

CAIRS Reference Manual



Introduction

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Table of Contents

Introduction.....	3
Conventions and Icons.....	3
Purpose of CAIRS	4
DOE Order 231.1-1A.....	5
CAIRS Data	5
Registration and Security.....	6
Organizational Jurisdictions	6
Privacy Information	6
System Features and Requirements	7

Introduction

CAIRS provides a state-of-the-art method for accessing accident and incident reporting data contained in the CAIRS database. This manual provides basic reference material on the CAIRS interface and furnishes relevant and useful information to help you become productive on CAIRS. Each section of the CAIRS reference manual is described in the following paragraphs:

- **Introduction:** This section will familiarize you with the basics of CAIRS access and use, and provides Internet browser tips that will assist you with CAIRS navigation.
- **Accessing Standard Reports and Logs.** This section will familiarize you with accessing CAIRS Standard Reports and generating Logs. You will learn which standard reports are available within CAIRS and how to access them. You will also learn how to generate various logs of accident cases; how to specify the log type, organization, and date parameters for generating logs; as well as how to use the wildcard operator, logical operators, and a range operator.
- **Creating Basic Reports.** This section focuses on introducing you to the various report options available from the **CAIRS BASIC REPORTS** module. You will learn how to effectively use various edit boxes and operators to specify the subset of 5484.3 forms you want included in the selected report.
- **Performing Searches and Creating Ad Hoc Reports.** This section will familiarize you with selecting search criteria to create specific subsets of the CAIRS database. After creating these subsets, you will learn how to generate various reports on the resulting data. You will learn how to save a set of search criteria so that you can use it again later, or edit the set and save it under a different name.

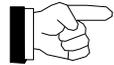
Conventions and Icons

Throughout this manual, certain conventions and icons are used to help you locate and interpret information easily.

- When you need to type information or select text or an item from a list or menu, the prompt will appear boldfaced; for example, **something you must type or select**.
- Names of menus, icons, buttons, selection boxes, files, directories, disk drives, and CAIRS pages will be shown in bold, uppercase; for example, **THIS SPECIAL TYPEFACE**.
- References to hyperlinks, as seen on the screen, will be shown in bold, underlined; for example, **this special typeface**.

- References used to direct you to additional information (often to another section in the reference manual) will be shown in bold italic; for example, ***this special typeface***.

The following special symbols are used to call your attention to important or special information applicable to the current topic.

NOTE

This icon appears when we are providing you with *additional information* for completing a task or using a feature.

**WARNING**

This icon is displayed when we are providing you with *critical information* or to warn you about actions that you *must do* or *must not do*.

HINT

This icon indicates a *hint*, *good tip*, or *shortcut* that you can use when completing a task.

**TUTORIAL**

This icon indicates we are about to give you *step-by-step procedures* to follow to accomplish a task.

**TERMINOLOGY**

This icon flags any new terminology that is important for you to know and understand.

Purpose of CAIRS

CAIRS is a database used to collect and analyze DOE and DOE contractor reports of injuries, illnesses, and other accidents that occur during DOE operations in accordance with DOE Order 231.1-1A. CAIRS reporting is managed by the Office of Corporate Safety Analysis (HS-30), with hardware and software support from the Office of Information Management (HS-1.22). The information contained in CAIRS provides a centralized collection of DOE accident data for data users to perform various analyses, including developing trends and identifying potential hazards to help reduce accidents.

CAIRS was originally developed in 1983 for the collection and analysis of accident information, and was hosted on a Hewlett Packard HP-3000 computer. CAIRS was redesigned as a result of findings from an independent evaluation performed in 1991. CAIRS was subsequently migrated to a high-performance database, and its capabilities

were modernized and enhanced to better serve the changing DOE reporting environment and meet the needs of the growing CAIRS user community. CAIRS now supports the creation and review of **Basic Reports, Standard Reports, Logs, and Search and Distribution Reports.**

Access to CAIRS is available to the staff of all DOE organizations and contractors. There is no charge (except for communications charges) to users for registration or use of the system.

DOE Order 231.1-1A

DOE Order 231.1-1A establishes DOE requirements for collection and reporting of information on health, safety, security, or the environment that is required by law or regulation to be collected, or that is essential for evaluating Department of Energy operations and identifying opportunities for improvement needed for planning purposes within the DOE. The order specifies what to report, when to report, and who should report. The Order also defines the responsibilities of those involved in the reporting process.

DOE Order 231.1-1A requires the use of DOE M 231.1-1, a manual that provides detailed information regarding the reporting of HSS information. This manual specifies in detail the reports that must be filed, the persons or organizations responsible for filing the reports, the recipients of the reports, the format in which the reports shall be prepared, and the time schedules on which the reports shall be filed.

CAIRS Data

The CAIRS database contains individual accident reports from 1983 to the present for injury/illness cases and for vehicle accidents. It also contains property damage cases from 1975 to the present. Statistical data are generated from summary records and are available from 1975 through the present. Please note that reporting thresholds have changed throughout the years, primarily in 1983 and 1996. A complete listing of reporting thresholds and their adjustment dates is included in the on-line helps.

