SCT Banner
Human Resources
Health and Safety Administration Training Workbook

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Confidential Business Information

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Section A: Introduction

Overview

Workbook goal This course is intended to teach the participants, who have responsibility for campus health and safety, to identify campus health and safety problems as well as potential solutions to those problems. The workbook is divided into four sections:

- Introduction
- Set-Up
- Day-to-day operations
- Reference

Intended audience Human Resources Office Administrators and Staff

In this section These topics are covered in this section.

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Process Introduction

Introduction   The Health and Safety module supports the entering and reporting of employee health information. It allows you to satisfy Occupational Safety and Health Act requirements by maintaining job-related health and safety data.

Flow diagram   This diagram highlights the processes used to record health and safety incidents within the overall Human Resources process.
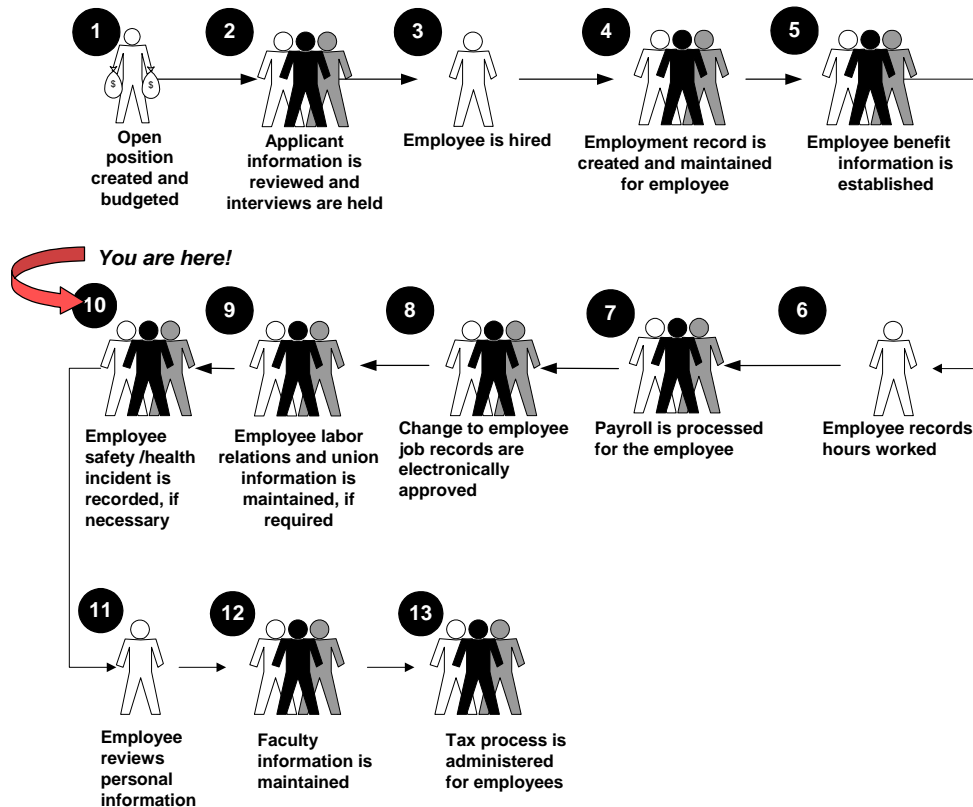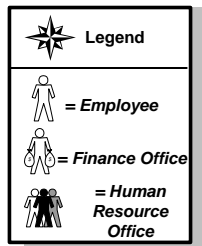
About the process
- Employee is injured, notifies Supervisor, who notifies Human Resources.
- Human Resources records information into SCT Banner.
- Human Resources completes incident report and activates leave of absence code, workers compensation, or short-term disability.
- Human Resources monitor's the incident and reactivates earning when employee returns to work.

Terminology

CAS Number	The **CAS Number** is the federal ID number from the manufacturer's Material Safety Data Sheet.
MSDS Number	The **MSDS Number** is the number associated with a hazard by the primary manufacturer on the Material Safety Data Sheet.
	Federal and state laws require that an employer present employees with the MSDS on request, sometimes within 24 hours. These MSDS sheets must also be at the site where hazardous materials are used. The MSDS collection is normally the responsibility of the organization's safety officer. Government safety investigators generally inspect the MSDS information, so it is important to have it well organized. Manufacturers should provide MSDS information when their product is first brought to the organization and provide annual updates as well.

Section B: Set Up

Overview

Purpose	The purpose of this section is to outline the set-up process and detail the procedures to set-up your SCT Banner system to handle campus health and safety at your institution.
Intended audience	Human Resources Office Administrators and Staff.
Objectives	At the end of this section, you will be able to • set up appropriate validation forms to be defaulted to the Health and Safety Incident Form • set up Workers' Compensation codes, medical and disability codes, status information codes, health and safety costs codes, and position accountability codes • establish skills codes at different levels for health and safety training.
Prerequisites	To complete this section, you should have • completed the SCT Education Practices computer-based training (CBT) tutorial "Banner 6.x Fundamentals: Navigation and Forms," or have equivalent experience navigating in the SCT Banner system • completed the Human Resources Overview workbook • completed the Biographic/Demographic workbook • administrative rights to create the rules and set the validation codes in SCT Banner.

In this section   These topics are covered in this section.

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Rules and Validation Forms That Control Health and Safety

Introduction Before SCT Banner can process Health and Safety information in the system, there are several codes and rules that need to be set or created.

Types of rule and validation forms needed These forms are used to set the rules and parameters in SCT Banner for health and safety data.

Note**:** Some of the Rule and Validation forms listed below are also shared with other Human Resource modules.

Form Description	Banner Name
Rule Forms	
Hazardous Materials	PTRHAZD
Incident Locations	PTRHSIL
Skill Codes	PTRSKIL
Skill Levels	PTRSKLV
Position Class	NTRPCLS
Compensable Factor	PTRCFAC
Health and Safety Medical Codes	PTRHSME
Medical Disability Rule Form	GORMEDR
Earnings Code Rule Form	PTREARN
Medical Disability Rule Form	GORMEDR
Validation Forms	
Disability Status Code	PTVDISA
Health and Safety Cost Reason Type	PTVHSCR
Health and Safety Incident Location Type	PTVHSLT
Health and Safety Medical Condition Type	PTVHSMT
Incident Status	PTVISTA
Health and Safety Party Classification Type Code	PTVHSPC
Health and Safety Incident Type Code	PTVHSTC
Hazard Standard Precautions	PTVHZSP
Hazard Type Code	PTVHZTC
Litigation Status	PTVLITG
Manufacturers	PTVMANU
Position Class Description	PTVCDES
Recommendation Status Code	PTVRSTA
Workers' Compensation Classification	PTVWKCP
Accommodation Request Status Validation Form	PTVRQST
Accommodation Status Validation Form	PTVACST

Incident Codes

Introduction	The following rule and validation forms must be established before recording a health and safety incident:

- Health and Safety Incident Type Validation Form (PTVHSTC)
- Health and Safety Incident Location Type Validation Form (PTVHSLT)
- Health and Safety Incident Location Rule Form (PTRHSIL)

Health and Safety Incident Type Validation Form (PTVHSTC)	The Health and Safety Incident Type Validation Form (PTVHSTC) establishes health and safety incident type codes. The codes defined on this form are entered on the Health and Safety Incident Form (PEAHSIN).

