



The Essentials



Better Prevention Through Reporting

Web-Enabled Safety System

A Users Guide





The Essentials

what's inside...

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Admiral's CORNER

FROM COMMANDER, NAVAL SAFETY CENTER



How can a computer-based program, which is only used after an accident or mishap has occurred, help keep Sailors and Marines safe? Because it helps us look to the future. Unlike the old ways of reporting, WESS is designed to ask in-depth questions. In order for analysts at the Naval Safety Center to make specific recommendations to the fleet, we need to know all the facts. WESS makes it possible for you, the person entering the report, to provide those critical details that may stop the same mishap from occurring again down the road.

There is no doubt that WESS requires a great deal of information. Many details may seem insignificant, but taken as a whole they help us see the big picture about practices and behaviors that might be putting our Sailors and Marines at unnecessary risk.

Our mission is to save lives, and you are helping us do that through your WESS reports. This user's guide focuses on some of the most common submission errors in the reporting process. It also gives detailed answers to some of your most common questions. There is information that applies to many types of WESS reports, and there are also sections tailored to your specific community. This is not a substitute for the WESS user guides and tutorials that can be found on the Naval Safety Center's website at <http://safetycenter.navy.mil/wess/tutorial/default.htm>. I urge you to familiarize yourself with these tools.

WESS is not a perfect system. Many of you have contacted us with concerns, and we are diligently fixing problems as they are brought to our attention. Keep it up. Your feedback is vitally important to making this tool as user-friendly as possible. Please keep us informed of any issues you are having.

WESS has the potential to be an outstanding tool in our fleet-wide effort to keep Sailors and Marines safe, but the analysis we perform at the Naval Safety Center is only as good as the data you input through your reports. Your diligence is appreciated—it is making a difference.

A handwritten signature in black ink, appearing to read "George Mayer".

RADM George Mayer

Classes of Mishaps

Mishaps are classified by their severity. The initial classification of a mishap may change as more accurate information is obtained. The following are the three classes of mishaps:

Class A Mishap:

- When the total cost of damages to Department of Defense or non-DoD property equals \$1 million or more or
- When a DoD aircraft is destroyed, or
- When someone is killed or suffers a permanent total disability due to a mishap or occupational illness

Class B Mishap:

- When the total cost of damages to DoD or non-DoD property is \$200,000 or greater but less than \$1 million, or
- When someone suffers a permanent partial disability or
- When three or more personnel are hospitalized for inpatient care as a result of a single mishap.

Class C Mishap:

- When the total cost of damages to DoD or non-DoD property is \$20,000 or more, but less than \$200,000, or
- When a non-fatal injury causes any lost time from work beyond the day in which it occurred, or
- When a nonfatal occupational illness causes loss of time from work or disability at any time.

Note: Rules vary for reporting military and civilian mishaps. ♦

Photo by Matthew J. Thomas



How to Get an Account

You can get a WESS account in as little as one working day depending on your access to the internet and email and the availability of your Safety Authority (SA). It's important to remember that the Department of the Navy Chief Information Officer mandates using PKI logins when establishing and accessing a WESS account.

To get an account, visit the Naval Safety Center's website at <http://www.safetycenter.navy.mil> and select the "WESS" icon. This brings up a WESS information page that has hyperlinks to general information about WESS including user's guides, FAQs, quick links to WESS itself, and an account setup section.

The next screen contains WESS usage terms and conditions; please read, accept and submit the terms and conditions on this page. At last you will have arrived at the "Request New User Account" page. Please fill out and submit the form with the information requested.

Once received by the Naval Safety Center, the WESS system will automatically send an email message to your ".mil", ".edu", or ".gov" address for email verification. When you reply to the verification email, the system will generate a request for action to your command's safety authority (if one exists) for a recommendation of approval or rejection. When the SA recommends approval, the



On the WESS information page, select either the "Web Enabled Safety System (WESS)" link in the "Quick Links to Online Systems" section, or select the "Request/Maintain Account" hyperlink in the "Account Setup" section. Either selection takes you to the main WESS log-in page shown above. On this page, select "Request New Account."

request gets forwarded to a delegated administrator at the Naval Safety Center for final approval or rejection. If your command has not established a safety authority, the request goes directly to the delegated administrator for approval or rejection. Upon approval, the WESS system will send you an email with a user name and temporary password. You must create a new permanent password within 24 hours. ♦

Frequently Asked Questions



Question: What is WESS?

Answer: The Web Enabled Safety System (WESS) is the Naval Safety Center's on-line reporting and data-retrieval system. It allows users to prepare initial 5102 mishap/hazard notifications and 3750 hazard reports and route them through the releasing chain for validation prior to being sent to the Naval Safety Center. The Naval Safety Center checks the report for accuracy and then enters it into the database.

- Meets VCNO's web-enabled requirement.
- Provides real-time reporting.
- Eliminates the need for redundant local data-entry systems.
- Allows fleet users to retrieve and download data so they can perform their own analyses.

Question: Is WESS mandatory?

Answer: Yes. Regulations require the Navy and Marine Corps to collect a complete picture of all mishaps and hazards. Also, the Naval Safety Center must meet the VCNO's requirement for all applications to be web-enabled. This requirement is outlined in OPNAVINST 5102.1D/MCO P5102.1B of 7 January 2005. A Naval message can always serve as a back-up method for submitting reports on time, but even the message reports will be entered into WESS once received by the Naval Safety Center.

Question: Why can't you just track mishap data in Microsoft Access?

Answer: A much more robust engine is needed to maintain the WESS database, which contains more than 12 million records containing up to 2,000 data points each. Approximately 2 million records are added each year, and over 3,500 queries are performed each month. A corporate-level type data-

base is needed, and our IBM/Informix relational database meets these requirements. Also, we make changes to WESS almost every week—enhancements and bug-fixes—and since WESS is web-based, these changes are transparent to users the next time they open WESS.

Question: How can I search for "key words" in the WESS aviation database?

Answer: Search in JReports by event dates, then select the type aircraft. Once all the events have appeared, export them to an Excel spreadsheet and then search for your key words. For a short PowerPoint presentation that gives a step-by-step guide to this process, call (757) 444-3520, Ext. 7245 (DSN 564).

Question: Why hasn't my WESS report been disseminated via email to others in my community?

Answer: You either did not enter a COI (Community of Interest) or you entered the wrong COI.

Question: Who is responsible for entering WESS reports?

Answer: Commands may designate anyone they choose to make the entries. Much of the information originates with the medical department representative and command safety officer. In any case, we recommend safety officers review the information since they are familiar with many of the required elements in the data. The commanding officer is responsible for ensuring that the reporting is accomplished.

Question: Can one individual enter reports for multiple UICs?

Answer: Yes. If authorized by their chain of command, individuals with user accounts may prepare and send reports on any UICs under their purview. The system allows one reporting UIC to report a complete event, which may include people and property from other UICs, or to report for any other UIC.

Question: Do I need separate accounts for each of my tenant activities?

Answer: You may enter information for more than one UIC. The UIC you use on your account request will be the UIC to which you are assigned, but this does not restrict you from entering mishap/hazard information for other UICs.

Question: Do I need a password to use WESS? Can anyone get one?

Answer: Yes, a user account with password is required. Visit <https://wess.safetycenter.navy.mil> and “Request an Account.” In general, you should be authorized to request an account from the safety manager, CO or XO of your command. At some activities the CO or XO will designate a Safety Authority (SA), who will approve your request and forward it to the Naval Safety Center for creation of your account.

Question: Can an entire group or office get just one password?

Answer: In accordance with DoD and DoN information assurance (IA) guidelines (DoD Directive 8500.1, NAVSO P-5239-15, OPNAVINST 5239.1B), passwords are issued to individuals only. If you enter data into WESS, you must have your own user account and password. DoD and DoN IA guidelines require audit trails to monitor who is adding, changing and deleting records.

