SCT Banner Human Resources Health and Safety Administration Training Workbook

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Section A: Introduction

Overview

Workbook goal This course is intended to teach the participants, who have responsibilit campus health and safety, to identify campus health and safety problem well as potential solutions to those problems. The workbook is divided 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



- 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 H Incident Form set up Workers' Compensation codes, medical and disability information codes, health and safety costs codes, and positive accountability codes establish skills codes at different levels for health and safety 	ealth and Safety ty codes, status on y training.			
Prerequisites	To complete this section, you should have				
	 completed the SCT Education Practices computer-based tr tutorial "Banner 6.x Fundamentals: Navigation and Forms equivalent experience navigating in the SCT Banner syster completed the Human Resources Overview workbook completed the Biographic/Demographic workbook administrative rights to create the rules and set the validati Banner. 	raining (CBT) s," or have m on codes in SCT			
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 by other Human Resource modules.	below are also shared with			
	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 fo health	The following rule and validation forms must be established before recording nealth and safety incident:			re recording a
	 He He He 	ealth and Safety Incider ealth and Safety Incider ealth and Safety Incider	nt Type T nt Locati nt Locati	Validation Form (PTVHSTC on Type Validation Form (P on Rule Form (PTRHSIL)	C) PTVHSLT)
Health and Safety Incident Type Validation Form (PTVHSTC)	The H health entered	ealth and Safety Incide and safety incident typ d on the Health and Sa	ent Type be codes. fety Inci	Validation Form (PTVHST) The codes defined on this t dent Form (PEAHSIN).	C) establishes form are
Banner form	🙀 Health	and Safety Incident Type Validation From	m PTVHSTC :	7.0 (C700) 0000000000000000000000000000000000	
			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	Muttiple Autos Accident	07-JUN-1995
			000011	Criminal Assault	07-JUN-1995
					19-NOV-2004
Procedure	Follov	v these steps to comple	te the pr	ocess.	
	Step			Action	
	1	Access the Safety Inc	ident Tv	pe Validation Form (PTVHS	STC).
	2	Enter the next sequent	tial num	her in the Type Code field	/10/
	2	Enter a description of	<u>41 </u>	dent in the Dependent in field.	
	3	Enter a description of	the inclu	tent in the Description field	•
		<i>Example</i> : Fall on Sta	irs.		
	4	Click the Save icon.			
	5	Click the Exit icon.			
	I	L			

Incident Codes, Continued

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

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

Banner form

🙀 Health and Safety Incident Location Type Valid:	ation PTVHSI	LT 7.0 (C700) 0000000000000000000000000000000000	000000000000000000000000000000000000000
	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	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).			
(PTRHSIL)	This in that ar	nformation will allow investigators to locate places at your institution e habitual sources for safety and health incidents.		
Banner form	🤖 Health a	nd Safety Incident Location Rules PTRHSIL 7.0 (C700) 20200000000000000000000000000000000		
	Incident	Location Code: STAIRS		
	Descrip Address	tion: Stairs between 1st and 2nd Fir s: 2 Country View Road		
	Citra	Melvern		
	State or	Province: PA Pennsylvania		
	Zip or P	ostal Code:		
	Nation C	Code:		
	Activity	Date: 04-JAN-1995		
Procedure	Follov	v 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:				
	 <i>Willful</i> 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. <i>Repeated</i> violations occur when the institution fails to correct a previously recognized violation. The penalty includes a large fine. 				
	 <i>Serious</i> 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. <i>OSHA Standard</i> violation is one that violates an OSHA standard but has 				
	 Failure to Correct violations may result in a "per day" fine for failing to correct a cited violation. 				
	• <i>De Minimus</i> 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)				
	Continued on the next page				

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).
Ranner form	B Hazard Standard Precautions Validation From PTVHZSP 7.0 (C700)

Banner form

Precautions Code	Description	Activity Date
0001	Take a break often	13-JUN-1994
0002	Wear Ear Plugs	13-JUN-1994
0003	Wear Gloves	13-JUN-1994
0004	Wear Goggles	13-JUN-1994
0005	Wear Protective Clothing/Hat	13-JUN-1994
0006	Pregnant Women s/b Cautious	13-JUN-1994
0007	Wear Back Support	07-JUN-1995
0008	Use Special Office Car	07-JUN-1995
0012	Use Hand Rail	08-JUN-1995

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.