Banner form

Type Code	Description	Activity Date
000001	Chemical Fire	13-JUN-1994
000002	Explosion	13-JUN-1994
000003	Exposure to Toxic Fumes	13-JUN-1994
000004	Repetitive Stress	13-JUN-1994
000005	Chemical Spill	04-JAN-1995
000006	Fall on Ice	07-JUN-1995
000007	Fall on Stairway	08-JUN-1995
000008	Heavy Lifting	07-JUN-1995
000009	Single Auto Accident	07-JUN-1995
000010	Multiple Autos Accident	07-JUN-1995
000011	Criminal Assault	07-JUN-1995
		19-NOV-2004

Procedure Follow these steps to complete the process.

Step	Action
1	Access the Safety Incident Type Validation Form (PTVHSTC).
2	Enter the next sequential number in the **Type Code** field.
3	Enter a description of the incident in the **Description** field. *Example*: Fall on Stairs.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Incident Codes, Continued

Health and Safety Incident Location Type Validation Form (PTVHSLT)

The Health and Safety Incident Location Type Validation Form (PTVHSLT) establishes codes identifying location types of health and safety incidents. Codes defined on this form are entered on the Health and Safety Incident Form (PEAHSIN).

The Location Type will allow you to track injuries by location to assist you in your health and accident investigation.

Banner form

Type Code	Description	Activity Date
0001	Administrative Building	13-JUN-1994
0002	Computer Center	13-JUN-1994
0003	Physical Plant	13-JUN-1994
0004	Library	13-JUN-1994
0005	Cafetaria	13-JUN-1994
0006	Grounds	13-JUN-1994
0007	Student Union	13-JUN-1994
0008	Parking Areas	13-JUN-1994
0009	Sidewalk	13-JUN-1994
0010	Stairway	08-JUN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Health and Safety Incident Location Type Validation Form (PTVHSLT).
2	Enter the next sequential number in the **Type Code** field.
3	Enter a description of the location type in the **Description** field. *Example*: McNeil Dormitory.
4	Click the **Save** icon.
5	Click the **Exit** icon.
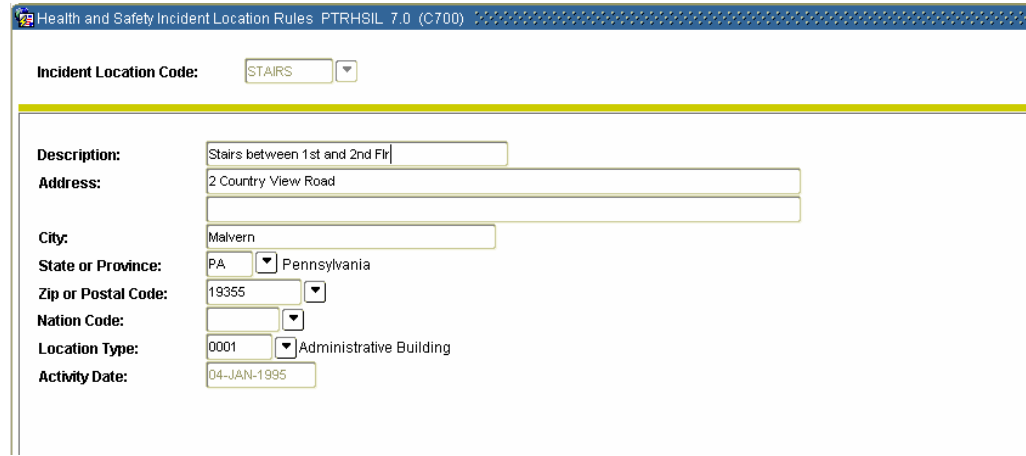
Incident Codes, Continued

Health and Safety Incident Location Rule Form (PTRHSIL)

The Health and Safety Incident Location Rule Form (PTRHSIL) enables you to define incident location codes for use on the Health and Safety Incident Form (PEAHSIN).

This information will allow investigators to locate places at your institution that are habitual sources for safety and health incidents.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Health and Safety Incident Locations Rule Form (PTRHSIL).
2	Enter a 1- to 6-character code in the **Incident Location** field, for the incident location rule that you are defining
3	Perform a **Next Block** function.
4	Enter a description or title of the incident location in the **Description** field.
5	Enter the incident location's street address in the **Address** field.
6	Enter the city associated with this incident location in the **City** field.
7	Double-click in the **State or Province** field and select the ZIP or postal code of this incident location.
8	Enter the ZIP or postal code of the incident location in the **ZIP or Postal Code** field.
9	Enter "157" in the **Nation Code** field for the United States of America or double-click and select the nation code from the list.
10	Double-click in the **Location Type** field and select the incident location's location type.
11	Click the **Save** icon.
12	Click the **Exit** icon.

Hazard Codes

Introduction OSHA Compliance Inspections (or a similar state program) are often unannounced and may be the result of a complaint. The inspectors may ask to see certain documents such as MSDS, OSHA reports, and attendance reports for such mandated items as Hazardous Materials training.

If violations are found, they will be one of six major types:

- *Willful* violations refer to hazardous conditions that were known and ignored by the institution and could cause death or serious injuries. The penalty includes a large fine.
- *Repeated* violations occur when the institution fails to correct a previously recognized violation. The penalty includes a large fine.
- *Serious* violations must have the potential to cause serious injury or death and the institution should have known about it. The penalty is a significant fine.
- *OSHA Standard* violation is one that violates an OSHA standard but has less than serious side effects. The penalty is a fine.
- *Failure to Correct* violations may result in a "per day" fine for failing to correct a cited violation.
- *De Minimus* violations are minor infractions cited in the report but have no fine attached.

Required forms The follow rule and validation and application forms regarding hazards must be established before recording a health and safety incident:

- Hazard Standard Precautions Validation Form (PTVHZSP)
- Hazard Type Code Validation Form (PTVHZTC)
- Manufacturer Validation Form (PTVMANU)
- Hazard Materials Rule Form (PTRHAZD)
- Position Hazard Form (PEAPNHZ)

Hazard Codes, Continued

Hazard Standard Precautions Validation Form (PTVHZSP)	The Hazard Standard Precautions Validation Form (PTVHZSP) establishes codes identifying precautions that should be taken against health and safety hazards. The codes defined on this form are entered on the Hazardous Materials Rule Form (PTRHAZD).

Banner form

Procedure Follow these steps to complete the process.

Step	Action
1	Access the Hazard Standard Precautions Validation Form (PTVHZSP).
2	Enter the next sequential number in the **Precautions Code** field.
3	Enter a description of the hazard precaution in the **Description** field. *Example*: Walk Carefully.
4	Click the **Save** icon.
5	Click the **Exit** icon.

