Using the ESC Data Gateway
Frequently Asked Questions

1. What do I need to participate in ESC's safety data collection program?
You will need a computer with internet access, and both a company and individual (data representative) account for the ESC Data Gateway.

2. How do I set up a company or individual account in the ESC Data Gateway?
- Go to the ESC Data Gateway
- Scroll down and click on "SIGN IN OR CREATE AN ACCOUNT"
- Hover over the "My Account" button. In the ESC Data Gateway section, select "Request Participation".

To set up a COMPANY account:	To set up an INDIVIDUAL* account:
Your company is brand new to the Safety Data Collection program & has no account	*You already have a company account & need to set one up for an individual*
Select "Register Company" and complete the form OR	Select your company name from the dropdown list and click the appropriate company name.

- You will receive an email approval within 3 business days.

  * ESC requires data representatives to be pre-approved by their corporation before gaining access to upload data.

3. Can a company assign more than one representative to submit data?
Yes. Please note, each data representative must be pre-approved by their corporation **before** submitting data. A data representative cannot submit data for more than one company.

4. My company participates in ESC's personal safety data collection and would like to also participate in process safety. Do we need to re-register the company and a representative?
Yes, both streams of data function independently.

5. When should I submit data?
Personal safety data is submitted annually in April and May. Each April, the portal opens for approximately 30 days for participants to submit their company data. Reports are available within two to four weeks after the portal closes. Before submitting data, review the ESC Health and Safety Performance Metric Guideline.

Process safety data can be entered year-round, 24/7.

6. How do I upload my company's personal or process safety data into the ESC Data Gateway?
- Go the ESC Data Gateway
- Scroll down and click on "SIGN IN OR CREATE AN ACCOUNT"
- Click the yellow "SIGN IN" button
- Enter your individual user credentials (if you need an individual account, see Question 2).
- Use the menu on the left-hand side select either "Personal Safety Data Portal" or "Process Safety Data Portal".
- Fill in the appropriate data fields. The data will auto-save in the window, but you **must click the submit button** when complete.

7. What reports are generated?

There are four reports generated for the personal safety data program only:

- **Health and Safety Performance Profile** | Describes personal health and safety metrics from the participating company for past years to the present.

- **Health and Safety Benchmark** | Describes personal safety data ranking of the participating company versus other peers operating within a designated region for the present year.

- **Safety Performance Indicator** | Summarizes all personal health and safety data in an anonymized and aggregated manner and published only after the two listed above have been published.

- **Opt-In Performance Report** | Only available to companies who consent to release their company name and data, this report describes personal health and safety metrics for the present year.

8. When are the reports available for download?

Reports from personal safety data are available within two to four weeks after the portal closes and remain on the individual company's secure data folder. Representatives can access and download reports at any time until the next data collection window begins by using "my account" to access the portal.

9. What is the Opt-In Performance Report?

It is a fully transparent personal safety report that contains company names and corresponding data. Companies that choose to participate should secure corporate permission before opting in. The Opt-In Report is only available to those like-minded stakeholders who chose to participate and release their company name.

> If you require additional information, please email Safety@EnergySafetyCanada.com