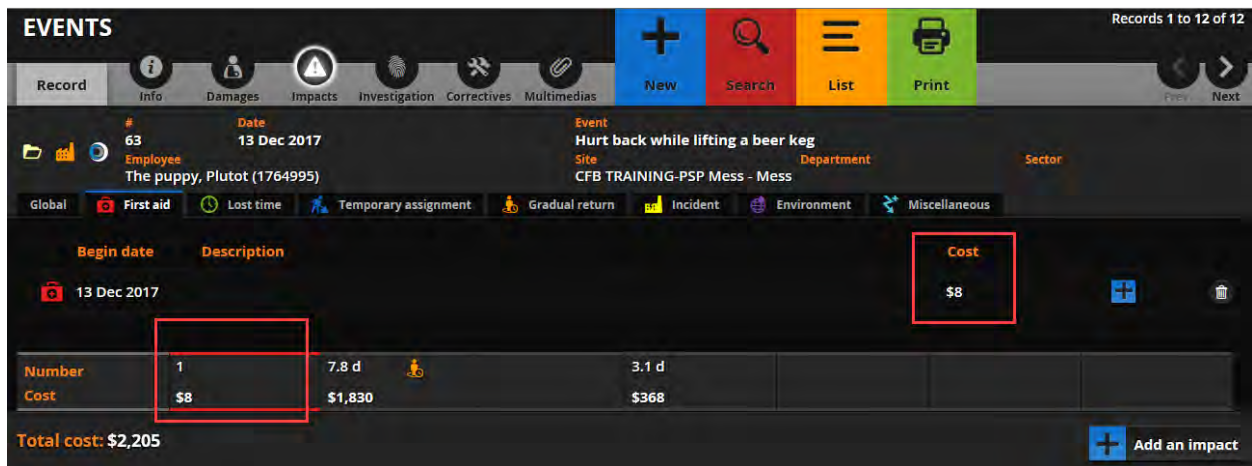
Total cost: \$2,198

1. Open the case
2. Click on the Impacts
3. Click on the line that shows the first aid.



4. When you have the info, click Edit and complete the fields. SMAAT uses the following fields to calculate the costs: treated by, begin, end, hourly rate, currency.
5. Click Save. Then, Close

## Results



# Results

**EVENTS**
Records 1 to 12 of 12

Record
Info
Damages
Impacts
Investigation
Correctives
Multimedias

+
🔍
☰
🖨

# 63

Employee  
The puppy, Plutot (1764995)

Date  
13 Dec 2017

Event  
Hurt back while lifting a beer keg

Site  
CFB TRAINING-PSP Mess - Mess

Department

Sector

Global
🚑 First aid
🕒 Lost time
👤 Temporary assignment
🔄 Gradual return
📄 Incident
🌍 Environment
🔗 Miscellaneous

| Begin date    | End date    | Description                   | Days | Cost  |     |
|---------------|-------------|-------------------------------|------|-------|-----|
| 🕒 13 Dec 2017 | 13 Dec 2017 | Lost time day of the event    | 0.6  | \$150 | 🔗   |
| 📷 13 Dec 2017 |             |                               |      | \$8   | 🔗 🗑 |
| 🕒 14 Dec 2017 | 18 Dec 2017 | Lost time day after the event | 3.0  | \$675 | 🔗   |
| 🕒 19 Dec 2017 | 19 Dec 2017 | Medical appointment           | 0.3  | \$60  | 🔗   |
| 👤 19 Dec 2017 | 29 Dec 2017 | Return to work                | 3.1  | \$368 | 🔗   |
| 👤 19 Dec 2017 | 29 Dec 2017 | Return to work                | 3.9  | \$945 |     |

|               |     |         |       |  |  |
|---------------|-----|---------|-------|--|--|
| <b>Number</b> | 1   | 7.8 d 🚑 | 3.1 d |  |  |
| <b>Cost</b>   | \$8 | \$1,830 | \$368 |  |  |

**Total cost: \$2,205**



View the costs associated with an event

## Results

The screenshot shows the SMAAT interface with the following data:

| Cost type                             | Origin | Note | Cost       |
|---------------------------------------|--------|------|------------|
| Wage costs                            |        |      | \$150.00   |
| Wage costs                            |        |      | \$675.00   |
| Wage costs                            |        |      | \$60.00    |
| Wage costs                            |        |      | \$945.00   |
| Wage costs                            |        |      | \$367.50   |
| Ambulance                             |        |      | \$280.00   |
| Purchase material, tools or equipment |        |      | \$1,000.00 |
| Wage costs                            |        |      | \$7.50     |

|                         |                          |                          |                   |
|-------------------------|--------------------------|--------------------------|-------------------|
| <b>Total event cost</b> | <b>Total impact cost</b> | <b>Total damage cost</b> | <b>Total cost</b> |
| \$280.00                | \$2,205.00               | \$1,000.00               | \$3,485.00        |

1. Select a particular case from the list of events.
2. Click on the “cost” tab

NOTE: The costs generated by SMAAT are categorized by origin

- Event costs: includes actual costs entered using the cost tab under info such as ambulance, assessment, clean up, GECA, repair, and taxi. NPF HQ saves GECA costs on a quarterly basis in SMAAT.



- Impact costs: wage costs calculated by SMAAT under impacts (e.g wage costs of the first aid attendant and time loss of the injured employee, return to work)
- Damage costs: costs entered using material damage tab under damages

## SMAAT – Process to track ergonomic discomforts.

Objectives:

- Create a ticket to track ergonomic discomforts
- Attach ergonomic assessment request or an ergonomic assessment report
- Close a follow-up ticket
- Track costs associated with ergonomic assessment (Event)
- Track costs associated with ergonomic equipment (Correctives)

### Important!

- Use the event module to track ergonomic discomforts
- Keep forms and reports in follow up to protect confidentiality
- The SLERs do not see the costs related to ergonomics.

## Create a ticket to track ergonomic discomforts

The process starts when the employee brings a concern to the Local HR office regarding ergonomics

The screenshot displays the SMAAT Events module. At the top, there is a navigation bar with icons for List, Simple, Detailed, Group, Graphic, New (with a green callout '2'), Search, and Print. Below this is a table of events. The table has columns for OSHA, Date, Employee, Short description of event, Event site, Department, Sector, and Impacts. The events listed include:

| OSHA | Date        | Employee                    | Short description of event   | Event site                           | Department | Sector | Impacts |
|------|-------------|-----------------------------|--|--------------------------------------|------------|--------|---------|
| 63   | 13 Dec 2017 | The puppy, Plutot (1764995) | Hurt back while lifting a beer keg                                 | CFB TRAINING-PSP Mes...              |            |        |         |
| 62   | 07 Dec 2017 | Warner Bros, Bugs Bunny     | Mickey was waiting for me in the parking for a fight. I slipped... | CFB TRAINING-PSP Com...              |            |        |         |
| 44   | 10 Nov 2017 | DUCK, DONALD (1774232)      | Scrooge Mcduck dropped a gold bar on Donald's foot                 | CFB TRAINING-PSP Corn...             |            |        |         |
| 41   | 09 Nov 2017 | MOUSE, MICKEY (1785672)     | slip trip and fall in front of the water fountain                  | CFB TRAINING-PSP Are... John's Arena |            |        |         |
| 46   | 09 Nov 2017 | DUCK, DONALD (1774232)      | Tripped over an electrical cord                                    | CFB TRAINING-OR...                   |            |        |         |
| 40   | 08 Nov 2017 |                             | Fall in the park   |                                      |            |        |         |

At the bottom of the interface is a navigation bar with icons for Home, Dashboard, Events (with a green callout '1'), Correctives, Inspections, Committees, Follow-ups, Documents, Sites, Employees, and Quit.

