

SAFETY AND NONCOMPLIANCE NOTICES


This module tracks two types of documents:

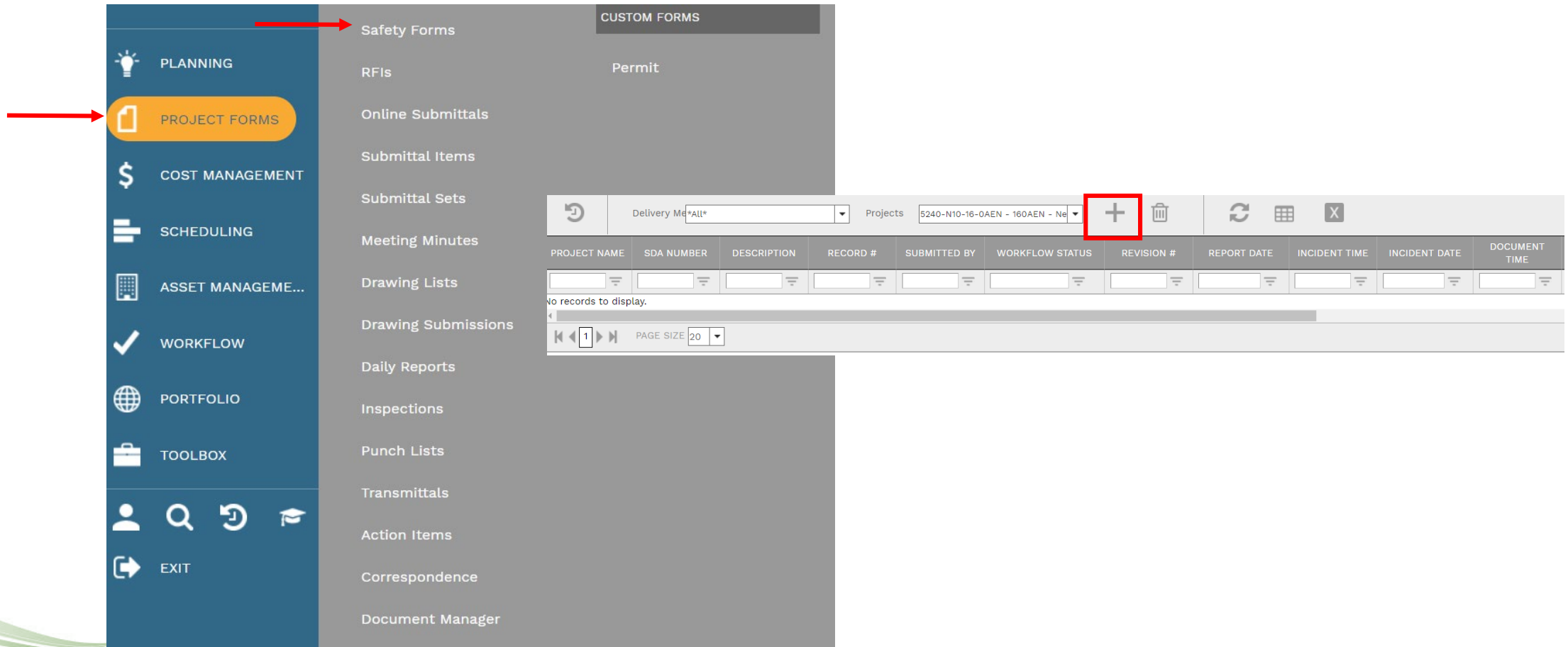
- **Safety** – Recording violations and injuries on the job site is critical for conforming to OSHA regulations. PMWeb will be able to track all required Safety documents for a project, including Injury/Illness reports and daily work observations.
- **Noncompliance Notices** – These documents notify the Contractor of deviations that can either be field or contract related. A Noncompliance may result in either the corrective action being noted on the document and being closed (if no further action is required) or the initiation of Change Management to track time/cost impact.



To navigate to the Safety Form, click **Project Forms**, then **Safety Forms** from the left hand menu. This displays the overall **Manager View** for the module and shows all records for all projects.

To search for an existing document, use the columns to filter for the data you need. For example, use the Record# column to search for a document. You can also narrow your search by school name by selecting it from the **Projects** drop down menu.

To add a new document, click the **Add** button. 

