

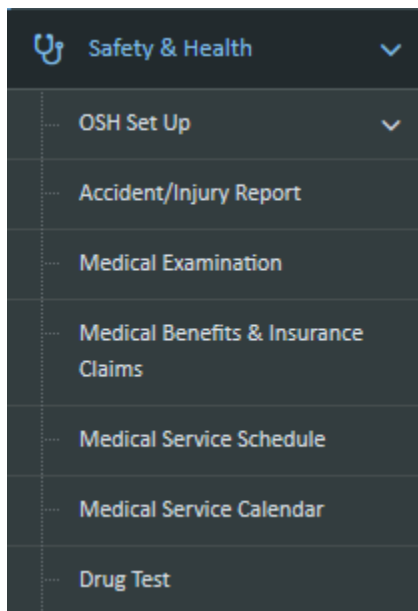
Occupational Safety and Health



As part of your company's commitment to ensure the safety, health and wellness of your employees, we have provided you a module that will allow you to record any health concerns, accidents or injuries experienced in the workplace.

With e@work, you have access to the minimum quantity medical supplies and facilities depending on the type of workplace and company size.

What are in this module?



Set Up For starters, the system already provides the common data that will be used across the different record transactions in this module.

Accident/Injury Report Accidents or injuries involving the company's employees within the workplace or at a time that the employee performs tasks related to his/her job.

Medical Examination This is where the company can record any health or medical concern that an employee experiences in the workplace or at a time when the employee is performing work, or is scheduled to come to work but is unable to.

Medical Benefits and Insurance Claims This is where the company can record instances when the employee has claimed medical benefits from the company's health insurance/medical provider.

Medical Service Schedule In case your company would offer medical services, such as, but not limited to vaccines (e.g., flu shots), blood tests, etc, you may use this form to post this schedule in the Medical Calendar which your employees can see.

Medical Service Calendar This is where you will be able to see the scheduled medical services

Drug Test Your company may schedule certain employees for drug test. This will allow you to enter the schedule and at the same time record the actual results.

List of Classification of Accidents or Injury

Safety and Health > List of Classification of Accidents or Injury

List of Classification of Accidents or Injury >

	Basis	Classification of Code	Short Description
	Location of Accident	Place within establishment	Place within establishment
	Location of Accident	Outside establishment	Outside establishment
	Location of Accident	Travel	Travel
	Location of Accident	Home to work	Home to work
	Location of Accident	Work to home	Work to home
	Location of Accident	Unspecified	Unspecified
	Consequences of Injury	1 to 3 days	1 to 3 days
	Consequences of Injury	4 to 7 days	4 to 7 days
	Consequences of Injury	8 to 14 days	8 to 14 days
	Consequences of Injury	15 to 21 days	15 to 21 days
	Consequences of Injury	22 days to 1 month	22 days to 1 month
	Consequences of Injury	1 to 3 months	1 to 3 months
	Consequences of Injury	3 to 6 months	3 to 6 months

System provides for the list of how the accident or injury will be classified. Based on International Labor Organization's classification. User, however, can make changes as the company finds appropriate.

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Medical Requirements

Safety and Health > Medical Requirement List


Medical Requirement List >

	Workplace Type	Company Size	Requirement Type	Required Item	Minimum Qty
	Hazardous	1 to 50	Medicine	Antiseptic eyewash, cc.	120
	Hazardous	1 to 50	Medicine	Isopropyl Alcohol, cc.	240
	Hazardous	1 to 50	Medicine	Aromatic Spirit of Ammonia, cc.	30
	Hazardous	1 to 50	Medicine	Toothache drops, cc.	15
	Hazardous	1 to 50	Medicine	Hydrogen peroxide solution, cc.	120
	Hazardous	1 to 50	Medicine	Burn ointment, tube	1
	Hazardous	1 to 50	Medicine	Analgesic/Antipyretic, tablets	20
	Hazardous	1 to 50	Medicine	Anti-histaminic tablets	0
	Hazardous	1 to 50	Medicine	Antacid tablets	10
	Hazardous	1 to 50	Medicine	Anti-diar rhea tablets	10
	Hazardous	1 to 50	Medicine	Anti-spasmodic tablets	0
	Hazardous	1 to 50	Medicine	Antihypertensive tab.	0
	Hazardous	1 to 50	Medicine	Coronary vasodilator tablets	0



























System provides for the list of medical supplies or facilities that is required by the government agency. User, however, can make changes as the company finds appropriate.