Question: If I can't reach the website, how do I report?

Answer: You may use the message traffic system to report your mishap or hazard. The message format is provided in OPNAVINST 5102.1D/MCO P5102.1B or 3750.6R. You may also use the WESS-DS (Disconnected System) CD.

Question: What browser should I use? Can I use Netscape?

Answer: You must use the NMCI-approved standard: Internet Explorer 6.0. WESS will not function properly in Netscape.

Question: Do Echelon 2 Commands have access to subordinate activities' data?

Answer: Queries of any UICs/RUC/MCCs by the chain of command are included in the reporting options. UICs/RUC/MCCs can only be accessed individually. There is currently no option to roll-up all UICs/RUC/MCCs together in one data extract.

Question: Do I have to enter a mishap in WESS and send a message report?

Answer: No. Sending a message report is not required if you are entering the report in WESS.

Question: Is Marine Corps data part of WESS?

Answer: WESS includes all Marine Corps required data and is used for all Marine Corps mishap and combat mishap reporting. Marine Corps data from MARTRAK and the Marine Corps Ground databases are included and are available using the WESS report functions.

Question: What about locally developed databases?

Answer: WESS is the Department of the Navy's single authorized data system. Activities wishing to maintain an additional database of their reports will be able to download data from WESS via a number of formats, including XML, Excel, Word and PDF.

Question: What sort of data will I have access to?

Answer: Your permission level determines privileged or non-privileged access to your command's or other commands' reports. All WESS users have access to pre-formatted and custom reports for

all Navy and Marine Corps activities. Only those granted permission as users of the ad-hoc query tool have access to the entire database. If you do not see the data or reports desired, use the WESS help form to request that data.

Question: Is there a place to input the UIC in the reporting form?

Answer: Yes. Since WESS is tailored to capture a variety of mishap events with varying degrees of complexity, UICs, and Marine Corps RUCs/MCCs are needed to attach people to equipment to locations to users to owners. The UIC/RUC/MCC function is set to default to the Reporting Activity UIC/RUC/MCC. Throughout the application, whenever you are asked for a UIC/RUC/MCC, you only need to select the offered activity and hit “Next,” after you select and verify that the correct activity is given for the person, equipment, locations, etc.

Question: Can I print the data I entered into WESS before I send the report?

Answer: Yes. After the entry screens, there will be a screen listing all the functions you can now perform before you submit the report. One of these options is to generate a PDF of the entire report or generate a PDF Injury Log report. The report can then be printed.

Question: Is there a pick list for MSDS?

Answer: No, the complete list of Material Safety Data Sheets (MSDS) is too large. Every activity is required to have access to an MSDS sheet for each chemical used by its workers. Please use that MSDS sheet to answer the MSDS-related questions.

Question: Can I get the software that you are using so that I can start to use your format to collect my mishap information?

Answer: No, there is no software to download. The application is web-based and requires our IBM/Informix relational database, which cannot run on a PC. However, you can find forms in Microsoft Word format on our website that will

guide you through the questions WESS asks, based on the type of report you are entering. Download the form(s) at <http://www.safetycenter.navy.mil/wess/tutorial/worksheets/> and use them offline to gather the information required for submission before you sit down and fill out a WESS report.

Question: How do I suggest modifications or request enhancements to the system?

Answer: Submit a feedback form. Depending on the level of work required, a configuration control board will determine acceptance of changes for WESS development. From the WESS main menu, click on “Feedback Form” to access it.

Question: Can I use ESAMS to report an aviation hazard?

Answer: No. ESAMS is a personnel-management system that can be used to report minor OSH-related events. If there is a naval aircraft involved, you must use WESS to report your event. ESAMS is not designed to route, notify or endorse a report and does not collect the level of detail required to obtain a full OPNAVINST 3750.6R report.

Question: If I report using ESAMS, do I still have to report to WESS?

Answer: Yes. Once you have entered the information into ESAMS, the report will be forwarded to the Naval Safety Center. If the report is a mishap that is anything beyond minor OSH-related information, the report will have to be completed in WESS. The information you entered through ESAMS will be captured, however you will be required to complete the information as outlined in the OPNAVINST 5102.1D.

Question: Is there training for WESS?

Answer: Yes. Currently we have several sources available for training. We recommend the tutorials available on our website. Another option is to contact the Naval Safety Center and request a mobile training team visit for your command.

Aviation units: 757-444-3520, Ext. 7245

Afloat units: Ext. 7127

Shore commands: Ext. 7157 ♦

Common Problems With WESS Submissions

Free Text Blocks

In any narrative text block, such as event narrative, description of damage or causes in WESS, WESS-DS, or a message report, do not use personal information or the command's name. The "Involved Personnel" section is the only place in WESS to put a person's name. If it's an on-duty mishap, we recommend using the Sailor or Marine's watch station—for example OOD, EOOW or MOOW. If it's the injured person, you can use mishap victim (MV).

Event Narrative

The "Event Narrative" in WESS is one of the most important elements in mishap analysis and prevention. Naval Safety Center analysts need to know what led up to the mishap. The lessons learned and recommendations users come up with also are important pieces of information for other ships. Just stating that Sailors or Marines were reminded to be aware of hazards is giving lip service to operational risk management. This is an

opportunity to identify required training for your supervisors and division safety petty officers on hazard identification and assessment and to build a lessons learned file for future training. In almost all mishaps, there are lessons learned and corrective actions.

One of the biggest issues with on-line WESS, WESS-DS, and message submissions is in the "Mishap Narrative/Lessons Learned/Recommendations" block. Since the cancellation of message reports required by Chapter A6 of OPNAVINST 5100.19D and the attendant review by the ship's chain of command, the information in this block has deteriorated. In the old mishap report, section "Delta" of the message contained three subparagraphs: Chain of events, causes (now in a separate section of WESS), and recommendations and actions taken. Please use that same thought process—"chain of events" and "recommendations and actions taken"—when you fill in the "Mishap Narrative/Lessons Learned/Recommendations" block in any report you complete. ♦

Common Problems With WESS-DS Submissions

- 1 Dates for light/limited or lost days often are missing.
- 2 Ship's chain of command status. You need to know your Echelon 2 and Echelon 3. Most frequently, it's COMUSFLTFORCOM and your type commander. If you're deployed, it may be a numbered fleet commander.
- 3 The birthday/age for an injured person often is omitted.
Please be precise on the location of the injury. Talk to the ship's corpsman since, for example, a back injury must be identified by region and disc or cervical spine and disc, thoracic spine and disc, lumbar spine and disc, sacrum. Facial injuries should be specified as jaw, forehead, zygomatic arch, orbits, nasal, or other precise affected area.
- 4
- 5 WESS asks whether the lighting conditions were adequate at the time of the mishap and this information is often omitted. ♦

Common Problems With Message Submissions

- 1 Point of contact information is missing. For example, there is no phone number, email address, or rate/rank information.
- 2 Ships location—Stating “eastern Atlantic” is OK. Stating that the ship is underway isn’t. Try to include latitude and longitude.
- 3 If the member is transferred as a result of the injury, to what UIC were they transferred?
- 4 If the injured person is not from the reporting command, provide his or her command’s UIC (or name, if you can’t find the UIC).
- 5 If equipment is damaged, provide cost of the equipment and estimated total cost of replacement. Contact your supply petty officer for help.
- 6 If the injured is a civilian mariner, state grade, rank, and position. For example, WM, able seaman, first officer, or deck engineer. ♦

WESS-DS and Message Reports

When the Navy deployed WESS, the Naval Safety Center was aware of the connectivity problem for afloat units. That’s why the instruction also provides alternative methods of submission—using the WESS disconnected system (WESS-DS) and submitting message reports of mishaps. However, WESS-DS is not a permanent solution. There are no new versions of the WESS-DS disk. The current version is available until it no longer meets reporting needs due to changes and upgrades in the on-line version of WESS.