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Hazard Codes, Continued

Hazard Type Code Validation Form (PTVHZTC)

The Hazard Type Code Validation Form (PTVHZTC) establishes codes identifying health and safety hazard types. The codes defined on this form are entered on the Hazardous Materials Rule Form (PTRHAZD).

Banner form

Type Code	Description	Activity Date
0001	Uneven Walkways	13-JUN-1994
0002	Flammable Chemicals	13-JUN-1994
0003	Computer Screens/Keyboards	13-JUN-1994
0004	Toxic Chemicals	13-JUN-1994
0005	Unlit Interior/Exterior Halls	13-JUN-1994
0006	Ice on Walkways	07-JUN-1995
0007	Ice on Roads	07-JUN-1995
0008	Speeding Autos	07-JUN-1995
0011	Dark Stairway	08-JUN-1995

Hazard Type Code Validation PTVHZTC 7.0 (C700)

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Hazard Type Code Validation Form (PTVHZTC).
2	Enter the next sequential number in the **Type Code** field.
3	Enter a description of the hazard type In the **Description** field. *Examples:* Icy walks, toxic chemicals, and dark staircases.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Continued on the next page

Hazard Codes, Continued

Manufacturer Validation Form (PTVMANU) The Manufacturer Validation Form (PTVMANU) establishes manufacturer codes for use on the Hazardous Materials Rule Form (PTRHAZD).

Banner form

Procedure Follow these steps to complete the process.

Step	Action
1	Access the Manufacturer Validation Form (PTVMANU).
2	Enter a code for the manufacturer in the **Manufacturer Code** field.
3	Enter a description of the manufacturer in the **Description** field.
4	Click the **Save** icon.
5	Click the **Exit** icon.

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Hazard Codes, Continued

Hazardous Materials Rule Form (PTRHAZD)

The Hazardous Materials Rule Form (PTRHAZD) enables you to define hazard codes for use on the Health and Safety Incident Form (PEAHSIN) and the Position Hazard Form (PEAPNHZ). You can use this form to record data supplied on the manufacturer's Material Safety Data Sheet.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Hazard Materials Rule Form (PTRHAZD).
2	Enter a unique 1 to 4-character code in the **Hazard Code** field, for the hazard you are defining.
3	Perform a **Next Block** function.
4	Select the **OK** button to add a new hazard code.
5	Enter a description of the hazard code in the **Description** field. *Example*: Marble stairs.
6	Enter the CAS number in the **CAS No** field. Note: The **CAS Number** is the federal ID number from the manufacturer's Material Safety Data Sheet.
7	Double-click in the **Manufacturer** field and select the manufacturer responsible for the hazard.

Continued on the next page

Hazard Codes, Continued

Procedure, continued

Step	Action
8	Enter the MSDS number in the **MSDS No** field. Note: The **MSDS number** is the number associated with this hazard by the primary manufacturer on the Material Safety Data Sheet. The manufacturer/MSDS combination must be unique to this hazard.
9	Click the **Save** icon.
10	Perform a **Next Block** function.
11	Double-click in the **Hazard Type** field and select the hazard type code.
12	Perform a **Next Block** function.
13	Double-click in the **Code** field and select the hazard precaution code. Note: You can assign more that one hazard type and precaution code to a hazard code.
14	Click the **Save** icon.

**Options –
Hazardous
Materials
Instruction**

Step	Action
1	Select Hazardous Materials Instruction from the **Options** menu.
2	Enter instructions for the hazardous materials.
3	Click the **Save** icon.
4	Click the **Exit** icon.

Continued on the next page

Hazard Codes, Continued

Position Hazard Form (PEAPNHZ)	The Position Hazard Form (PEAPNHZ) allows you to associate possible employee hazards with a specified position.

Banner form

Procedure   Follow these steps to complete the process.

Step	Action
1	Access the Position Hazard Form (PEAPNHZ).
2	Select the **Search** function in the **Position** field, and select the position code that you are defining as hazardous.
3	Double-click in the **Hazardous Material Code** field and select the code to associate with the hazardous position.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Medical and Disability Codes

Introduction   These rule and validation and application forms regarding medical and disability codes must be established before recording a health and safety incident:

- Health and Safety Medical Codes Rule Form (PTRHSME)
- Disability Status Validation Form (PTVDISA)
- Health and Safety Medical Condition Type Validation Form (PTVHSMT)
- Medical Disability Rule Form (GORMEDR)
- Accommodation Request Status Validation Form (PTVRQST)
- Accommodation Status Validation Form (PTVACST)

Health and Safety Medical Codes Rule Form (PTRHSME)   The Health and Safety Medical Codes Rule Form (PTRHSME) enables you to define medical codes for use on the Health and Safety Incident Form (PEAHSIN).

Medical and Disability Codes, Continued

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Health and Safety Medical Codes Rule Form (PTRHSME).
2	Enter a 1- to 4- character code in the **Medical Code** field, to identify the medical condition.
3	Enter a description of the medical condition in the **Description** field.
4	Double-click in the **Medical Condition Type** field and select the code for an injury.
5	Click the **Save** icon.
6	Click the **Exit** icon.

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Medical and Disability Codes, Continued

Disability Status Validation Form (PTVDISA)
The Disability Status Validation Form (PTVDISA) enables you to define disability codes and descriptions. The codes established here identify the nature of a disability caused by a health and safety incident and are entered on the Health and Safety Incident Form (PEAHSIN).

Note: It's important to track employees with chronic health and safety problems. Too often, some employees will use their Worker's Compensation benefits to their own advantage and will even falsify accidents and the extent of their injuries. A program of thorough accident investigation and close ties to the injured employee will discourage false claims.

Banner form

Status Code	Description	Activity Date
LTD	Long Term Disability	13-JUN-1994
PERM	Permanent Disability	13-JUN-1994
STD	Short Term Disability	13-JUN-1994

Procedure
Follow these steps to complete the process.

Step	Action
1	Access the Disability Status Validation Form (PTVDISA).
2	Enter a 1- to 6-character code in the **Status Code** field, to identify the status.
3	Enter a description of the status code in the **Description** field.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Medical and Disability Codes, Continued

Health and Safety Medical Condition Type Form (PTVHSMT)

The Health and Safety Medical Condition Type Form (PTVHSMT) contains health and safety medical type codes as defined by OSHA. Its purpose is to supply the system with codes required for OSHA reporting.

This form is delivered to you with current medical type codes as defined and required by OSHA. You should not revise it until you received notification from SunGard SCT.

When SunGard SCT receives notice of a change in reporting requirements that affects the medical type codes defined on this form, we will send instructions for making amendments to this data, along with any required programming changes.