Hazard Type
Code ValidationThe 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).(PTVHZTC)

Banner form

azard Type Code Validation PTVHZTC	27.0 (C700) 🔀	*******************************	000000000000000000000000000000000000000
	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

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.

ManufacturerThe Manufacturer Validation Form (PTVMANU) establishes manufacturerValidation FormCodes for use on the Hazardous Materials Rule Form (PTRHAZD).(PTVMANU)Codes for use on the Hazardous Materials Rule Form (PTRHAZD).

Banner form

	Code	Description	Activity Date
A	PPL	Apple Corporation	13-JUN-1994
A	TT	AT&T	13-JUN-1994
DI	EER	John Deer Tractor	07-JUN-1995
D	IG	Digital Corporation	08-JUN-1993
D	ow	Dow Chemical	13-JUN-1994
IB	IM	IBM Corporation	13-JUN-1994
JA	ACB	Jacobson Mowers	07-JUN-1995
V	VANG	Wang	13-JUN-1994
XI	ERO	Xerox	13-JUN-1994
Ē			

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.

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

Hazard Code:				
Description: Manufacturer:	Toxic Chemical	CAS Number: MSDS Number:	123 321)•)•
Hazard Type	Imable Chemicals 2 Chemicals			
Precautions Code © 0003 Wear 0004 Wear 0005 Wear 0006 Preg	r Gloves r Goggles r Protective Clothing/Hat nant Women s/b Cautious			

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.
	<i>Example</i> : 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.

Proce	Procedure, continued		
Step	Action		
8	Enter the MSDS number in the MSDS No field.		
	<u>Note:</u> 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.		
	<u>Note:</u> You can assign more that one hazard type and precaution code to a hazard code.		
14	Click the Save icon.		



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

Banner form

🧟 Position H	azard PEAPNHZ 7.0 (C700) 30000000000000000000000000000000000
Position:	M00002 Electrician
Hazardo	us Materials
1	Toxic Chemical

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).			

Banner form	🙀 Health an	i Safety Medical Codes Rules PTRHSME 7.0 (C700) 20000000000000000000000000000000000					
	Medical	Me	dical				
	Code	Description Condit	ion Type ▼	Activity Date			
	BONE	Sprained/Broken	J Injury	02-JUN-1994			
	EYES	Eyes Burn/Toxic Chemicals	J Injury	08-JUN-1993			
				19-NOV-2004			
Procedure	Follov	w these steps to complete the process	5.				
	Step	tion					
	1	Access the Health and Safety Medie	cal Codes Rule Form (PTRH	ISME).			
	2	Enter a 1- to 4- character code in th	e Medical Code field, to ide	entify			
		the medical condition.					
	3	8 Enter a description of the medical condition in the Description fie					
	4	Double-click in the Medical Condi	ition Type field and select the	he code			
		for an injury.					
	5	Click the Save icon.					
	6	Click the Exit icon.					

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 Validation PTVDISA 7.0 (C700) Description Activity Date ITD Long Term Disability 13-JUN-1994 PERM Permanent Disability 13-JUN-1994 STD Short Term Disability 13-JUN-1994 I I I I I I I I I I I I I I I I I I						
Procedure	Follow	w 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					
	3	Enter a description of the status code in the Description field					
	4	Click the Save icon					
	5	Click the Exit icon.					

