

# Corrugated Container Industry Annual Report of Occupational Injuries and Illnesses, And Safety Awards Program

## Online Data Collection Instructions

### Purpose:

This document describes the steps necessary to access and interact with the Online Data Collection forms supporting the creation of the Annual Report of Occupational Injuries and Illnesses and Safety Awards Program.

### How to Access the Online Forms:

Using your Internet browser, navigate to <http://www.fibrebox.org/oii.aspx>. Once your browser opens this page you will be presented with a Logon page.

### FBA Member Logon:

If you are a Member of the Fibre Box Association and have a logon for the member's area of FBA website, please use that logon to access the online forms at <http://www.fibrebox.org/oii.aspx>. If you are a member but do not have a logon for the members area of FBA website, please follow the non-member instructions below.


### Non-Member Signup:

If you are not a member of the Fibre Box Association, please click the "Signup" button on the Logon page. On the signup page, you will be asked for some basic contact information (Name, Phone, E-Mail, Password, City and State), you will also be asked to identify the company you are associated with. Once you have provided this information, click the "Save" button to continue.

Note: If you don't see your company in this list, please contact [atodd@fibrebox.org](mailto:atodd@fibrebox.org) for assistance.

### Providing Data:

Once you have logged on, you will be presented with a set of plants that FBA knows exist for your company. If you do not see your plant listed, please contact [atodd@fibrebox.org](mailto:atodd@fibrebox.org). In addition, you will see a list of Contacts within your company that are signed up to provide Occupational Injury and Illness data.

The plant list includes an icon () that you can mouse-over to view whom has provided data for the indicated plant. In addition, the location of the plant will be underlined if you have or can provide data for a plant. If data has been provided by another person in your company the location will not be underlined.

In order to ensure that data is only visible to authorized individuals, plant data can only be viewed or edited by the person originally providing that data.

### **Adding/Editing Plant Data:**

To provide data for a plant, click on its location and you will be transferred to the Plant Information page for the selected plant. The plant information page identifies the plant you are modifying and includes select fields from the OSHA Form 300A that are used to create the report and identify safety award recipients.

Once you have completed making updates to the plant information, click the Save button to continue.

### **Adding/Editing Contact Data:**

To edit your contact information, click on your contact name. Clicking this link will transfer you to the Contact Information page where you will be able to modify your contact information.

Once you have completed making updates to the contact information, click the Save button to continue.

### **Logging Off:**

In order to logoff, click on the "Report Logoff" button.

### **IMPORTANT NOTE:**

In order to be considered for a Safety Award, you must send a copy of your OSHA 300A form to FBA by **March 1, 2012** via Fax 847/364.9639, E-Mail to [atodd@fibrebbox.org](mailto:atodd@fibrebbox.org) or Mail to:

#### **Safety Awards Program**

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