SMIS DEMO TRANSCRIPT.

1. Go to this website: https://smis.faa.gov/home.htm. The SMIS login screen is displayed asking for the Username and Password. After filling up the information click on the login to continue.

Logging into the SMIS subjects you to FAA security regulations. Click here to read more about these regulations. If you forgot your User ID or Password, please contact the System Administrator.

Welcome to the Safety Management Information System (SMIS). The purpose of SMIS is to collect and disseminate statistical information on employee safety and health to all FAA organizations. SMIS provides a way for the FAA to monitor OSH trends and policy implementation efforts throughout the agency. First time users should change their password upon first logging into the SMIS system. SMIS is best viewed with current generation web browsers like Microsoft Internet Explorer™ (IE5 and up).

**FIRST TIME USERS:** Change your password upon first logging into SMIS. Click here to change your password.

For additional informations or questions about SMIS please contact Michael Thomas at (202) 493-4292.
2. An FAA login warning screen is displayed with the buttons "Accept" and "Cancel" displayed. After you have read the warning, click on the Accept button to continue.
3. The SMIS main page is displayed with the Main Menu bar at the top of the application. Now that you are logged in, select the Mishap from the Menu bar to continue. A drop down box is displayed with the following 4 choices: Add 3900-6, Modify 3900-6, Delete 3900-6, and View 3900-6. Select Add 3900-6 from the Mishap drop-down menu to continue with this simulation.
4. The incident description form is displayed. The cursor is in the Incident Description field. For the purposes of this exercise, John Doe has fallen from a ladder and sprained his back. Input a description of the incident, then press Enter. Once you have finished, go to 3. Date of Incident and select the Calendar icon to input a date.

In the incident description form, a pop-up calendar is displayed showing the month of March 2007. We are using March 20 and the date for this incident. The incident description form is displayed. Please note that you will need to fill in all highlighted items when creating an actual incident report. These includes: day of the week, time of the incident, CA-1 submitted, CA-2 submitted, facility type, LOC ID.
5. In the injury/illness information section fill up the Description of injury as back pain; Nature of injury/illness code as MB Back or strain, sprain; Source of injury/illness code as 0120 stairs, steps, passageways; total days lost with a begin date of March 20, 2007 and End Date of March 23, 2007. Verified or Estimated for this time allotment is displayed next to number days being calculated. Use Estimated for this example.

Now the instructions are pointing to the creator role drop down box. The person creating this document needs to have their role entered here. Select Supervisor for this example.

6. The next section will take you to the Personal Information Section. In the text-box 45, you are required to fill up the name of the Employee; use John Doe for this example. Note: For the purposes of this example only, the rest of John’s information will auto-fill for you. In an actual report, you will need to fill in all the highlighted areas by hand.

A Cost Center must be input into the text-box 48. We assume that you do not know the cost center you are looking for. Click on the Cost Center title, colored in blue, to open up a Cost Center window. A pop up box is displayed showing the purpose of cost center codes and a hyperlink to the cost center codes. In an actual report, you can access the list of cost center codes by selecting this link. After you have viewed the codes, you will need to close this window to proceed further. All titles in blue are hyperlinks to more information on the subject.
The next text-box you see is “LOC ID for OSHA 300”. You need to fill up this information; you may click on the blue link to access a window with IDs for OSHA 300.

7. The next form when scrolled down is for the Submitter Information. At the bottom of this form four buttons are displayed: Submit Final, Save Draft, Add Attachment, and Reset.

With an actual report: Click the Submit Final button at the bottom of this screen when you are ready to submit the completed form electronically. Use the Save Draft if you intend to come back to complete the form later. Click the Add Attachment button if you wish to attach picture, audio, video, Acrobat and Word files. Save this example exercise as a Draft.

8. A confirmation screen appears displaying the text: You have successfully added a draft record in the SMIS Mishap database. The record number of 123095258 was assigned to this case. To continue, either select another tab or close this program. When the report is successfully submitted, you will get this message. Note: Please do not use the back arrow at this point, or you may receive errors.
9. As shown in the picture, the SMIS Web site main page is displayed. Under the topic "Mishap" a drop down text box is displayed with the choices: Add 3900-6, Modify 3900-6, Delete 3900-6, and View 3900-6.

If you need to modify or view a 3900-6:
Click on Modify Mishap to make changes to it.

Click on View Mishap to just view it

A cutout view of the Modify 3900-6 form is displayed.

In this example, enter the person’s name, incident date and/or other selection information to locate the record.
As shown in SMIS website, under the topic "Report" a drop down text box is displayed with the report choices.

The OSHA Log provides Regional Safety Managers and line of business safety points of contact an automated means to create an electronic version of the OSHA 300 Log.

If you want to retrieve an OSHA 300 log, Click on Reports, and than Click on OSHA 300 Log.

27.10) Graphic on screen shows a blank OSHA Form 300, Log of Work-Related Injuries and Illnesses.

Note: All fields will be filled automatically if you select 3900-6 as the data source. If you select the WCIS data (available to safety professionals only), only sections “a” and “e” will be filled in and you will have to manually enter lost and restricted work days on your log.

Note: This form is required to be posted in the establishment from February 1 through April 30 of each year.

You have finished the segment on Mishap Reporting and Investigation.