1. From the Event module
2. Click New

The screenshot shows a web-based form titled 'EVENTS'. At the top, there are navigation buttons: '+', 'Search', 'List', and 'Print'. Below this is a 'New' button and an 'info' icon. The form is organized into three main sections: 'General', 'Site', and 'Internal'.  
 - The 'General' section contains: 'Short description of event' (3a), 'Event date' (3c), 'Reporting date' (3d), 'Category' (Occupational), 'Subcategory', and 'Reported by' (3e). There is also a 'Private' dropdown menu set to 'No' (3b).  
 - The 'Site' section contains: 'Event site' (3f), 'Department', and 'Sector'.  
 - The 'Internal' section contains: 'Employee' (3g), 'Supervisor', 'Employer', and 'Employee's version' (3h).  
 At the bottom right, there is a 'Save' button (4) and a 'Cancel' button.

3. Complete the fields. Then, save.
  - a. Short description of event: Ergonomic concern raised
  - b. Private: no
  - c. Event date : date the employee told the HRM
  - d. Reporting date: date the employee told the HRM
  - e. Reported by: HRM name
  - f. Event Site/department/sector: select from list
  - g. Internal Employee: select from list
  - h. Employee's version: generic description (e.g. pain to neck shoulder and wrist)
4. Save

# Results

**EVENTS** Records 12 to 12 of 12

Record Info Damages Impacts Investigation Correctives Multimedias NEW Search List Print Edit Prev.

# 51 Date 26 Oct 2017  
Employee Bell, Tinker (410302)  
Event ergo concern raised  
Site CFB TRAINING-Offices Department HR-RH Sector

General Site Employee Insurers Links Costs Follow-ups

Short description of event ergo concern

Event date 26 Oct 2017 Created on 17 Nov 2017

Reporting date 26 Oct 2017 Declaration delay 0

OSHA No Category Occupational Subcategory Reported by Mouse, Minnie

External reference

Employee's version Pain to shoulder, neck and wrist. Think it is the chair and the set up of her desk

Employer's version

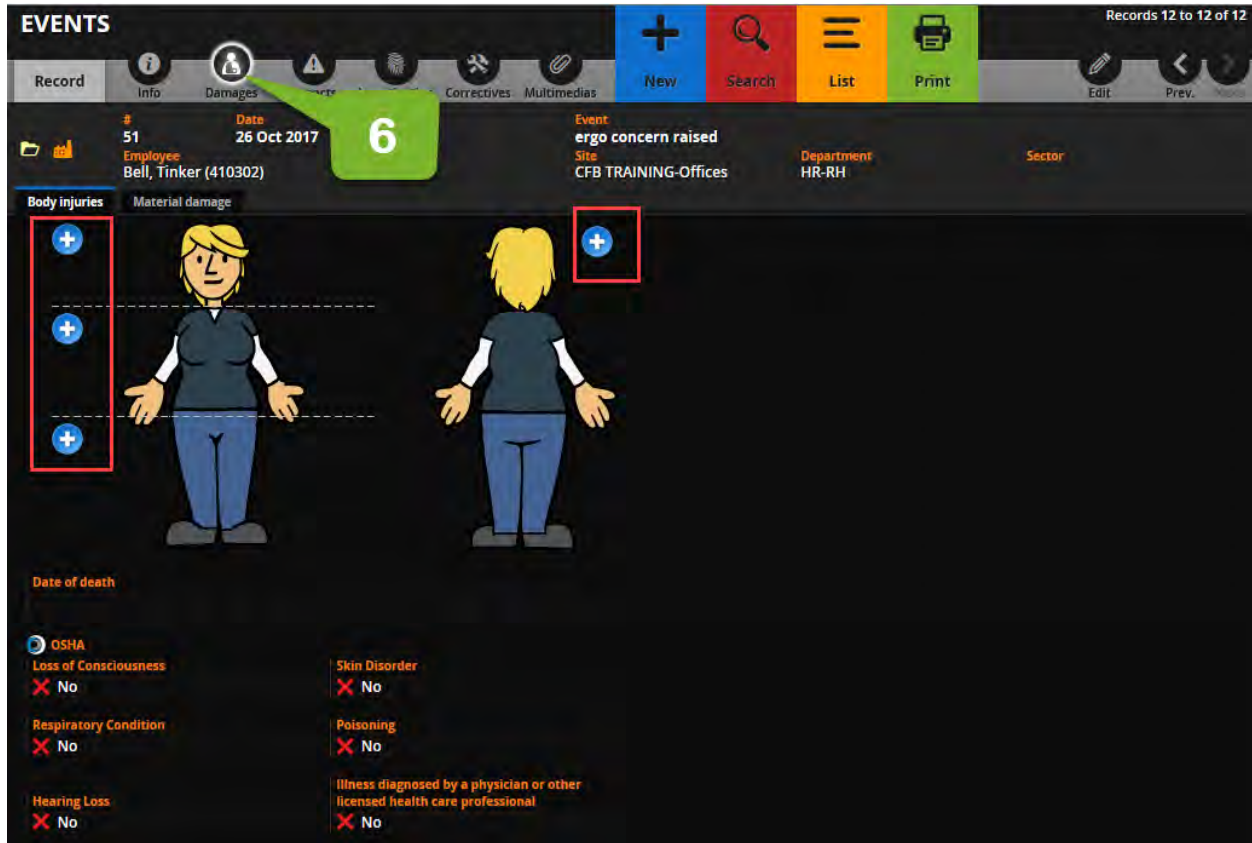
Comments

Close the event

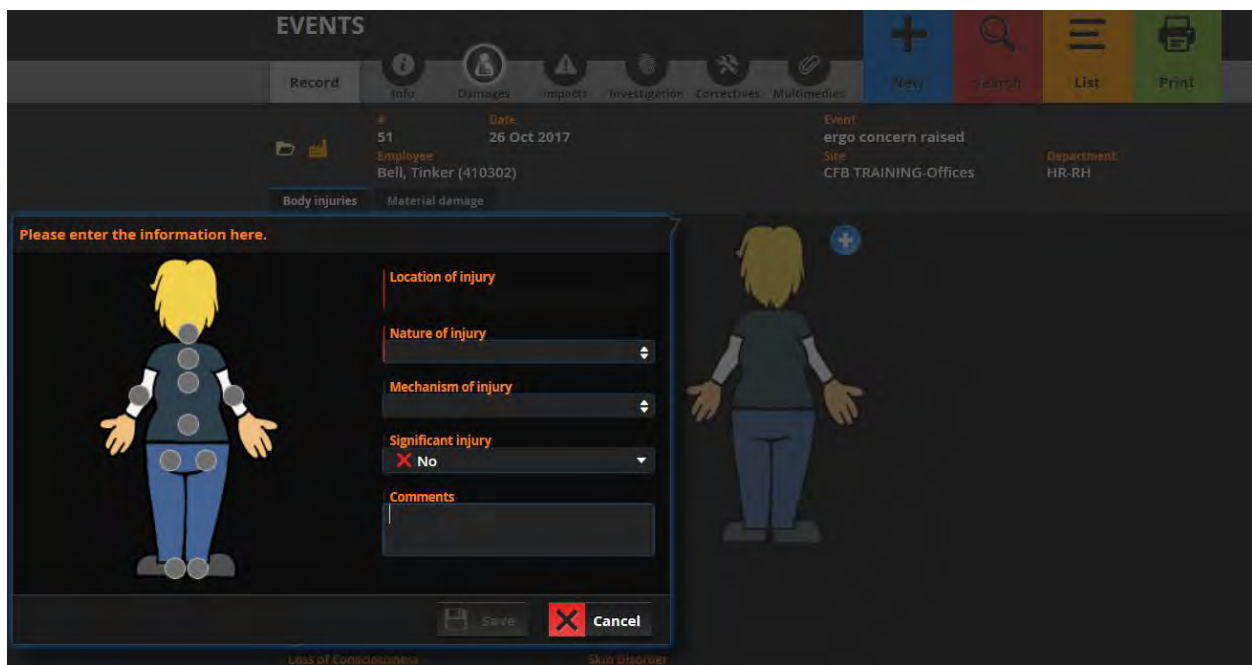
**Flash indicator**

| Impacts              | Number | Costs              |
|----------------------|--------|--------------------|
| First aid            |        |                    |
| Lost time            |        |                    |
| Temporary assignment |        |                    |
| Gradual return       |        | No data to display |
| Incident             |        |                    |
| Environment          |        |                    |
| Miscellaneous        |        |                    |

