



# Simplifying Incident Reporting for the Workplace



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- *Web-based Reporting*
  - *Customer Complaints*
  - *Root Cause Analysis*
  - *Training Qualifications*
  - *Unusual Event Reporting*
  - *Workers Compensation Claims*
  - *Employee Records*
  - *Recall Alerts*

# Improving Employee Safety in the Workplace

## Safety Management Solution

AEMS was designed from the ground up to provide a cost effective tool that quickly identifies potential issues before they become major problems. When an incident does take place, AEMS provides an accurate record of events to help minimize costs and prevent future occurrences.

## Intuitive Interface

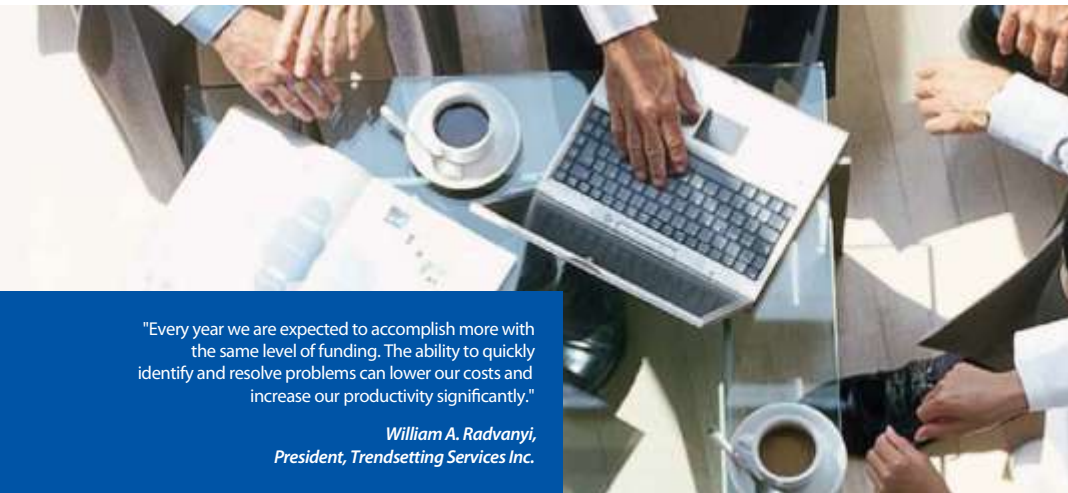
The browser-based interface minimizes the need for user training. Context sensitive help and field-level hints are provided to guide the users through the reporting process.

Should the need arise, CCD Systems can customize the interface to meet your specific data collection requirements.

## WCB Claims

Fill out Worker's Compensation claims online. Automatically submit information to state and provincial authorities. Any number of claims and follow-up forms can be tracked; helping to ensure that claims are filed in an efficient manner.

Print WCB forms or export data for electronic submission.



"Every year we are expected to accomplish more with the same level of funding. The ability to quickly identify and resolve problems can lower our costs and increase our productivity significantly."

*William A. Radvanyi,  
President, Trendsetting Services Inc.*

## Custom Workflow Manager

The AEMS Workflow Manager is designed to support your organization's policies. During implementation, your business rules are incorporated into our automated Workflow Manager.

As an event moves through the process, criteria entered into the Workflow Manager are used to determine which questions to ask and who should be notified.

- AEMS supports the creation of an unlimited number of question lists. Each list is then used by the system to collect user input and ensure proper incident reporting.
- AEMS allows you to set any number of review phases and assign them to each type of incident. Both collaborative and independent reviews are supported.
- Email notification can be configured to alert key personnel when incidents enter each phase.

Alert key staff when the number of incidents exceeds a pre-set threshold. Receive alerts on your PDA, page, cell phone or by e-mail.

## Multi-branch Data Collection

If your company spans multiple sites, AEMS fully supports parent branches and departments.

Data collected at each facility may be tailored to meet the needs of a specific location.



## Comprehensive Reporting

AEMS ships with an innovative reporting interface to deliver a wide assortment of standard reports through your browser. This flexible interface allows users to produce reports with a single mouse click or drill down to refine selection criteria.

## AEMS Features Include:

- ✓ CCD's intuitive browser-based interface is supplemented with user defined help and field hints to eliminate the need for training.
- ✓ AEMS includes a flexible notification service that sends out timely email messages when incidents occur. Automated reminders are also used to keep the review process on schedule.
- ✓ Incident management relies on both quantitative and qualitative input. AEMS collects comments throughout all stages of an incident.
- ✓ Display and manage incidents directly from any workstation using a Web browser.
- ✓ AEMS will report on incidents that are overdue in any phase allowing for appropriate remedial action.
- ✓ Set up and schedule employee training courses. Receive alert notifications prior to expiry. Track and monitor individual employee qualifications.
- ✓ Collect information to perform Root Cause Analysis and assign corrective action. Reducing future incidents and increasing savings due to lost productivity.
- ✓ Manage equipment recalls and service alerts.
- ✓ Multiple levels of security help protect confidential information. AEMS' sophisticated security features ensure that the right people have access to information while protecting employee privacy.
- ✓ Trend analysis reports measure your quality improvement progress and help identify areas that may require more attention.