Health and Safety Medical Condition Type Form	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.			
(PTVHSMT)	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



Continued on the next page

Medical Disability Rule GORMEDR 7.0 (C70

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

Dommon	famme
вanner	Iorm

Medical Code Info	ormation			
Medical Code	Description			
>> 📴	Visually Impaired			<u>A</u>
DE	Hearing Impaired			
DI	Diabetic Insulin User			_
EP	Epileptic			
GN	Generic Medical identifier			
Dischility Group Infe	armatian			
Disability Group Into	Description	Default?	Liser ID	Activity Date
	Description	Dordan.		Heavily Dute
				19-NOV-2004

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.

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

Banner form

-			
Requ	iest Status	Description	ActMty Date
RA	MP Wheel	Ichair Ramp	19-NOV-2004
l l			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.

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

Banner form

Accommo	dation		
Statu	IS	Description	Activity Date
COMP	Completed		19-NOV-2004
			19-NOV-2004
	\neg		

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 for establi • He • W	ollow validation forms regarding health and safety costs codes must be lished before recording a health and safety incident: ealth and Safety Cost Reasons Validation Form (PTVHSCR) /orkers Compensation Classification Validation Form (PTVWKCP)				
Banner form	nner form The Health and Safety Cost Reasons Validation Form (PTVHSCR reason codes for associated health and safety expenses. Codes def form are entered on the Health and Safety Incident Form (PEAHS)					
		Reason Code	Description	Activity Date		
		EQU	Bought new equipment	08-JUN-1993		
		ERGO	Ergonomic desks and chairs	04-JAN-1995		
		PHYS	Physical therapy	04-JAN-1995		
		SAFT	Bought new safety gear	08-JUN-1993		
		STIC	Repaired Stairway Edges	08-JUN-1995		
			Cost associated with lawsuit	13-JUN-1994 19-NOV-2004		
Procedure	Follov	v these steps to complete the	process.			
	Step		Action			
	1	Access the Health and Safe (PTVHSCR).	ty Cost Reasons Validatio	n Form		
	2	Enter a 1- to 4- character co cost reason.	ode in the Reason Code fi	eld, to identify the		
	3	Enter a description of the co	ost reason in the Descript	ion field.		
		Note: Examples include erg	onomically sound furnitu	re, safety		
		equipment, and repairs and	renovations to prevent fut	ture accidents.		
	4	Click the Save icon.				
	5	Click the Exit icon.				

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	🦉 Workers	s Compensation Classification Validation F	PTWKCP 7.0	(C700) 0000000000000000000000000000000000			
			Code	Description	Activity Date		
		0	0001	Administrative/Support Staff	13-JUN-1994		
		e e e e e e e e e e e e e e e e e e e	0002	Maintenance	13-JUN-1994		
		le l	0003	Security	13-JUN-1994		
		l					
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 before	validation forms regarding status information codes must be established recording a health and safety incident:				
	 Inc He Lit Re All of (PEAH) 	eident Status Validation Form (PTVISTA) alth and Safety Party Classification Validation Form (PTVHSPC) igation Status Validation Form (PTVLITG) commendation Status Validation Form (PTVRSTA) the above codes are used in the Health and Safety Incident Form HSIN).				
Incident Status Validation Form (PTVISTA)	The In the add	ncident Status Validation Form (PTVISTA) establishes codes identifying ministrative status of a grievance or a health and safety incident.				
	🙀 Inciden	nt Status Validation PTVISTA 7.0 (C700) 20000000000000000000000000000000000				
		Status Code Description Activity Date				
		D Discarded 08-JUN-1993				
		Inactive 08-JUN-1993				
		R Review 08-JUN-1993				
		V Investigation 08-JUN-1993				
		19-NOV-2004				
Procedure	Follow	w 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 s	status.			
	3	Enter a description of the status in the Description field.				
	4	Click the Save icon.				
	5	Click the Fyit icon	lick the Frit icon			
	$\frac{1}{2}$	Access the Incident Status Validation Form (PTVISTA). Enter a 1-character code in the Status Code field to identify the status.				
	4	Click the Save icon				
	5	lick the Exit icon				

