

# Safety Statistics Reporting Portal Manual

## INTRODUCTION

AWO is the national trade association for the tugboat, towboat and barge industry. Our members account for more than 80 percent of the barge tonnage and two-thirds of the towing vessel horsepower in this critical industry segment, moving cargoes essential to the American economy on the inland rivers, the Atlantic, Pacific, and Gulf coasts, and the Great Lakes. Safety has always been one of AWO's top priorities, and it is our goal to push the envelope of what it means to be safety leaders. The AWO Safety Statistics Reporting Program is intended to provide a smart way to help AWO members foster a culture of safety and strive towards continuous improvement.

The purpose of this manual is to take you step by step through the process of:

- Entering current and historical safety statistics.
- Correcting erroneous safety data.
- Comparing your data with the AWO participating membership through the reporting features.
- Viewing trends in your safety data as well as trends of the AWO participating membership through the reporting features.

# TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>1</b>
<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>CONTACT INFORMATION</b>	<b>3</b>
AWO Representative	3
Technical Support	3
<b>PORTAL</b>	<b>4</b>
<b>LOGIN</b>	<b>5</b>
<b>ENTERING NEW DATA</b>	<b>7</b>
<b>AMENDING DATA</b>	<b>11</b>
<b>VIEW HISTORICAL DATA</b>	<b>16</b>
Export All Data	17
Delete Specific Data	18
<b>REPORTS</b>	<b>19</b>
Member Comparison	19
Member Trending	21

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## PORTAL

To access the portal go to [awo.salixhub.com](http://awo.salixhub.com) in your browser. When you get to this website you will see the below.



[Home](#)   [Support](#)

[Login](#)

## Welcome Statement

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The AWO Safety Statistics Reporting program is designed for simple, confidential tracking of a small set of data points including:

- Vessel crew man hours
- Total number of crew fatalities
- Total number of recordable injuries\*
- Total number of lost-time injuries\*
- Total number of falls overboard
- Total reportable spills of all types
- Total volume of spills in gallons

All Responsible Carrier Program® (RCP)-certified companies are required to track these data points in some way. By utilizing the AWO reporting program, members have access to a valuable benefit that allows the production of reports and tools to benchmark their data against their particular sector and AWO's membership overall. To that end, users will also be able to view an anonymous ranking based on the reportable safety factors and will be available by industry sector and across all users.

What is the difference?

- Trending Reports: Presents counts of events at a series of points along a continuum, normally a time line. The X-axis of the trend report displays data points on that continuum representing quarters in a year. [Click here to view a sample.](#)
- Comparison Reports: Presents summarized data broken at a single point in time. [Click here to view a sample.](#)

\* The OSHA Recordable Incident Rate is calculated by multiplying the number of recordable cases by 200,000, and then dividing that number by the number of labor hours at the company. The Lost Time Case Rate is a similar calculation, only it uses the number of cases that contained lost work days.

[Click here to view our Purpose Statement.](#)

[Click here to view our Security Statement.](#)

[Click here to view our Confidentially Statement.](#)

## Contact Information

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## LOGIN

When you are at the portal you will need to login. Click on the Login button highlighted below.



## Welcome Statement

The AWO Safety Statistics Reporting program is designed for simple, confidential tracking of a small set of data

You should now see the below login box. You will need to enter your username and password in the fields provided. You should have received your username and password in the Account Setup Email. If you have not received this information you can request it by clicking the Request Account Info button highlighted below.

A login form titled "Please log in" in a blue header. It contains two input fields: "Username" and "Password". The "Username" field has a small icon of a person with a lock. Below the fields are two buttons: a green "Log In" button and a white "Request Account Info" button with a red border, which is highlighted.

Once you have logged in successfully you will be taken back to the home page and you should see your name highlighted below showing that you are logged in.



## Welcome Statement

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The AWO Safety Statistics Reporting program is designed for simple, confidential tracking of a small set of data

## ENTERING NEW DATA

To enter new data, click on Safety Statistics in the navigation and then click on New Entry.



A screenshot of the AWO Safety Statistics Reporting program's navigation menu. The menu is a dark blue horizontal bar with white text. It contains the following items from left to right: "Safety Statistics" with a dropdown arrow, "Reports" with a dropdown arrow, "Support", and "Administrator" with a user icon and a dropdown arrow. Below the "Safety Statistics" item, a dropdown menu is open, showing three options: "New Entry", "Amend Entry", and "View Historical Entries". Two red callout boxes with white numbers "1" and "2" are overlaid on the image. Callout 1 points to the "Safety Statistics" menu item, and callout 2 points to the "New Entry" option in the dropdown menu. The background of the page shows a "Welcome" message and a line of text: "The AWO Safety Statistics Reporting program is designed for simple, confidential tracking of a small set of data".