When you use WESS-DS, Naval Safety Center analysts can import the data directly into the on-line system. However, since the WESS-DS disk doesn’t

prompt the same questions for the user as the on-line system and there is nothing to determine the required data, there are frequently validation problems. The Naval Safety Center verifies each WESS-DS submission screen by screen to ensure the data make sense and are sufficient to get the report through validation.

It’s important to provide accurate point of contact information. If someone from the afloat directorate at the Naval Safety Center contacts you with questions about a report you submitted, it means analysts are trying to get your mishap into the database accurately. Please help by providing the requested supplemental information as soon as possible. ♦

Aviation



In July 2005, after nearly three years of development and testing, the Naval Safety Center released the aviation-hazard-reporting module of WESS. In the 24 months since, Navy and Marine Corps squadron aviation safety officers, directors of safety and standardization, commanding officers, air wing and type wing safety officers and numerous other safety professionals have submitted more than 3,348 hazard reports and 391 report endorsements. Every Navy and Marine Corps squadron has at least one active WESS account, and most have two or more accounts.

These two statistics do not necessarily represent success, but they are encouraging. That said, we still have much work to do. Valuable fleet feedback, combined with subject matter experts' and programmers' assessments, drives the development process to refine this critical web-based reporting tool.

WESS Accounts

There are two types of WESS accounts—**customer** and **safety authority (SA)**. Activities may have as many WESS customer accounts as desired. The Naval Safety Center recommends that as a minimum, every squadron ASO, safety officer, XO and CO have a WESS customer account established with community of interest (COI) notification and endorsement permissions. Every unit should designate one of those accounts as the safety authority.

While not mandatory, we strongly recommend each activity establish its own internal safety authority. The unit commanding officer must designate the SA in writing on official unit letterhead and fax or mail it to the Naval Safety

Center. Commands can also make this designation via naval message to the Naval Safety Center. The Safety Center cannot accept SA designations via e-mail.

The SA has several principal roles:

- Manage account setup and recommend approval/rejection at the local level.
- Ensure that appropriate personnel are granted necessary privileges and permissions.
- Recommend account deletions or forward account modification requests for personnel who transfer from the activity.
- Set up COI notification and endorsement permissions.

Note: COI notifications and endorsement permissions are a critical step in the reporting and notification process. Safety authorities should ensure that users in their activity who have the need to read, view, or disseminate report information have COI notification selected to “Yes” in order to view hazard reports from within the command, community, or in some cases, an outside community.

You can find additional detailed SA information on the Safety Center website at: <http://www.safetycenter.navy.mil/wess/> and in tutorial guide 8 from the “Users Guides” link: <http://www.safetycenter.navy.mil/wess/tutorial/aviation/>.

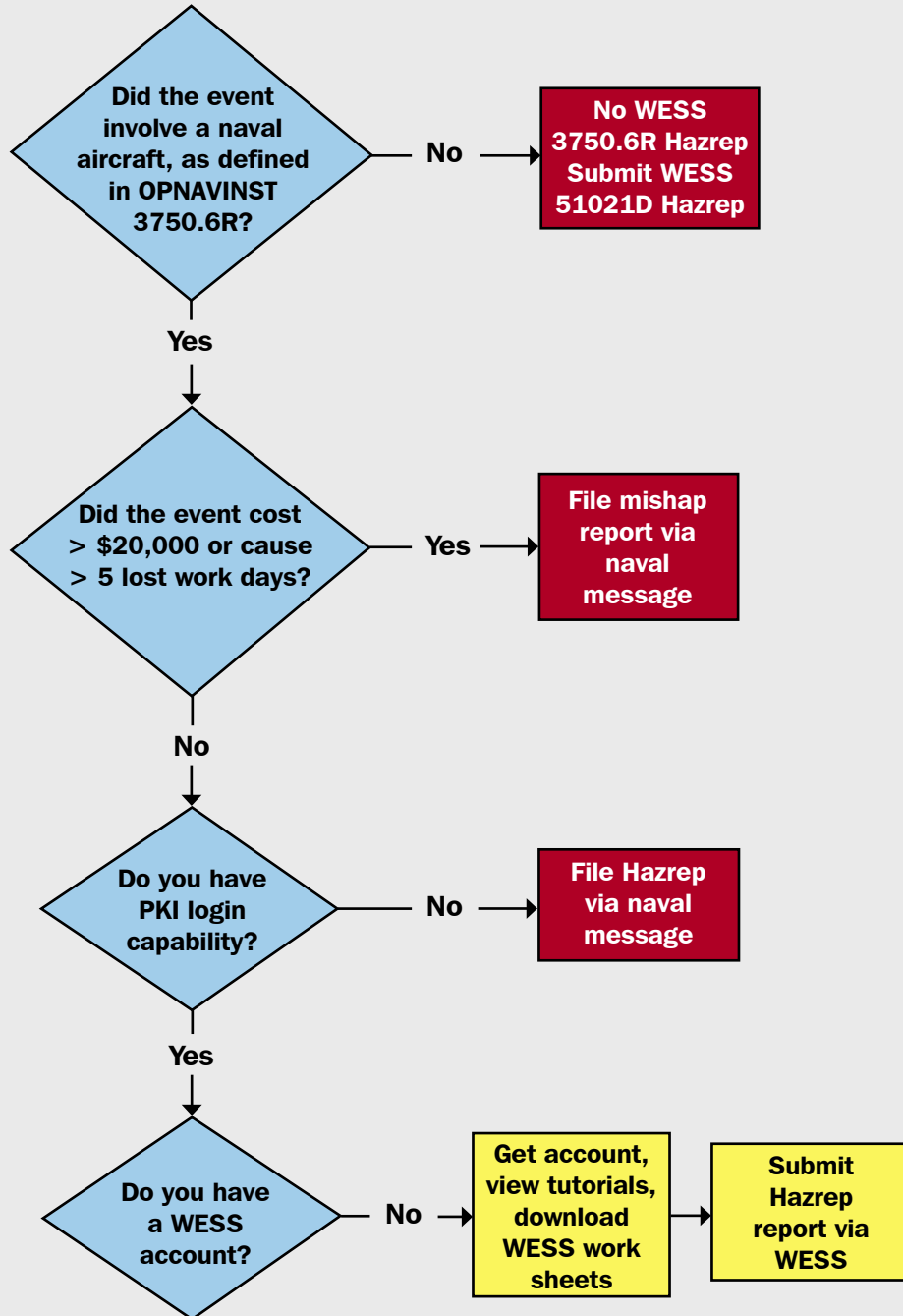
According to the OPNAVINST 3750.6R, everyone associated with naval aviation has an obligation to report hazards. You must report hazards

which threaten people or organizations outside of your command higher authority. WESS is your primary vehicle for reporting hazards and for viewing hazards reported by other people.

Use the flow diagram below to determine the

basics of submitting an aviation hazard report online or via naval message traffic. For those who must submit via naval message, your analyst at the Naval Safety Center will take your message, print it out, and place it into WESS for you.