Status Information Codes, Continued

lealth and afety 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	Realth and Safety Party C	Classification Validation PTVHSPC	7.0 (C700) 00000000000000000000		
		Code	Description	Activity Date	
		PERP	Perpetrator	08-JUN-1993	
		SUP	Supervisor	08-JUN-1993	
		VIC	Victim	08-JUN-1993	
		VVIT	Witness	08-JUN-1993	
Procedure	Follow these step	ps to complete the pr	ocess.		
	Step		Action		

Step

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.

Status Information Codes, Continued

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

Banner form	🙀 Litigation Status Validation PTVLITG 7.0 (C700)	000000000000000000000000000000000000000	
	Status Code	Description	Activity Date
		Active	08-JUN-1993
	C	Considering	08-JUN-1993
	s	Settled	08-JUN-1993

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.

Continued on the next page

Status Information Codes, Continued

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

Banner form

Status Code	Description	Activity Date
	Active	08-JUN-1993
	Inactive	12-JUN-1995
J	Rejected	12-JUN-1995
Р	Planning	08-JUN-1993
R	Review	08-JUN-1993
Π		
П		- <u> </u>

Procedure

Follow	these	steps	to co	omplete	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)

<u>Note:</u> 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	Skill Cades Rules PTRSKIL 7.0 (C700) 30300000000000000000000000000000000				
		Level			
Skill Cod	e	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.
	<u>Notes:</u> 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.

Training through Skills Codes, Continued

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

<u>Note:</u> 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	els Rules PTRSKLV 7.0 (C700) 0000000000000000000000000000000000		000000000000000 <u>⊻</u> 1
Skill: Level:	000002 VordPerfect	Skill Value: Activity Date:	20
Skill: Level:	000002 VordPerfect	Skill Value: Activity Date:	25 13-JUN-1994
Skill: Level:		Skill Value: Activity Date:	
Skill:		Skill Value: Activity Date:	
Skill:		Skill Value:	
Skill:		Skill Value:	
Lever: Skill:		Activity Date:	
Level: Skill:		Activity Date: Skill Value:	
Level:		Activity Date:	

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.

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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 ClassThe 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

Descriptio	n	
Code	Description	Activity Date
A0001	Do strategic planning for long range goals of the university	13-JUN-1994
A0002	Administer budgets in excess of 1,000,000	13-JUN-1994
A0003	Administer long range goals	13-JUN-1994
C0001	File documents in a timely manner	13-JUN-1994
C0002	Light typing (under 50 wpm)	13-JUN-1994
C0003	Extensive typing (greater than 50 wpm)	13-JUN-1994
C0004	Knowledge of WordPerfect 5.0	13-JUN-1994
C0005	Spreadsheet Skills - Lotus 123	13-JUN-1994
C0006	Answer the telphone	13-JUN-1994
C0007	Receptionist duties	13-JUN-1994
G0001	Administer budgets in excess of 100,000	13-JUN-1994
G0004	Excellent communication skills	13-JUN-1994
M0001	Heavy lifting - > 25 pounds	13-JUN-1994
M0002	Stripping, waxing, polishing floors	13-JUN-1994
M0004	Clean, paint walls and trimwork	13-JUN-1994
M0005	Replace lightbulbs, fix venetian blinds	13-JUN-1994
M0003	Janitorial duties - emptying trash, cleaning blackboards	13-JUN-1994
T0002	Administer the oracle database	13-JUN-1994
TP004	Repair pc's, terminals, mac's and/or keyboards	13-JUN-1994
TP005	Analytical system knowledge	13-JUN-1994
TP006	Programming skills	13-JUN-1994
TR001	Repair and/or build structures	13-JUN-1994
TR002	Repair brickwork	13-JUN-1994

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

Title: Administrators	
Employee Class: 01 FT Administrative	Exempt Indicator Accrue Seniority
Probationary Period:	
EEO	
Employee Skill: 10 Executive/Admin and managerial	
Position Group: S004 Administrative Staff	
Wage and Salary	
Salary Group: 1995	Range Low: 40,000.00
Table: AD	Range Midpoint: 56,000.00
Grade: UI V	Kange High: 70,000.00

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.

