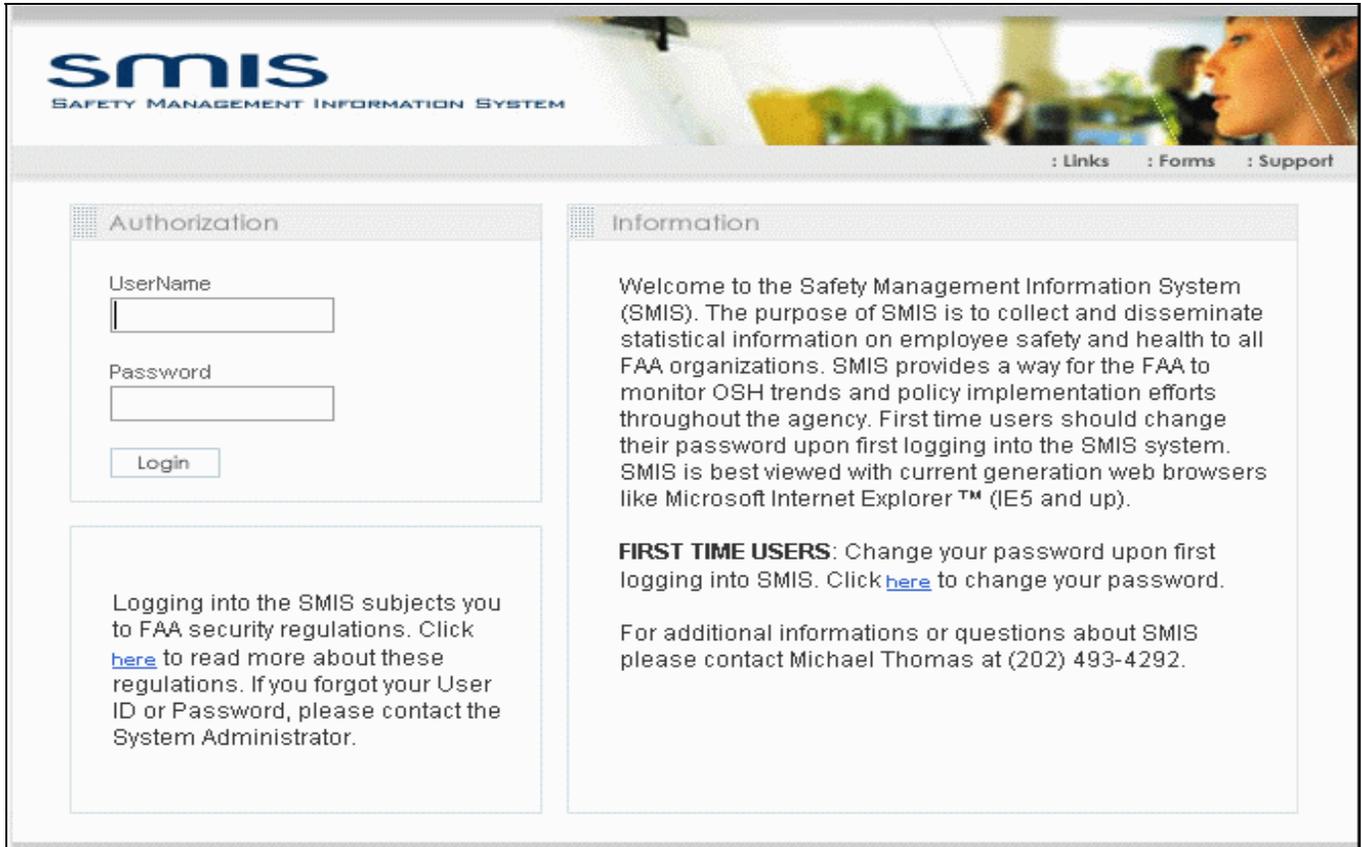


SMIS DEMO TRANSCRIPT.

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.



smis
SAFETY MANAGEMENT INFORMATION SYSTEM

: Links : Forms : Support

Authorization

UserName

Password

Login

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.

