



Lessons Learned

The Lessons Learned module provides a mechanism for communicating and sharing important topics with all locations across the organization with the focus on continuous process improvement. Including the ability to:

- Classify the incident category through a customizable pick list - Health and Safety, Security, Environmental, etc.
 - Large Text Areas for tracking:
 - Description
 - Determination of Cause
 - Action Plan
 - Lessons Learned
- Customizable "Keywords" - Users can "check all that apply" based on the keywords that apply to that record, allowing for trending.
- Attach files, images, and scanned documents.
- Assign Corrective Actions - Enforced through the Activity Calendar and automated email escalation alerts.
- Print a complete Lessons Learned report - With the ability to include pictures/images within a PDF printed in real time.
- Communication Mini Tab - Provides a quick and easy way for information to be shared with peers via email

Lessons Learned Form Case Number: 2015-0020 Created On: 10/7/2015

Source of Record
Internal

***Date of Incident**
10/5/2015

***Location**
San Diego Edit

Type of Employee
FULL-TIME

***Incident Category**
Injury & Illness

***Type of Incident**
Recordable

***From**
Heather Nokes

***Subject/Title**
Laceration from Box Cutter

Details

Description
Determination of Cause
Action Plan
Lessons Learned
Keywords

Employee was cutting open a box that was delivered and cut their left index finger with the box cutter. EE had to leave work to go to the doctor, there he received 2 stitches to close the wound. After examining the box cutter, I noticed that the razor blade was very dull and should have been replaced. This caused the blade to slip and cut his finger.

User Feedback
Files
Updates
Corrective Actions
Communication

Add
Edit
Delete
View
Send to Excel

User	Did you use this Lesson Learned?	Date Provided
Nokes, Heather	Yes, I used it in the following ways	10/7/2015