Banner form

Type Code	Description	Activity Date
A	Disease from Phys. Agts	20-APR-1992
D	Dust Disease of Lungs	20-APR-1992
J	Injury	20-APR-1992
O	Other Illnesses	20-APR-1992
P	Poisoning-Syst. Effects	20-APR-1992
R	Respi. Cond. from Toxic	20-APR-1992
S	Skin Diseases	20-APR-1992
T	Dis. by Repeated Trauma	20-APR-1992

Health and Safety Medical Condition Type Validation PTVHSMT 7.0 (C700)

Previous Record

Medical and Disability Codes, Continued

Medical Disability Rule Form (GORMEDR)

The Medical Disability Rule Form (GORMEDR) is used to associate disability types with medical code conditions.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Medical Disability Rule Form (GORMEDR).
2	Highlight a medical code in the **Medical Code** field.
3	Double-click in the **Disability Type** field and select a disability type to be associated with the medical code.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Continued on the next page

Medical and Disability Codes, Continued

Accommodation Request Status Validation Form (PTVRQST)

The Accommodation Request Status Validation Form (PTVRQST) allows you to establish user-defined status codes for accommodation requests.

Banner form

Accommodation Request Status Validation PTVRQST 7.0 (C700)

Accommodation Request Status	Description	Activity Date
RAMP	Wheelchair Ramp	19-NOV-2004
		19-NOV-2004

Procedure

Follow these steps to complete the process.

Step	Action
1	The Accommodation Request Status Validation Form (PTVRQST).
2	Enter a status code for the accommodation request in the **Accommodation Request Status** field.
3	Enter a description of the accommodation request in the **Description** field.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Continued on the next page

Medical and Disability Codes, Continued

Accommodation Status Validation Form (PTVACST)

The Accommodation Status Validation Form (PTVACST) is used to establish user-defined statues of accommodation codes that will be tracked.

Banner form

Accommodation Status	Description	Activity Date
COMP	Completed	19-NOV-2004
		19-NOV-2004

Accommodation Status Validation PTVACST 7.0 (C700)

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Accommodation Status Validation Form (PTVACST).
2	Enter a status code for the accommodation in the **Accommodation Status** field.
3	Enter a description of the accommodation status in the **Description** field.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Health and Safety Costs Codes

Introduction   The follow validation forms regarding health and safety costs codes must be established before recording a health and safety incident:
- Health and Safety Cost Reasons Validation Form (PTVHSCR)
- Workers Compensation Classification Validation Form (PTVWKCP)

Banner form   The Health and Safety Cost Reasons Validation Form (PTVHSCR) establishes reason codes for associated health and safety expenses. Codes defined on this form are entered on the Health and Safety Incident Form (PEAHSIN).

Procedure   Follow these steps to complete the process.

Step	Action
1	Access the Health and Safety Cost Reasons Validation Form (PTVHSCR).
2	Enter a 1- to 4- character code in the **Reason Code** field, to identify the cost reason.
3	Enter a description of the cost reason in the **Description** field. Note: Examples include ergonomically sound furniture, safety equipment, and repairs and renovations to prevent future accidents.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Continued on the next page

Health and Safety Costs Codes, Continued

Banner form

The Workers Compensation Classification Validation Form (PTVWKCP) enables you to establish Workers Compensation classification codes and descriptions for use on the Employee Jobs Form (NBAJOBS).

Notes:

Organizational injuries increase the cost of doing business. It is helpful to examine, with your agent, copies of your loss runs for Workers' Compensation and general liability reports. Occasionally, you may wish to put your insurance contracts out for bid. This may save your institution a considerable amount of money. Make sure to obtain references if you decided to change carriers. You may also save on premiums if your company carries both your Workers' Compensation policy and your general liability policy. Having a separate company for each may cause disputes over whose jurisdiction a claim may fall.

On a weighted basis according to risk (PTVWKCP) enables you to establish Workers' Compensation classification codes and descriptions for use on NBAJOBS. Different employee classes will have different rates for Workers' Compensation insurance premiums (generally, the campus maintenance department will have the highest rates). Rates are determined by risk exposure, frequency of claims, and the amount of the claim. Non-deductible insurance coverage will lead to higher rates, so institutions should consider self-insurance for the first $500 or so to avoid higher premiums.

There is a universal classification system in higher education for workers' compensation to allow you to perform a comparison analysis between your institution and the experience averages. Even if you compare favorably with the national average, you can probably improve your health and safety program and contain your costs even more. On NBAJOBS, in the Miscellaneous Job Information Window, the Workers' Compensation codes established on PTVWKCP will be displayed.

Health and Safety Costs Codes, *Continued*

Banner form

Procedure   Follow these steps to complete the process.

Step	Action
1	Access the Workers Compensation Classification Validation Form (PTVWKCP).
2	Enter the next sequential number in the **Code** field.
3	Enter a description of the department, group, or individual that would qualify for workers compensation in the **Description** field.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Status Information Codes

Introduction	These validation forms regarding status information codes must be established before recording a health and safety incident:

- Incident Status Validation Form (PTVISTA)
- Health and Safety Party Classification Validation Form (PTVHSPC)
- Litigation Status Validation Form (PTVLITG)
- Recommendation Status Validation Form (PTVRSTA)

All of the above codes are used in the Health and Safety Incident Form (PEAHSIN).

Incident Status Validation Form (PTVISTA)

The Incident Status Validation Form (PTVISTA) establishes codes identifying the administrative status of a grievance or a health and safety incident.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Incident Status Validation Form (PTVISTA).
2	Enter a 1-character code in the **Status Code** field to identify the status.
3	Enter a description of the status in the **Description** field.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Status Information Codes, Continued

Health and Safety Party Classification Validation Form (PTVHSPC)	The Health and Safety Party Classification Validation Form (PTVHSPC) identifies the people who were involved in the health and safety incident.

Banner form

Code	Description	Activity Date
PERP	Perpetrator	08-JUN-1993
SUP	Supervisor	08-JUN-1993
VIC	Victim	08-JUN-1993
WIT	Witness	08-JUN-1993

Health and Safety Party Classification Validation PTVHSPC 7.0 (C700)

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Health and Safety Party Classification Form (PTVHSPC).
2	Enter a 1- to 4-character code in the **Code** field to identify the party classification code.
3	Enter a description of the party classification code in the **Description** field.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Continued on the next page

Status Information Codes, Continued

Litigation Status Validation Form (PTVLITG)	The Litigation Status Validation Form (PTVLITG) establishes codes identifying the status of health and safety litigation.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Litigation Status Validation Form (PTVLITG).
2	Enter a 1-character code in the **Status Code** field to define a litigation status.
3	Enter the description of the litigation status in the **Description** field.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Status Information Codes, Continued

Recommendation Status Validation Form (PTVRSTA)

The Recommendation Status Validation Form (PTVRSTA) establishes recommendation codes for use with health and safety incident claims.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Recommendation Status Validation Form (PTVRSTA).
2	Enter a 1-character code in the **Status Code** field to define a recommendation status.
3	Enter a description of the status in the **Description** field.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Training through Skills Codes

Introduction   Employees require training to ensure a safe working environment. SCT Banner allows for the tracking of skills your employees need or have acquired.

