



# SAFETY SURVEY INSTRUCTIONS

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Contact [Keith Williams](#) at (800) 745-4818 with any questions you may have.

## Register to Participate

Each year survey participants must register to participate. The survey site is located at <http://safetysurvey.esafetyline.net/>. To register, select the link in the “I am ready to register” box.

## Login

You may save your data and return to complete the survey. To login, select the login links found on the home page of the survey (<http://safetysurvey.esafetyline.net/>).

## Dashboard

After you login to your account you will be directed to the Dashboard page. From the dashboard you may update your company profile or enter, edit, delete or confirm your data.

## Survey Entries Box

Survey data is accessed from the Survey Entries box on the Dashboard page. Select the *Add New* button and then the reporting year.

## OSHA Data (Year Detail) Box

The OSHA Data (Year Detail) Box is where you select the data areas in which you choose to participate. Select the *Add New* button to add a data collection area. From this interface you may also view, edit or delete an area. The SIF Reporting Forms are also found in this section. **You must complete at least one reporting area in this section. Participants are requested to participate in the Company (Total Company) reporting area.**

## Motor Vehicle Data

Motor Vehicle Accident data and Preventable Motor Vehicle Accident data are accessed from Survey Entry page. You may choose to submit motor vehicle accident data, preventable accident data, or both. You may also choose not to participate in this section.

## Injury Detail (Workers Comp) Box

Injury Detail data is accessed from the Injury Detail (Workers Comp) box. This is an optional reporting area. Injury Detail information is usually available through your workers' compensation records. Using the *Add New* button you may select the data areas in which you choose to participate. Be sure to select the save button at the bottom of the page when you are finished.



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## **SIF Data (Serious Injuries and Fatalities)**

Utilities participating in the EEI Serious Injury and Fatality initiative are asked to submit their SIF data into the safety survey. Various reporting areas contain a section to enter this optional data. Be sure to access the SIF Guide for the applicable definitions, criteria and frequently asked questions or contact the SIF Assistance Team with your questions.

## **SBLI Reporting Area**

This is an optional reporting area. Participants must provide 24 months of data. Refer to the Definitions document when completing this section. All fields are required except the First Aid field.

## **Benchmarking Section**

The Benchmarking Section is an optional reporting area. This section primarily collects information on how survey data and other occupational safety and health metrics are being used by participating organizations.

## **Confirmation**

When all data entry for this year is completed, you must confirm your data. Your data is confirmed from the Dashboard. To confirm your data, select the *Confirm* link found in the Survey Entries box. Once your data is confirmed it cannot be adjusted.

## **Confirmation Report**

After you have selected the confirmation link, a confirmation report will be emailed. Carefully review the report and contact us if any changes are needed. We will reset the confirmation flag so you can make your changes and re-confirm your data.

## **Assistance & Help**

Assistance will be provided through a toll-free phone line and email support. Be sure to contact us with any questions or recommendations you may have.

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