



REGISTERED CAIRS ADMINISTRATORS

Register for CAIRS Access

If you are a JOHSC or LST Chair, Supervisor, Manager, or Safety Advisor follow one of these instructions:

Note: To visit CAIRS, you may find it via the Safety & Risk Services website at: <http://srs.ubc.ca/>

1. Click the link: https://www.cairs.ubc.ca/public_page.php
 - a. Select Administrator Login
 - b. Select “If you require administrative access to CAIRS, click here”
 - c. Complete the instructions on the page and follow up email.
 - d. SRS will follow up with you, regarding granting access.
2. Click this link: <https://www.cairs.ubc.ca/login.php>
 - a. Select “If you require administrative access to CAIRS, click here”
 - b. Complete the instructions on the page and follow up email.
 - c. SRS will follow up with you, regarding granting access.

Personal Settings

Administrative Access can be edited at any time by clicking the “**Personal Settings**” Tab in the tool bar while logged into CAIRS as an Administrator.

- Fields that have the checkboxes can only be changed by calling SRS
- Filter settings can be requested by adding them to your profile, however, they will not activate until approved by SRS.

Filters

- Filters can be requested by user, but SRS must grant permission. CAIRS Reports will be filtered according to these checked boxes.



Set Required Filters

Select the appropriate check boxes for the incidents that this user is required to be notified of. They will receive an email each time an incident is submitted that meets this criteria. When they log in to the database, the incidents they can see will be filtered to what you select here.

Employee Campus Affiliation: Vancouver Okanagan

Person Type: Staff Faculty Paid Student Practicum/Clinical Placement Student Other Student Visitor/Volunteer/Visiting Student Contractor

Severity: Incident Only (near-miss, minor injury, or property damage) Medical Treatment (visit doctor, no days off) Time Loss (days off work, excluding incident day)

Type of Claim: No injury An injury An occupational disease A repetitive/gradual onset injury

Real/Test Incident? Real Incident Test Incident

Department Filter: BOPS - Building Operations ([including sub depts](#))

Building Filter:

Notify user of new incident submissions and incident type changes that meet the above criteria
 Notify user of new anonymous hazard report submissions

Department Filter

Select the departments whose incidents the user need to be notified of.

Select Department:

Include all sub-departments of the selected department(s)

Filtered Departments	Approved	Include Sub Departments	Notifications Enabled	Remove
BOPS - Building Operations	<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> Include Sub Depts	<input checked="" type="checkbox"/> Notifications	<input type="button" value="Remove"/>

Building Filter

Select the building whose incidents the user need to be notified of.

Select Building:

Filtered Buildings Approved

SHHS Unit Filter

Select the SHHS units whose incidents the user need to be notified of.

Select SHHS Unit:

BOPS Crew Filter

Select the BOPS Crews whose incidents the user need to be notified of.

Select BOPS Crew(s):

Accident Type Filters

Select which accident types the user needs to see or be notified of. The user will see all occurrences of the selected accident types.

Select Accident Types:

User's results are not filtered by accident type.

Union Filters

Select which unions the user needs to see or be notified of. The user will see all occurrences of the selected unions.

Select Unions:

Filters Permissions

- Approved
 - SRS will receive an email notifying of the request. But the user will not receive an automated email.
- Include Sub-Depts
 - Check to include all departments that fall under the selected department.
- Notifications Enabled
 - Unchecking this will disable automated emails for that filter.
 - The filters will still be available for review.
- Remove
 - Remove filter.
- Specific filters below will filter your incident feed. However, these filters function by allowing access to any incident that meets your filter.
 - Therefore, it is important to limit your filter to the most specific required areas.



- Example: If you select Department “Building Operations (BOPS)” and Union “CUPE 116” you will see reports for all of BOPS AND all of CUPE 116. Not just the CUPE 116 member of BOPS.
- Example: If you are the Department Head in Applied Science, and wish to see all of the Faculty, you may select APSF and “Include Sub-Depts”. If you select additional buildings, you will see the incidents in those buildings (such those from Arts, Science, Building Ops., etc.).

Using CAIRS as an Administrator

Access incidents

1. Log in as a CAIRS Administrator with your CWL at: <https://www.cairs.ubc.ca/login.php>
2. Select any filters and Incident ID to view details or “Report” to view the html report screen for printing.