The follow rule forms regarding skills codes must be established before recording a health and safety incident:
- Skill Codes Rule Form (PTRSKIL)
- Skill Levels Rule Form (PTRSKLV)

Note: In the following exercises, you'll simply be viewing the forms and thinking about how you can identify skills and skill levels at your institution.

These codes are normally created within the Biographic/Demographic module.

Training through Skills Codes, Continued

Skill Codes Rule Form (PTRSKIL)

The Skill Codes Rule Form (PTRSKIL) enables you to create a skill code, describe the skill, and tell whether competence levels exist for the skill. Codes defined on this form are entered on the Employee Skills Form (PPASKIL) and the Skills Inventory Form (PPASINV).

Banner form

Skill Code		Level Required	Activity Date
000001	Lotus Spreadsheet	☐	13-JUN-1994
000002	WordPerfect	☑	13-JUN-1994
000003	'C' Programming	☐	13-JUN-1994
000004	SQLPlus	☐	13-JUN-1994
		☐	
		☐	

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Skill Codes Rule Form (PTRSKIL).
2	View the **Skill Code**, **Description**, and **Level Required** fields. Notes: The Level Required checkbox should be selected if the skill has different levels of competence. For example, Beginning and Advanced. If the Level Required checkbox is selected, use the Skill Level Rule Form (PTRSKLV) to define skills levels for that skill code.
3	Click the **Exit** icon.

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Training through Skills Codes, Continued

Skill Levels Rule From (PTRSKLV)

The Skill Levels Rule From (PTRSKLV) enables you to associate competence levels with the skill codes defined in the Skill Codes Rule Form (PTRSKIL). Skill levels defined here are entered on the Employee Skills Form (PPASKIL) and the Skills Inventory Form (PPASINV).

Note: Institutions can set up skill levels from beginning to advanced and apply them to the appropriate positions, and monitor employees' skill acquisitions in the health and safety areas.
The Skills Inventory Report (PPRSINV) lists employees with specified skills or skill combinations.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Skill Levels Rule Form (PTRSKLV).
2	View the **Skill** and **Level** fields.
3	Click the **Exit** icon.

Position through Accountability Codes

Introduction Health and Safety maintenance is the responsibility of all employees; however, there are significant health and safety responsibilities that are given to a few positions.

Utilizing the Position related validation and rule forms in regard to health and safety, your institution will be better equipped in identifying positions that require special skills or those that may be dangerous in nature.

- The Position Class Description Validation Form (PTVCDES)
- The Position Class Rule Form (NTRPCLS)
- The Compensable Factor Rule Form (PTRCFAC)

In the following exercises, you'll view the forms and think about how you can classify positions at your institution.

Position through Accountability Codes, Continued

Position Class Description Validation Form (PTVCDES)

The Position Class Description Validation Form (PTVCDES) defines task descriptions for entry on the Position Classification Description Form (PAACDES) and the Position Description Form (PAAPDES).

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Position Class Description Validation Form (PTVCDES).
2	View the **Description Code** and **Description** fields.
3	Click the **Exit** icon.
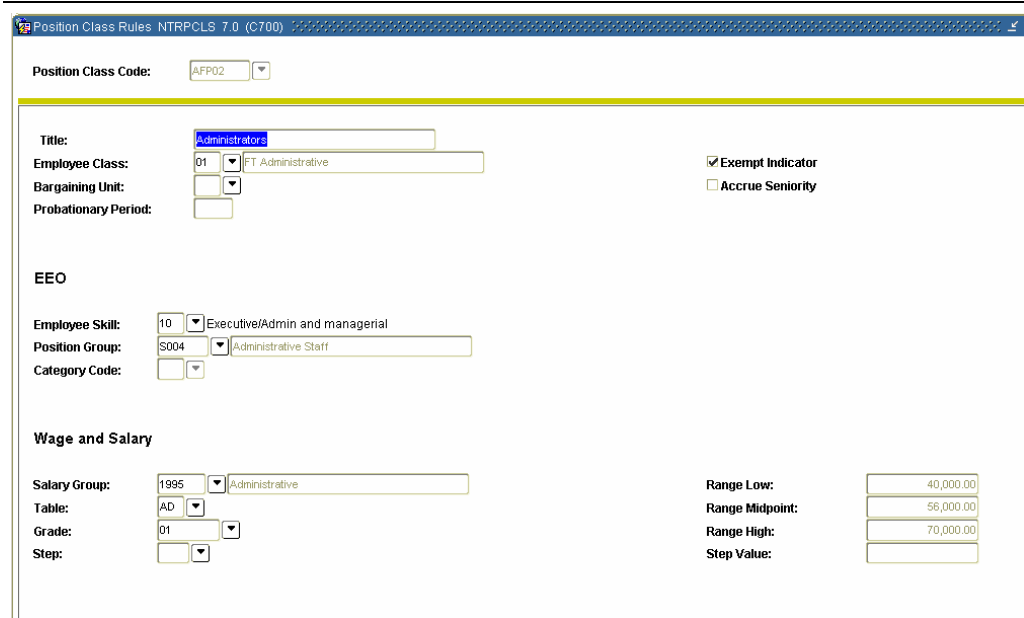
Position through Accountability Codes, Continued

Position Class Rule Form (NTRPCLS)

The Position Class Rule Form (NTRPCLS) enables you to create a position class and associate it with salary guidelines, employee class, and employee skill level.

Note: In the Employee Skill field, Skilled Craft (60) and Service/Maintenance (70) may be of particular importance to your health and safety program.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Position Class Rule Form (NTRPCLS).
2	Select the **Search** function in the **Position Class Code** field and select the position you selected in the last exercise from the Position Class Query Form (NTQPCLS).
3	Perform a **Next Block** function.
4	View the position information.
5	Click the **Exit** icon.

Continued on the next page

Position through Accountability Codes, Continued

Compensable Factor Rule Form (PTRCFAC)

The Compensable Factor Rule Form (PTRCFAC) establishes compensation points for use on the Job Point Factor Assignment Form (PEAJFAC).

Health and Safety accountability starts with assignment and ends with compensation tied to performance.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Compensable Factor Rule Form (PTRCFAC).
2	View the **Code**, **Description**, and **Points** fields.
3	Click the **Exit** icon.

Section C: Day-to-Day Operations

Overview

Purpose
The purpose of this section is to explain the day-to-day or operational procedures to handle health and safety incidents at your institution.

Intended audience
Human Resources Office Staff.

Objectives
At the end of this section, you will be able to

- plan cost control measures for workers' compensation and liability costs
- track health and safety problems by incident, physical location, hazard, employee, and position
- describe the importance of Material Safety Data Sheets (MSDS) and how they are used
- describe the difficulties and necessity of legal compliance and how the system can help with meeting the reporting requirements of OSHA, as well as compliance with FMLA and ADA regulations.

Prerequisites
To complete this section, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial "Banner 6.x Fundamentals: Navigation and Forms," or have equivalent experience navigating in the SCT Banner system
- completed the Human Resources Overview workbook
- completed the Biographic/Demographic workbook.

You will also need to ensure that the rules and validation codes in SCT Banner needed for health and safety have been set up for you.

