



Process: Accident Report

Objective: Create an accident report with an IWIF claim number and required documentation.

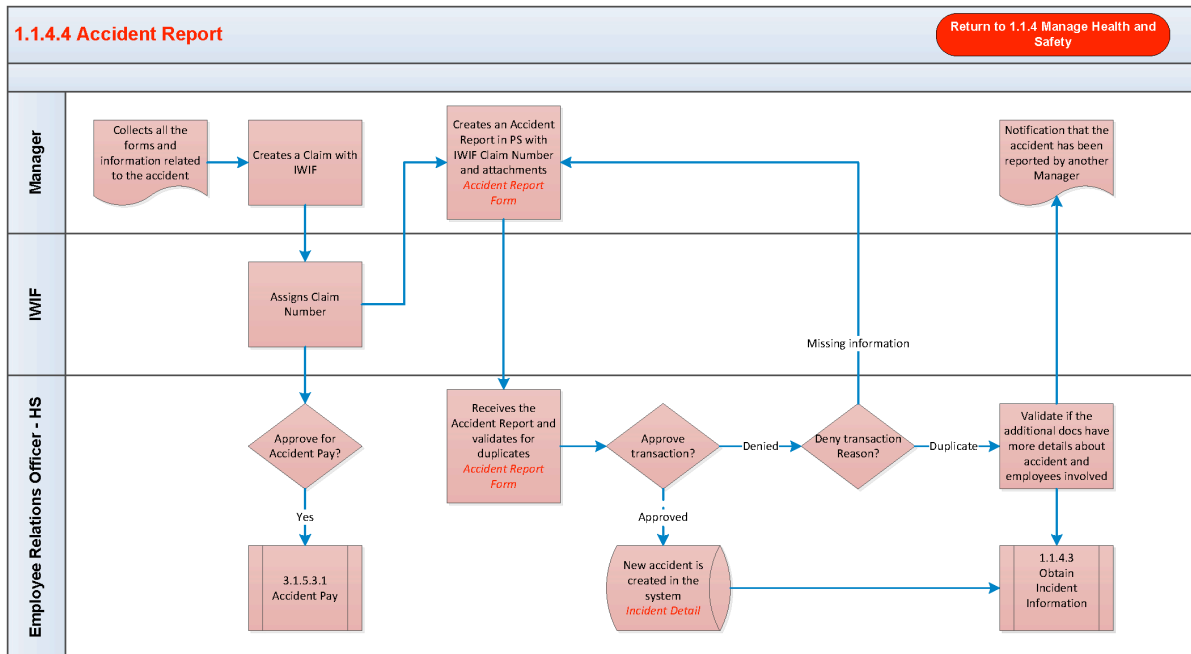
Maintain Health and Safety			
1.1.4.4 Accident Report			
Roles	Transaction	Approve Workflow	Deny Workflow
*Manager	Collect forms and information Create a Claim with IWIF		
IWIF	Assign a claim number		
Employee Relations Officer - HS	Approve accident pay Receives the accident report and validates for duplicates Create a new accident Validate additional documents Obtain incident information	Approve Accident Pay Approve Accident report form	Deny Accident report form with a reason
Inputs:	Forms and information related to the accident		
Outputs:	Newly created accident		
* Initiates process			

Process Details

Manager collects all the forms and information related to the accident and creates a claim with Injured Workers Insurance Fund (IWIF). After the IWIF assigns a claim number, the Manager creates an accident report with the IWIF claim number and attachments.

IWIF assigns a claim number for Managers to create an Accident report.

Employee Relations Officer approves pay related to the Accident report and receives the Accident report to validate duplicates. If the accident is approved, a new accident with the incident details is created in the system. If the transaction is denied with a duplicate, the additional documents are validated about the accident and Employees involved.



Process Exceptions and Errors: TBD (here we include any errors users may encounter)

Knowledge and Skill Level: Each role has a certain level of responsibility in the process. Employees should aim at understanding the processes per their role and become skillful in applying their knowledge to complete transactions efficiently and with minimal errors. To guide you in understanding what your level of knowledge and skill to aim for based on your role refer to the table below. Also, below, is a table with descriptions for each level.

Manage Health and Safety	1 = Fundamental
Accident Report	2 = Intermediate
Roles	Knowledge and Skill Level
Manager	2
IWIF	1

Employee Relations Officer - HS	3
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Level	Description
1	Fundamental – high-level understanding of process, basic ability to do tasks in CONNECT with some or no support, and may refer to a liaison for assistance.
2	Intermediate – full understanding of their individual role functions within a process and is proficient enough to operate effectively under minimal assistance. Has understanding of previous process tasks performed and the impact downstream.
3	Comprehensive – full understanding of process, related roles, activities and tasks performed to complete the process. Comprehensive ability of role functions within the process with no assistance. Ability to perform other tasks related to other roles within the process.