CAIRS STATISTICS

Access Statistics

To utilize the Statistics function of CAIRS, the user will require registered administrative access, and be logged in to CAIRS as an Administrator.

- Select the Statistics Tab in the toolbar.
  - Statistics will have default settings that match occupational categories.
  - Witness/Person Reported To Forms are not included in the occupational counts.

**Step 1 – Select Date and Unit**

1. Click and select the desired **Date Range**.
   a. Annual trend data will be included in some reports regardless of the date range selected.
   b. Annual trend data is pre-set to 12 months previous to the end date selected.
   c. Dates will retrieve records based on **Date Of Submission** (inclusive).
2. Click **UBC Organization Filter**
   a. Select the VP Department/Faculty Level or Joint Occupational Health & Safety Committee.
   b. **Note:** Users will only be able to access the departments and committees they have registered access for.

**Step 2 – Select Additional Fields**

1. Click to select any other desired filters (Campus, Person Type, Severity, Claim Type, and Other Filters).
   a. Filter options will affect charts based on selections for a more in depth analysis.
      i. Example: By removing certain “Person Types”, the charts displayed will be reflective of those categories selected.
      ii. Example: By selecting “Accident Types – Falls on Same Level,” you will see all of the same charts (Injury Rate, Claims, etc.), but focused specifically to falls.
   b. Filters will be deactivated based on access privileges.
Step 3 – Select Display Option

1. Select action:
   a. **JOHSC Statistics** – Creates a report based on filters of the UBC JOHSC Structure.
   b. **Unit Specific Statistics** – Creates a report based on filters of the UBC Organizational Structure provided by UBC Human Resources.
   c. **Incident Report** – Creates a redacted incident summary report.
   d. **Outstanding Corrective Actions** – Creates a redacted summary report of incidents with incomplete Corrective Actions.
   e. **Incident Map** – Generates a map based on filters.
   f. **Note:** Unit Specific Statistics and Incident Map are not available to JOHSC Administrators.
   g. **Note:** Any changes/additions you wish to make after the report is generated will require reloading a new report.

2. Select Print/Download action:
   a. **Print** – Found in the upper and lower right of the report, allows the report to be printed (paper or pdf).
   b. **Menu** – Allows individual charts to be downloaded.
   c. **Sort** – Allows the user to sort the “Incident Report” and “Outstanding Corrective Actions” Report.
   d. **Column Visibility** – Adjust what columns are visible in the Key Performance Indicator section.
      i. **Note:** This option is not available to JOHSC Administrators.
   e. **Excel** – Export the data of an Incident Report or KPI section to Excel.
   f. **Note:** Any modifications to the graphs (de-selecting axis labels, changing visible columns, adding graphs) will not be immediately printable. Due to the interface:
      i. Select Print
      ii. Cancel the print in the Pop-Up box
      iii. In the browser, make changes
      iv. Print via the web browser function.
Analyze Charts

- Chart axis labels can be adjusted on certain graphs.
  - Example: The user can remove all but Time Loss incidents from a graph if desired, by clicking the labels on the X-Axis.
  - The edits can be downloaded via Menu.
  - Note: Any modifications to the graphs (de-selecting axis labels, changing visible columns, adding graphs) will not be immediately printable. Due to the interface:
    - Select Print
    - Cancel the print in the Pop-Up box
    - In the browser, make changes
    - Print via the web browser function.

- If further analysis is required, please contact SRS for additional reports.

Other Key Performance Indicators (KPI)

- Allows users to review performances and compliance of the selected areas.
- Values in red indicate this field is non-compliant to the Workers Compensation Act.
  - “Report Submitted in 48 Hours” KPI excludes weekends (includes Statutory Holidays)
- Note: Incident Investigations are submitted to WorkSafeBC 30 days from the date of incident. As a result, there may be a 30 day delay on some Incident Investigation stats in the KPI table.

- Column criteria can be clicked on/off as desired through the Column Visibility button.
  - Due to limited space, certain criteria will not be visible by default.
  - A maximum of 12 columns can be displayed.
  - Note: Any modifications to the KPI Table (changing visible columns) will not be immediately printable. Due to the interface:
    - Select Print
    - Cancel the print in the Pop-Up box
    - In the browser, make changes
    - Print via the web browser function.
  - The KPI Table can be exported to Excel via Excel.