Submitting Aviation Hazreps and Mishap Reports



Training

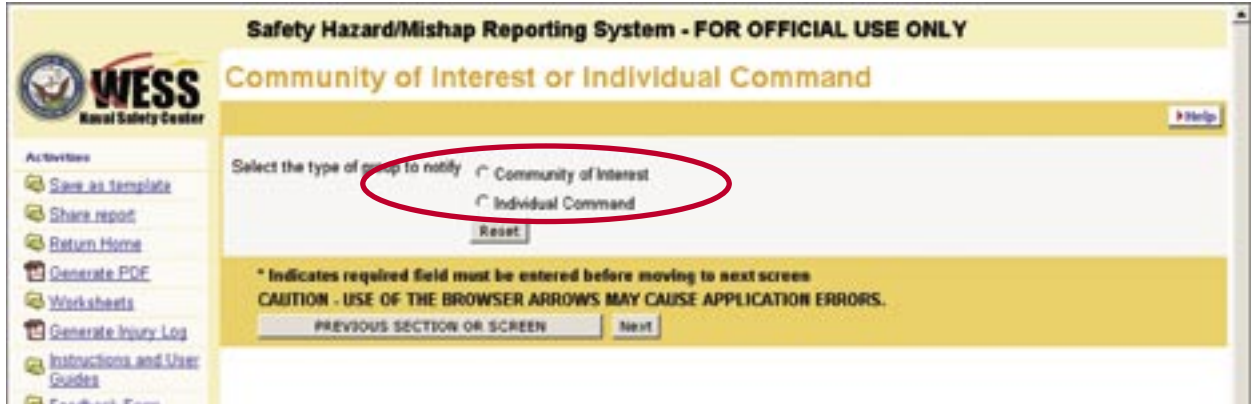
The School of Aviation Safety provides WESS training to ASOs and PXO/PCOs in the Aviation Safety Officer's course and the Aviation Safety Command course respectively. Also, the Naval Safety Center has provided on-site training at many fleet concentration areas. We can provide refresher WESS training to units in fleet concentration areas in conjunction with safety surveys and to units outside of fleet concentration areas on a request basis. We also recommend that each WESS customer download and review the WESS aviation tutorials to become more familiar with the application.

Communities of Interest

Communities of Interest (COIs) form the backbone of the Hazrep notification process in WESS. They are the web equivalent of the collective address designator (CAD) from the Defense Message System. (For example: All Hornet Aircraft Activities, All Seahawk Helicopter Activities). To date, we have established 37 aircraft and 46 wing/group/TYCOM COIs in WESS Aviation.

When you create any WESS hazard report, except for Bird Aircraft Strike Hazard (BASH) reports, you must select at least one COI for notification, (see figure below). At a minimum, you should normally select the community to which your squadron belongs. For example, VAQ-129 should select the All Prowler Aircraft Activities community of interest. This ensures that every WESS account holder with COI notification permission within the Prowler COI can view the hazard report.

When your Hazrep requires action on a recommendation, you can select COIs for that action as well. For instance, if the Hazrep recommends briefing the hazard to an entire community (say—All Prowler Aircraft Activities), you may select that COI in the action agency type page (see next page).



If you have any questions or concerns while filling out your WESS reports, call the Help Desk at (757) 444-3520, Ext. 7048 or the aviation directorate at Ext. 7811. ♦

Just a click away—

Your
Naval Safety Center
Website
www.safetycenter.navy.mil



www.safetycenter.navy.mil/wess/default.htm

The Web-enabled safety system is the primary method for reporting aviation hazards and mishaps. WESS is an evolving program with lots of features that can make your job easier. Visit our WESS webpage to view the quick links to the online system, set up an account, and find the users' guides, training, and FAQs.



Operational Risk Management

www.safetycenter.navy.mil/orm/default.htm

Operation risk management is a decision-making tool used by people at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. On or off duty, using the risk management process will keep you safer and ready to carry out the mission.

The 5-Step WESS Process

1. Gather mishap information and complete the worksheets.

- Refer to pages 14-15 for detailed information.

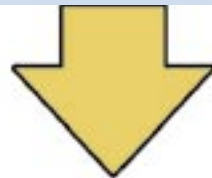


2. Log into WESS and create new report.



3. Determine notifications, endorsements, and chain of command approval.

- Refer to steps 2-11 on the following page.



4. Validate and resolve report errors.

- You cannot submit the report until all errors are resolved.

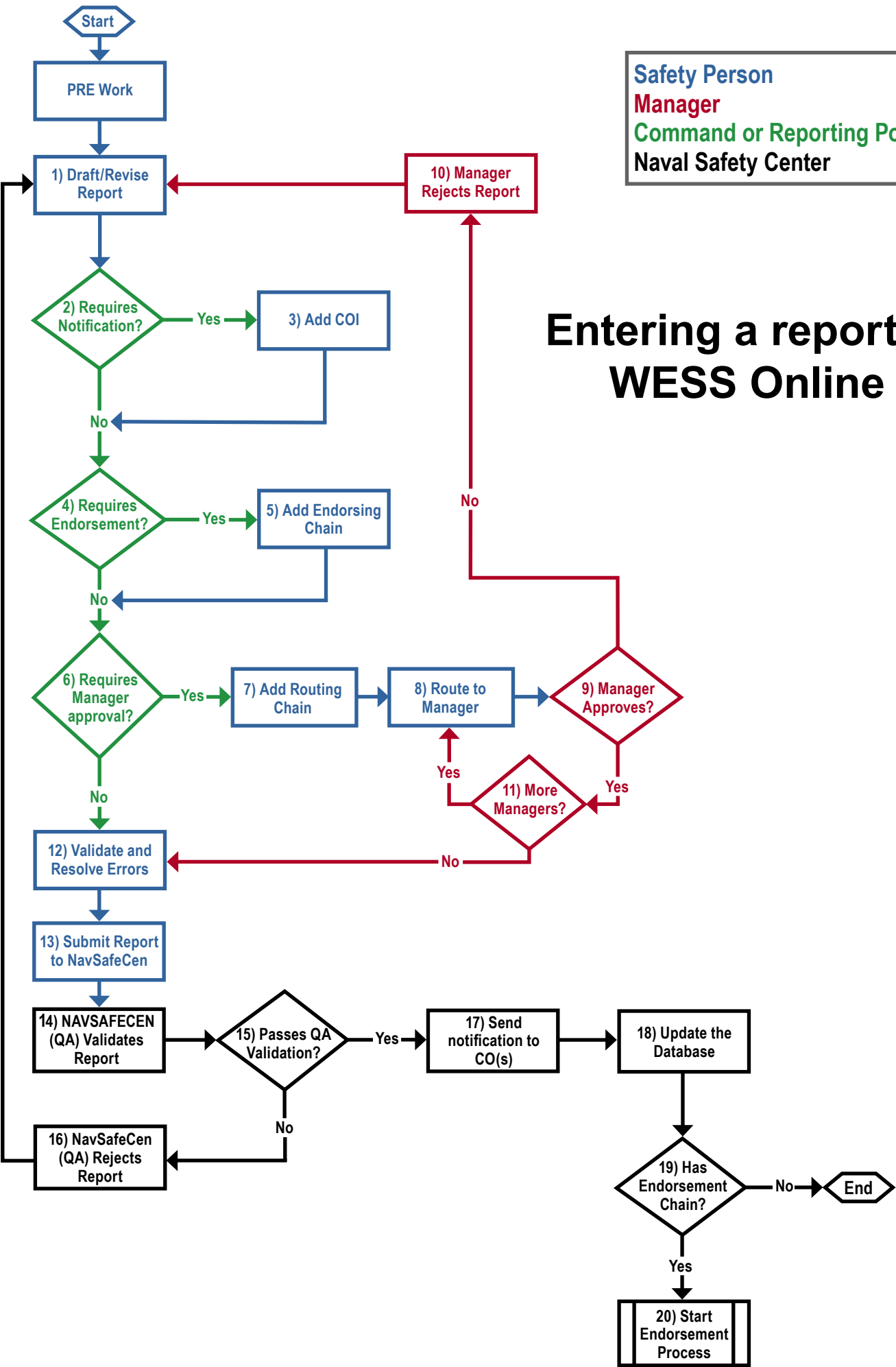


5. Submit your report to the Naval Safety Center.

- Remember, you must click the “Submit” report button.