The screenshot shows the CAIRS filter interface. At the top, there are navigation tabs: SUBMITTED INCIDENTS, STATISTICS, PERSONAL SETTINGS, SUBMIT NEW INCIDENT, and LOGOUT. Below this is the title "UBC Centralized Accident / Incident Reporting System (CAIRS)".

There are two callout boxes:

- Callout 1:** Points to the "Data Filters Show/Hide" link. Text: "Click **Show/Hide** to hide your data filters. Note: Date filter is automatically set to 6 months prior to current date."
- Callout 2:** Points to the "Update Incident List" button. Text: "Click **Update Incident List** to repopulate the incidents based on the new filters."

The filter interface includes:

- Incident Date Range: Start Date (2018-12-01), End Date (empty)
- Employee Campus: Vancouver, Okanagan
- Person Type: Staff, Faculty, Paid Student, Practicum/Clinical Placement Student, Other Student, Visitor/Volunteer/Visiting Student, Contractor
- Severity: Incident Only (near-miss, minor injury, or property damage), Medical Treatment
- Type of Claim: No injury, An injury, An occupational disease, A repetitive/gradual
- Department Filter: All Departments
- Building Filter: No Specific Buildings
- Update Incident List button

Click the incident ID in the left column to view the full form, if your account settings allow, you can edit the incident.
You can show/hide columns in this table, and rearrange the columns by dragging the column heading to another place; your settings will be saved for your next visit.

Show: 10 1 Column visibility

Incident ID	Incident Date	Department	Person Type	Accident Type	Severity	Accident Investigation	Corrective Actions	Edit Settings	Report
123528 Submitted: 2019-05-27	2019-05-27		Visitor	Other	Incident only	<input type="checkbox"/>	<input type="checkbox"/>	Edit Settings	View
123527 Submitted: 2019-05-27	2019-05-27		Visitor	Other	Incident only	<input type="checkbox"/>	<input type="checkbox"/>	Edit Settings	View
123526 Submitted: 2019-05-24	2019-05-24	RKMS - Risk Management Services	Staff	Other	Incident only	<input type="checkbox"/>	<input type="checkbox"/>	Edit Settings	View

Callout 2 points to the incident ID "123527". Callout 3 points to the "Edit Settings" link in the third row.

Edit Incidents

1. Click **Column Visibility** to adjust any columns you would like visible for quick review.
2. Fields in the report can be edited based on the Administrators level of access granted.
3. Initial settings (Claim type, Severity, Person Type) of the incident can be edited by clicking **“Edit Settings”**



Accident Investigation (AI) Checkbox

In the Incident List screen, Administrators will see a column “Accident Investigation” or “AI” with checkboxes. The checkboxes will not be checked and yellow if Step 5 (Accident Investigation) was not completed.

Completion of this step means:

- All Causes had at least one box checked.
- The root cause box was filled.
- The employer and worker representative information was entered.

Corrective (Corr.) Actions Checkbox

In the Incident List screen, Administrators will see a column “Corrective (Corr.) Actions” with checkboxes. The checkboxes will not be checked and yellow if Step 6 (Corrective Actions) was not completed.

Completion of this step means:

- At least one Corrective Action has been entered.
- The action has a Name and Job Title assigned.
- The action had an Estimated Completion Date.
- The action has a Date Completed.

Generate Reports

Registered CAIRS Administrators will be able to print out different versions of the report.

View this form in [Standard Writer Format](#) | [WHS/Claims Format](#) | [Investigation Format](#).

Generate PDF Summary
Generate PDF Summary (Preliminary)
Generate PDF for Posting in a Public Space

Standard Writer Format

- Arranges order based on written layout of CAIRS.
- Standard order is what the Supervisor and Employee will see when they complete their reports.

WHS/Claims Format

- Arranges order based on WHS and claims requirements for WSBC.
- Employee Report is included.



Investigation Format

- Arranges order based on SRS incident investigation requirements for WSBC.
- Employee Report is not included.

Generate PDF Summary

- Generates a PDF copy of the Full Report based on order selected.
- Personal information fields are present, but information is redacted.
 - ❖ Information is available if the Personal Information checkbox permission is granted.

Generate PDF Summary (Preliminary)

- Generates a PDF copy of the Preliminary Report based on order selected.
 - ❖ May not be available to some users or incident reports.
- Personal information fields are present, but information is redacted.
 - ❖ Information is available if the Personal Information checkbox permission is granted.

Generate PDF for Posting in a Public Space

- Generates a PDF copy of the Full Report based on order selected.
- Personal information is redacted, with the exception of comment boxes.