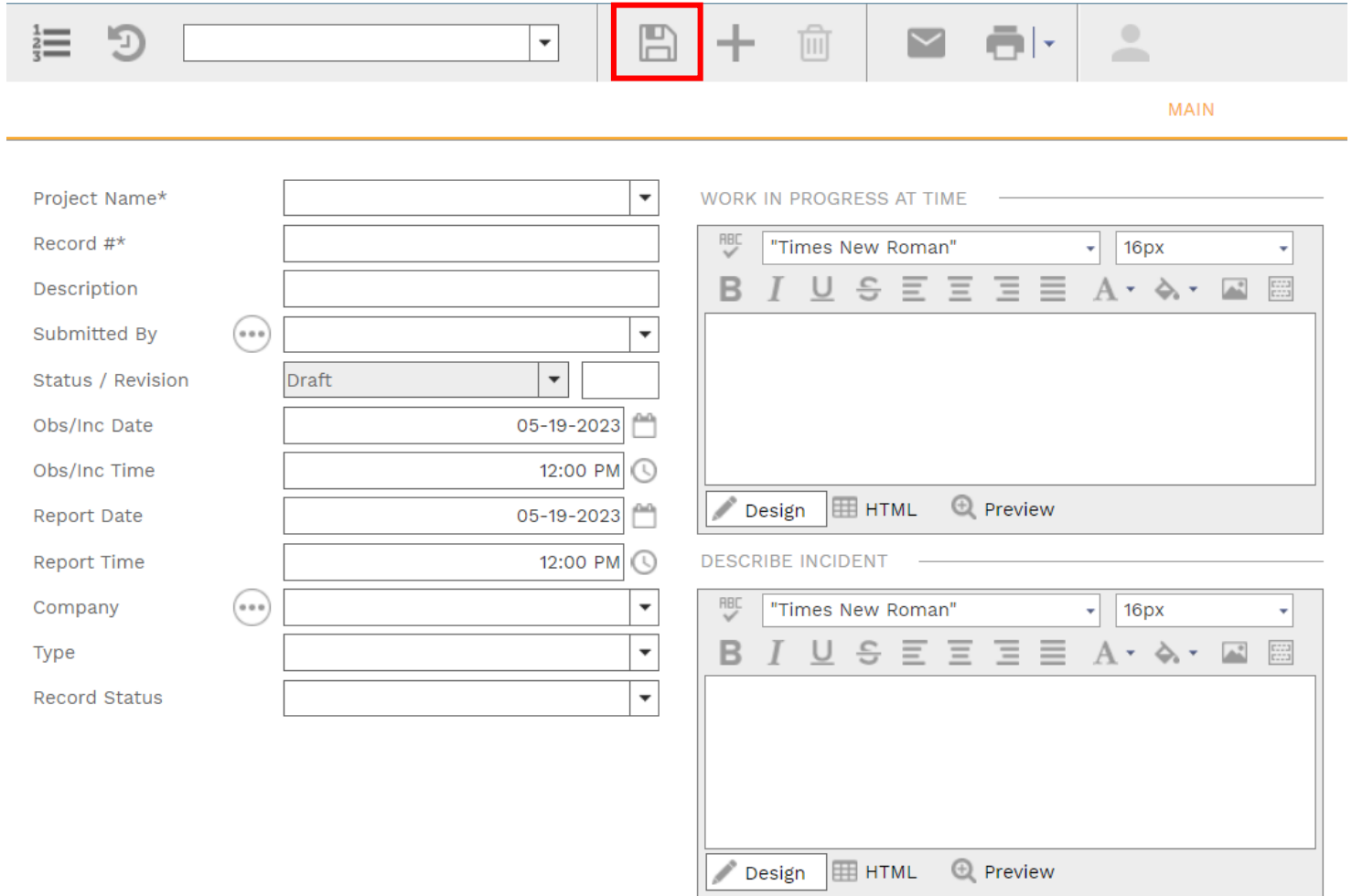


The screenshot displays the software interface. On the left is a dark blue navigation menu with icons and labels: PLANNING, PROJECT FORMS (highlighted with a red arrow), COST MANAGEMENT, SCHEDULING, ASSET MANAGEM..., WORKFLOW, PORTFOLIO, TOOLBOX, and EXIT. The main content area is titled 'CUSTOM FORMS' and lists various document types: Safety Forms (highlighted with a red arrow), RFIs, Permit, Online Submittals, Submittal Items, Submittal Sets, Meeting Minutes, Drawing Lists, Drawing Submissions, Daily Reports, Inspections, Punch Lists, Transmittals, Action Items, Correspondence, and Document Manager. Below the list is a toolbar with a refresh icon, a dropdown menu for 'Delivery Me' (set to 'All'), a 'Projects' dropdown menu (set to '5240-N10-16-0AEN - 160AEN - Ne'), and a red box around the '+' (Add) button. Below the toolbar is a table with columns: PROJECT NAME, SDA NUMBER, DESCRIPTION, RECORD #, SUBMITTED BY, WORKFLOW STATUS, REVISION #, REPORT DATE, INCIDENT TIME, INCIDENT DATE, and DOCUMENT TIME. The table currently shows 'No records to display.' and a 'PAGE SIZE' of 20.

The document screen displays. Enter the following information:

- Project (**required**)
- Record # (**required**)
- Description
- Submitted By
- Status/Revision
- Observation Date/Time
- Report Date/Time
- Company
- Type (**required**)
- Record Status
- Work in Progress at Time
- Describe Incident

Once completed, click the **Save** button to continue.



The screenshot shows a software interface for creating a document. At the top, there is a toolbar with several icons: a list icon, a refresh icon, a dropdown menu, a **Save** icon (highlighted with a red box), a plus icon, a trash icon, an envelope icon, a printer icon, and a user profile icon. Below the toolbar, the word "MAIN" is displayed in orange. The main content area is divided into two sections. The left section contains a form with the following fields: "Project Name*" (dropdown), "Record #*" (text), "Description" (text), "Submitted By" (dropdown with a menu icon), "Status / Revision" (dropdown with "Draft" selected and a text input), "Obs/Inc Date" (calendar icon, value "05-19-2023"), "Obs/Inc Time" (clock icon, value "12:00 PM"), "Report Date" (calendar icon, value "05-19-2023"), "Report Time" (clock icon, value "12:00 PM"), "Company" (dropdown with a menu icon), "Type" (dropdown), and "Record Status" (dropdown). The right section contains two identical text editors. Each editor has a toolbar with a font face dropdown ("Times New Roman"), a font size dropdown ("16px"), and icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, and outdent. Below the text area, there are three tabs: "Design" (selected), "HTML", and "Preview". The text editors are titled "WORK IN PROGRESS AT TIME" and "DESCRIBE INCIDENT".