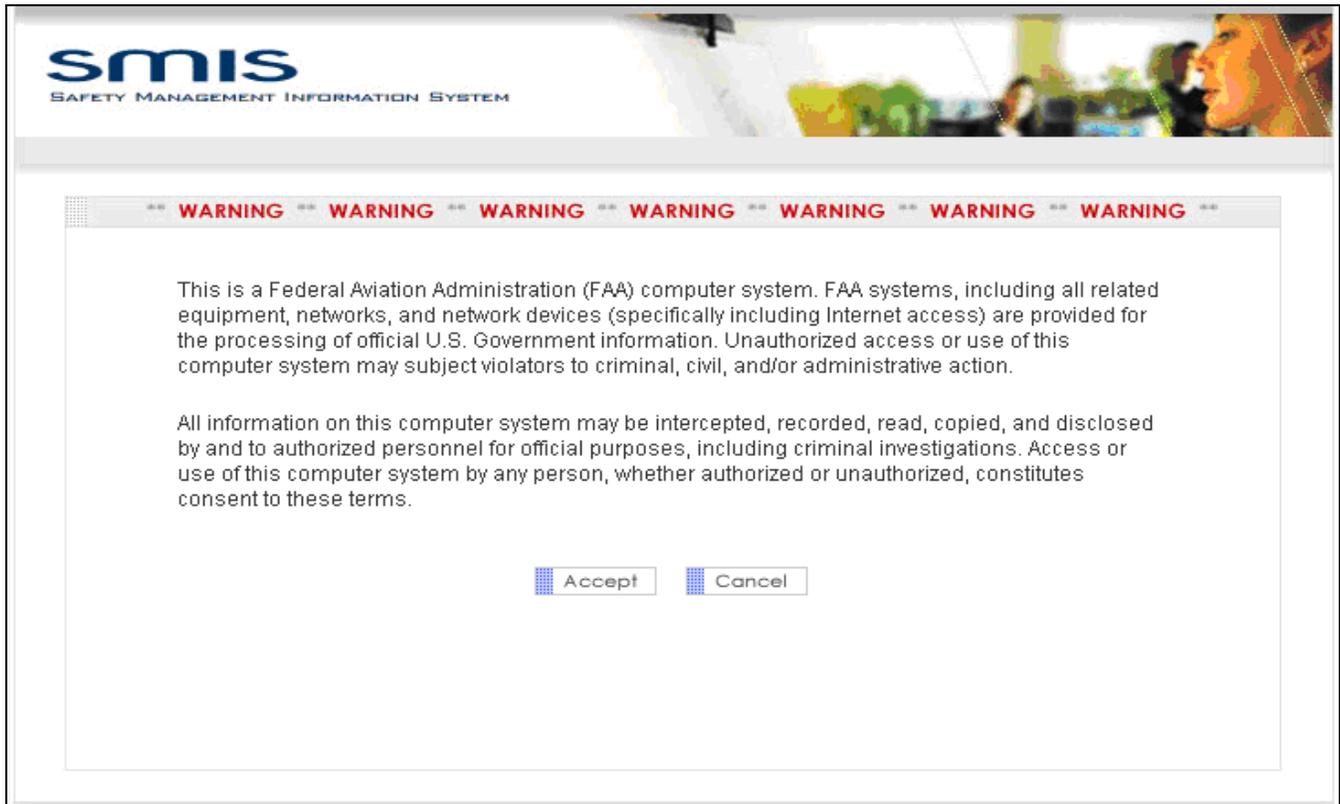
Information

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, Delete3900-6, and View 3900-6. Select Add 3900-6 from the Mishap drop-down menu to continue with this simulation.

smis
SAFETY MANAGEMENT INFORMATION SYSTEM

: Home : **Mishap** : Hazard : Inspection : Report : Forms : Links : Support

Click Add 3900-6

Add 3900-6
Modify 3900-6
Delete 3900-6
View 3900-6

The SMIS information page provides access to areas of Health management. These include the Home, Mishap screens. The Mishap section allows the user to Add, Modify, Delete and View hazards. The Inspection section allows users to retrieve information on inspections. The Reports section allows users to retrieve information on Illness and Injury Cost and Trends, and Federal Worker initiative information. The section allows downloading of the CA-1, CA-2, CA-6, CA-16 FAA Form 3900-6 Mishap Report, and the OSHA 300 Log Forms. The Links section provides easy access to the AEE-200 website, Federal Employee Initiative website, Hazard Investigation information, an Inspection Checklist, an Inspection policy, the NIOSH Website, a OSH Management Evaluation guide, the OSHA website, Safety Awareness for non-ATS LOBs, and the SMIS (Feedback) Evaluation form. The Support section links to the Location ID Table, the Cost Center Code Policy and Table, the SMIS Input Guide, and the SMIS output Guide (for an overview of SMIS).

