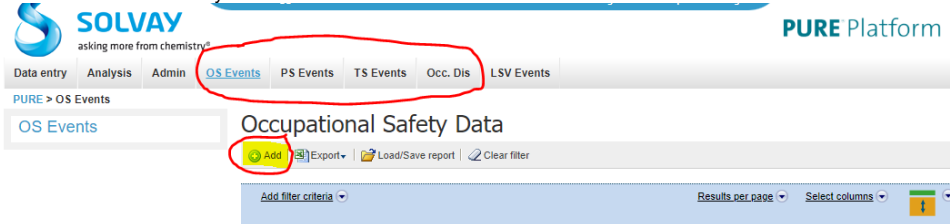


Declare an accident / incident (OS, PS, TS, OH)

- [Entering data](#)
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Entering data

1. If you need to add an incident (OS, PS, TS, LSV or OH), click on the top menu tab to access the correct form
2. Click Add to add an entry



3. The form opens, enter information across all data entry tabs of the form (fields marked by a red asterisk are mandatory)

Please note that Site Entity and Date are mandatory to create the declaration. Red asterisk fields must be filled in later on to complete the declaration

4. Click on the options at the top of each form to create the event and move the form along the workflow

Occupational Safety Event

Process Safety Event

Workflow

- An incident workflow is created and used to manage the process of logging incidents and tracking and progressing investigations.
- The workflow controls which users can access the incident form at each state in the workflow, and which users can move the incident form from one workflow state to the next.
- Note that for data security purpose, the **declarations cannot be deleted by the users**. Mail to hse.reporting@solvay.com to request a record deletion.

[blocked URL](#)

Approving data

1. Go to the tab of the form, which needs approval, enter an incident by double-clicking on the row of the list view

2. Depending on the workflow state approvers can approve the form by moving it further along the workflow or by sending it back to the state in which the data provider can alter the data

Analyzing data

Events list

For each domain, you can display the list of all events.

- **Search zone**
- **Add filter criteria:** to filter the list by site, date, zone, severity.....
- **Select column:** to add or remove columns to select what data is displayed
- **Load/Save report:** to load or save layout created
- **Export** on Excel
- Sort columns by ascending/descending order

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Quick charts

From the events list, you can use quickly build charts using quick charts by clicking on [blocked URL](#)

- Select the graphs type you want display
- Click on "Add break down" to select item to display

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For any further information contact the Solvay Support Team at hse.reporting@solvay.com

Related articles

- [Introduction - Moving from old systems](#)
- [Declare an accident / incident \(OS, PS, TS, OH\)](#)
- [PURE_Fill in delegation Forms \(OS, PS, IH, OH\)](#)
- [Fill in delegation Forms \(SERF\)](#)