Injury and Illness Report information is entered in the SDA Data tab section. Use the **Status, Injury-Illness and Safety Details** sub-tabs to enter this information. Find your applicable field and double-click the in the Data column, then enter your information on the peach-colored line. Click the **Update Records** button when finished.

Click the **Save** button when finished.

The screenshot displays the SDA Data tab interface. At the top, there is a navigation bar with a menu icon, a refresh icon, a dropdown menu showing '160AEN - NewGrade 7 to 9 School (L', and a toolbar with icons for save, add, delete, email, print, and a 'SUBMIT' button. Below the navigation bar, there are tabs for 'MAIN', 'SDA DATA', 'NOTES', 'ATTACHMENTS', 'WORKFLOW', and 'NOTIFICATIONS'. The 'SDA DATA' tab is active and highlighted. On the left side, there is a vertical menu with sub-tabs: 'Status', 'Injury-Illness', 'Safety Details', 'Non-Compliance Details', and 'Corrective Action'. The 'Injury-Illness' sub-tab is selected and highlighted. The main area contains a table with the following columns: 'SPEC', 'UOM', 'DATA', and 'NOTES'. The table has several rows, including 'Privacy Concern', 'Case Number', 'Injury Type', 'Case Classification', 'Days on Job or Restriction', 'Days Away from Work', 'Date of Death', 'Physician Name', 'Facility', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City', 'State', 'Postal Code', 'Treated in ER', and 'Hospitalized Overnight'. The 'DATA' column contains checkboxes for 'Privacy Concern', 'Treated in ER', and 'Hospitalized Overnight'. At the bottom of the table, there is a toolbar with 'Update Records' and 'Cancel' buttons. The 'Update Records' button is highlighted with a red box.

SPEC	UOM	DATA	NOTES
Privacy Concern		<input type="checkbox"/>	
Case Number			
Injury Type			
Case Classification			
Days on Job or Restriction			
Days Away from Work			
Date of Death			
Physician Name			
Facility			
Address Line 1			
Address Line 2			
Address Line 3			
City			
State			
Postal Code			
Treated in ER		<input type="checkbox"/>	
Hospitalized Overnight		<input type="checkbox"/>	

Noncompliance Notice information is entered in the SDA Data tab section. Use the **Non-Compliance Details** and **Corrective Action** sub-tabs to enter this information. Find your applicable field and double-click the in the Data column, then enter your information on the peach-colored line. Click the **Update Records** button when finished.