In this section
These topics are covered in this section.

Topic	Page
Process Introduction	C-2
Enter an Incident	C-4
Accountability Through Position Control	C-8
Employee Disability Tracking	C-13
Self Check	C-14
Answer Key	C-16

Process Introduction

About the process	The Human Resource Office can • record an injury into the SCT Banner system • activate and reactivate an employee's earnings • activate and reactivate an employee's leave of absence, workers compensation, or short-term disability.
Flow diagram	This diagram highlights the processes used to record employee health and safety information into the SCT Banner HR system.

Legend

✦ = Legend

🧍 = *Employee*

👥 = *Human Resources Office*

🧍🧍🧍 = *Department*

🧍 = *Supervisor*

1 Employee is injured and notifies Supervisor

2 Supervisor reports incident to Human Resources

3 Human Resources contacts employee and other witnesses to gather information

4 Human Resources records information into Banner

5 Human Resources completes an incident report and forwards to vendor

10 Department completes a PAF to return employee from leave

9 Employee returns to work

8 Human Resources monitor's incident

7 Human Resources ends regular earnings and activates a leave of absence code, workers compensation, or short term disability

6 Department completes PAF to place the employee on leave

11 Human Resources reactivates regular earnings

12 Human Resources files the OSHA report at end of year

Continued on the next page

Process Introduction, Continued

What happens The stages of the process are described in this table.

Stage	Description
	Human Resource Office
1	Employee is injured and notifies Supervisor.
2	Supervisor reports the incident to **Human Resources**.
3	**Human Resources** contacts employee and other witnesses to gather information.
4	**Human Resources** records the information into SCT Banner.
5	**Human Resources** complete an incident report and forwards to vendor, if necessary.
6	Department completes a Personnel Action Form (PAF) to place the employee on leave (if time is lost).
7	**Human Resources** ends regular earning and activates a leave of absence code, workers compensation, or short-term disability.
8	**Human Resources** monitor's incident.
9	Upon doctor approval, employee returns to work.
10	Department completes PAF to return the employee from leave.
11	**Human Resources** reactivates regular earnings.
12	**Human Resources** files OSHA report at end of year.

Enter an Incident

Introduction The Health and Safety Incident Form (PEAHSIN) maintains information on health and safety incidents. This is the central form for health and safety administration. The data entered in this form is used to create OSHA reports (PERO101and PERO200) and Canadian Form 7 (PERCAF7).

Banner form

Procedure Follow these steps to complete the process.

Step	Action
1	Access the Health and Safety Incident Form (PEAHSIN).
2	Select the **Generate Incident Number** function.
3	Enter the date of the incident in the **Date of Incident** field.
4	Enter the time of the incident in the **Time of Incident** field.
5	Double-click the **Incident Status** field, and select the code to designate the status of the incident.
6	The **Status Date** defaults to the current date.
7	Enter a brief description of the incident in the **Brief Description** field.
8	Double-click in the **Incident Location** field and select the location code where the incident occurred.
9	Enter the total cost, if known, in the **Total Cost** field.
10	Click the **Save** icon.
11	Double-click the **Type Code** field and select the code to identify the type of incident.
12	Click the **Save** icon.

Continued on the next page

Enter an Incident, Continued

Procedure, continued

Step	Action
13	Double-click in the **Hazardous Materials Code** field and select the hazardous material code related to the incident.
14	Click the **Save** icon.
15	Enter any comments regarding the incident in the **Comments** field.
16	Click the **Save** icon.

Involved Persons/Parties tab

The Involved Persons/Parties window will aid administrators with such issues as a light duty return to work decision and such legal concerns as FMLA leave and ADA reasonable accommodation. It will also track the number of work hours lost and/or restricted from full duty.

Step	Action
1	Select Involved Persons or Parties tab.
2	Double-click in the **Type** field and select the code identifying the victim.
3	Select the **Search** function in the **ID** field and select a person from the Person Search Form (SOAIDEN).
4	Double-click in the **Disability Code** field and select a code if the involved person requires a disability.
5	Double-click in the **Litigation Status** field and select the code identifying the litigation status.
6	Click the **OSHA Reportable** checkbox if the incident is reportable to OSHA.

Continued on the next page

Enter an Incident, Continued

Procedure, continued

Step	Action
7	Click the **Workers Comp** checkbox if the incident requires workers compensation payment.
8	Enter a comment about the involved person and the incident in the **Comments** field.
9	Click the **Save** icon.
10	Double-click in the **Medical Condition** field and select a medical condition.
11	Click the **Save** icon.
12	Double-click in the **Cost Reason** field and select a reason for the cost associated with the incident.
13	Enter an amount in the **Cost** field.
14	Click the **Save** icon.

Enter an Incident, Continued

Resolution and Follow-up tab

Procedure

Follow these steps to complete the process.

Step	Action
1	Select the <u>Resolution and Follow-up</u> tab.
2	Enter *1* in the **Sequence Number** field.
3	Enter a short comment regarding the recommendation or action for the incident in the **Recommendations or Action** field.
4	Double-click in the **Status** field, and select the code to identify the status of the resolution.
	Enter detailed comments in the **Follow Up Description** field.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Summary

You can view information regarding incidents on the following inquiries:
- Health and Safety Incident by Hazard List Form (PEIHSIH)
- Health and Safety Incident by Incident Type List Form (PEIHSIT)
- Health and Safety Incident by Position List Form (PEIHSPS)

Now that health and safety incidents have been documented, the system will facilitate analysis of the data to help reduce costly reoccurrence. Accident reports must be completed and reviewed the same day as the incident occurs. Follow up meetings should be scheduled to examine the cost and effects of the incident.

Accountability through Position Control

Introduction   Through the Position Control module, employment positions at your institution
can be established so that hazardous positions can be identified as such along
with positions that require safety responsibilities.

While the following forms are found within the Position Control module, they
can be utilized by the Health and Safety module:

- The Position Description Form (PAAPDES)
- The Position Classification Description Form (PAACDES)
- The Position Requirements Form (PAAPREQ)
- The Job Point Factor Assignment Form (PEAJFAC)

In the following exercises, you'll view the forms that you can use to classify
positions at your institution.

Accountability through Position Control, Continued

Banner form

The Position Description Form (PAAPDES) maintains descriptions for the positions established on the Position Definition Form (NBAPOSN). Upon request, the descriptions defined for the position's position classification will default and become the position descriptions.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Position Description Form (PAAPDES).
2	In the **Position** field, select the **Search** function and select a position from the Position List Form (NBQPOSN) that would possibly have safety concerns (electrician, etc.).
3	Perform a **Next Block** function.
4	View the **Code** and **Description** fields.
5	Click the **Exit** icon.

Continued on the next page

Accountability through Position Control, Continued

Banner form   The Position Classification Description Form (PAACDES) maintains descriptions for the position classifications established on the Position Class Rule Form (NTRPCLS).

A Position Classification may have multiple descriptions, each with its own description code. Safety responsibilities for positions should be entered here.