Position through Accountability Codes, Continued

Compensable Factor Rule Form	The Compensable Factor Rule Form (PTRCFAC) establishes compensation points for use on the Job Point Factor Assignment Form (PEAJFAC).
(PTRCFAC)	Health and Safety accountability starts with assignment and ends with compensation tied to performance.

Banner form

🖉 Compensable Fac	tor Rules PTRCFAC 7.0 (C700) 00000000000000				-0000000 ≚
Code	Description	Minimum Points	Maximum Points	Activity Date	
ANAL	Analytical Skills	3,000	9,999	10-JUN-1994	<u> </u>
BUDG	Budget Responsibility	2,500	9,999	10-JUN-1994	
COMM	Communication Skills	200	9,999	10-JUN-1994	
DESN	Decision Making	1,000	9,999	10-JUN-1994	
HZMAT	Exposure to Hazardous Material	300	9,999	10-JUN-1994	
LEAD	Leadership	1,000	9,999	10-JUN-1994	
PROB	Problem Solving	3,000	9,999	10-JUN-1994	
SUPR	Supervisory Responsibility	3,500	9,999	10-JUN-1994	
					-
	L				

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 track health and safety problems by incident, physical locat employee, and position describe the importance of Material Safety Data Sheets (Mathematication) describe the difficulties and necessity of legal compliance a system can help with meeting the reporting requirements of as compliance with FMLA and ADA regulations. 	liability costs tion, hazard, SDS) and how and how the f OSHA, as well			
Prerequisites	To complete this section, you should have				
	 completed the SCT Education Practices computer-based tratutorial "Banner 6.x Fundamentals: Navigation and Forms 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 needed for health and safety have been set up for you.	raining (CBT) s," or have m			
In this section	These topics are covered in this section.				
	Торіс	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

Legend

= Department

= Supervisor

Ŵ

= Employee luman Resources This diagram highlights the processes used to record employee health and safety information into the SCT Banner HR system.



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

Incident Number:	6 Senerat	e Incident Number: 🛛 🖗			
Incident Date: Incident Date: Incident Time: Incident Status: Status Date:	Involved Persons or Parties 22-NOV-2004 III 09:30	Resolution and Follow Up Brief Dr Inciden Total C	escription: To t Location: DB ost:	xic chemical sprayed in eyes POT Truck Service Depot	
Incident Type Type Constant Chemin	cal Spill		Hazardous Materials Tox	ic Chemical	
Comments The toxic material sprayed into the victim's eyes for approx. five seconds. He quickly located a fourtain and washed eyes out with water for three minutes.					

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.		

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.

Incident Number: 🖗 Generate Incident Number:				
Inc	ident Involved Persons or Parties Resolution and Follow Up			
Type: ID: Employee Position: Comment	VIC Victim 710000008 Philip R. Nowicki Disability Code: Image: Comparison of Control of			
Medical Condition V EYES	Condition Type Primary Injury Injury Injury and Illness Type Implify Implify Impli			
Cost Reason Cost SAFT Bought new safety gear 28.50 Total Cost: 00				
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.			