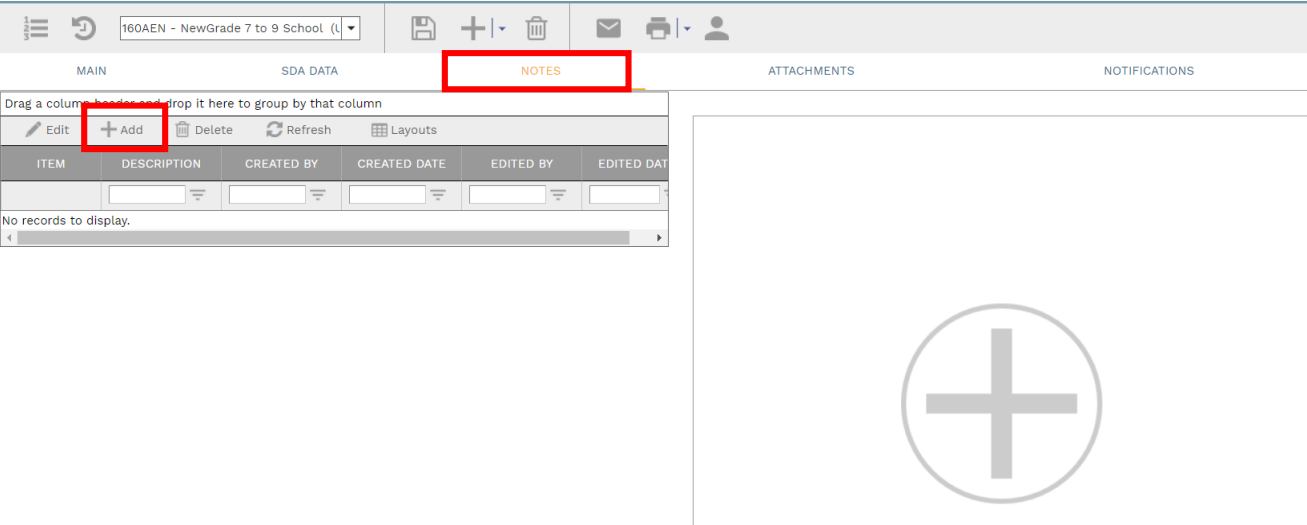
Click the **Save** button when finished.

The screenshot displays a software interface for SDA Data. At the top, there are navigation tabs: MAIN, SDA DATA (highlighted with a red box), NOTES, ATTACHMENTS, WORKFLOW, and NOTIFICATIONS. On the left side, there is a sidebar menu with options: Status, Injury-Illness, Safety Details, Non-Compliance Details (highlighted with a red box), and Corrective Action. The main area contains a table with the following structure:

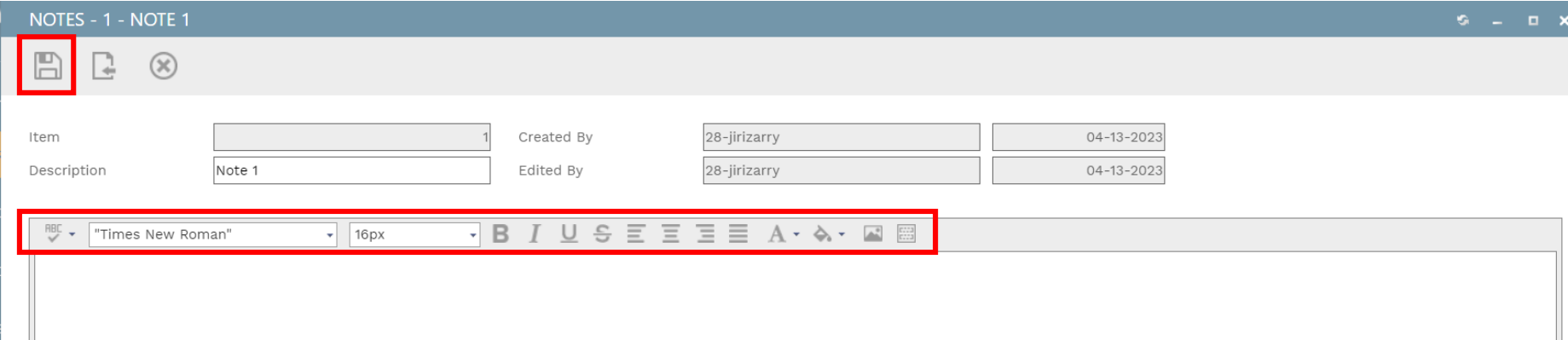
	SPEC	UOM	DATA	NOTES
Specification Section				
Area				
Contract				
Reference				
Change Manager				