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Diagnosis

Safety and Health > Diagnosis List 

Diagnosis List »


	System	Diagnosis
 	Skin	Allergy
 	Skin	Dermatoses
 	Skin	Infection as folliculitis abscess/paronychia
 	Skin	Others
 	Head	Tension Headache
 	Head	Others
 	Eyes	Error of refraction
 	Eyes	Bacterial/Viral conjunctivitis
 	Eyes	Cataract
 	Eyes	Others
 	Mouth & ENT	Gingivitis
 	Mouth & ENT	Herpes Labiales/nasalis
 	Mouth & ENT	Otitis Media/Externa

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System provides for the list of diagnoses standard for preparing the Annual Medical Report for DOLE.








User, however, can make changes as the company finds appropriate.

Diagnostic Exam

Safety and Health > Diagnostic Exam List 

Diagnostic Exam List »

	Code	Description
 	X-ray	X-ray
 	Urinalysis	Urinalysis
 	Stool Exam	Stool Exam
 	Blood Test	Blood Test
 	ECG	ECG
 	PE	Physical Exam

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System provides for the list of diagnostic exams standard for preparing the Annual Medical Report for DOLE.

User, however, can make changes as the company finds appropriate.

HMO Provider

The screenshot shows the 'HMO Provider List' page. A modal window titled 'HMO Provider' is open, containing the following fields:

- HMO Provider:
- Address:
- Contact No:
- Contact Person:
- Email:

At the bottom of the modal are 'Save' and 'Close' buttons. A callout box points to the 'HMO Provider' field with the text: 'Company can enter its HMO Providers.'

Medical Provider

The screenshot shows the 'Medical Provider List' page. A modal window titled 'Medical Provider' is open, containing the following fields:

- HMO Provider:
- HMO Medical Provider:
- Type:
- Address:
- Contact No:
- Coordinator:
- Email:

At the bottom of the modal are 'Save' and 'Close' buttons. A callout box points to the 'HMO Medical Provider' field with the text: 'Company can enter the Medical Providers (doctors, laboratory, clinics) that are accredited by the HMO Provider/company.'

Accident/Injury Report

Accident/Injury Report »

Injured/Ill Person: ... Report Date:

Address: Position:

Length of Service prior to Accident: No. of Dependents: None

Accidents/Illness
 Nature & Extent of Injury
 Cause of Accident
 Accident Cost

Date of Accident: Work Process Involved: Please select

Time of Accident: Specific Activity Involved: Please select

The accident involved: Personal Injury: Property Damage:

Deviation from the normal: Please select

Commuting Accident?: NO YES Description:

Location of Accident: Please select

Mode of Transport: Please select

Counter part's Transport: Please select

This is where the details of the accident or injury incident will be entered and stored.

Medical Examination Report

Medical Examination Report »

Name: ... Exam Date:

Medical Exam Type: Please select Expiry Date:

Attending Medical Examiner:

Medical History
 Family History
 Personal & Social History
 Review of Systems
 Physical Examination
 Laboratory & Diagnostic Exams

Illness	Yes/No	Remarks
Allergy	<input type="checkbox"/>	
Dermatoses	<input type="checkbox"/>	
Infection as to folliculitis abscess/paronychia	<input type="checkbox"/>	
Others	<input type="checkbox"/>	
test	<input type="checkbox"/>	

Surgeries:

Hospitalization/s:

This is where medical exams undergone by employees will be recorded.

Medical Service Schedule

Safety & Health > Medical Service Schedule

Medical Service Schedule >

Service Details | Enrollees

Period Date: 09/01/2016 - 09/01/2016 Deadline for Cancellation: 08/31/2016

Medical Provider: ABC Laboratory Cost: 600.00

Medical Service: Flu Shot

Post Save Close

This is where medical services can be scheduled and posted in the Medical Service Calendar.

Safety & Health > Medical Service Schedule

Medical Service Schedule >

Service Details | Enrollees

Employee	Enrollee Type	Payment Type	Status
Villanueva, Maria Ana Shaira Vhea Casandra Carlom	Employee	Cash	Draft

Employees can request for this service which will be listed in the Enrollees tab.

Drug Test

Safety & Health > Drug Test List

Drug Test List »

Employee Name	Department	Drug Test Schedule	Status	Actual Date	Drug Test Result	Remarks
Santos, Meryl	Operations Department	10/01/2016 - 10/31/2016	Completed	10/05/2016	Negative	
Ausa, George	Operations Department	11/07/2016 - 11/11/2016	Completed	11/14/2016	Positive	Will be sent to rehab.

Employees who have been scheduled to undergo Drug Test and keep tab of the actual results.

Safety & Health > Drug Test

Drug Test »

Schedule Date: 10/01/2016 - 10/31/2016

Filter Employees

Set a schedule for the selected employees to undergo drug test:

- Select All
- Almeda, Dexter
- Alvarez, Jelly Mae
- Alvarez, Jenny
- Ambrose, Lili

User can schedule employees to undergo drug test.