

HR-125-010: Manage & Monitor Employee Health Records

As Employee, I want to:

1. To receive notifications of health records/tests that are due soon.
2. Add attachments to health record request
3. Submit information through the mobile app while out of range and have data synch up when in service area.
4. Use worker comp time codes prior to process completion
5. To receive and review results
6. To review past results
7. To be able to export or download health records
8. To update certifications in employee record where applicable

As DHR/Agency [Occupational Health Admin], I want to:

1. To be able to configure the record retention for certain test results that need to be maintained longer than regular record retention rules (i.e. lead or asbestos tests that must be maintained for 30 years).
2. Include managers in health record request notifications if appropriate
3. To review and compare past results (report or dashboard comparison)
4. To obtain and record results from external vendors
5. To monitor employee health records and receive notification when updates are due
6. To update employee health record including attachments
7. To create the health record request by individual employee or custom group
8. To automate health record requests based on due date/expiration date
9. To be able to edit a due date or expiration date
10. To be able to export or download health records
11. To update certifications in employee record where applicable

HR-125-020: First Report of Injury

As Employee, I want to:

1. To add attachments to the safety observation
2. To submit safety observation which could include tool, vehicle, location, behavior or identified hazard
3. To enter leave of absence if applicable
4. To receive notification of decision on incident or near miss
5. To receive a notification of next steps/expectations
6. To view safety observation status
7. To view past safety observations
8. To see safety observations submitted on my behalf
9. To edit my safety observations

As Manager, I want to:

1. To submit change request form as soon as employee is offsite for an indefinite amount of time
2. To submit safety observation which could include tool, vehicle, location, behavior or identified hazard
3. To complete change request form if applicable
4. To view past safety observations
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As Field Office Admin, I want to:

1. To submit safety observation which could include tool, vehicle, location, behavior or identified hazard on behalf of the impacted employee

As DHR/Agency [Safety Admin], I want to:

1. To submit change request form as soon as employee is offsite for an indefinite amount of time
2. To submit safety observation which could include tool, vehicle, location, behavior or identified hazard
3. To generate incident and add comments
4. To generate incident report (details needed for SIF submission)
5. To mark safety observation as near miss
6. To update incident details
7. To update and edit safety observation details
8. To enter leave of absence if applicable
9. To see status of all safety observations and associated incidents
10. To mark the safety observation as complete when appropriate
11. To be able to reopen a closed safety observation
12. To view past safety observations
13. To be able to delete duplicate observations
14. To be able to designate field safety officers with system permissions