



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:
 - 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.
- 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:
 - 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.
 - The KPI Table can be exported to Excel via **Excel**.