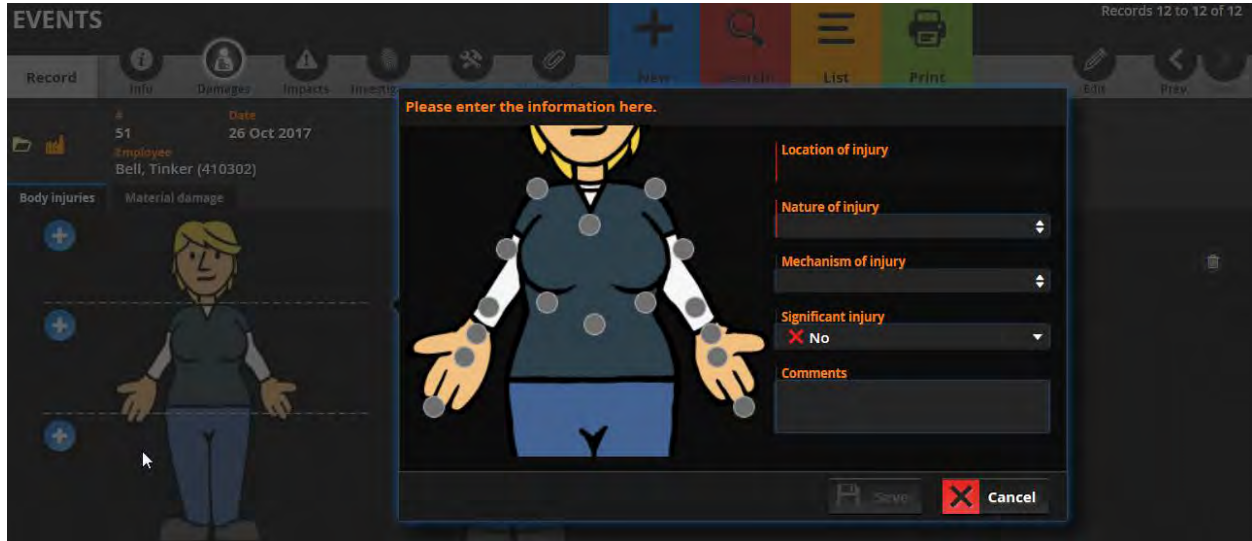
5. Usually the fields below are not required to complete:
  - a. Info - Insurers and Info - Links
  - b. Impacts
  - c. Investigation
  - d. Multimedias