The AWO Safety Statistics Reporting program is designed for simple, confidential tracking of a small set of data





Once you are on this page you can select the sector, quarter and year of the data you will be entering and then enter your data in the fields provided. Once you are complete click the Review button highlighted below.

## New Entry

Directions: Select the operational sector and enter your data per sector in which you operate in.

Submission Details	
<b>Reporting Company Name</b>	<b>Date</b>
<input type="text" value="Demo"/>	<input type="text" value="2/2/2018"/>

Entry Details	
<b>Category</b>	<b>Sector</b>
Sector being reported	<input type="text" value="Please Select"/>
Quarter for reported Sector	<input type="text" value="Please Select"/>
Year for reported Sector	<input type="text" value="Please Select"/>
Vessel crew man-hours 	<input type="text"/>
Total # of Crew Fatalities	<input type="text"/>
Total # of Recordable Injuries 	<input type="text"/>
Total # of Lost-Time Injuries	<input type="text"/>
Total # of Falls Overboard	<input type="text"/>
Total Reportable Spills of All Types 	<input type="text"/>
Total Volume of Spills (in gallons) 	<input type="text"/>







Review your data to ensure it is correct. If there are errors click Edit to correct your data. If everything looks correct click Submit to send your data into the system.

## New Entry

Directions: Select the operational sector and enter your data per sector in which you operate in.

Submission Details	
Reporting Company Name	Date
<input type="text" value="Demo"/>	<input type="text" value="2/2/2018"/>

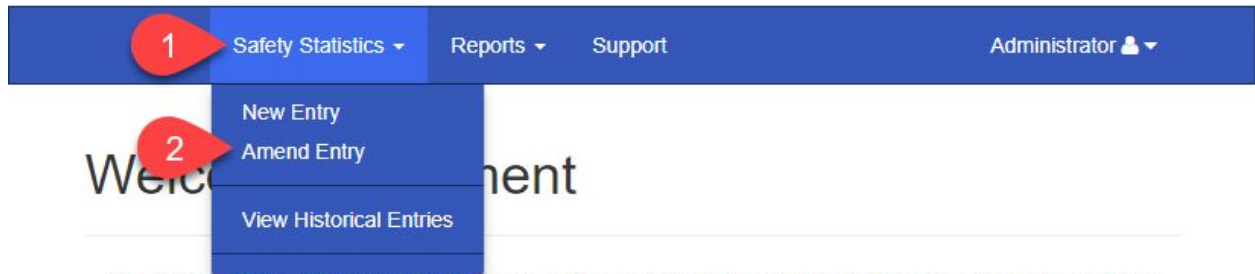
  

Entry Details	
Category	Sector
Sector being reported	<input type="text" value="Coastal/Coastal - Harbor"/>
Quarter for reported Sector	<input type="text" value="Q1"/>
Year for reported Sector	<input type="text" value="2017"/>
Vessel crew man-hours. 	<input type="text" value="1"/>
Total # of Crew Fatalities	<input type="text" value="2"/>
Total # of Recordable Injuries 	<input type="text" value="3"/>
Total # of Lost-Time Injuries	<input type="text" value="4"/>
Total # of Falls Overboard	<input type="text" value="5"/>
Total Reportable Spills of All Types 	<input type="text" value="6"/>
Total Volume of Spills (in gallons) 	<input type="text" value="7"/>

When you have submitted your data and there are no errors you will see the below page.

## AMENDING DATA

To amend data, click on Safety Statistics in the navigation and then click on Amend Entry.



The AWO Safety Statistics Reporting program is designed for simple, confidential tracking of a small set of data

Once you are on this page you can select the sector, quarter and year of the data you are wanting to amend. Once you are complete click Search button highlighted below to retrieve the data associated with what you entered.

## Amend Entry

Directions: Search for an existing entry that you want to amend. Then change the values that you want to change.

Submission Details	
<b>Reporting Company Name</b>	<b>Date</b>
<input type="text" value="Demo"/>	<input type="text" value="2/2/2018"/>

Entry Details	
<b>Category</b>	<b>Sector</b>
Sector being reported	<input type="text" value="Coastal/Coastal - Harbor"/>
Quarter for reported Sector	<input type="text" value="Q1"/>
Year for reported Sector	<input type="text" value="2017"/>
<input type="button" value="Search"/>	






You should now see the data that you searched for. Now you can edit the data that only needs to be amended. You will also need to entry a reason for this. Once you are complete click the Review button highlighted below.