The CAIRS database also contains exposure data for DOE and DOE contractor organizations, including work hours, property valuation, number of ground fleet vehicles and miles traveled, number of aircraft and hours operated, number of marine craft and hours operated, and number of railroad cars and engine miles traveled.

The type of data you will find within each module also varies. Standard reports include static reports published by the Office of Corporate Safety Assurance (HS-31). The Logs module allows you to view injury/illness, vehicle accident, and property damage logs from all reporting organizations. Accident forms, exposure information, property

damage descriptions, and performance indices are available from the Reports module. The Search and Distribution module allows you to query the individual accident report fields directly and create custom reports.

Registration and Security

Individuals interested in registering to become CAIRS users can obtain a copy of the registration form from the Helpline at (800) 473-4375.

CAIRS is a Government computer system and, as such, has security requirements that must be followed. These security requirements are mandated by DOE Order 1360.2B, "Unclassified Computer Security Program." Most of the information contained in CAIRS is restricted and is to be accessed by authorized users for official Government business only.

When you register to use CAIRS, you agree to adhere to the security requirements specified on the form. One requirement, as listed in the form, states, "I understand that I am responsible for protecting my assigned password for confidentiality. Sharing my password with anyone else is a security infraction and may result in my system access being revoked." You should ensure that your password is kept secret and that you are the only one who uses and has access to the information.

Organizational Jurisdictions

When you are granted access to CAIRS, you will be assigned an organizational jurisdiction. This jurisdiction may be for a specific organization or for a complete contractor, area office, or field office. This jurisdiction assignment will determine the records that will be selected when the default organization selection is utilized in many of the reports and logs. The default can be over-ridden by entering the desired organization codes in the appropriate input boxes.

Privacy Information

CAIRS reports contain personal identifiers (names and social security numbers) and information regarding personal injury or illness. In order to prevent an unwarranted invasion of personal privacy, all personal identifiers are masked from the view of general users whenever any logs or reports are generated. The default registration for CAIRS does not provide access to any privacy information.

If you require access to privacy information in order to perform your job function, you may apply for access to that information. A copy of the document used to coordinate requests for this information can be obtained from the Helpline at (800) 473-4375. This document identifies the specific organization(s) for which you require privacy information and the signatures required for approval.

Upon completion and approval of the form, it should be submitted by facsimile to HS-30, ATTN: Janet Macon at (301) 903-8403 for processing.

System Features and Requirements

The enhanced CAIRS was developed to meet the needs of users who access CAIRS data. It is a Windows-based analysis tool that takes advantage of the modern browser technology currently being used to navigate the Internet. Its development makes finding and retrieving relevant data more consistent and compatible with the current processing environments found on most personal computers.

The enhanced CAIRS improves your access to data in the following ways:

- The interface is easy to use. If you are familiar with the Macintosh or Microsoft Windows operating systems, you will find the CAIRS interface to be both familiar and friendly.
- The interface is platform independent. Any platform that supports browser technology (e.g., Mac, PC, UNIX) can be used to access the interface.
- The interface does not require proprietary client software. Any browser that supports features found in Internet Explorer 6.0 or equivalent, such as tables, Secure Socket Layer (SSL-2) protocol, and Active Server Pages (ASP) can be used to access the CAIRS interface.
- The interface offers improved connectivity. As with the original CAIRS, you can access the system with modem dial-up and with an Ethernet connection from the DOE Business Network. In addition, you can now access the interface with a direct Internet connection or through an Internet Service Provider (ISP).
- When using a dial-up connection, you can access the interface through a toll-free number (see the *Accessing CAIRS* section of this document).
- The interface allows for greater system integration with other DOE information sources.
- The interface offers extensive context sensitive on-line help that is easily accessible.

System requirements for using the enhanced CAIRS are listed below:

- You must have an Internet connection (either direct or via an ISP), an Ethernet connection to DOE's Business Network, or a modem capable of communicating at speeds of 28,800 bps or faster.
- PC users must have a Pentium or faster CPU with sufficient memory to support a Web browser. As with all Windows applications, a faster PC and/or additional memory will greatly enhance system performance.
- You must have Internet browser software. It is recommended that you use Internet Explorer 6.0 or higher in order to support features such as tables, Secure Socket Layer (SSL-2) protocol, and Active Server Pages (ASP).

- Macintosh users should have a Motorola 68030 or faster CPU or a PowerPC CPU. Web browsers are generally available that run under Apple's System 10.0 or later, now called MacOS. The system extension MacTCP, or TCP/IP for MacOS 10.0 or later, is also required, as is PPP if using dial-in access.

If you are unfamiliar with how your computer is configured, ask your site systems support personnel for assistance.

Tables in CAIRS will not display correctly unless you are using a browser that supports tables. Most recent browser software releases provide this capability. If your browser does not support tables or other necessary features, ask your support staff to install a licensed copy of the latest browser.