6. Click on Damages. Then + sign to select the area of pain

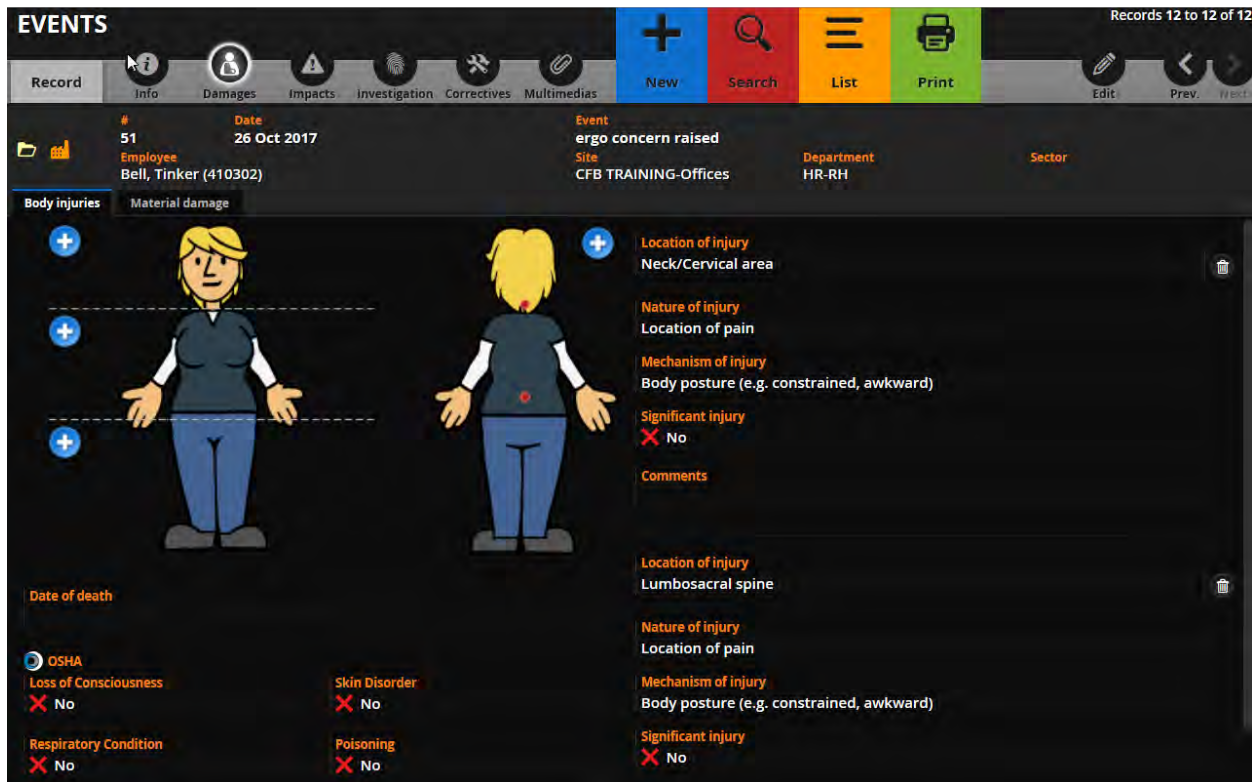


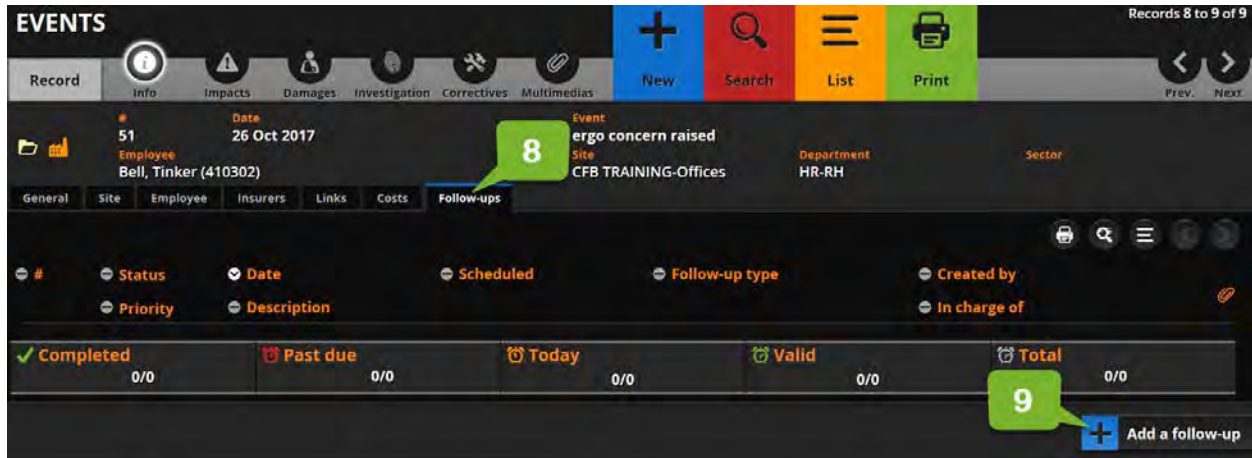




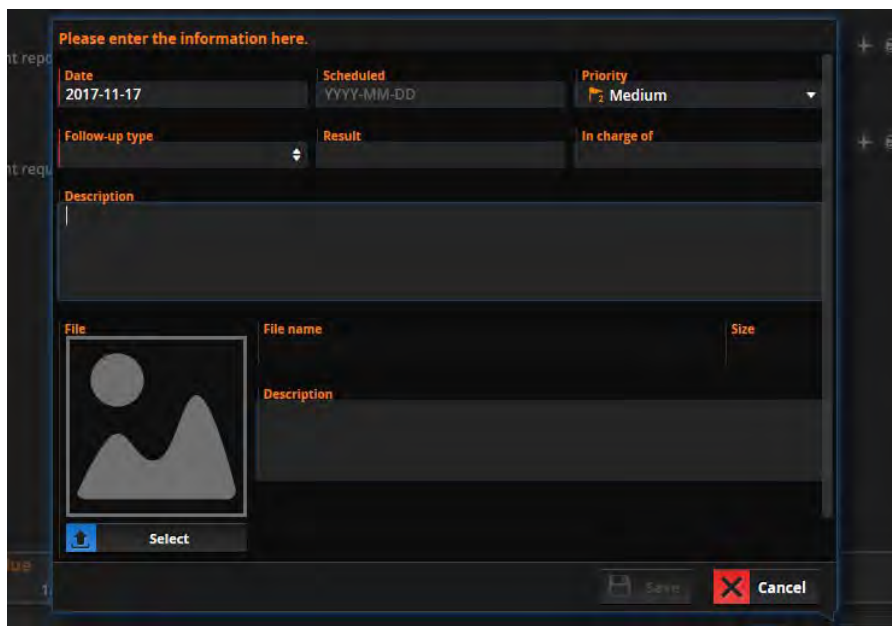
7. Select the area of pain
  - e. Location of injury : Click of the specific area of pain and the field will appear
  - f. Nature of injury: select Location of pain
  - g. Mechanism of injury: select Body posture (e.g. constrained, awkward)
  - h. Significant injury: equivalent to “disabling injury” Select No unless the injury results in either time loss, or modified duties

## Results



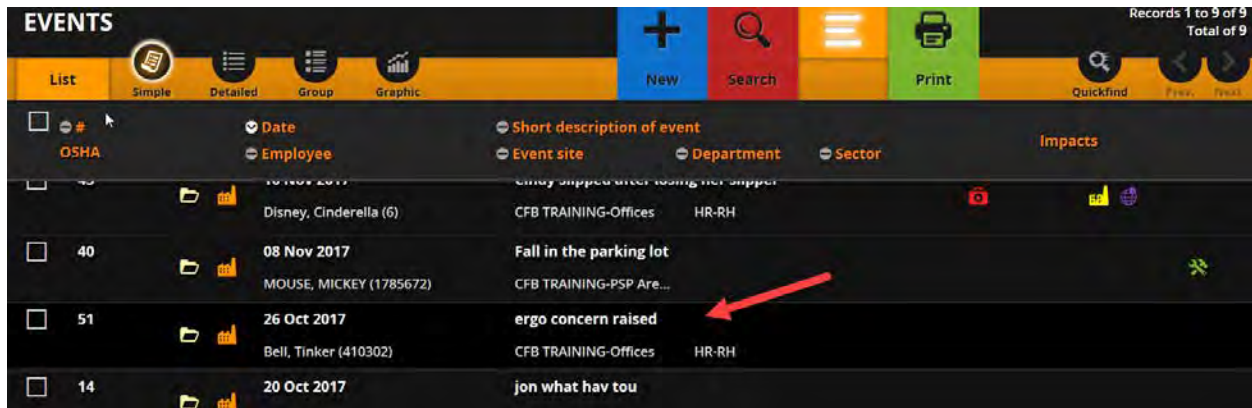


8. Click on Info - “follow-ups” tab to create a follow ups for the request form
9. Click on Add a follow-up

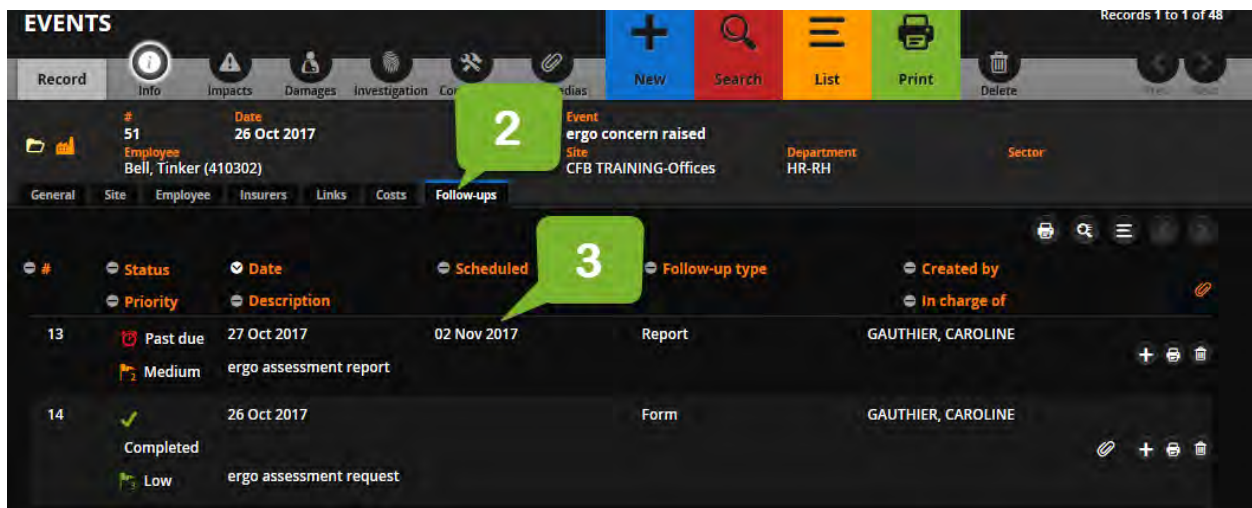


10. Complete the fields
  - Date:
  - Scheduled date: put the date you are supposed to receive the form completed
  - Follow-up type: Form
  - Priority: low
  - Description: Ergo assessment request
  - File description: form
11. Repeat step 8 and 9 above to create a follow-up for ergo assessment