Below the table, there is a control bar with an 'Update Records' button (highlighted with a red box) and a 'Cancel' button. The table's header row is highlighted with a peach-colored background.

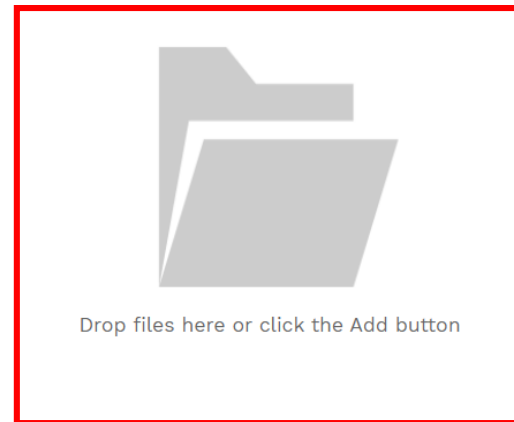
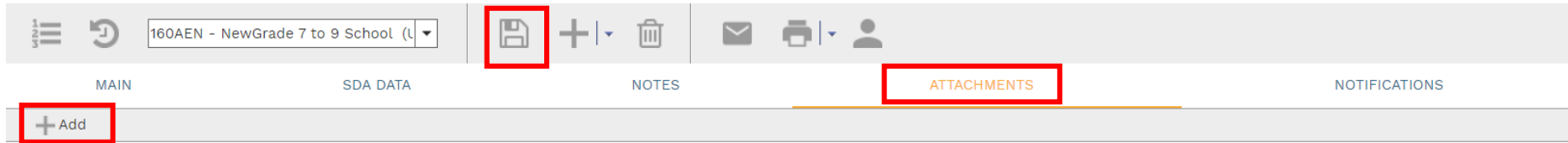
Click **Add** on the **Notes tab** to add additional notes as needed.