Safety Person
Manager
Command or Reporting Policy
Naval Safety Center

Entering a report in WESS Online



Check	Step	Description
		Class A or B Mishap
		Class A or B mishap — Report initial information to NAVSAFECEN within 30 minutes. This can be accomplished in WESS or by calling commercial (757) 444-3520 (DSN 564). Then continue to the All Mishap and Hazard Reports section of checklist
		All Mishap and Hazard Reports section of Checklist
	Pre	Go to https://wess.safetycenter.navy.mil
	Pre	Login to WESS, If you do not have an account, use the request account feature on the first page.
	Pre	Go to the worksheets link and locate a worksheet that is related to your event.
	Pre	Download the worksheet and print. Log off WESS.
	Pre	Using the worksheet, gather all the event information.
	Pre	Log into WESS. https://wess.safetycenter.navy.mil
	1	Create a new report and fill in the information you gathered from your worksheet using the “Create New Report” link or “Create from Template”
	2	Requires Notification – Should other commands receive a copy of the report? If yes go to step (3), If no then move to step (4)
	3	Add Community of Interest (COI) – A group or a single command you can add to the report. Once the report is verified by NAVSAFECEN, a copy of the report will be made available to the identified commands.
	4	Requires Endorsement – By directive, does the report require endorsement? If yes then move to step (5), If no then move to step (6)
	5	Add Endorsing Chain – Add an ordered list of commands who will endorse the report.
	6	Requires Manager Approval - Does your command policy requires a supervisor to review and release all events? If yes move to step 5, If no move to step (12)
	7	Add Routing Chain – Add one or more people in your chain of command to review the report. The final person in the chain will be authorized by the command to release reports.
	8	Route to Manager – Send the report to the next person on the routing chain
	9	Manager Approves – If the manager does not approve they can reject the report step (10). If the manager approves the report go to step (11).
	10	Manager Rejects report – Report is sent back to you and starts at step (1) again.
	11	More Managers – If there are more managers in the routing chain, the person who has the report will route to the next manager step (7). If there are no more managers, the person who has the report will move to step (12).
	12	Validate and Resolve Errors – Validates the report and resolves all errors identified by WESS.
	13	Submit Report to NAVSAFECEN – Customer selects the “Submit to Naval Safety Center”
	14	NAVSAFECEN (QA) Validates Report – Report is reviewed by NAVSAFECEN quality assurance person.
	15	Passes QA Validation – Report either passes QA [step 16], or fails QA [step 17]
	16	NAVSAFECEN rejects report – report is electronically sent back to you.
	17	Send Notification to COI(s) – If a COI is identified in the report, WESS sends an email to all members in the communities of interest listed in the report and places a PDF copy in the customers Notification tab.
	18	Update the Database – WESS puts the data into the database for query retrieval.
	19	Has Endorsement Chain – If the report has an endorsing chain, WESS starts the endorsement process, step (20). If the report does not have an endorsing chain, you are done (End).
	20	Start Endorsement Process
	End	End

Getting Started on Your 5102 Mishap Report

Wess Data Entry Screen

This screen is the first you will see after selecting a 5102 mishap.

The application will tailor the subsequent screens based on what you select on this screen; therefore it is important to make the proper choice. Entry is not restricted to only one category. All appropriate categories should be selected. Here is an explanation of each category.

Aircraft

When an aircraft is involved in the event. For example, an individual is hurt in a private airplane crash, or an individual is hurt rappelling from a helicopter.

Cargo Air Drop

On-duty cargo air drop incidents.

Diving

On-duty diving mishaps.

During Formal Training

In general, used for courses that have a course

identification number and the mishap occurred as a result of the formal training.

HRST

On-duty mishaps related to helicopter rope suspension technique.

Motor/Recreational Vehicle (Private)

Off-duty private motor vehicle incidents.

Motor/Tactical Vehicle with greater than \$5,000 damage

Incidents where damage to government vehicles is greater than \$5,000.

Ordnance/Weapons

Weapons incidents. For example, select this category for negligent discharge of a handgun, or detonation of ordnance causing injuries.

Parachuting

On-duty parachuting incidents.

Property Damage (non-government) greater than \$20,000 caused by government

A government individual or organization while in performance of official duties is responsible for non-government property damage greater than \$20,000.

Property Damage (government-owned) greater than \$20,000

All incidents where damage to government property exceeds \$20,000. Also select for all ship-board flooding and collision incidents, regardless of the cost.

Recreational or Off-Duty

All incidents that occur while in an off-duty status with the exception of off-duty private motor vehicle incidents. Military personnel are considered off-duty when in a leave or liberty status. Individuals on naval vessels are always considered on-duty.

Ship/Sub/Craft/MSV Vessel

Incidents that occur on ships or subs, even if the ship or sub is in the shipyard, in dry dock, tied to a pier or at anchor. By definition, events occurring on vessels are considered on-duty.

Shore/Ground/Shipyard

On-duty mishaps occurring in the shore or ground environment. Shipyard, in this case, refers to shipyard mishaps not occurring on a naval vessel. ♦

Photo by Matthew J. Thomas



Motor Vehicles



Private motor vehicle (PMV) mishaps are the most common, and often the most preventable, killer of Sailors and Marines. The Naval Safety Center is making every effort to analyze trends and greatly reduce the number of deaths and serious injuries. Entering a correct and complete mishap report into WESS goes a long way toward helping us do that. Here are some common problems.

While reporting a motor vehicle mishap, when presented with the PPE screen (below), always select

Personal Protective Equipment/Safety Devices - Select all that were a factor in the mishap, whether used or not used.

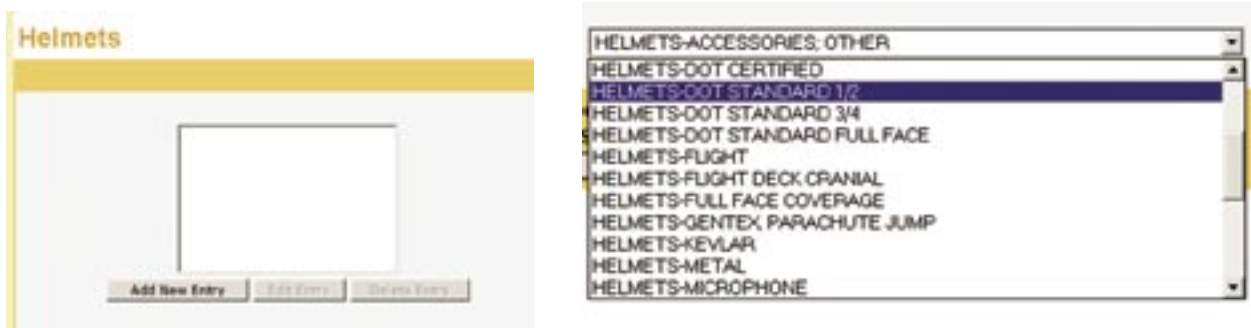
- | | |
|--------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Breathing | <input type="checkbox"/> Noise Control / Hearing Protection |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Parachute |
| <input type="checkbox"/> Diving | <input type="checkbox"/> Safeguards |
| <input type="checkbox"/> Eye Wash | <input type="checkbox"/> SafetyLines / Belts |
| <input type="checkbox"/> Eye Wear | <input checked="" type="checkbox"/> Shoes / Boots |
| <input type="checkbox"/> Flotation Device | <input type="checkbox"/> Sports |
| <input checked="" type="checkbox"/> Gloves | <input type="checkbox"/> Survival |
| <input checked="" type="checkbox"/> Helmet | <input checked="" type="checkbox"/> Vehicle Safety |
| <input type="checkbox"/> Hobby Shop | <input type="checkbox"/> Ventilation |
| <input type="checkbox"/> Machine Guards | <input type="checkbox"/> Other |