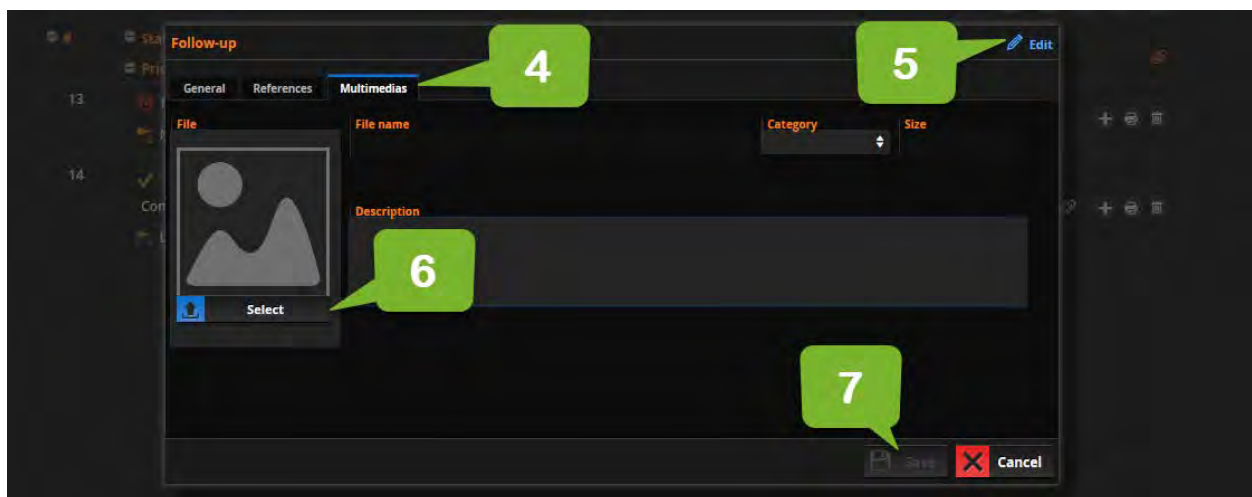
Attach ergonomic assessment request form or ergo assessment report



1. Select a particular case from the list of events.



2. Click on the “follow-ups”
3. Click on the follow-up you wish to attached a document



4. Click on Multimedias.



5. Then, Edit
6. Complete the fields. Then, Save
  - Category: Report or form
  - Select: select the file
7. Then, Save

## Results

| #  | Status             | Date        | Scheduled   | Follow-up type | Created by         | In charge of       |
|----|--------------------|-------------|-------------|----------------|--------------------|--------------------|
| 13 | Past due<br>Medium | 27 Oct 2017 | 02 Nov 2017 | Report         | GAUTHIER, CAROLINE | GAUTHIER, CAROLINE |
| 14 | Completed<br>Low   | 26 Oct 2017 |             | Form           | GAUTHIER, CAROLINE | GAUTHIER, CAROLINE |

### Close a follow-up

3. Click on the ticket. Then, Edit
  - a. Completed: Enter the date

**Follow-up** [Edit]

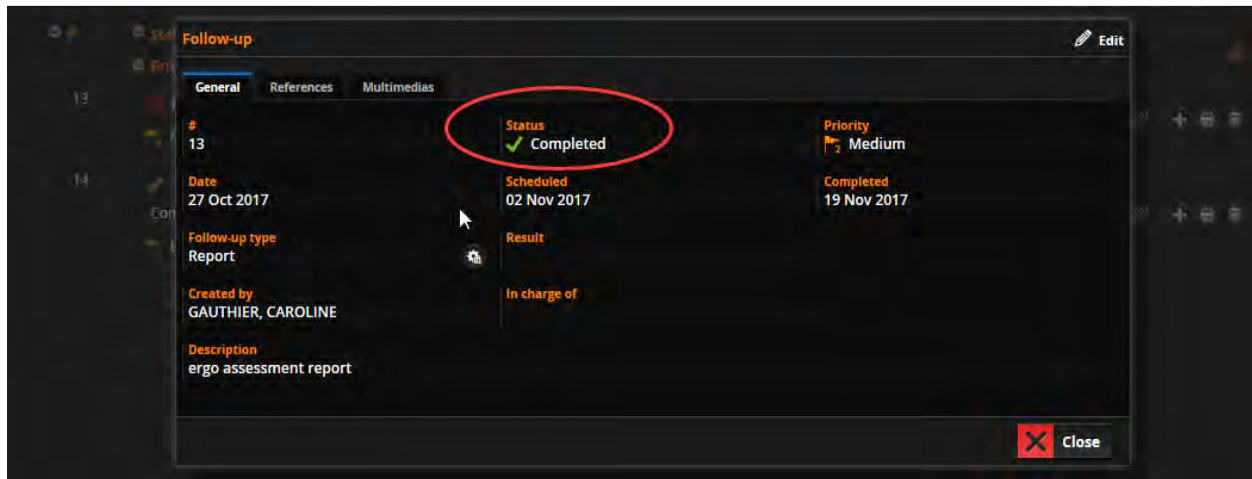
General | References | Multimediass

|                    |                        |            |
|--------------------|------------------------|------------|
| #                  | Status                 | Priority   |
| 13                 | Past due               | Medium     |
| Date               | Scheduled              | Completed  |
| 2017-10-27         | 2017-11-02             | YYYY-MM-DD |
| Follow-up type     | Result                 |            |
| Report             |                        |            |
| Created by         | In charge of           |            |
| GAUTHIER, CAROLINE |                        |            |
| Description        | ergo assessment report |            |

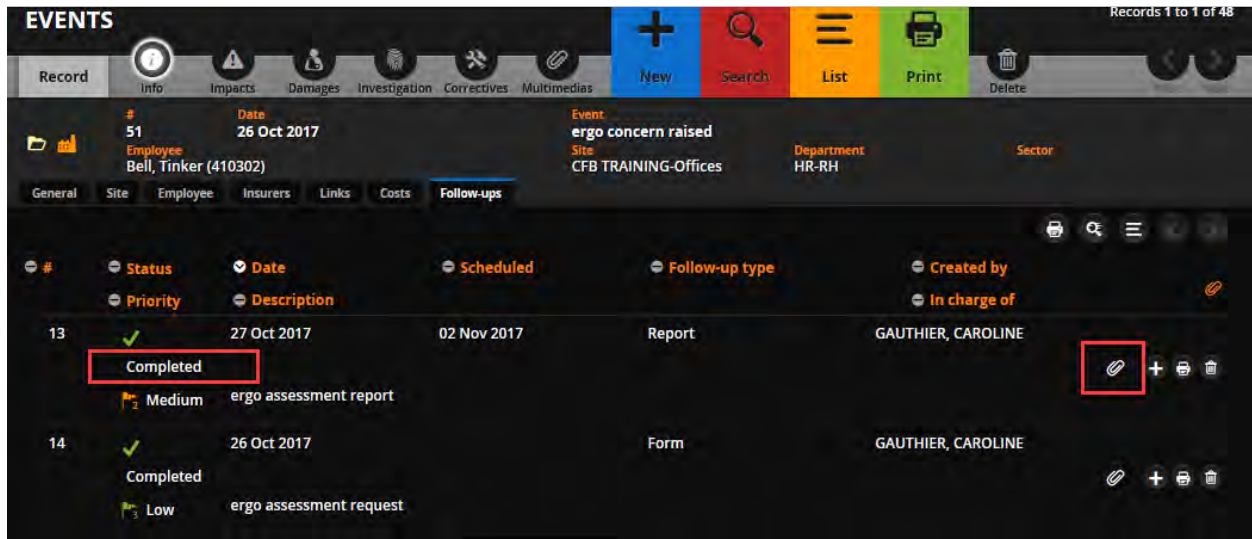
[Save] [Cancel]