ATTENTION ALL USERS: First time users can find information on how to use the system under Support tab. Current versions of Adobe Acrobat (4.0 and above) and Microsoft Excel (2000) must be installed correctly on your system to fully utilize all features of SMIS. Please contact your computer system support personnel if you experience difficulty configuring the software.

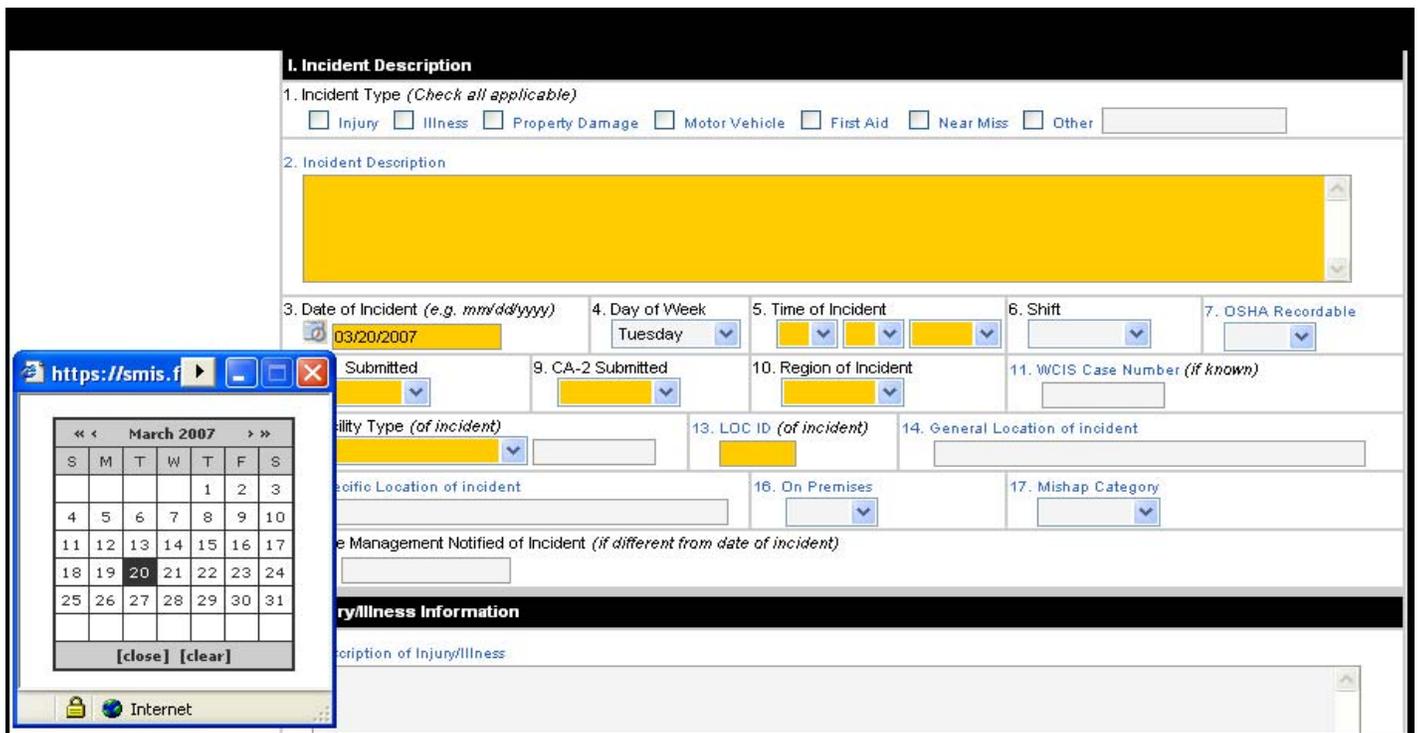
Software viewer may be downloaded at the link below. To fully use SMIS report capability Microsoft Excel (2000) full version must be installed, the Microsoft Excel viewer is intended to be a temporary solution.