Help

“Vehicle Safety” for a 4-wheel mishap, and “Shoes/Boots,” “Gloves,” and “Helmet” for a motorcycle crash. This data is needed to properly analyze how well and how often these safety devices are used. Next, you will be presented with this screen:

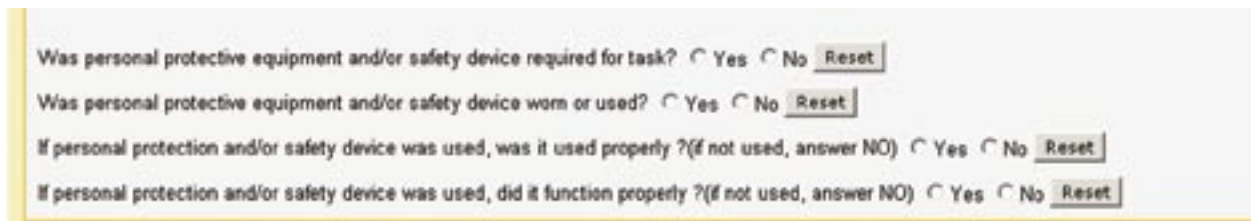


You must click on each category listed to provide the required data. Let’s use “Helmets” as an example. This screen will follow:



Select “Add New Entry”

Select the appropriate helmet type, then click “Next.”



Answer the four questions. Select “Next” and you will be taken back to the equipment category screen to select any remaining categories. Remember, we need you to select each equipment category and provide the required information.



Navy photo by MC3 David Didier

Most common errors when entering a motor vehicle mishap report:

1. Incorrect selection for Mishap Data Entry. This is the first screen after you select a 5102 mishap. For private motor vehicle mishaps select “Motor/Recreational Vehicle (Private).”
2. Remember to include all vehicles involved in the incident. In order to perform comprehensive analysis, all involved vehicles must be included. For motor vehicle mishaps, vehicles are entered in the “Involved Property” section.
3. Include all people involved in the mishap, including all individuals who were occupants in the involved vehicles and anyone else who had a direct effect on the mishap. Individuals may be added via the “Involved People” section.

Make sure all required information is included. The most frequent omissions are:

- a. Driver training for motorcycles and other government/private motor vehicle mishaps.

- b. Mishap cause code and cause code narrative.
- c. Incomplete final narratives. We need a complete picture of the mishap in the final narrative section. You’re not limited for space in the final narrative block, just make sure you don’t include personal identifiers such as names, dates, commands, and vehicle types.

Remember:

- ESAMS is not designed for motor vehicle mishap reporting. ESAMS can be used to report minor OSH-related events, but WESS must be used for motor vehicle mishap reports.
- Class A and B motor vehicle mishaps require a 72-hour profile. This is a section that asks what the involved person or people did for the three days immediately prior to the mishap. ♦

Parachute Safety Program

The Army is the Department of Defense (DoD) lead agency for policy and procedures for military parachuting. This includes tracking and maintaining parachute-related malfunctions, incidents and mishaps as they occur. Most Navy and Marine Corps units are well aware of the requirements for reporting mishaps, malfunctions and incidents to the Aerial Delivery and Field Services Department (ADFSD) at Fort Lee, Va.

What may not be common knowledge is the requirement to submit ground mishap reports. This is generally the responsibility of the unit's safety officer. All reports must be made to the Naval Safety Center using the WESS mishap-reporting module.

Download and use the parachuting malfunction, incident and mishap reporting worksheet located on the Naval Safety Center's website at <http://safetycenter.navy.mil/wess/tutorial/worksheets>. The completed worksheet should be given to the unit's safety officer who will create the WESS report. Also, email the completed work sheet to the parachute safety analyst at the Naval Safety Center for tracking purposes.

You can get contact information by calling (757) 444-3520, Ext. 7121/59/60 (DSN 564). All



Navy photo by PH2 Crystal Brooks

additional DoD required reporting will then be completed by the Naval Safety Center. This process eliminates the need for the unit to submit two separate reports, improves trend analysis for the Navy and Marine Corps, and provides accurate reporting to the lead agency responsible for maintaining data. ♦

The Explosive Mishap Report



Photo by Tech Sgt. Dawn M. Price

To assist with the entry of an explosive mishap report into WESS, users should understand the data fields displayed. Here are some helpful tips to ease and streamline the process.


- First, there are some required, common data fields such as point-of-contact information, involved person(s) and injury data that must be entered prior to entering the explosive data.
- Once at the Explosive Mishap page, displayed to the right, the first field will be the selection of the type of explosive system involved in the incident. This selection is from a drop-down table, and ensures that the type of system field is consistent with the user's input.
- The next two fields are boxes which identify the launching device and whether ammunition was involved in the mishap. One or both of these items may be selected.
- The next entry is for the type of ammunition being reported. These fields are based on whether

the box "Mishap involved ammunition" was selected. Users can only select one of these boxes, which will normally be the "NALC Item." The "Batch Production" and "Bulk Production" boxes are used by people at production levels such as research and development or testing and rarely will be used by fleet commands.

- The next section is for the "Mishap Type" which is selected using the radio button next to the chosen item. Only one mishap type can be selected. If disposition of the items involved must be addressed, the next field is used for that purpose. "Disposition" means that there is an item involved in the mishap that is available for further investigation or needs shipping instructions.

- The next web page displayed is determined by the items involved in the incident. There are two possible web page flows and both will collect additional information for the system or the ammunition involved in the incident. Some examples of the

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



Explosive Mishap

Help

Activities

- [Save as template](#)
- [Share report](#)
- [Return Home](#)
- [Generate PDF](#)
- [Worksheets](#)
- [Generate Injury Log](#)
- [Instructions and User Guides](#)
- [Feedback Form](#)
- [OSHA 300 Form Log](#)
- [Edit Endorsing Chains](#)
- [Logout](#)

Data Retrieval (iReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Terms and Conditions

- [My Report](#)
- [General Information](#)
- [Location](#)
- [Personnel](#)
- [Involved Property](#)

Type of System

Were any of the following applicable to the mishap

Mishap involved launching device

Mishap involved ammunition

Type of Ammunition

NALC Item

Batch Production

Bulk Production

Mishap type Abnormal Occurrence Detonation Induced Defect Malfunction Negligent Discharge Observed Defect

Disposition of material

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

additional information are work unit codes, equipment identification codes, serial numbers, national stock numbers, lot numbers and explosive weight.

The Community of Interest (COI) is a very important aspect of EMR reporting. This function is similar to the Address Indicator Group used in naval messages. In fact the COIs and the AIGs are identified with the same numbers and apply to the

same weapon groups. Both are used to disseminate explosive mishap reports to the ordnance community. For this reason, it is essential to use the COIs when reporting. If additional assistance is needed, the Naval Safety Center Explosives and Weapons Systems Safety Division is available to help at (757) 444-3520, Ext. 7143 (DSN 564). ♦

Navy photo by MC2 Roger S. Duncan



Diving



Navy photo by MCC Eric A. Clement

While we are receiving adequate information for diving mishaps, command representatives are purposely leaving out some of the gear used during the dive. This may be due to repetitive and lengthy questions in WESS about the dive gear used during a mishap. It is very important to list all the gear used during the mishap. This provides the Naval Experimental Diving Unit, Naval Sea Systems Command, and the Naval Safety Center with the necessary information to track possible trends in defective equip-

ment. Although the WESS report may seem to be tedious and repetitive, it's a tool to help prevent the injury or death of a fellow diver.

You have 30 days to submit the report after a mishap. If you experience problems with your mishap report, please submit feedback with your constructive comments. Also, send an e-mail with the same information to Safe-Divesalvage@navy.mil.