## Results

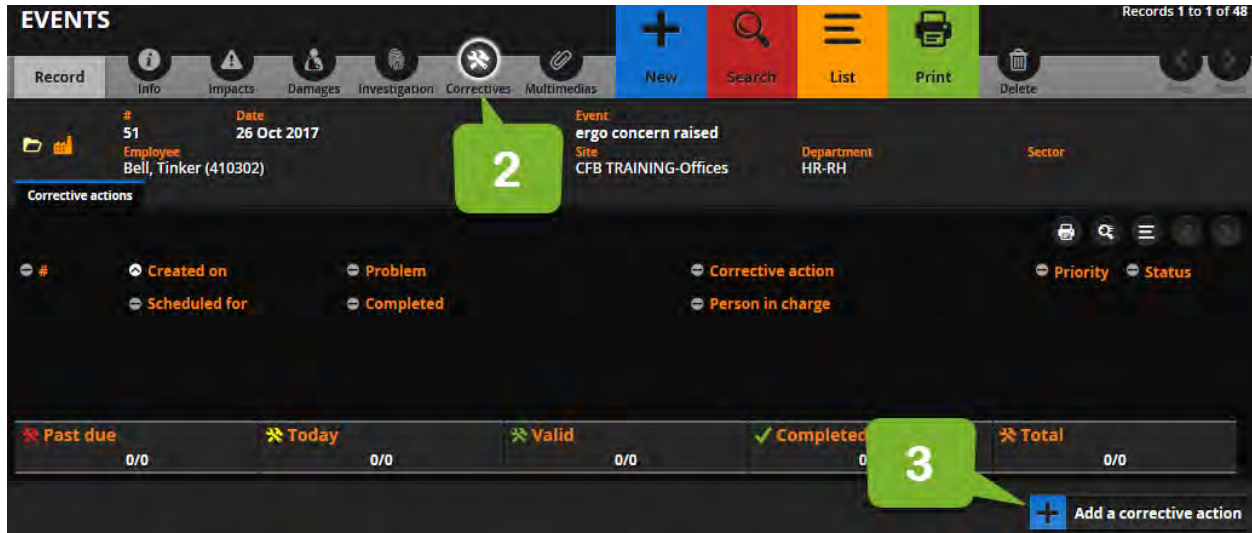


## Results

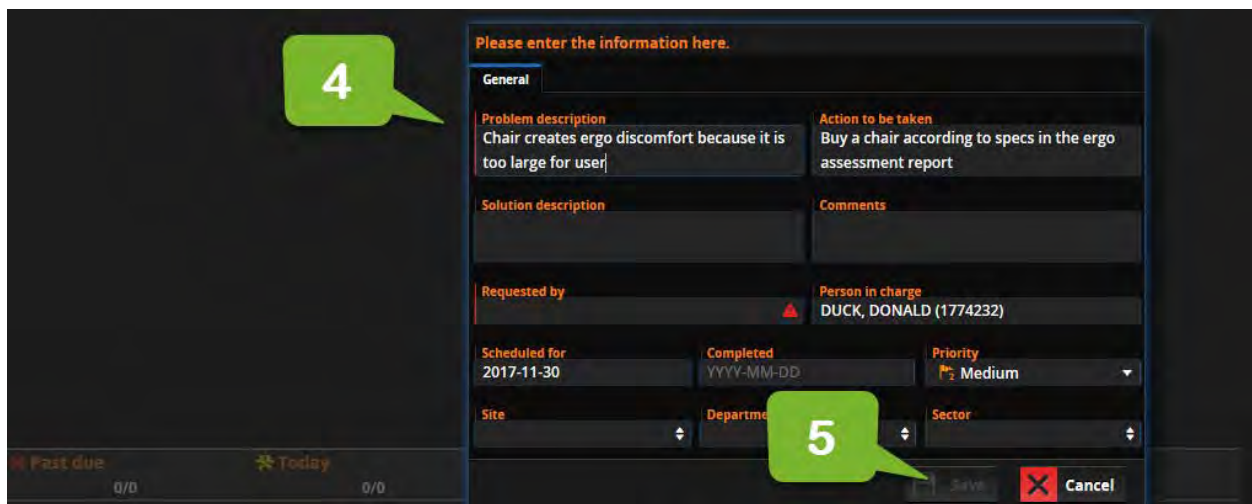


### Create corrective measures to purchase ergo equipment

1. Click on the ticket.

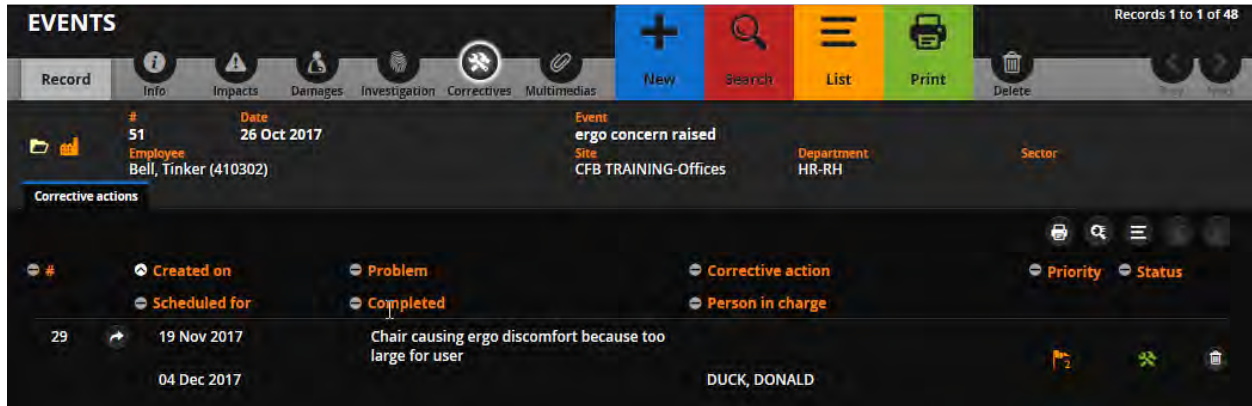


2. Click on correctives.
3. Then, add a corrective action

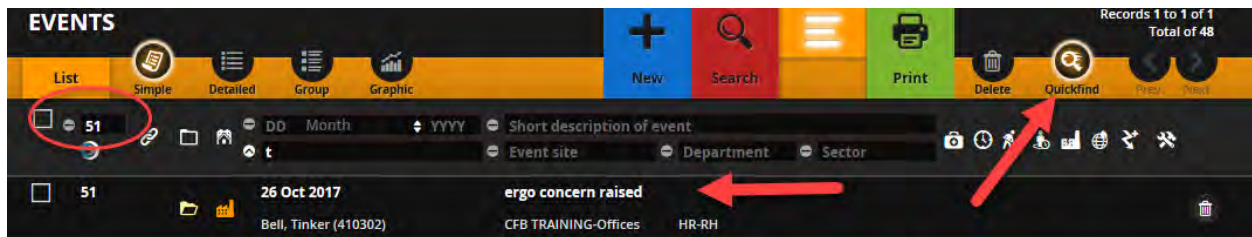


4. Complete the fields.
  - a. Problem description:
  - b. Action to be taken:
  - c. Requested by: your name
  - d. Person in charge: the manager of the employee experiencing discomfort
  - e. Scheduled for: approx. two weeks
  - f. Site / Department / Sector: accordingly
5. Then, Save