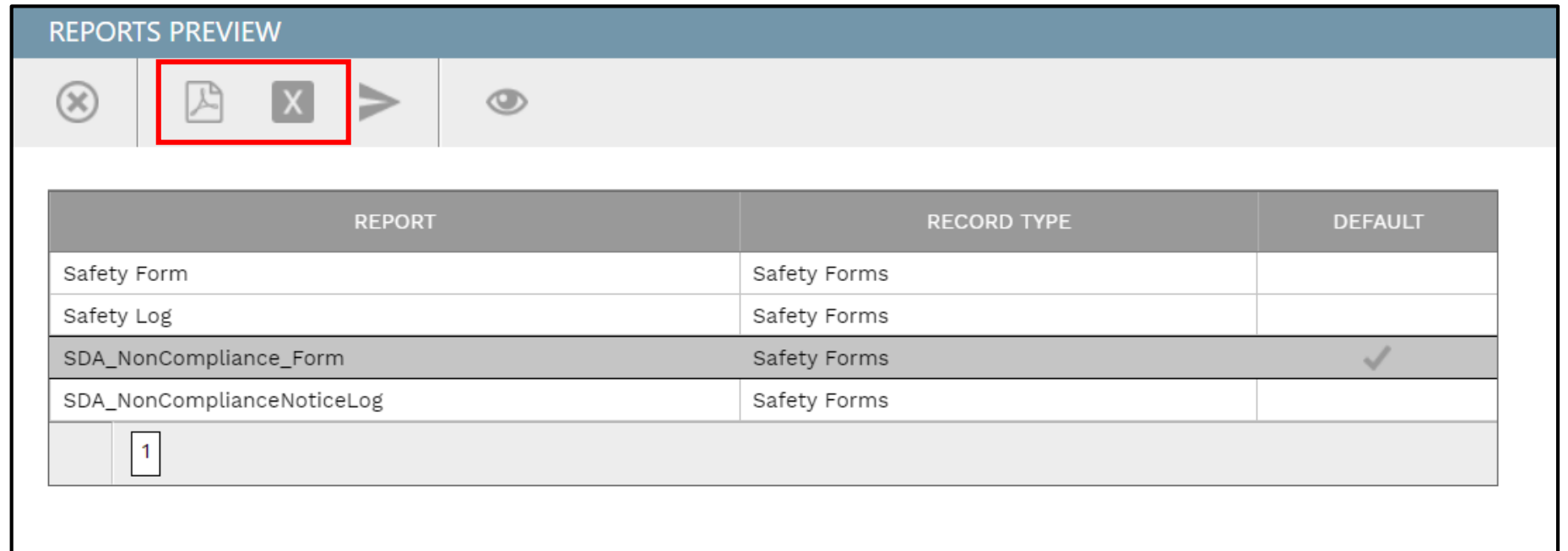
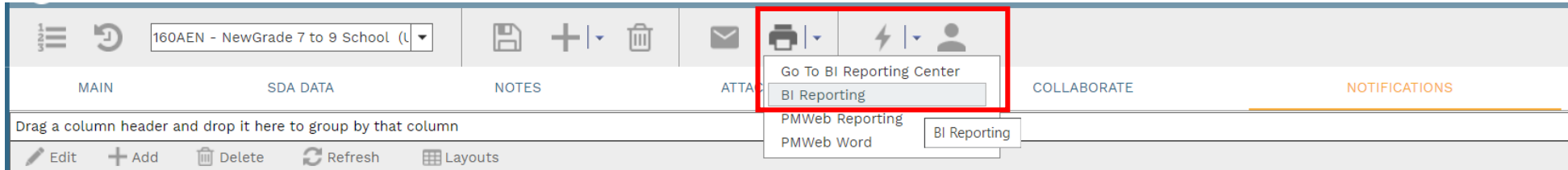
Enter your notes in the field provided. The text can be formatted using the toolbar shown. There is no limit to the amount of text you can enter. Click the **Save** button when completed.



On the **Attachments tab**, you can drag-and-drop your desired attachment(s) in the middle section of the screen, or you can choose **Add** to manually navigate to the location of your attachment on your computer, and add it through that window. Repeat the process for all additional attachments. Click the **Save** button when finished.



To print Safety information, click the **print button** and select **BI Reporting** from the drop down list. Choose an option from the report menu to receive your output (either Adobe or export to Excel) or to cancel the Reports Preview screen.



Note: Please be patient when waiting for output from a selected report. It may take a few minutes to load the data.



A **Workflow** is an automatic process initiated for the review of a document. Individuals who are responsible for reviewing, submitting information or approving the document have already been identified for this project and module.

On the **Workflow tab**, click the **Submit** button to begin the workflow process. The information for this workflow is shown, click **Save** to continue and initiate the workflow. Enter comments or additional email addresses if needed. As the document moves through the review/approval process, you will be able to come back to this screen to see the progress.

ACTIONS

BUSINESS PROCESS

WORKFLOW LOG

EMAIL PREVIEW

Subject: PMWeb Approval Request: RFIs 00001 -- 966 - 160AEN - NewGrade 7 to 9 School (Union City) - Utility Disconj

Comments: [Empty text area]

Email Body: A document has been Submitted for approval by Jennifer Irizarry.

Workflow Document Information:

- Document type: RFIs
- RFI #: 00001 -- 966
- Project Name: 160AEN - NewGrade 7 to 9 School (Union City)
- Contract: HU-0029-N01
- Document Description: Utility Disconnects

Add CC: [Input field]

DROP FILES HERE OR CLICK TO ADD

BUSINESS PROCESS

#	TYPE	ALL MUST APPROVE?	DUE DATE	ROLE	USER	DELEGATE	INSTRUCTIONS
	[User icon]	<input type="checkbox"/>		-- Submitter --			
1	[Group icon]			-- APM --	Prevent Submit if Category Blank		A value other than "Please select a value" is required to select to branch workflow.



You will be able to monitor the progress of the workflow process by referring to the Workflow Status field. If the document is returned at any point along the way, you will be able to modify as needed and resubmit the document in the workflow process.

Project	5240-N10-16-0AEN - 160AEN - NewG	▼
RFI #*	00001 -- 966	
Description	Utility Disconnects **MK:cdb67b19966c	
Contract #	HU-0029-N01	
Status	Draft	▼
		0