For additional informations or questions about SMIS please contact Michael Thomas at (202) 493-4292 or Michael.Thomas@faa.gov.

Adobe Acrobat Reader Microsoft Excel SMIS Feedback

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.

| II. Injury/Illness Information | | | |
|--|--------------|--|--------------------|
| 19. Description of Injury/Illness Back pain. | | | |
| 20. Nature of Injury/Illness Codes MB Back or neck strain, sprain | | 21. Anatomical Location of Injury/Illness TB Back | |
| 22. Type of Injury/Illness Codes 220 Fell, different level | | Other | |
| 23. Source of Injury/Illness Codes 0120 Stairs, steps, Passageways | | Other | |
| 24. Total Days Lost Begin Date 03/20/2007 End Date 03/23/2007 # 3 Estimated by Supervisor | | | |
| 25. Total Restricted/Job Transfer Days Begin Date End Date # by | | | |
| 26. Medical Treatment by Health Care Professional | 27. Fatality | 28. Date of Death (e.g. mm/dd/yyyy) | 29. CA-6 Submitted |
| | | | |
| 30. Backfill Overtime (Estimated Dollar Cost of replacing worker) | | 31. Number of estimated hours or backfill overtime | |
| | | | |

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.

| IV. Personnel Information | | |
|--|--|--|
| 45. Employee Name First <input type="text" value="John"/> MI <input type="checkbox"/> Last <input type="text" value="Doe"/> | | 46. Sex <input type="text" value=""/> ▾ |
| 47. Date of Birth (e.g. mm/dd/yyyy) <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> | | |
| 48. Cost Center <input type="text" value=""/> | 49. Employee's Routing Number (e.g. AEE-XXX) <input type="text" value=""/> | 50. Region <input type="text" value=""/> ▾ |
| 51. Line of Business/Staff Office <input type="text" value=""/> ▾ Office <input type="text" value=""/> ▾ | 52. Job Series Number <input type="text" value=""/> ▾ | 53. Employee Category <input type="text" value=""/> ▾ |
| 54. Facility Type for OSHA 300 <input type="text" value=""/> ▾ | 55. LOC ID for OSHA 300 <input type="text" value=""/> | |
| 56. General Job Task <input type="text" value=""/> | 57. Specific Job Task <input type="text" value=""/> | 58. Years of FAA Employment <input type="text" value=""/> |
| 59. Years Employed in Occupation <input type="text" value=""/> | 60. Name of Employee's First Line Supervisor First <input type="text" value=""/> MI <input type="checkbox"/> Last <input type="text" value=""/> | |
| 61. Supervisor's Telephone Number (e.g. xxx-xxx-xxxx) <input type="text" value=""/> | 62. Supervisor or Designee present at time of incident <input type="text" value=""/> ▾ | |