Procedure   Follow these steps to complete the process.

Step	Action
1	Access the Position Classification Description Form (PAACDES).
2	Select the **Search** function in the **Position Class** field and select the position class to be identified for health and safety reasons.
3	Perform a **Next Block** function.
4	View the **Code** and **Description** fields.
5	Click the **Exit** icon.

Continued on the next page

Accountability through Position Control, Continued

Banner form

The Position Requirements Form (PAAPREQ) describes the educational, skill, examination, certification, and endorsement qualifications for a specified position.

You can access Exam and Certification information from the Options menu to help you track health and safety competencies.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Position Requirements Form (PAAPREQ).
2	Select the **Search** function in the **Position Class Code** field and select the position you selected in prior exercises from the Position List Form (NBQPOSN).
3	Perform a **Next Block** function.
4	View the Skill and Degree Information sections.
5	Click the **Exit** icon.

Continued on the next page

Accountability through Position Control, Continued

Banner form   The Job Point Factor Assignment Form, PEAJFAC, enables you to associate compensation class codes with a specified position.

This form allows the establishment of relative values for position levels by associating them with job points. Thus, you may wish to designate a particular position level with safety responsibilities and set job point factors for these responsibilities.

Procedure   Follow these steps to complete the process.

Step	Action
1	Access the Job Point Factor Assignment Form (PEAJFAC).
2	Select the **Search** function in the **Position Number** field and select the position that requires job factor information.
3	Enter an effective date in the **Effective Date** field.
4	Select the **Search** function in the **Job Factor Code** field and select a job factor code.
5	Click the **Exit** icon.

Employee Disability Tracking

Banner form   The Employee Accommodation Tracking Form (PEAEACC) allows the institution to enter, track, and view the employee's requested disability accommodations with respect to each job.

Procedure   Follow these steps to complete the process.

Step	Action
1	Access the Employee Accommodation Tracking Form (PEAEACC).
2	Select the **Search** function in the **ID** field and select the employee to be tracked or reviewed.
3	Double-click in the **Position** field to view the current status.
4	Double-click in the **Request Status** field and select a request status or view the current status displayed.
5	Select the **Search** function in the **Med Code** field to add a medical code.
6	Click the **Save** icon if you entered any new information.
7	Click the **Exit** icon.

Self Check

Directions	Use the information you have learned in this workbook to complete this self check activity.
Question 1: set up	Setting up Locations will allow investigators to locate places at your enterprise that are habitual sources for safety and health incidents. True or False
Question 2: set up	Who defines Medical Type codes? a) The institution b) OSHA c) American Association of Medical Terminology d) National Doctoral Association
Question 3: day-to-day	Tracking safety hazards may complicate your relations on campus with OSHA inspections. True or False
Question 4: day-to-day	MSDS number is the number associated with this hazard by the primary manufacturer on the Material Safety Data Sheet. True or False
Question 5: day-to-day	Some employees may use their Worker's Compensation benefits to their own advantage and will even falsify accidents and the extent of their injuries. Therefore, it is important to track employees with chronic health and safety problems. True or False
Question 6: day-to-day	What form is central to the Health and Safety module? a) Incident Location Rule Form (PTRHSIL) b) Health and Safety Incident Type Code Validation Form (PTVHSTC) c) Health and Safety Incident Form (PEAHSIN) d) Litigation Status Validation Form (PTVLITG)

Self Check, Continued

Question 7: **day-to-day**	What SCT Banner forms, located in other modules, will help you administer your Health and Safety program? a) The Position Class Rule Form (NTRPCLS) b) The Position Class Description Validation Table (PTVCDES) c) The Skills Inventory Report (PPRSINV). d) Both A & B
Question 8: **day-to-day**	SCT Banner has a Compensable Factor Rule Form (PTRCFAC) that creates compensation points for use on the Job Point Factor Assignment Form (PEAJFAC). True or False
Question 9: **day-to-day**	Training contributes to health and safety success on campus by training employees and encouraging competencies in health and safety practices is vital to a program's success. Which of these SCT Banner forms are used to assist in this task? a) The Skill Codes Rule Form (PTRSKIL) b) The Skill Levels Rule Form (PTRSKLV) c) The Skills Inventory Report (PPRSINV) d) All of the above

Answer Key

Question 1: **set up**	Setting up Locations will allow investigators to locate places at your enterprise that are habitual sources for safety and health incidents. (True or False) **True** or False
Question 2: **set up**	Who defines Medical Type codes? a) The institution **b) OSHA** c) American Association of Medical Terminology d) National Doctoral Association
Question 3: **day-to-day**	Tracking safety hazards may complicate your relations on campus with OSHA inspections. (True or False) True or **False. The Hazardous Materials Rule Form (PTRHAZD) allows you to track incidents by particular hazards. This approach will alert you to chronic problems and allow you to see if you conform to OSHA standards. OSHA will provide you with information about safety standards for particular hazards. You want to conform to the agency standards before an agent comes for an inspection.**
Question 4: **day-to-day**	MSDS number is the number associated with this hazard by the primary manufacturer on the Material Safety Data Sheet. (True or False) **True** or False
Question 5: **day-to-day**	Some employees may use their Worker's Compensation benefits to their own advantage and will even falsify accidents and the extent of their injuries. Therefore, it is important to track employees with chronic health and safety problems. (True or False) **True** or False
Question 6: **day-to-day**	What form is central to the Health and Safety module? a) Incident Location Rule Form (PTRHSIL) b) Health and Safety Incident Type Code Validation Form (PTVHSTC) **c) Health and Safety Incident Form (PEAHSIN)** d) Litigation Status Validation Form (PTVLITG)

Continued on the next page

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Answer Key, Continued

Question 7: **day-to-day**	What SCT Banner forms, located in other modules, will help you administer your Health and Safety program?
	a) The Position Class Rule Form (NTRPCLS) b) The Position Class Description Validation Table (PTVCDES) c) The Skills Inventory Report (PPRSINV). **d) Both A & B.** **The Position Class Description Validation Table (PTVCDES) will assure that health and safety functions are established. Other related forms include the Position Class Rule Form (NTRPCLS), which allows you to associate positions with salary guidelines, employee class, and employee skill levels. This approach has the potential to reward people for their success in health and safety achievements.**
Question 8: **day-to-day**	SCT Banner has a Compensable Factor Rule Form (PTRCFAC) that creates compensation points for use on the Job Point Factor Assignment Form (PEAJFAC). (True or False) **True** or False
Question 9: **day-to-day**	Training contributes to health and safety success on campus by training employees and encouraging competencies in health and safety practices is vital to a program's success. Which of these SCT Banner forms are used to assist in this task? a) The Skill Codes Rule Form (PTRSKIL) b) The Skill Levels Rule Form (PTRSKLV) c) The Skills Inventory Report (PPRSINV) **d) All of the above**

Section D: Reference

Overview

Purpose   The purpose of this section is to provide reference materials related to the workbook.

In this section   These topics are covered in this section.

