



# Using the ESC Data Gateway Frequently Asked Questions

## 1. What do I need to participate in the Safety Data Collection program?

You will need a computer with internet access, and both a company and data representative account for the ESC Data Gateway.

## 2. How do I set up a company account or data representative 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:**  
*Your company is brand new to the Safety Data Collection program & has no account*

Select “Register Company” and complete the form OR

**To set up an INDIVIDUAL\* account:**  
*You already have a company account & need to set one up for an individual*

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 input 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. When should I submit data?

Data submission for the Personal Safety Data program happens annually. Each April, the portal is open for approximately 30 days and participants submit their company data during that time. Reports are available within two to four weeks after the portal closes. Before submitting data, review the [ESC Health and Safety Performance Metric Guideline](#).

Note: When it launches, data for the Process Safety Data program may be entered year-round.

## 5. How do I upload my company’s personal 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 do not have an individual account, see Question 2).
- Use the menu on the left-hand side of “Personal Safety Data Portal”.
- Add the appropriate data into the data fields, remember to hit the submit button when complete. The data will auto-save in the window, but you must submit the data when complete.



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## 6. What reports are generated?

There are four reports generated for the Personal Safety Data program:

- **Health and Safety Performance Profile** | Describes health and safety metrics from the participating company for past years to the present.
- **Health and Safety Benchmark** | Describes 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 after previous reports.
- **Opt-In Performance Report** | Only available to companies who consented to release their company name and data, this report describes health and safety metrics for the present year.

## 7. When are the reports available for download?

Reports for the Personal Safety Data program are available within two to four weeks after the portal closes.

There are no reports for Process Safety Data at the moment.

## 8. What is the Opt-In Performance Report?

This report allows participants to opt-in as part of a fully transparent 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](mailto:Safety@EnergySafetyCanada.com)