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No one looks forward to being injured. Likewise, no one looks forward to having to report the injury. Figuring out what is reportable, who to report it to, and what form to use has been a real pain to people working in safety. Now, relief is in sight, and it's spelled I-N-J-T-R-A-K.

INJTRAK is the Navy's computerized mishap log. Its database is used for reporting ashore occupational injuries and illnesses in accordance with OPNAVINST 5100.23E. To reduce paperwork, standardize the mishap-reporting process, bring it more in line with the private sector, and simplify the reporting process, the NAVOSH Quality Council determined that an automated logging system be devised as a method for reporting mishaps.

Puget Sound Naval Shipyard designed the database, and the Naval Safety Center released it in October 1999. Shortly after its release, it became apparent that it needed to be revised to make the program user-friendly and to develop an in-depth user's guide.

The INJTRAK database is in compliance with the OSHA 200 log requirements and the Navy's new on-duty log requirements, which are outlined in OPNAVINST 5100.23E, Chapter 14, paragraph 1409. One improvement includes adding a short form to ease data entry. The long form is used to enter more detailed information and mishap-investigation data.

The program produces an annual summary with case rates, prints a log by UIC, and produces a report for commanding officers to review. One feature converts the data into an Excel spreadsheet, where you can use pivot tables to make it easy to

w Reporting System
To Make Life Easier for You

total numbers, produce graphs and establish trends.

How will this program make reporting to the Naval Safety Center easier? In the past, you had to submit a Safety Report (SR) for every injury and illness with five or more lost workdays, in addition to logging the injury or illness. Now, OPNAVINST 5100.23E requires that you submit only a Safety Investigation Report (SIR) for serious injuries or illnesses (Class A's, B's and special cases). Those injuries that once required an SR (Class C's) now only require logging in the injtrak database.

The log data is then submitted to the Naval Safety Center twice a year (April 15 and Oct. 15).

The program exports the data to a file with only the necessary fields to the Naval Safety Center and places the file as an attachment to your e-mail. Ensure your name, UIC, and phone number are entered and send the e-mail to injtrak@ safety-center.navy.mil. You may want to send your ISIC or regional office your data, so just put them in the "copy to" block, and they can import the data into their INJTRAK database. After this, a compilation of data is only keystrokes away.

When the Safety Center receives the attachment, all we have to do is import the data to our database, and we have a snapshot view of your data firsthand.

The program is user-friendly and requires little knowledge of Access 97 or Excel. The user's guide gives step-by-step instructions on how to use the features of the program, and there is on-line help that allows easy reference.

We have developed a paper mishap log that uses codes from INJTRAK that you can print in Word if you don't have computer support. Although this paper log meets all OSHA and Navy requirements, you must complete reports and trend analysis manually.

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INJTRAK is an optional reporting method, but it is the way of the future, so give it a try and see how much easier reporting can be.

To obtain a copy of the INJTRAK database or the Paper Mishap Log with codes, visit our web site at *www.safetycenter.navy.mil/ashore/osh/ mishaprecordkeeping.* A