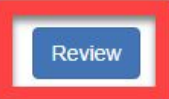
## Amend Entry

Directions: Search for an existing entry that you want to amend. Then change the values that you want to change.

Submission Details	
Reporting Company Name	Date
Demo	2/2/2018

Entry Details	
Category	Sector
Sector being reported	Coastal/Coastal - Harbor
Quarter for reported Sector	Q1
Year for reported Sector	2017
Vessel crew man-hours. 	1
Total # of Crew Fatalities	2
Total # of Recordable Injuries 	5
Total # of Lost-Time Injuries	4
Total # of Falls Overboard	5
Total Reportable Spills of All Types 	6
Total Volume of Spills (in gallons) 	7
Reason for Amendment	Correction - Data Entry Error 







Review your data to ensure it is correct. If there are errors click Edit to correct your data. If everything looks correct click Submit to send your data into the system.

## Amend Entry

Directions: Search for an existing entry that you want to amend. Then change the values that you want to change.

Submission Details	
Reporting Company Name	Date
Demo	2/2/2018

Entry Details	
Category	Sector
Sector being reported	Coastal/Coastal - Harbor
Quarter for reported Sector	Q1
Year for reported Sector	2017
Vessel crew man-hours. 	1
Total # of Crew Fatalities	2
Total # of Recordable Injuries 	5
Total # of Lost-Time Injuries	4
Total # of Falls Overboard	5
Total Reportable Spills of All Types 	6
Total Volume of Spills (in gallons) 	7
Reason for Amendment	Correction - Data Entry Error

Edit Submit

When you have submitted your data and there are no errors you will see the below page.

## VIEW HISTORICAL DATA

To view historical data, click on Safety Statistics in the navigation and then click on View Historical Entries.






A screenshot of the AWO Safety Statistics Reporting interface. At the top is a dark blue navigation bar with "Safety Statistics" (highlighted with a red circle and the number 1), "Reports", and "Support". On the right of the bar is "Administrator" with a user icon. Below the navigation bar is a "Welcome" message. A dropdown menu is open under "Safety Statistics", with "View Historical Entries" (highlighted with a red circle and the number 2) selected. Below the menu is a line of text: "The AWO Safety Statistics Reporting program is designed for simple, confidential tracking of a small set of data".

On this page you can do a few things. You can export all your data, or you can delete specific data.

## Historical Entries

Below are all the entries that have been submitted for your company.

Submitted Entries										
Reporting Company Name										
Demo										
 Search: <input type="text"/>										
Sector	Quarter	Year	Crew Man-Hours	Crew Fatalities	Recordable Injuries	Lost-Time Injuries	Falls Overboard	Reportable Spills	Volume of Spills	
Coastal/Coastal - Harbor	Q1	2017	1	2	5	4	5	6	7	
Coastal/Coastal - Harbor	Q2	2017	2	3	4	5	6	7	8	

Showing 1 to 2 of 2 entries

Previous **1** Next




## Export All Data

To export all your data you should see on the historical data page a button that looks like the below highlighted one. When you click this it will prompt you for a location to save the excel spreadsheet. Once you save it you will have your data in that file.