Remember, we are here to answer your questions at (757) 444-3520, Ext. 7837 (DSN 564). ♦

Recording and Reporting OSH-Related Mishaps

Hearing loss is the single largest source of disability among Navy/Marine Corps military and civilian personnel, so we'll use it as an example for reporting occupational safety and health issues. Recording and reporting these cases can be confusing, largely due to changes in the regulations and the need for clarification of the definitions.

This section will help you identify when hearing-loss cases are required to be recorded on the OSHA-300 log and reported in WESS or ESAMS. It describes specific procedures to use when reporting hearing loss, whether caused by noise exposure over time or by traumatic, physical injury.

Recording and reporting hearing loss cases: Noise-induced work-related hearing loss, resulting

from chronic exposure to noise in the work place over time, is an occupational **illness**. Hearing loss due to a traumatic or instantaneous injury to the ear is an occupational **injury**. Both types of hearing loss must be recorded on the OSHA log and reported in WESS or ESAMS, when certain threshold conditions are met. The following defines those thresholds and guides you through the specifics of recording and reporting these cases.

Threshold shift: Hearing loss cases are typically identified by an audiogram, indicating that a Significant Threshold Shift (STS) in hearing has occurred. However, not every STS case is recordable on the OSHA log or reportable in WESS or ESAMS. Noise-induced hearing loss cases are defined as OSHA-recordable, when, in addition to

Navy photo by MCSN John Wagner



the STS, there is also an average change in hearing in one or both ears of 25 decibels (dB) above audiometric zero. Both conditions must be present to meet OSHA recording criteria. Figure 1

shows how to report the “Injury/Illness Severity” in WESS. These cases should be reported as an “Other Reportable Event;” and not as a Class B, permanent partial disability case.

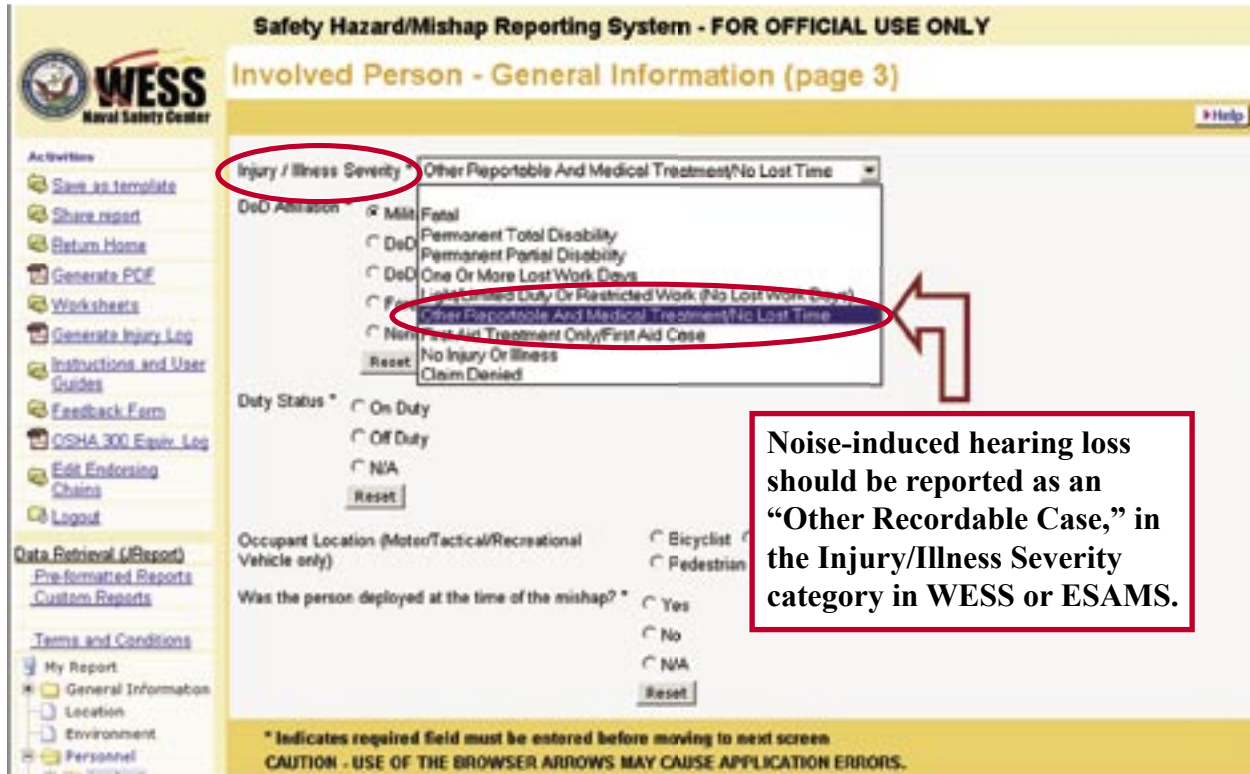


Figure 1—Reporting an OSHA-recordable Standard Threshold Shift (STS)

In the “Personnel” section of the report, two additional pieces of information are needed: the source or notification method that a hearing loss occurred and the OSHA classification code for the reportable event. Figure 2 shows the selection of “Audiogram” to provide the first piece of information.

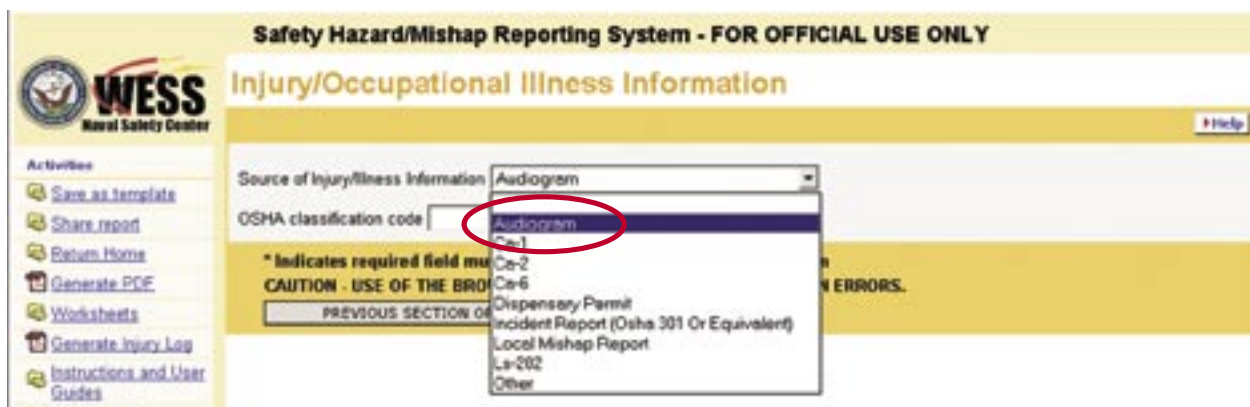


Figure 2—Noise-induced hearing loss is typically identified through an audiogram.

Figure 3 shows the specific OSHA classification code for “Hearing Loss” that should be selected as the type of illness.