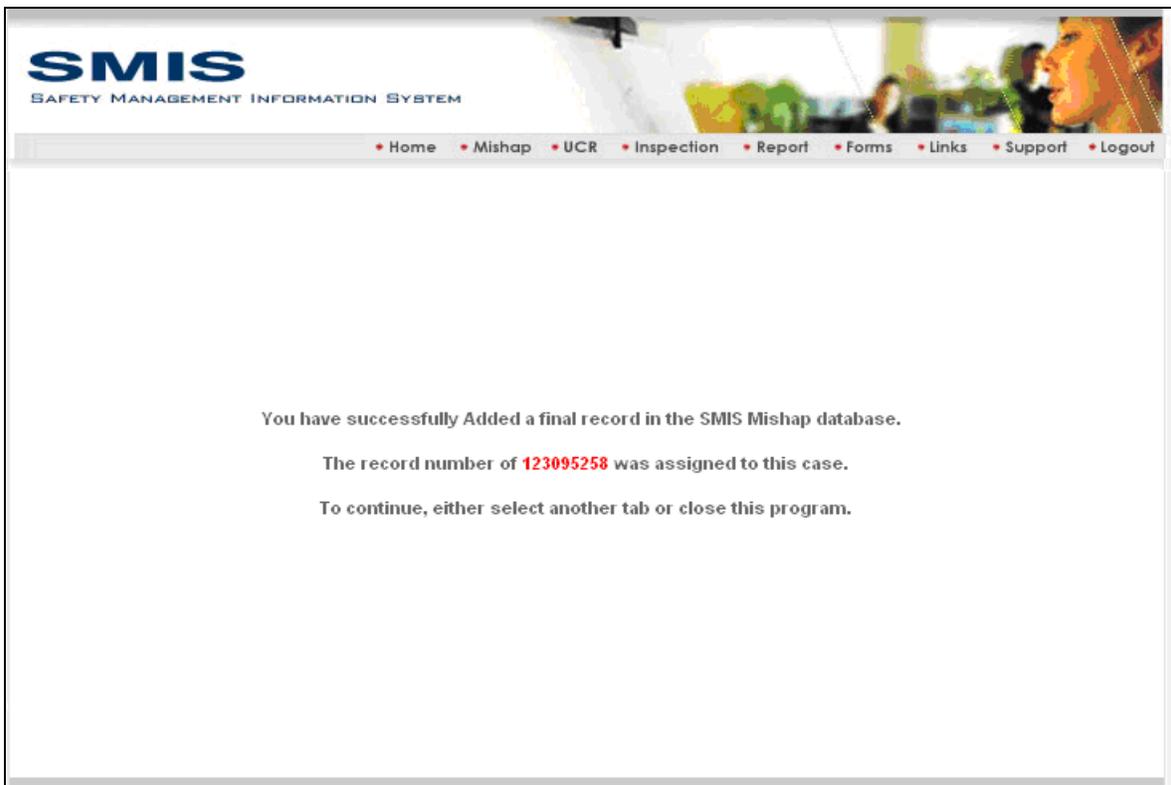
The next text-box you see is "LOC ID for OSHA 300". You need to fill up this information; you may click on the blue link to access a window with IDs for OSHA 300.

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.

| VI. Submitter Information | |
|--|---|
| 75. Mishap Report Prepared By (If not by Supervisor) First <input type="text" value=""/> MI <input type="checkbox"/> Last <input type="text" value=""/> | 76. Job Series Number <input type="text" value=""/> ▾ |
| 77. Job Title <input type="text" value=""/> | 78. Routing Number (e.g. AEA-XXX) <input type="text" value=""/> |
| 79. Telephone Number (e.g. xxx-xxx-xxxx) <input type="text" value=""/> | 80. Date of Report (e.g. mm/dd/yyyy) <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> |
| <input type="button" value="Submit Final"/> <input type="button" value="Save Draft"/> <input type="button" value="Add Attachment"/> <input type="button" value="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.

SMIS
SAFETY MANAGEMENT INFORMATION SYSTEM

• Home • Mishap • UCR • Inspection • **Report** • Forms • Links • Support • Logout

OSHA 300 Log

View 3900-6

Employee First Name:

Employee Last Name:

Record Number:

Location ID:

Facility Type:

Region:

Service Area:

Line of Business:

Cost Center:

Incident Date: (e.g. 01/29/2002)

Information

The view mishap page provides a way to view information on mishap cases. In addition to supervisors and their representatives, the Center or Regional Occupational Safety and Health Manager and the Line Of Business (LOB) Occupational Safety and Health (OSH) Point of Contact (POC) all have the capability to modify mishaps within their LOB, region or center as needed.

To select a mishap for viewing, enter the region, line of business, cost center code, location ID, facility type, and incident date, then press enter. The list of cost center codes, FAA ORDER 1375.7G is linked through the support menu.

Contact the Regional or Center Occupational Safety and Health Manager or your LOB OSH POC if you have questions on how to modify a mishap within your region/center. Email the system Administrator, Michael Thomas at Michael.Thomas@faa.gov or, by calling 202-493-4292 if you have problems viewing information.

***Note:** Region and Service Area can not both be selected as search criteria.

ESA: AEA, ACT, ANE, ASO, AWA
CSA: AAC, ACE, AGL, ASW
WSA: AAL, ANM, AWP

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 then 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.