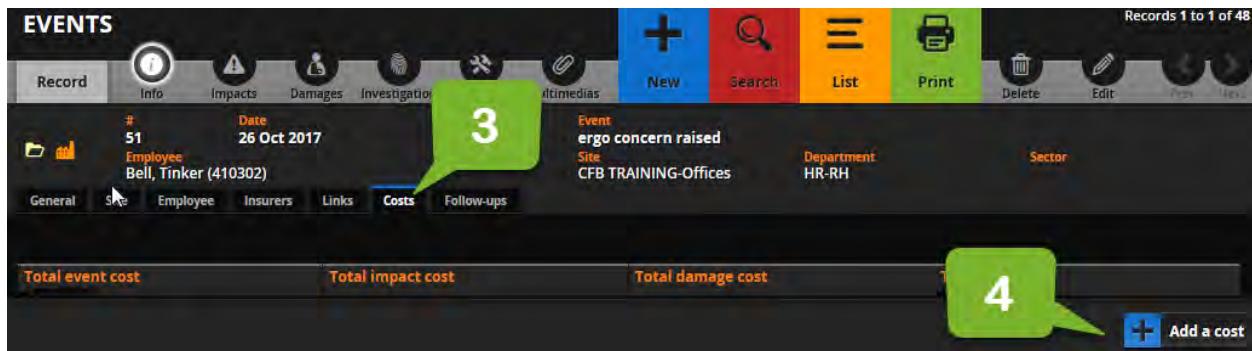
## Results



### Track costs associated with ergonomic assessments (Event)



1. Use Quickfind to find the ticket you wish to open.
2. Click on the ticket.

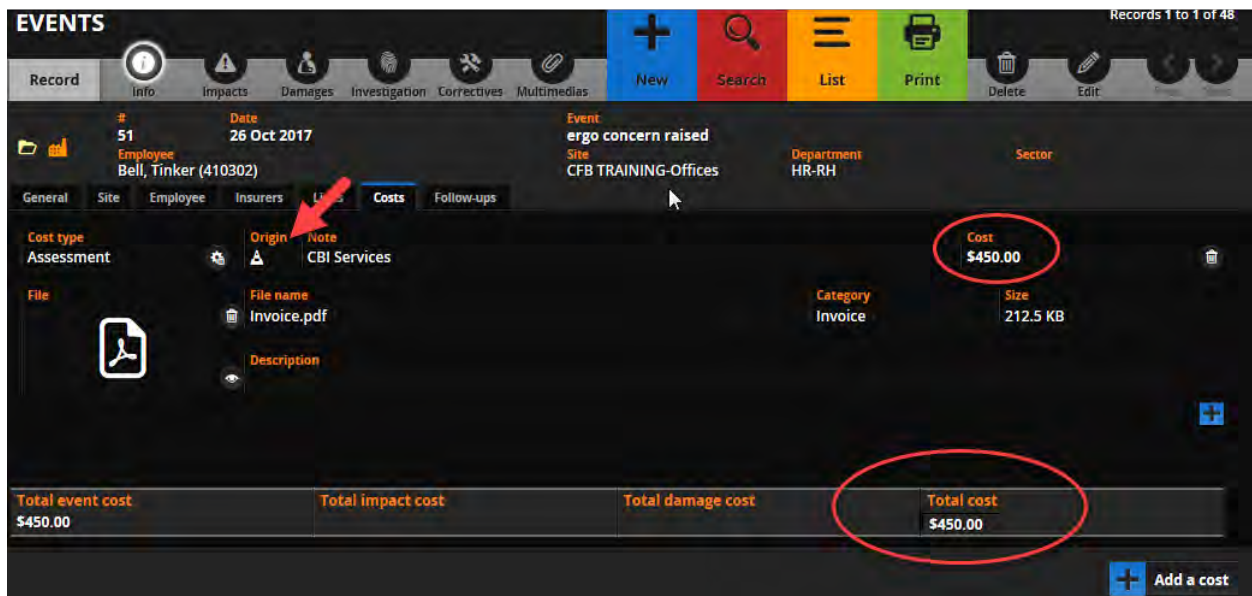


3. Click on Cost
4. Click Add a cost



5. Complete the fields.
  - a. Cost type: assessment
  - b. Cost: Enter the amount
  - c. Currency: CAD (\$)
  - d. Note: enter the name of the provider
  - e. Select: select the file with the invoice
6. Then, Save

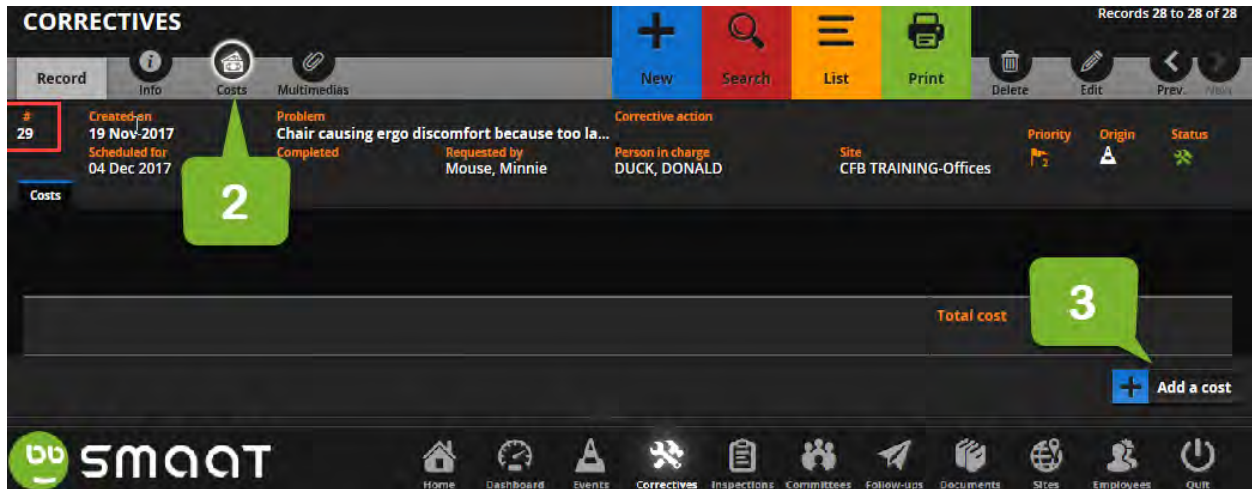
## Results



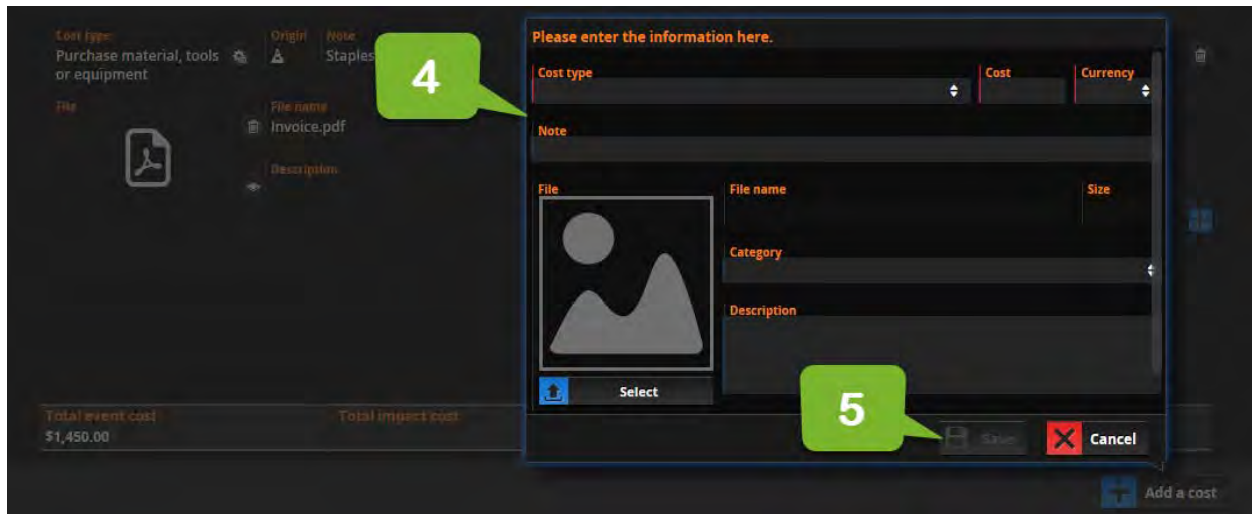


**Track costs associated with ergonomic equipment (Correctives)**

1. Use Quickfind to find the Correctives ticket you wish to open.



2. Click Costs.
3. Then, Add a cost



4. Complete the fields.
  - a. Cost type: Purchase material, tools or equipment
  - b. Cost: Enter the amount
  - c. Currency: CAD (\$)
  - d. Note: enter the name of the provider
  - e. Select: select the file with the invoice
5. Then, Save