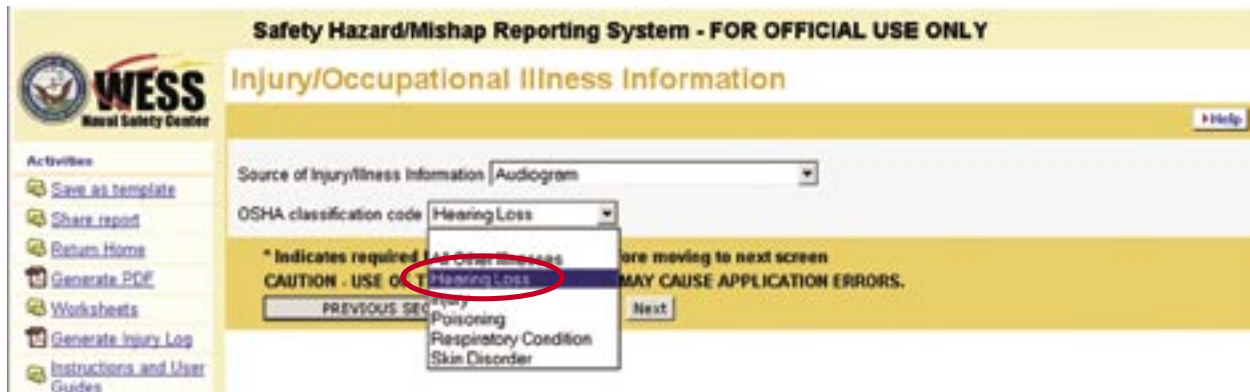


Figure 3—Selection of hearing loss as the OSHA classification code

Hearing loss due to traumatic injury: Traumatic, physical injury mishaps to the ear(s), like any other occupational injury, are recorded on the OSHA log when they meet OSHA criteria (medical treatment beyond first aid, days away from work, etc.).

Hearing loss may be a Class B: Sometimes a traumatic injury (e.g., being struck by an object or a blast/explosion or over-pressure incident) also results in a hearing loss. The injury is considered a permanent partial disability case when it results in a hearing loss of 10 dB or greater, as documented by medical authority. This injury must be reported—in WESS or ESAMS—as a Class B mishap. ♦

Shore Mishaps Reporting and Recordkeeping and WESS Training

Mishap reporting and WESS training resources are available on the Naval Safety Center website. WESS User Guides covering a variety of WESS design, navigation and reporting procedures can be found at: <http://www.safetycenter.navy.mil/wess/tutorial/>.

Half-day Mishap Reporting and Recordkeeping Workshops are offered by Naval Safety Center staff, either on-site or using VTT resources. The workshop focuses on mishap reporting and recordkeeping requirements of OPNAVINST 5102.1D/MCO 5102.1B, OSHA 29 CFR 1904 and 1960 regulations. It includes a step-by-step guide to creating a mishap entry/report in the WESS, and covers a sample of data elements specific to

mishaps involving private or government-owned motor vehicles (PMV or GMV). Enterprise Safety Applications Management System (ESAMS) users will find this workshop valuable because activities using ESAMS for mishap reporting must also maintain WESS accounts for several reasons, including to report certain types of events such as PMV mishaps. Safety professionals, whether full-time or collateral duty, are encouraged to take advantage of this training.

For additional information on future workshop dates and locations, or to request a training session in your area, contact Mr. Chuck Almond, Installation and Industrial Safety Directorate, Naval Safety Center; email: charles.almond@navy.mil. ♦

Accessing Mishap Data Through WESS

There are three ways to get your data:

1. Use the WESS “Custom Reports” link.
2. Use the WESS “Pre-formatted Reports” link.
3. Call the Naval Safety Center and talk to the Data Analysis Division.

How to use “Custom Reports:”

Custom Reports is a Naval Safety Center designed system to allow customers the ability to retrieve data with as much flexibility as possible.

1. Log into WESS.
2. Select the link on the left under the “Data Retrieval” section titled “Custom Reports.”
3. Select the main category of your report topic from the “Create a New Report” section.

Step 1—Label the report. This label will display at the top of the report.

Step 2—From the list displayed, select the fields you want to see on the report.

Step 3—Select the conditions of the report to narrow the search for the data retrieved. For example, you are only interested in reports for a date range of 10/01/2005 through 09/30/2006 and only Class A events.

Step 4—Select the groups. This will group your data by the field(s) you select: by UIC, by gender, etc.

Step 5—Select the sort order of the data. For example, you want the data displayed by date order.

Step 6—Select the output. This option allows you to download the report and save the results in the following formats: HTML, PDF and Excel. **Note:** Excel will allow you the most flexibility to work with the results.

How to use “Preformatted Reports:”

1. Log into WESS.
2. Select the link on the left under the “Data Retrieval” section titled “Pre-formatted Reports.”
3. You will be prompted for your User Name and Password.



Photo by Dan Steber

4. From the list supplied, select the main category of your report.
5. From the list supplied, select the report you want to run.
6. Enter the prompted information if any is displayed.
7. Abracadabra—you have your pre-formatted report.

If there is a report you run on a regular basis and would like to have the Naval Safety Center develop it as a pre-formatted report or a custom report, please submit a feedback form and a developer will work with you to create the report.

How to get data from the Naval Safety Center Data Analysis Division:

1. Do your homework and document the following first:
 - a. Decide on your final objective.
 - b. Identify what fields you want to see on the report.
 - c. Identify the conditions of the report: date range, UIC, mishaps or hazards, etc.
2. Call the Data Analysis Division at (757) 444-3520, Ext. 7184 (DSN 564).
3. Discuss your requirements with the Data Analysis Division and send them the requirements you gathered. ♦

Preformatted Reports in WESS

***Note:** These categories of available reports correspond to the categories found in WESS

1. ADS—Aviation Daily Summary

- Aviation daily summary statistical reports
- Mishap classification and severity changes for the date range entered
- Class A or B summaries for date range entered
- Top ten most recent class A or B mishaps

2. EMR—Explosive Mishap Reports

- By XFile location and event date
- By event date only
- By weapons system and date

3. WESS—OSHA

- Civilian first aid cases report
- Military (on or off duty) first aid cases
- WESS OSHA 300A annual report
- WESS civilian OSHA log report
- WESS military off-duty OSHA log report
- WESS military on-duty OSHA log report

4. Marine Corps—Injury Log—OSHA Log

- Civilian OSHA-injury log
- Military off-duty OSHA-injury log
- Military on-duty OSHA injury log

5. Marine Reports

- By company/department
- By component command
- By major command
- By parent command
- By unit command

6. Motor Vehicle

- Injury report by reporting UIC
- Injury report by parent UIC
- Navy PMV report
- Navy seat belt report

7. MV—Motor Vehicle

- Mishaps for last 5 calendar years
- Mishap for last 5 fiscal years

8. SS—Sea/Shore Reports

- Military/civilian deaths and total disabilities

9. TDS—Total Daily Summary Reports

- Summary by date range
- Ten most recent aviation summaries
- Summaries from **all** environments by date range

• Ten most recent mishap summaries from all environments

• Ship/sub/diving summaries by date range

• Ten most recent shore and MV mishap summaries

- MV summaries by date range
- Ten most recent MV mishap summaries
- Diving summaries by date range
- Ship summaries by date range
- Shore summaries by date range
- Submarine summaries by date range
- Ten most recent diving mishap summaries
- Ten most recent ship mishap summaries
- Ten most recent combined ship/sub/diving
- Ten most recent shore mishap summaries
- Ten most recent sub mishap summaries
- Total daily summary

10. Injury Log—OSHA

- Civilian OSHA log (Injtrak)
- Military off-duty injury log
- Military on-duty injury log

11. WESS Aviation

a. Air traffic control hazards by:

- Airfield
- Date range
- UIC

b. Aviation open recommendation (AVOPREC) by action agency open mishap recommendation

c. BASH—Bird Aircraft Strike Hazards by:

- Aircraft
- Aircraft model
- Airfield
- Cost
- Event date
- Route
- Species
- UIC

d. Embarked landing by event date

e. EMI by event date

f. General hazard by event date

g. All aviation hazards by event date

h. Hazards by aircraft

i. Hazard by aircraft model

j. Near mid-air collision by event date

k. Unintentional out-of-control flight by event date

l. Physiological episode by event date

m. UAV by event date

WANTED

WESS USERS



REWARD:

MANY LIVES SAVED

Discover an easier way to report hazards and mishaps, obtain higher quality data, and use powerful tools for studying mishaps and identifying trends.

Program: <https://wess.safetycenter.navy.mil>
Website: www.safetycenter.navy.mil/wess/default.htm



Web-Enabled Safety System