Topic	Page
Setup Forms and Where Used	D-2
Day-to-Day Forms and Setup Needed	D-4
Forms Job Aid	D-6

Setup Forms and Where Used

Purpose   Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	**Code**	**Form Name**	**Code**
Hazardous Materials Rule Form	PTRHAZD	Health and Safety Incident Form	PEAHSIN
		Position Hazard Form	PEAPNHZ
Incident Locations Rule Form	PTRHSIL	Health and Safety Incident Form	PEAHSIN
Skill Codes Rule Form	PTRSKIL	Employee Skills Form	PPASKIL
		Skills Inventory Form	PPASINV
Skill Levels Rule Form	PTRSKLV	Employee Skills Form	PPASKIL
		Skills Inventory Form	PPASINV
Position Class Rule Form	NTRPCLS	Position Description Form	PAAPDES
Compensable Factor Rule Form	PTRCFAC	Job Point Factor Assignment Form	PEAJFAC
Health and Safety Medical Codes Rule Form	PTRHSME	Health and Safety Incident Form	PEAHSIN
Medical Disability Rule Form	GORMEDR	Health and Safety Incident Form	PEAHSIN
Earning Code Rule Form	PTREARN	Position Description Form	PAAPDES
Disability Status Code Validation Form	PTVDISA	Health and Safety Incident Form	PEAHSIN
Health and Safety Cost Reason Type Code Validation Form	PTVHSCR	Health and Safety Incident Form	PEAHSIN
Health and Safety Incident Location Type Validation Form	PTVHSLT	Health and Safety Incident Form	PEAHSIN
Health and Safety Medical Condition Type Validation Form	PTVHSMT	Health and Safety Incident Form	PEAHSIN
Incident Status Validation Form	PTVISTA	Health and Safety Incident Form	PEAHSIN
Health and Safety Party Classification Type Code Validation Form	PTVHSPC	Health and Safety Incident Form	PEAHSIN
Health and Safety Incident Type Code Validation Form	PTVHSTC	Health and Safety Incident Form	PEAHSIN

Continued on the next page

Setup Forms and Where Used, Continued

Types of rule and validation forms needed, continued

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Hazard Standard Precautions Validation Form	PTVHZSP	Hazardous Materials Rule Form	PTRHAZD
Hazard Type Code Validation Form	PTVHZTC	Hazardous Materials Rule Form	PTRHAZD
Litigation Status Validation Form	PTVLITG	Health and Safety Incident Form	PEAHSIN
Manufacturers Validation Form	PTVMANU	Hazardous Materials Rule Form	PTRHAZD
Position Class Description Validation Form	PTVCDES	Position Classification Description Form	PAACDES
		Position Description Form	PAAPDES
Recommendation Status Code Validation Form	PTVRSTA	Health and Safety Incident Form	PEAHSIN
Workers' Compensation Classification Validation Form	PTVWKCP	Employee Jobs Form	NBAJOBS
Accommodation Request Status Validation Form	PTVRQST	Health and Safety Incident Form	PEAHSIN
Accommodation Status Validation Form	PTVACST	Health and Safety Incident Form	PEAHSIN

Day-to-Day Forms and Setup Needed

Purpose   Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
Health and Safety Incident Form (PEAHSIN)	• Health and Safety Incident Type Validation Form (PTVHSTC) • Health and Safety Incident Location Type Validation Form (PTVHSLT • Health and Safety Incident Location Rule Form (PTRHSIL) • Hazardous Materials Rule Form (PTRHAZD) • Incident Locations Rule Form (PTRHSIL) • Health and Safety Medical Codes Rule Form (PTRHSME) • Medical Disability Rule Form (GORMEDR) • Disability Status Code Validation Form (PTVHSCR) • Health and Safety Cost Reason Type Code Validation Form (PTVHSCR) • Health and Safety Medical Condition Type Validation Form (PTVHSMT) • Incident Status Validation Form (PTVISTA) • Health and Safety Party Classification Type Code Validation Form (PTVHSPC) • Health and Safety Incident Type Code Validation Form (PTVHSTC) • Litigation Status Validation Form (PTVLITG) • Recommendation Status Code Validation Form (PTVRSTA) • Accommodation Request Status Validation Form (PTVRQST) • Accomodation Status Validation Form (PTVACST)
Position Hazard Form (PEAPNHZ)	• Hazardous Materials Rule Form (PTRHAZD)
Employee Skills Form (PPASKIL)	• Skill Codes Rule Form (PTRSKIL) • Skill Levels Rule Form (PTRSKLV)
Skills Inventory Form (PPASINV)	• Skill Codes Rule Form (PTRSKIL) • Skill Levels Rule Form (PTRSKLV)

Day-to-Day Forms and Setup Needed, Continued

Purpose, continued

Day-to-Day Form	Setup Forms Needed
Position Description Form (PAAPDES)	• Position Class Rule Form (NTRPCLS) • Position Class Description Validation Form (PTVCDES) • Earning Code Rule Form (PTREARN)
Position Classification Description Form (PAACDES)	• Position Class Description Validation Form (PTVCDES)
Employee Jobs Form (NBAJOBS)	• Workers' Compensation Classification Validation Form (PTVRQST)

Forms Job Aid

Purpose   Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
PTRHAZD	Hazardous Materials Rule Form	
PTRHSIL	Incident Locations Rule Form	
PTRSKIL	Skill Codes Rule Form	
PTRSKLV	Skill Levels Rule Form	
NTRPCLS	Position Class Rule Form	
PTRCFAC	Compensable Factor Rule Form	
PTRHSME	Health and Safety Medical Codes Rule Form	
GORMEDR	Medical Disability Rule Form	
PTREARN	Earning Code Rule Form	
PTVDISA	Disability Status Code Validation Form	
PTVHSCR	Health and Safety Cost Reason Type Code Validation Form	
PTVHSLT	Health and Safety Incident Location Type Validation Form	
PTVHSMT	Health and Safety Medical Condition Type Validation Form	
PTVISTA	Incident Status Validation Form	
PTVHSPC	Health and Safety Party Classification Type Code Validation Form	
PTVHSTC	Health and Safety Incident Type Code Validation Form	
PTVHZSP	Hazard Standard Precautions Validation Form	
PTVHZTC	Hazard Type Code Validation Form	
PTVLITG	Litigation Status Validation Form	
PTVMANU	Manufacturers Validation Form	
PTVCDES	Position Class Description Validation Form	

Forms Job Aid, Continued

Purpose, continued

Form Name	Form Description	Owner
PTVRSTA	Recommendation Status Code Validation Form	
PTVWKCP	Workers' Compensation Classification Validation Form	
PTVRQST	Accommodation Request Status Validation Form	
PTVACST	Accommodation Status Validation Form	
PEAHSIN	Health and Safety Incident Form	
PEAPNHZ	Position Hazard Form	
PPASKIL	Employee Skills Form	
PPASINV	Skills Inventory Form	
PAAPDES	Position Description Form	
PAACDES	Position Classification Description Form	
NBAJOBS	Employee Jobs Form	

Release Date

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