

Excel Reports for Incident Investigations

Parklane's new Excel reports are designed, formatted and print-ready. They may also be edited as the user sees fit. Below is a list of reports currently available in **Incident Investigations**.

Please read descriptions carefully.

We recommend viewing the [video](#) provided on Parklane's Resource Page for information on the reports.

Special notes:

- Instruction on the use of Microsoft Excel is *not* available through Parklane Support, however, many helpful tutorials can be found online.

| Report Name | Report Code | Report Details |
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| Status Report | VHA Investigation Date Incident Type Injury Class Worksite Deptment Prelim Report Interim Report Full Report Full Correct Report Completed Prel Corr Act Incomplete Prel Corr Act Completed Full Corr Act Incomplete Full Corr Act Investigating Supervisor Manager Committee Investigating No | Report displays status of all open investigations. <ul style="list-style-type: none"> • Main sheet: Bar chart of preliminary and full corrective action status, chart of open investigations by date investigated, pie charts of open investigations by supervisor and by manager. • Sheet 2: Table of detailed information on status of reports. • Sheet 3: Table of detailed information on status of corrective actions. |
| Target Dates | VHB Investigation Date Incident Type Injury Class Worksite Deptment Date Prelim Target Date Prelim Printed Days Prelim Overdue Date Interim Target Date Interim Printed Days Interim Overdue Date Final Target Date Final Printed Days Final Overdue Date Full Corr Target Date Full Corr Printed Days Full Corr Overdue | Reports statistics and details of target dates. <ul style="list-style-type: none"> • Main sheet: Bar chart of status of reporting. Four bar charts on all four report types which includes how many are outstanding and how many of those are overdue. • Sheet 2: Detailed table of target dates status including investigation date, inc type, investigating supervisor, target dates and print dates of all 4 reports and whether the investigation is open or closed. • Sheet 3, 4, 5 & 6: Detailed table of report status of target dates including – investigation date, investigating supervisor, incident type, classification, injury, target date, when it was printed and days it was/is overdue. |

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| | Investigating Supervisor Manager Committee Closed Date Close Investigating No | |
| Investigation Statistics | VHC Inc Date Supervisor Department Department Name Emp no Injured Person Injury Key No Linked Investigating Supervisor Manager Inv Date Closed Date Closed Investigating No Other | Report displays various incident and investigation statistics. <ul style="list-style-type: none"> • Main sheet: Bar chart of number of incidents that occurred in that date range vs. how many investigations were started from those incidents (linked). Bar chart of number of investigations started in date range vs. how many of them were closed. Pie chart of percentage of incidents under investigation. Pie chart of percentage of investigations that are closed. • Sheet 2: Table of departments, how many incidents occurred, how many were investigated and how many are closed by investigating supervisor. • Sheet 3: Detailed table of investigations – including department, incident date, employee, injury, whether it is linked to an investigation, the investigating supervisor, investigation start date, whether it is closed, date closed (if applicable) and investigation number. |
| Corrective Actions | VHD Investigation Date Injured Person Class Injury Incident Type Worksite Deptment Department Name Investigating Supervisor Manager Committee Corrective Actions Date Assigned Target Date Completion Date Person Position or Company Telephone Email Description Comments Corrective Actions Num Date Completed Acct inv comp By Whom Phone Email Prev Corr Ident Comments Closed Date Close Investigating No | Reports on corrective action statistics and detail. <ul style="list-style-type: none"> • Main sheet: Bar charts of total corrective actions vs how many are completed, pie chart of total corrective actions by those responsible. Table of corrective action, who is responsible, how many are due and how many are completed. • Detailed table of investigation, employee, incident type, corrective action, person responsible, target date, completion date (if applicable), description of action taken. |