# Results

**CORRECTIVES** Records 28 to 28 of 28

Record | Info | Costs | Multimedias | New | Search | List | Print | Delete | Edit | Prev. | Next

# 29 | Created on 19 Nov 2017 | Scheduled for 04 Dec 2017 | Problem Chair causing ergo discomfort because too la... | Corrective action | Site CFB TRAINING-Offices | Priority | Origin | Status

Requested by Mouse, Minnie | Person in charge DUCK, DONALD

**Costs**

| Cost type                             | Note                               | Cost       |
|---------------------------------------|------------------------------------|------------|
| Purchase material, tools or equipment | Staples: chair, keyboard and mouse | \$2,500.00 |

**File**

| File name   | Category | Size     |
|-------------|----------|----------|
| Invoice.pdf | Invoice  | 212.5 KB |

Description: Staples

**Total cost**  
\$2,500.00

[Add a cost](#)

# Results

**EVENTS** Records 1 to 1 of 48

Record | Info | Impacts | Damages | Investigation | Correctives | Multimedias | New | Search | List | Print | Delete | Edit | Prev. | Next

# 51 | Date 26 Oct 2017 | Employee Bell, Tinker (410302) | Event ergo concern raised | Site CFB TRAINING-Offices | Department HR-RH | Sector

General | Site | Employee | Insurers | **Costs** | Follow-ups

| Cost type                             | Origin       | Note                               | Cost       |
|---------------------------------------|--------------|------------------------------------|------------|
| Assessment                            | CBI Services |                                    | \$450.00   |
| Purchase material, tools or equipment |              | Staples: chair, keyboard and mouse | \$2,500.00 |

**File**

| File name   | Category | Size     |
|-------------|----------|----------|
| Invoice.pdf | Invoice  | 212.5 KB |

Description: Staples

| Total event cost | Total impact cost | Total damage cost | Total cost |
|------------------|-------------------|-------------------|------------|
| \$450.00         |                   |                   | \$2,950.00 |

[Add a cost](#)

## SMAAT – Process to request or change a SMAAT Admin access

**NOTE:** A SMAAT Admin access is not required to record an inspection or an incident. Therefore, LOHSC members are not provided with an Admin access.

Before setting up the user account, HRIS needs:

- 1) Employee name/id to be removed. If it is not a swap, please contact [OHS@cfmws.com](mailto:OHS@cfmws.com) for review and approval.
- 2) Employee name/id to be added
- 3) Employee's preferred user id (First initial, Last Name)
- 4) Role that the employee will play regarding OHS (e.g. HR, SLER, LOHSC Co-Chair, Secretary/LOHS Rep)
- 5) Sites to which the employee will have access (e.g. SLER/ LOHSC Co-Chair, Secretary/LOHS Rep = generally – Base and Division, HR = base plus all divisions for their base).

**NOTE:** You need approval from [OHS@cfmws.com](mailto:OHS@cfmws.com) to have an Admin account with no restriction as the user will have access to all locations.

## ANNEXES

### Annex A – Nature of injury

|  |
|--|
| Amputation, loss of an eye, nails or teeth                                     |
| Breakage of prosthesis   |
| Burn, frostbite  |
| Concussion   |
| Electrocution  |
| Fainting after physical shock,   |
| Fracture   |
| Heat Stroke  |
| Hernia   |
| Hypothermia  |
| Internal injury  |
| Intoxication, poisoning or general infection                                   |
| Location of pain   |
| Musculoskeletal (arthritis, bursitis, tendinitis, etc ...)                     |
| Nosebleed  |
| Other  |
| Psychological trauma   |
| Skin illness, allergies  |
| Spontaneous fainting without physical shock                                    |
| Sprain, strain, dislocation  |
| Suffocation, drowning, strangulation   |
| Torn muscle, tendon elongation   |
| Wound-deep (cut, tear, open wound, abscess)                                    |
| Wound-superficial (scratch, scratch, bite, thorn, penetration of foreign body) |

### Annex B – Mechanism of injury

|  |
|--|
| Assault                                  |
| Body posture (e.g. constrained, awkward) |
| Cut by                                   |
| Electrical contact                       |
| Exposition to harmful substances         |
| Fall from height                         |
| Fire / Explosion                         |
| Hit body part by                         |
| Hit body part on                         |
| Lift, push, pull                         |
| Motor vehicle incident                   |
| Other                                    |
| Repetitive strain injury                 |
| Slip, trip, fall                         |



## Annex C - Treatment Type

|  |
|--|
| Administer an Epi-pen  |
| Administer emergency oxygen  |
| Apply direct pressure  |
| Apply ice  |
| Apply wound-dressing   |
| Assessment - Primary (ABCD : Airway, Breathing, CPR, Defibrillation) |
| Assessment - Secondary (Signs and symptoms)                          |
| Assist the patient in taking something to drink or eat               |
| Assist the patient in taking their medication                        |
| Call 911 / Ambulance   |
| Call poison control  |
| Call the medical department  |
| Change wound-dressing(s)   |
| Immobilize   |
| Irrigate / Immerse affected area in water                            |
| Other  |
| Perform cardio-pulmonary reanimation / AED                           |
| Perform Heimlich maneuver (Abdominal thrusts)                        |
| Place at rest and reassure   |
| Place in recovery position   |
| Provide fresh air  |
| Treat for shock  |

## Annex D – Contributing factors

| Contributing factors | Category                                     |
|----------------------|--|
| Job Factors          | Inadequate leadership and / or supervision   |
| Job Factors          | Improper motivation                          |
| Job Factors          | Abuse or misuse                              |
| Job Factors          | Inadequate maintenance                       |
| Job Factors          | Inadequate Work standards                    |
| Job Factors          | Inadequate Engineering                       |
| Job Factors          | Inadequate tools and equipment               |
| Job Factors          | Inadequate purchasing                        |
| Job Factors          | Excessive wear and tear                      |
| Personal Factors     | Lack of knowledge                            |
| Personal Factors     | Lack of skill                                |
| Personal Factors     | Inadequate physical/physiological capability |
| Personal Factors     | Physical/physiological stress                |
| Personal Factors     | Inadequate mental/psychological capability   |
| Personal Factors     | Mental/psychological stress                  |
| Work Conditions      | Radiation exposure                           |
| Work Conditions      | Defective tools, equipment or materials      |

|                 |  |
|-----------------|--|
| Work Conditions | Congestion or restricted action  |
| Work Conditions | Fire and explosion hazards   |
| Work Conditions | Poor housekeeping / disorder   |
| Work Conditions | Inadequate / improper protective equipment                             |
| Work Conditions | Inadequate guards or barriers  |
| Work Conditions | Inadequate warning system  |
| Work Conditions | Hazardous environmental conditions: gases, dust, smoke, fumes, vapours |
| Work Conditions | Noise exposure   |
| Work Conditions | Temperature extremes   |
| Work Conditions | Inadequate or excessive illumination                                   |
| Work Conditions | Inadequate ventilation   |
| Work Practices  | Operating at improper speed  |
| Work Practices  | Influence of alcohol/drugs suspected                                   |
| Work Practices  | Inattention / negligence   |
| Work Practices  | Failure to follow a specific work procedure                            |
| Work Practices  | Making safety devices inoperative                                      |
| Work Practices  | Removing safety devices  |
| Work Practices  | Using defective/improper equipment                                     |
| Work Practices  | Using equipment improperly   |
| Work Practices  | Failure to use PPE properly  |
| Work Practices  | Improper loading   |
| Work Practices  | Improper placement   |
| Work Practices  | Failure to secure / make safe  |
| Work Practices  | Failure to warn  |
| Work Practices  | Improper lifting   |
| Work Practices  | Improper position for task   |
| Work Practices  | Operating equipment without authority                                  |
| Work Practices  | Servicing equipment in operation                                       |
| Work Practices  | Horseplay  |