Enter an Incident, Continued

Procee	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	V Health and Safety Incident PEAHSIN 7.0 (C700)				
	Incident Involved Persons or Parties Resolution and Follow Up Sequence Number Recommendation or Action Status 1 Review safety regulations with all maintenance sta R 2 Buy extra safety googles for depot Review 2 Buy extra safety googles for depot R				
	Follow Up Description Victim did not wart to lose time by going back to the maintenance office to get the safety googles. Reviewing all safety regulations with all maintenance staff. Recommend buying extra safety googles for the depot.				
Procedure	Follow these steps to complete the process.				
	Step Action				
	1 Select the <u>Resolution and Follow-up</u> tab.				
	2 Enter <i>1</i> 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.

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.

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.

Position Class: MFP02 Flectrician				
Code	Activity Date			
M0005 Replace lightbulbs, fix venetian blinds				
TR003 Repair and/or do electrical wiring				

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.

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.

Position Requirements PAAPREQ 7.0 (C700)	000000000000000000000000000000000000000		000000000000000000000000000000000000000
Skill	Indicator	Skill Level	Indicator
Diploma or Degree Degree T	Indicator		Indicator
Major v	Indicator	Minor	Indicator
Area of Concentration	Indicator		

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.

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.

Position: M00002 PEectrician Effective Date: 22-NOV-2004 P				
Job Factor Code	Factor Range Minimum	Factor Range Maximum	Job Point Factor	
HZMAT Exposure to Hazardous Material				
		Total Point Score:		·

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 s 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		
	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) - 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		
	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 (PTVL ITC)		
	<i>Continued on the next page</i>		

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.	
	Торіс	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	PTRHAZD	Health and Safety Incident	PEAHSIN
Form		Form	
		Position Hazard Form	PEAPNHZ
Incident Locations Rule Form	PTRHSIL	Health and Safety Incident	PEAHSIN
		Form	
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	PEAJFAC
		Form	
Health and Safety Medical	PTRHSME	Health and Safety Incident	PEAHSIN
Codes Rule Form		Form	
Medical Disability Rule Form	GORMEDR	Health and Safety Incident	PEAHSIN
		Form	
Earning Code Rule Form	PTREARN	Position Description Form	PAAPDES
Disability Status Code	PTVDISA	Health and Safety Incident	PEAHSIN
Validation Form		Form	
Health and Safety Cost Reason	PTVHSCR	Health and Safety Incident	PEAHSIN
Type Code Validation Form		Form	
Health and Safety Incident	PTVHSLT	Health and Safety Incident	PEAHSIN
Location Type Validation Form		Form	
Health and Safety Medical	PTVHSMT	Health and Safety Incident	PEAHSIN
Condition Type Validation		Form	
Form			
Incident Status Validation	PTVISTA	Health and Safety Incident	PEAHSIN
Form		Form	
Health and Safety Party	PTVHSPC	Health and Safety Incident	PEAHSIN
Classification Type Code		Form	
Validation Form			
Health and Safety Incident	PTVHSTC	Health and Safety Incident	PEAHSIN
Type Code Validation Form		Form	

Setup Forms and Where Used, Continued

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

Types of rule and validation forms needed, continued

Day-to-Day Forms and Setup Needed

Purpose Use this table for each	e as a guide to the day-to-day forms and the setup forms needed
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 Medical Condition Type Validation Form (PTVHSCR) Health and Safety Medical Condition Type Validation Form (PTVHSCR) 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)
Position Hazard Form	Hazardous Materials Rule Form (PTRHAZD)
(PEAPNHZ) Employee Skills Form	• Skill Codes Dule Form (DTDSKIL)
(DDASKII)	• Skill Codes Kule Form (PTRSKIL)
(FFASKIL)	• Skill Levels Kule Form (PTRSKLV)
Skills Inventory Form	• Skill Codes Rule Form (PTRSKIL)
(PPASINV)	• Skill Levels Rule Form (PTRSKLV)

Day-to-Day Forms and Setup Needed, Continued

Purpose, c	ontinued
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Day-to-Day Form	Setup Forms Needed	
Position Description Form	Position Class Rule Form (NTRPCLS)	
(PAAPDES)	• 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
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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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