**Submitted Entries**

**Reporting Company Name**

Demo





<b>Sector</b>	<b>Quarter</b>	<b>Year</b>
Coastal/Coastal - Harbor	Q1	2017

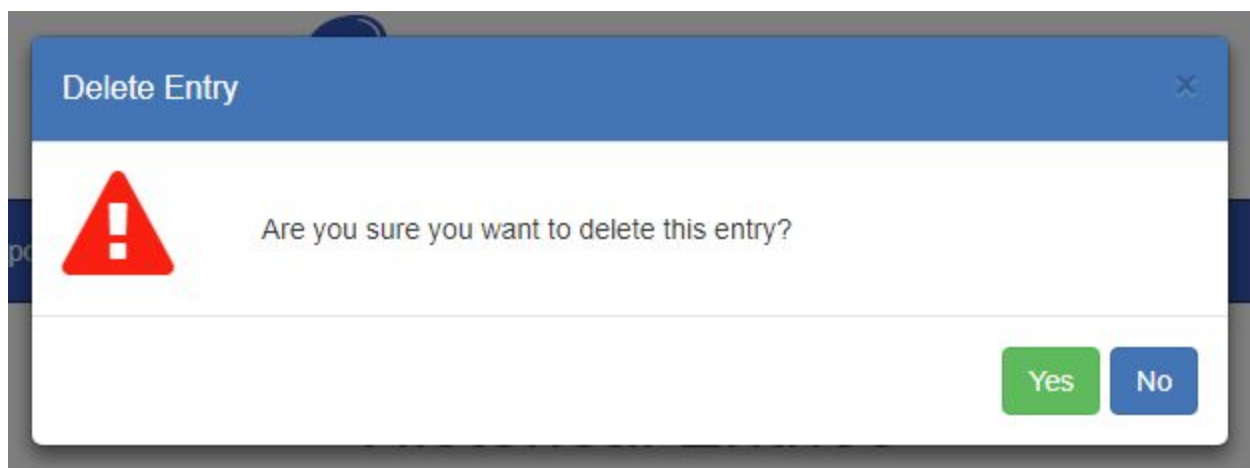
## Delete Specific Data

To delete specific data you should see on the historical data page buttons next to each entry that looks like the below highlighted ones. When you click one of these it will prompt you to confirm that you want to delete this specific entry.

Search:

Reportable Spills	Volume of Spills	
6	7	
7	8	

Previous **1** Next



## REPORTS

### Member Comparison

To view this report, click on Reports in the navigation and then click on Member Comparison Report.



The American Waterways Operators

Home Safety Statistics **1** Reports Support Administrator

**2** Member Comparison Report  
Member Trending Report

## Welcome Statement

The AWO Safety Statistics Reporting program is designed for simple, confidential tracking of a small set of data

Once you are on this page you can select the sector, starting quarter and year then the ending quarter and year of the data you are wanting to compare against. Once you are complete click Search button highlighted below to retrieve the data and apply the comparison.

### Member Comparison Report

Search Details				
Sector	Starting Quarter	Start Year	Ending Quarter	End Year
Coastal/Coastal - Harbor	Q1	2017	Q4	2017
				<input type="button" value="Search"/>

Below are what your results may look like. You can then export all the data, or the individual graphs. [Click here to view a sample.](#)

Comparison Charts
Export

**Crew Fatalities**

Demo 5  
Sector Total 5  
AWO Total 10

Category	Value
Demo	5
Sector Total(40)	5
AWO Total(195)	10

**Recordable Injuries**

Demo 600000  
Sector Rate 1.69  
AWO Rate 1.41

Category	Value
Demo	600,000
Sector Rate(40)	1.69
AWO Rate(195)	1.41

**Lost Time Injuries**

Demo 600000  
Sector Rate 0.7  
AWO Rate 0.75

Category	Value
Demo	600,000
Sector Rate(40)	0.7
AWO Rate(195)	0.75

**Spills**

Demo 13  
Sector Total 47  
AWO Total 130

Category	Value
Demo	13
Sector Total(40)	47
AWO Total(195)	130

**Volume of Spills (in gallons)**

Demo 15  
Sector Total 55.06  
AWO Total 14165.13

Category	Value
Demo	15
Sector Total(40)	55.06
AWO Total(195)	14,165.13

**Falls Overboard**

Demo 11  
Sector Total 13  
AWO Total 80

Category	Value
Demo	11
Sector Total(40)	13
AWO Total(195)	80

**Company Records**

Show 10 entries Search:

Sector	Quarter	Year	Crew Man-Hours	Crew Fatalities	Recordable Injuries	Lost-Time Injuries	Falls Overboard	Reportable Spills	Volume of Spills
Coastal/Coastal - Harbor	Q1	2017	1	2	5	4	5	6	7
Coastal/Coastal - Harbor	Q2	2017	2	3	4	5	6	7	8

Showing 1 to 2 of 2 entries

Previous
1
Next

## Member Trending

To view this report, click on Reports in the navigation and then click on Member Trending Report.



The American Waterways Operators

Home Safety Statistics **1** Reports Support Administrator

Member Comparison Report  
**2** Member Trending Report

# Welcome Statement

The AWO Safety Statistics Reporting program is designed for simple, confidential tracking of a small set of data

Once you are on this page you can select the sector, start year then the ending year of the data you are wanting to see trends for. Once you are complete click Search button highlighted below to retrieve the data and apply the trend.

## Member Trending Report

Search Details			
Sector	Start Year	End Year	
Coastal/Coastal - Harbor	2016	2017	<b>Search</b>

